



**TRINITY ACADEMY**

Innovative Classical Learning

**New Family  
Handbook  
2018-2019**



10224 Baileywick Road  
Raleigh, NC 27613  
919.786.0114  
919.786.0621 fax  
TrinityAcademy.com

## Quick Reference

### School Hours:

Lower School (Transitional Kindergarten – 6 <sup>th</sup> grade)	8:00 am – 2:45 pm
Upper School (7 <sup>th</sup> – 12 <sup>th</sup> grade)	8:00 am – 3:00 pm

**Summer Office Hours:** 9:00 am – 2:00 pm, Monday through Friday (Please note we are closed 7/2/18-7/6/18).

**School Day Arrival Times:** Your student may arrive at school as early as 7:30 am.

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

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

Lower school buildings are locked at 8:00 am and remain locked throughout the school day for the children's safety. If your child arrives at school after 8:00 am, you will need to accompany him/her to the receptionist's desk to sign in and receive a printed tardy pass. Access to the lower school buildings during school hours is permitted only with a pass from the receptionist.

### Staff Contacts:

<b>Head of School (Interim):</b> Matthew Breazeale	<a href="mailto:mbreazeale@trinityacademy.com">mbreazeale@trinityacademy.com</a>
<b>Upper School Head:</b> Jane Houchin	<a href="mailto:jhouchin@trinityacademy.com">jhouchin@trinityacademy.com</a>
<b>Lower School Head (Interim):</b> Susan Hofer	<a href="mailto:shofer@trinityacademy.com">shofer@trinityacademy.com</a>
<b>Chief Financial Officer:</b> Kris Hinton	<a href="mailto:khinton@trinityacademy.com">khinton@trinityacademy.com</a>
<b>Director of Athletics:</b> David Schenk	<a href="mailto:dschenk@trinityacademy.com">dschenk@trinityacademy.com</a>
<b>Director of Admissions:</b> Celeste Huffstutler	<a href="mailto:chuffstutler@trinityacademy.com">chuffstutler@trinityacademy.com</a>
<b>Office Assistant/Admissions Counselor:</b> Jamie Mastny	<a href="mailto:jmastny@trinityacademy.com">jmastny@trinityacademy.com</a>
<b>Director Extended Learning/Camp Trinity:</b> Chris Freeman	<a href="mailto:cfreeman@trinityacademy.com">cfreeman@trinityacademy.com</a>
<b>IT/Data Manager:</b> Brad Hodgson	<a href="mailto:bhodgson@trinityacademy.com">bhodgson@trinityacademy.com</a>
<b>Receptionist:</b> Barbara Weaver	<a href="mailto:bweaver@trinityacademy.com">bweaver@trinityacademy.com</a>

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## Welcome



### TRINITY ACADEMY

Innovative Classical Learning

Dear New Families,

Welcome to the Trinity Academy community! Even though your daily trips to campus may not start immediately, we want you to feel a part of our community of faith and learning right away.

One way to get to know our Trinity family better is through this New Family Handbook. We share our lingo, important event dates, dress code information and more. This is the *CliffNotes* version - just to get you started. For more detail, be sure to read our Lower and Upper School Handbooks, found on our website under *Parents, Forms and Handbooks*.

Another way you can get involved is to attend events that will be held as we finish out the current school year. Please see the event sheet included in this welcome folder to determine events you would like to attend.

Finally, you'll start receiving our weekly electronic newsletter, Tiger Tales , that will "Keep You in the Know". Please be sure to whitelist [jcurrin@trinityacademy.com](mailto:jcurrin@trinityacademy.com) in your email inbox to avoid Tiger Tales ending up in your spam folder.

We are honored that you have chosen to partner with Trinity Academy for your child's education. We look forward to your involvement in our community over the coming years!

Matthew Breazeale  
Interim Head of School

Jane Houchin  
Upper School Head

Susan Hofer  
Interim Lower School Head

## Trinity Lingo

Every organization has its language. If you haven't already, you'll soon realize that Trinity has its own lingo, too. We've compiled a list of terms and definitions to help you make sense of the lingo.

**Assembly/Chapel** – In Lower School, each Wednesday alternates between Chapel and Assembly. Parents are both welcome and encouraged to attend Chapel. You are also free to attend Assembly and can expect to hear when there is something extra special scheduled for an Assembly presentation. Wednesdays in the Upper School alternate between Chapel and Forum (high school) and Character Education (middle school). Parents are always welcome to attend Chapel and Forum.

**Atrium/Alumni Court** – This structure hosts all Trinity students for lunch, each day. However, it is a multi-purpose facility that allows for an open-air feel that flows out onto Alumni Court – the brick patio area between the Littlejohn Atrium and our playground. We enjoy the warm and gorgeous stone fireplace in this area.

**Fallacy/Syllogism** - Students in 8th and 9th grades at Trinity take a formal Logic course. The purpose of this class is to teach students to seek the truth and to recognize those things that are not true or are a manipulation of the truth – a fallacy. **WARNING:** Many parents of 8<sup>th</sup> graders find that students enrolled in Logic classes seek out ways to catch their parents using fallacies. A syllogism is a form of deductive reasoning consisting of a major premise, a minor premise and a conclusion. By the time your child is a senior, they will not only know how to craft a syllogism but also how to defend it during their Senior Thesis.

**Foundations** – periodic email newsletter from our Development office keeping you informed of the latest developments in Trinity's campus design and growth.

**Founders Hall** - This is where the Trinity community comes together for a variety of activities. Students use it for Chapel, Assembly and Forum on Wednesday mornings. Of course, it's used for basketball and volleyball games. In addition, we also gather there as a community for drama and choral presentations, Grandparents' Day, Baccalaureate, Graduation and most other whole-school activities.

**Houses and City/States** - In order for students to thrive, we must place them in communities that are fully dedicated to not only filling their minds, but also shaping their whole-person. Our school has adopted a British-style House System for High School and an Advisory model for Middle School. Through this we have established distinct communities within our community. House names are: MacLennan, Baxter, Craig and Urquhart. Advisories are Sparta, Athens and Olympia.

**PATT** - PATT stands for Parents and Teachers at Trinity. It is the Trinity version of the PTA. Their purpose is to organize volunteers to support the administration, faculty and students at Trinity. They do this by hosting events, coordinating box top drives, spirit nights at local restaurants, helping welcome new families, among many other things. You will be given an opportunity to join PATT at our Homecoming/Fall Family Picnic and sign up for volunteer slots. This event is scheduled for Friday, October 5 on our fields. It's a great time to meet students, faculty, alumni and parents.

**Prefect** – Prefects are Trinity's version of Student Council. Prefects apply for their positions and are elected by the student body to lead the Upper School.

**Tiger Tales** – our weekly electronic newsletter with all the news you need to know.

## School Events

**All-School Chapel** - All students attend chapel on alternating Wednesdays. There are separate chapels for Lower School, Middle and High School Students. On special occasions, such as Christmas and Good Friday, we combine the Chapels. These occasions are referred to as All-School Chapels. Parents are always welcome to attend Chapel.

**Black and Gold Day** -Black and Gold day is an opportunity for students to show their Trinity pride and school spirit. And, let's be honest, it's a day to wear jeans to school. Students may wear "sanctioned" Trinity attire (aka "Spirit Wear") or the colors black and/or gold. Spirit Wear is offered for sale at different times throughout the year. "Sanctioned" means the item has been purchased or obtained from a Trinity source, i.e. the Athletics Department, Camp Trinity, or the Admissions Department. The PATT Used Uniform Sales are also a good place to find spirit wear. Don't worry if you forget. Black and gold attire is not mandatory. Students may wear the regular school uniform on that day. A full description of the Black and Gold Day Dress Code is located later in this document.

**An Exceptional Evening** – The annual kick-off event for the Trinity Fund always includes a sit-down dinner and a thrilling display of The Trinity Difference. Table Hosts underwrite the cost of this event and our community comes together to pledge their commitment to annual giving through our **Trinity Fund**. This year's event is scheduled for **Saturday, September 22, 2018** at 6:00 pm in Founders Hall. Contact Courtney Woodfin [cwoodfin@trinityacademy.com](mailto:cwoodfin@trinityacademy.com) for more details.

**Forum** - On the Wednesdays that they do not attend Chapel, High School students (9<sup>th</sup>-12<sup>th</sup> graders) attend Forum. On the Monday prior to Forum, students are given information about the Forum topic. Students may be required to read an article or watch a video and submit questions regarding the topic to the Forum facilitator. Forum topics are generally controversial and relevant to current events. Sometimes the Forum facilitator, Chris Evans, presents and leads the discussion. At other times, a speaker is brought in to present the topic to the students. You can follow upcoming topics at <http://tarforum.blogspot.com/>

**Grandparents' Day** – Grandparents' Day is a big deal at Trinity, especially for the Lower School students. Grandparents are treated to a scrumptious breakfast and academic performances by all Lower School classes and select Upper School students. This is an opportunity for grandparents to see, first hand, the things that your family is so excited about. We generally celebrate Grandparents' Day on the 3<sup>rd</sup> Friday in October. **This year it will be October 19<sup>th</sup>**. Please ensure that you fill out and complete the Grandparent Information in RenWeb so we can send them an invitation. Oh, and by the way, no parents allowed – unless you're volunteering with PATT ☺

**GPS** – Our GrandParentSociety helps connect grandparents to volunteer opportunities in our school.

**Lessons and Carols** - This service of lessons and carols has been adapted from the Festival of Nine Lessons and Carols that has been celebrated annually at King's College, Cambridge, for almost a century. All Lower School students and Upper School students who take a music elective will perform. **This event will be held on Thursday, December 13 at 7pm at Christ Baptist Church (400 Newton Road, Raleigh).**

**Night of the Arts** - We have so many talented Trinity students that somebody thought it would be great to have a night to showcase all of those talents. That's what Night of the Arts is all about. Student try-outs begin in February. Come watch our students recite poetry, sing, dance, play musical instruments and showcase their extraordinary talents. **Night of the Arts will take place at 6:30pm on April 18, 2019 in Founders Hall.**

**Poetry and Prose** - Trinity's annual Poetry and Prose competition is held in March of each year. Lower School students are challenged to commit a passage to memory. The passage may be taken from a classical poem or essay. Students go through a series of competition phases among their classroom peers before they reach the final competition level. During the final phase of the competition, students from TK-grade 6 perform their recitation before the entire lower school and guest judges from local colleges and universities. **Poetry and Prose finals will take place on March 27, 2019.**

**Spring Fling** - If you like BBQ, hot dogs, inflatables, dunkin' booths and more, you'll love Spring Fling. Spring Fling is an opportunity for the Trinity community to come together and have tons of fun. We combine Spring Fling and our Second Empire 5K Run/Walk on the same day: **Saturday, April 27, 2019.**

**SELA** – SELA is an acronym that stands for Service and Experiential Learning Activities. All 7<sup>th</sup> - 12<sup>th</sup> grade classes participate in a SELA activity at the end of each academic year. There is a cost associated with each of the SELA activities. Students are required to pay the cost of travel, lodging and food while on the trip.

For rough planning purposes, a typical SELA schedule is listed below. Remember that the costs are estimated and may vary based upon the number of travelers, lodging, airfare and food. Information will be forthcoming from each trip coordinator regarding due dates for payments, trip specifics, etc.

7 <sup>th</sup> grade	Work with local charitable organizations	Approximate cost is \$60 to cover van rental, gas, recreation and lunches.
8 <sup>th</sup> grade	Trip to Washington, DC and Winter Team-Building Trip	Approximate cost for D.C. is \$400, Team building retreat is \$150
9 <sup>th</sup> grade	Work with local charitable organizations/ministries	Approximate cost is \$60 to cover cost of van rental and gas, etc.
10 <sup>th</sup> grade	Class trip to New York City	Approximate cost is \$900
11 <sup>th</sup> grade	Wake County Habitat for Humanity	Approximate cost is \$165. \$100 donation to Habitat and \$65 for transportation, gas and lunches.
12 <sup>th</sup> grade	Italy	Approximate cost is \$3,500.*

\* The senior class holds fundraisers throughout the school year to help offset the cost of their trip to Italy.

## Carpool Procedures

For children's safety, the use *of cell phones by drivers is strictly forbidden* during morning and afternoon carpool.

### Morning Arrival

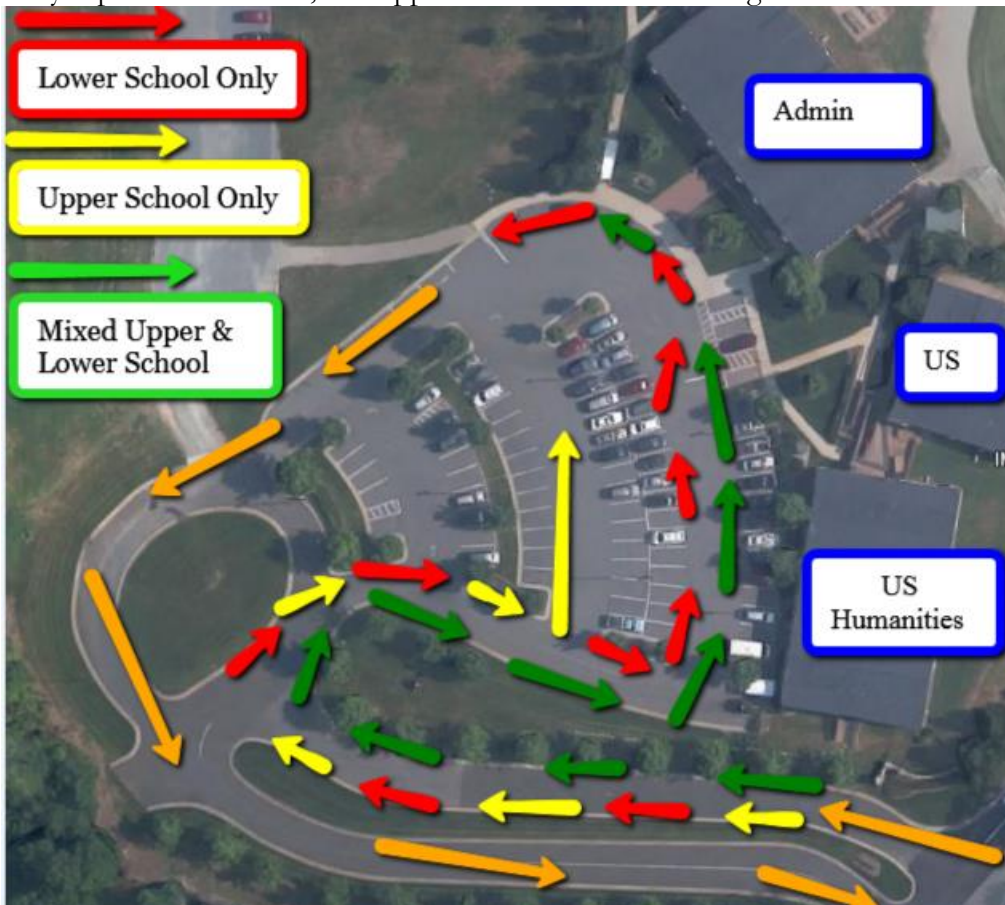
Lower and upper school classes begin promptly at 8:00 a.m. Students may be dropped off as early as 7:30am.

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. Suction cup hangers are available from the receptionist.

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 up in front of the Humanities Building. If you arrive early, **please pull down far enough along the entrance curb to allow other cars to enter the right lane without hitting your car.**

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. Lower School students will only be released to other Trinity students (siblings) or sitters who are old enough to drive them home.**



## Lunch Program

Trinity students have the option to bring a lunch from home or order a hot lunch through our vendor lunch program. TK-5<sup>th</sup> grade students do not have access to a microwave. 6<sup>th</sup> grade and older may use microwaves to heat meals. Even if you do not plan to order hot lunch, **we require you to set up an online account in case your child ever forgets to bring a lunch to school\***.

On or around August 1, log in to [www.Boonli.com](http://www.Boonli.com) (use code TAR289) and set up your account. The welcome page explains the entire program. Look for an announcement in Tiger Tales when ordering is open.

We are planning for the following lunch vendors for next year. However, lunch vendors are subject to change without notice due to service demands. We may also change the lunch vendor/vendor schedule throughout the year, based upon student preferences.

- Salsa Fresh (California-style Mexican food, made fresh daily)
- Manchester's (pasta, salads, burgers, grilled chicken sandwiches, etc.)
- Jet's Pizza (pizza, salads, and boneless wings need we say more)
- Chick fil-A (offering a variety of sandwiches, nuggets, salads, wraps, and fruit cups)
- Tropical Smoothie Café (Fresh sandwiches/wraps natural, premium quality, healthy ingredients)



## Trinity Academy Physical Education and Athletics Programs

Athletics are integral to Trinity's classical liberal arts curriculum. All students in transitional kindergarten to 5<sup>th</sup> grade participate in a weekly physical education program to prepare them for competitive sports in upper school. **To satisfy the school's P.E. requirement, each student 6<sup>th</sup> to 12<sup>th</sup> grade must compete on at least one of the school's athletic teams.** Exemptions from sports are rare.

Learn more on our website at [TrinityAcademy.com/athletics](http://TrinityAcademy.com/athletics). If you have questions, please contact David Schenk, Director of Athletics at [dschenk@trinityacademy.com](mailto:dschenk@trinityacademy.com).



Trinity Academy provides after-school options through Camp Trinity's Extended Learning programs. These include After-School Academy, The HELP (homework) Program, tutoring, After-School Art, Private Music Lessons, School's Out Days and more. Learn about all of these offerings plus Camp Trinity's Summer camps by visiting [CampTrinityNC.org](http://CampTrinityNC.org).

## Important Dates for Lower School Transitional Kindergarten to 6<sup>th</sup> Grade

See [One-Page School Calendar](http://TrinityAcademy.com/parents/school-calendar/) at TrinityAcademy.com/parents/school-calendar/

### **READY, SET, GO for rising 2<sup>nd</sup> – 6<sup>th</sup> students, that are new to Trinity:**

- Monday, August 8 through Wednesday, August 10 from 9:00 am – 12:00 pm
- Tuesday, August 9 at 11:15 am is New Parent Meeting (**please arrive at 11 am**)

### **Lower School Parent/Teacher Meeting – for parents only**

- Monday, August 20
  - 5:30 pm\* - Opportunity for parents to meet with their student's teacher
  - 6:00 pm\* - Opportunity for parents to meet with their student's teacher

**\*Two sessions** are offered to allow those with more than one child to be able to meet each teacher (I.e. one at 5:30 pm and the other at 6 pm). You may also choose to attend only the 6 pm session and have each parent meet a different teacher during the 6 pm time.

### **Lower School Meet the Teacher**

- Tuesday, August 21 from 10:00 am – 12:00 pm
  - This is an opportunity to drop off materials and for your student to meet their teacher prior to the first day
  - Due to teachers preparing for the first day of school, please do not come outside of the scheduled time window.

### **First Day of School**

- Wednesday, August 22, Early Release (11:45am dismissal) Lower School Only  
Full day for Upper School Students
- TK and K Staggered Entry, August 22 – August 24
- You will be notified of your child's "stagger" day when class rosters are announced in August

**New Family Reception** – September 7, 8am in the Atrium – Sponsored by PATT

**Homecoming/Fall Family Picnic** – for all students and parents

- Friday, October 5 on Trinity fields, start time TBD

**Grandparents' Day** – Founders Hall

- Friday, October 19<sup>th</sup>
- Help us invite Grandparents by providing their contact information in RenWeb

## **Transitional Kindergarten and Kindergarten Staggered Entry**

Transitional kindergarten and kindergarten students begin school on a "staggered entry" approach. Using this approach, approximately one third of the students are invited to come to school for one day of the first week of school. During this time, teachers complete student assessments, introduce students to key school staff and help them become acclimated to the school. All of the students then return to school on the first day of the second week of school (August 27, 2018). You will be notified in August, via email, about your child's "stagger" date. Students are required to wear their uniforms on "staggered entry days". Children may begin entering the building at 7:40am. You are welcome to walk your student into the classroom on his/her "staggered entry day".

## Lower School Dress Code Overview

**Full details about school uniforms can be found in the Lower School Handbook and in Appendix I.**

All TK – 6<sup>th</sup> grade uniforms are available through Lands' End. By entering Trinity's preferred school code of **900123837** at [www.landsend.com](http://www.landsend.com) you can review Trinity's dress code items online. You can also register for free shipping offers and discount promos at [www.landsend.com](http://www.landsend.com).

### Transitional Kindergarten to 6<sup>th</sup> Grade

In general, boys wear navy slacks or shorts (no cargo or corduroy pants) and the Lands' End white or maize mesh polo shirt with a Trinity Academy logo. Boys must tuck in their shirts. A belt is required for 2<sup>nd</sup>-6<sup>th</sup> grade boys. An evergreen polo option is available for 3<sup>rd</sup>-6<sup>th</sup> graders.

TK-2<sup>nd</sup> grade girls wear "white plaid" jumpers with a white Peter Pan collar blouse or the navy, short sleeve Polo dress., all from Lands' End. Girls are also required to wear navy bike shorts under their jumpers and dresses. In 3<sup>rd</sup> grade, girls may begin to wear skirts instead of jumpers and dresses.

Boys and girls also have the option of wearing the Trinity approved PE uniform on their PE day. This uniform is the same for boys and girls and substitutes athletic shorts (with Trinity Academy logo) for school uniform bottoms. These shorts are available through Lands' End, but are not required.

Additional optional items include: the Land's End Fleece jacket for boys and girls, the Fine Gauge Cardigan sweater for girls, and the Drifter Sweater Vest for boys (these items all **require** the Trinity Logo).

## Books and Supply Lists

Trinity provides all books to students in Lower School through 9th grade, the cost of which is included in tuition and fees. The books provided remain the property of the school 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. Report cards are not released until books are returned or appropriate replacement fees are paid.

For TK-6<sup>th</sup> grade, Trinity is partnering with [ClassBundl](http://ClassBundl.com) to give you options for school supply purchasing. **After June 1**, visit [www.classbundl.com](http://www.classbundl.com), enter "Trinity Academy of Raleigh" and choose the grade(s) you need. Shipping is FREE and right to your door. If you prefer to shop locally, just print the list and take it with you. **\*\*Please note** there are a few items that teachers require for each class that cannot be supplied by ClassBundl. These are listed at the top of the grade level page. Please purchase these items separately. There is an [FAQ](#) section on the ClassBundl website that will answer all your questions. If you need more or less of the items listed, you have the flexibility to increase quantities or delete items in the bundl. The price will be adjusted accordingly. **Trinity receives a 5% reward with each purchase. After June 1**, visit [TrinityAcademy.com/parents/student-supplies/](http://TrinityAcademy.com/parents/student-supplies/) for the full list.

## Lower School FAQs

### 1. Will my child be able to have a snack in addition to lunch each day?

Our Transitional Kindergarten and Kindergarten classes have time each day for a morning and afternoon snack. Each child should bring two healthy snacks each day. 1<sup>st</sup> to 6<sup>th</sup> graders will have a snack period every day.

### 2. Are there any food restrictions for lunch and snacks?

There are no specific restrictions on foods that children may or may not bring for lunch. Children are not allowed to share food with each other. Depending on classroom allergies a policy may or may not be implemented for that class. In an effort to promote healthy bodies and minds, it is advised that no candy or soda be sent with students.

### 3. Will my child take a nap during the day?

Full day Transitional Kindergarten and Kindergarten students will have a 30-40 minute rest time. TK students should bring a vinyl, 3-section folding mat and a beach towel for rest time. Kindergarten students should bring a towel for rest time that can be folded and stored in their cubby.

### 4. Are there any requirements for my child's backpack and lunch box?

There are no restrictions. Please make sure the backpack can hold a class folder, lunch box and jacket. For carpool, all the children will put everything into their backpacks so they can move around the hallways easily. Rolling backpacks are allowed but they can be big and bulky for young children to maneuver.

### 5. What school supplies are required for my child to start school?

See page 16 above for the ClassBundl School Supply option.

### 6. What is RenWeb?

It is a website that Trinity uses to communicate with parents and students and where parents can view homework, assignments, grades and report cards. Forms and documents are also accessible on RenWeb. More information about setting up your RenWeb account will be provided to you in early August.

### 7. When will I find out my child's teachers for next year?

For Lower School, class rosters will be sent out in mid-July with teacher assignments announced in early August.

### 8. Can I walk my child in to school and how does carpool work?

The first week of school you are welcome to walk your child to the classroom. You should park in the main lot and cross at the crosswalk with the carpool guard. The rest of the school year we encourage you to drop your child off and pick them up during carpool, although walking them in is still allowed. Younger students may need you to not walk them in as they transition to school. See a full description with schematics for carpool on pages 8-9.

## Important Dates for Upper School

7<sup>th</sup> Grade to 12<sup>th</sup> Grade

See [One-Page School Calendar](https://TrinityAcademy.com/parents/school-calendar/) at TrinityAcademy.com/parents/school-calendar/

- **High School Writing Workshop and Introduction to Classical Studies for rising 9<sup>th</sup> – 12<sup>th</sup> students, that are new to Trinity:**
  - Monday, August 8 through Wednesday, August 10 from 9:00 am – 12:00 pm
- **Upper School Meet the Teacher: **NEW** Upper School (7<sup>th</sup>-12<sup>th</sup> grade) students**
  - Monday, Aug. 20<sup>th</sup> - **7<sup>th</sup> grade orientation** – 9am to 11am
  - Monday, Aug. 20<sup>th</sup> **8<sup>th</sup> – 12<sup>th</sup> grade Meet the Teacher** – 1-3 (drop-in)
- **First Day of School**
  - Tuesday, Aug. 21<sup>st</sup>, Early Release (noon)
- **Upper School Retreat** – Off-site locations
  - Friday, August 24<sup>th</sup> from 8:00 am to 8:30 pm
  - Please note that **High School will be back on campus by 8:30 pm** (please don't plan evening activities for your High School student tonight).
  - Please note that **Middle School will be back on campus by 4 pm.**
- **Upper School Parent Night**
  - Tuesday, September 4<sup>th</sup> at 7 pm in Upper School classrooms
- **New Family Reception**
  - Sponsored by PATT (Parents and Teachers at Trinity) – 8am – Atrium
- **Homecoming/Fall Family Picnic**
  - Friday, October 5<sup>th</sup>
  - Homecoming Dance for 9<sup>th</sup>-12<sup>th</sup> grade students, Saturday, Oct. 6<sup>th</sup>, location/times TBD
- **Grandparents' Day** – Select Upper School students will participate. All Grandparents are welcome\*.
  - Friday, October 19<sup>th</sup> at 9:00 am in Founders Hall
  - Help us invite Grandparents by providing their contact information in RenWeb.

## Upper School 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. **Modifications may be made before the start of school. See 2017-18 below:**

In Upper School, only Middle Grades (7<sup>th</sup>-8<sup>th</sup> grade) students wear uniforms, while 9<sup>th</sup>-12<sup>th</sup> graders adhere to a dress code. Uniform polos (7<sup>th</sup>-8<sup>th</sup> grade girls and boys) must be purchased through Lands' End. By entering Trinity's preferred school code of **900123837** at [www.landsend.com](http://www.landsend.com) you can review Trinity's dress code items online. You can also register for free shipping offers and discount promos at [www.landsend.com](http://www.landsend.com).

## High School Dress Code – 2017-2018 Academic Year

<u>Young Women</u>	<u>Young Men</u>
<b><u>Dress Standard &amp; Special Occasion (Wednesday)</u></b>	<b><u>Dress Standard &amp; Special Occasion (Wednesday)</u></b>
<ul style="list-style-type: none"> <li>• Solid White Blouse or Button-Down Shirt</li> <li>• Tie Optional</li> <li>• Gray Knee Length Skirt only (2-3" above the knee is acceptable)</li> <li>• Dress Shoe (With a back, no boots)</li> <li>• Navy Blazer (sweaters underneath are winter month optional)</li> </ul>	<ul style="list-style-type: none"> <li>• Solid White Button Down Long Sleeve Shirt (tucked in)</li> <li>• Tie/Bow Tie (conservative stripe, solid or pattern)</li> <li>• Khaki Colored Pants; Dress or Business Casual (black or brown belt)</li> <li>• Dress Shoe (dark dress socks)</li> <li>• Navy Blazer (V-Neck sweaters underneath are winter month optional)</li> </ul>
<b><u>Daily Standard (Monday, Tuesday, Friday)</u></b>	<b><u>Daily Standard (Monday, Tuesday, Friday)</u></b>
<ul style="list-style-type: none"> <li>• Collared Shirt OR Blouse (may be patterned if pants/skirt is solid)</li> <li>• Solid Colored Pants* or Skirt (may be patterned if top is solid) (2-3" above the knee is acceptable)</li> <li>• Dress or Casual Shoes (must have back, no boots)</li> <li>• Sweaters are optional</li> </ul>	<ul style="list-style-type: none"> <li>• Solid, Checked, or Striped Collared Shirt (tucked in)</li> <li>• Solid Colored Pants or Shorts (◆shorts are not allowed in winter months) (black or brown belt)</li> <li>• Dress or Casual Shoe</li> <li>• Sweaters are optional</li> </ul>
<b><u>Reward Day (Thursday)</u></b>	<b><u>Reward Day (Thursday)</u></b>
<ul style="list-style-type: none"> <li>• Modest, Appropriate. No Shorts.</li> <li>• No Athletic Attire</li> <li>• T-shirts must be without words or graphics, unless purchased through the Athletic Dept.</li> </ul>	<ul style="list-style-type: none"> <li>• Modest, Appropriate, Shorts allowed year-round.</li> <li>• No Athletic Attire</li> <li>• T-shirts must be without words or graphics, unless purchased through the Athletic Department</li> </ul>

- ◆ Winter Months are the days between the end of Thanksgiving Break and the start of 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. ◆ Only during winter months may Trinity approved jackets (see spirit-wear sale later this summer) be worn inside the classroom for warmth.
- 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.

## Middle School Dress Code – 2017-2018 Academic Year

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

- ◆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) be worn inside the classroom for warmth.
- No hoodies.
- 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 and announced in advance.
- Black and Gold days will be announced in advance with specific allowable attire.



## Upper School Books and Supply Lists

Trinity provides all books to students in lower school and through 9th grade, the cost of which is included in tuition and fees. The books provided remain the property of the school 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. Report cards are not released until books are returned or appropriate replacement fees are paid.

**Students in 10<sup>th</sup>, 11<sup>th</sup>, and 12<sup>th</sup> grades are responsible for purchasing all required textbooks and supplements.** The list of required coursework books and suggested supplies will be emailed to you by June 1. Students should have obtained all books prior to the first day of school. Students may purchase used or new books for their own use through any source, but should search by title and ISBN number to ensure that they purchase the correct edition if specified.

There will be required summer reading for all students. Summer coursework requirements for AP students will be communicated by teachers by mid-June.

\*\*\*Used Text Book Sale - TBD

## Upper School Communications

New Families should expect communication over the summer from Tiger Tales, the Upper School Head, and your child's teacher (if AP coursework is assigned).

Trinity's website includes the Upper School Handbook at [www.trinityacademy.com/parents/forms-handbooks/](http://www.trinityacademy.com/parents/forms-handbooks/).

Mrs. Houchin, Head of Upper School, sends a weekly Upper School email every Friday, during the school year.

## Upper School FAQs

### 1. Will my student be able to have a snack during the day?

Upper school students may bring plastic bottles with caps or cups with lids to school. No glass bottles are allowed at any time and sodas are only permitted at lunch time. Food may be eaten between classes or in classrooms when allowed by the classroom teacher. Not all teachers allow food to be eaten in their classrooms.

### 2. What is RenWeb?

It is a website that Trinity uses to communicate with parents and students and where both can view homework, assignments, grades and report cards. Forms and documents are also accessible on RenWeb. More information about setting up your RenWeb account will be provided to you in early August.

### 3. When will I find out my student's schedule for next year?

Class assignments are sent out by the beginning of August. Your student will be able to meet their teachers during a drop-in time on Monday, August 20, 2018. Please put this date on your calendar.

### 4. Does the school provide books or is my family required to purchase them?

**Trinity provides books to students in Lower School through 9<sup>th</sup> grade.** These are included in the tuition and fees. The books remain the property of Trinity.

**Students in grades 10-12 are required to purchase their own books.** An email will be sent to you by June 1 and the lists will be posted on TrinityAcademy.com under Parents/Student Supplies.

### 5. Does Trinity offer Driver's Education training?

Driver Education classes are not offered at Trinity Academy. Jordan Driving School is your Wake County source for Driver's Ed, they can be found at <http://www.jordandriving.com/>. To enroll, students must complete the NC Driving Eligibility Certificate, which may be obtained from Mrs. Weaver in the main office.

### 6. What happens if my student is late to school?

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 lessons. Students are expected to be in their homeroom class 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 class when the bell rings at 8:00 AM.

All tardies are recorded as "unexcused," unless the late arrival is due to one of the nine (9) situations in which the State of North Carolina considers an absence from school as "excused. See your student handbook for more details.

### 7. Can my student use a cell phone during school?

A full explanation of the student cell phone policy can be found online in the [Upper School Handbook](#).

# Appendix I

## LOWER SCHOOL DRESS CODE

The purpose of the dress code is to encourage high standards of modesty, decorum and excellence, and to cultivate a positive and encouraging learning culture.

In the Lower School, the dress code is viewed as an opportunity to slowly expose students to choices. As they progress through Trinity (from TK-12), student freedoms increase in the area of uniform/dress code. Learning to make wise choices is one of the goals of Trinity's uniform/dress code.

The base daily uniform and dress code applies each day unless otherwise noted and announced in advance.

Alternative dress days may include:

- Black and Gold Days
- Physical Education Attire on non-Chapel days
- Special Event Days (E.g. Field Day)
- Concerts or other ceremonies

### **Dress Code Infractions for Lower School**

- If a student is out of dress code, the parents may be called and asked to bring the proper attire. Students may be asked to wait in the office until parents arrive.
- Discernment is used to identify an infraction related to a misunderstanding versus an intentional violation of the dress code. While a student who unintentionally is in violation may be required to change clothes and wait in the office until proper clothing is brought, that is not intended as a disciplinary measure.

Intentional or consistent violation of the dress code will lead to disciplinary actions including loss of privileges for special dress days.

### **NOTE REGARDING UPDATED TRINITY LOGO**

In the 2016-17 school year, Trinity adopted a new logo. All new purchases from Lands' End will have the new logo. However, to avoid a financial hardship on families, the older version of the logo will continue to be allowed on previously owned uniform items, through the 2018-19 school year.

## GENERAL GUIDELINES – TK-6<sup>th</sup> GRADE

- Clothing should be neat, clean, modest and appropriately sized. Clothing should be free from holes, tears, and excessive fading.
- Belts should be worn in pants with belt loops (**for both boys and girls**). Exceptions allowed for TK-1<sup>st</sup> grade boys.
- Khaki-colored items must be a “khaki” color and not “olive”.
- Athletic or casual shoes are appropriate. Unsafe shoes such as Crocs, flip-flops, sandals, thongs, or excessively high heels are not permitted. Please note that **boots are not allowed**. Shoestrings should match the shoes and not stand out in contrast to the shoes in either design or color. **Flashing lights and shoes with wheels are not permitted. Shoes should not be a distraction or distinguishing feature of a Trinity Academy student.**
- Socks or tights must be worn with all shoes; bare feet are not permitted. **Socks must be white or navy in color ONLY and visible above the shoe.**
- Body piercing is not permitted (except for girls’ ears).
- Tattoos are not acceptable, either permanent or temporary, except for special spirit days when temporary face stickers may be appropriate as long as they are not distracting from the educational environment.
- No hats, caps, bandanas, or other headwear permitted inside including the atrium.
- Hairstyles should be clean, neat, and conventional in style and color. Young men’s hair should be above the eyebrow, off the collar and at/or above the opening of the ear; hair should be tapered with no excessive fullness.
- All clothing items should be labeled with family name.
- Navy logo fleece jackets, navy logo half-zip fleece pullovers, navy cardigans and maize sweater vests may be worn in the classroom. Please note that hoodies or other Trinity Athletic sweatshirts may only be worn outside.

### Boys:

- Shorts – at this time are allowed year-round. This may return to “winter months” only..
- Students are not permitted to wear *cargo* shorts or *cargo* pants.

### Girls:

- **All skirts and the tops of slits in skirts should be at or below the knee.**
- **NAVY modesty shorts are required under all jumpers and skirts, year-round. Navy is the only acceptable color for modesty shorts.**
- **Undergarments (camisoles or sports bras) are required to be worn by girls by 4<sup>th</sup> grade.** Girls are especially sensitive as they develop or observe other girls physically maturing and the camisole or sports bra allows girls to feel more secure in this area, even if physical development is not yet visible. Undergarments should especially be worn with light colored polo shirts.
- **Hair accessories which include clip-on feathers or large hair bows of bright colors may not be worn.**
- Young ladies (3<sup>rd</sup>-6<sup>th</sup> grade) have the option to wear khaki pants (Lands’ End) in winter months, **only**.

## SPECIFIC GUIDELINES - BOYS

### TK-2<sup>nd</sup> Grade

#### **Required:**

Lands' End white, maize, logo polo shirt (short or long-sleeve)  
Navy pants or shorts (no cargo); shorts.  
Belt, solid colored (begins 2<sup>nd</sup> grade)  
White or navy solid socks

#### **Optional:**

Lands' End Microfleece Half-Zip pullover with logo, Classic Navy  
Lands' End Fleece Jacket full-zip with logo, Classic Navy  
Lands' End Drifter Sweater Vest, maize  
Solid white mock or turtleneck  
Solid white undershirt

### 3<sup>rd</sup>-6<sup>th</sup> Grade

#### **Required:**

Lands' End white, maize, evergreen, logo polo shirt (short or long-sleeve)  
Navy pants or shorts (no cargo); shorts.  
Belt (solid colored)  
White or navy socks

#### **Optional:**

Lands' End Microfleece Half-Zip pullover with logo, Classic Navy  
Lands' End Fleece Jacket full-zip with logo, Classic Navy  
Lands' End Drifter Sweater Vest, maize  
Solid white mock or turtleneck  
Solid white undershirt

### **6<sup>th</sup> Grade Modifications (Boys)**

- Boys may wear colored or patterned socks (no neon).
- **Starting with 3<sup>rd</sup> quarter**, boys may wear Upper School Dress Standard attire on Wednesdays:
  - White, long-sleeved dress shirt (buttoned to top, and tucked in)
  - Conservative pattern/striped tie or bow tie
  - White undershirt with no writing
  - Khaki Colored Pants
  - Black or brown belt
  - Brown or Black Dress Shoes
  - Dark dress socks/patterns allowed
  - Navy blazer
  - Solid, V-neck sweater may be worn under the blazer in cold conditions

## SPECIFIC GUIDELINES - GIRLS

### TK-2<sup>nd</sup> Grade

#### **Required:**

Lands' End White Peter Pan Plain or Ruffled Collar Blouse (short or long-sleeve)  
Lands' End Uniform Girl's Plaid Jumper  
White or navy socks  
Modesty Shorts, navy

#### **Optional:**

Lands' End Fine Gauge Cardigan with logo, Classic Navy  
Lands' End Microfleece Half-Zip pullover with logo, Classic Navy  
Lands' End Fleece Jacket full-zip with logo, Classic Navy  
Navy leggings  
Navy or white tights  
Solid white mock or turtleneck  
Solid white undershirt  
Short-sleeve Polo Dress with logo, Classic Navy (non-winter months only)

### 3<sup>rd</sup>-6<sup>th</sup> Grade

#### **Required:**

Lands' End white, maize, evergreen logo polo (short/long sleeve, regular/feminine cut)  
Lands' End Pleated or A-Line Skirt, White Plaid  
White or navy socks  
Modesty Shorts, navy  
Undergarments (camisole or sports bra must be worn for 4<sup>th</sup>-6<sup>th</sup> grades)

#### **Optional:**

Lands' End Uniform Girl's Plaid Jumper (3<sup>rd</sup> and 4<sup>th</sup> grade only); worn with White Polo underneath  
Lands' End Khaki pants (winter months only; November-February)  
Lands' End Fine Gauge Cardigan with logo, Classic Navy  
Lands' End Microfleece Half-Zip pullover with logo, Classic Navy  
Lands' End Fleece Jacket full-zip with logo, Classic Navy  
Navy leggings  
Navy or white tights  
Solid white mock or turtleneck  
Solid white undershirt

**6<sup>th</sup> Grade Girls - Continued on next page**

### **6<sup>th</sup> Grade Modifications (Girls)**

- Girls may wear colored socks (no neon).
- **Starting with 3<sup>rd</sup> quarter**, girls may wear Upper School Dress Standard attire on Wednesdays:
  - Black Sweater Set (crew or jewel neck, shoulders covered)
  - Necklace or decorative scarf
  - Solid khaki or gray knee length skirt; skirts 2-3 inches above the knee are acceptable. However, skirts should not be overly tight or form fitting.
  - Dark dress Shoes/ Socks/Tights No HIGH heels (must be 2" or less), leather dress sandals with ankle strap and buckles are ok.
  - No leggings permitted with skirts

## **NON-STANDARD DRESS DAYS**

### **Black & Gold Day Guidelines –Lower School**

Black & Gold Days are school-wide celebratory days that are announced in advance. Students may choose to wear their normal uniform on these days, or they may wear the following:

- Trinity “spirit wear” tops (Trinity Athletics officially sanctioned clothing including T-shirts, sweatshirts and hoodies)
- Solid black or gold shirts with no logos
- Blue jeans
- Black, navy or khaki pants
- Blue jean shorts or black, navy or khaki shorts (in non-winter months only)
- **No sweatpants or athletic pants may be worn.**
- **No cheerleader outfits or cheerleader style skirts**

### **Physical Education Uniform - Grades TK-5<sup>th</sup> grade**

PE Uniforms are optional for TK through 5<sup>th</sup> grade. Students may participate in PE dressed in their daily uniforms or in the Lands’ End specific PE items that include the standard Trinity logo polo shirt (short or long-sleeve) and navy athletic pants or shorts, purchased only from Lands’ End. Athletic shoes and socks are highly recommended for PE days. When a student’s PE day falls on Wednesday with chapel, they should wear their daily standard uniform, not the PE uniform.

### **Other Special Dress Days**

There will be opportunities during the year for students to dress for the day and out of the typical uniform. During these days, students are required to follow any established guidelines; however, there is often opportunity for discernment and specific choice with these days that cannot be outlined in advance. Parents are expected to make sure that all attire is appropriate for school (modest and aligned to that day’s intended purpose). In the event that a student is not appropriately attired, they may be asked to change clothes. If you are unsure, you may always have your student have their uniform with them as the uniform is allowed during special dress days unless it is a specific assembly/event requiring more formal attire (such as 6<sup>th</sup> grade promotion).

## ORDERING GUIDELINES

Our uniform provider is Lands' End (**Preferred School No. 9001-2383-7**). Toll free 1-800-469-2222 or [www.landsend.com/school](http://www.landsend.com/school)

**Parents are encouraged to order uniforms prior to August** to ensure availability and delivery prior to the start of school. Certain uniform items are required to be ordered through the uniform provider. Note that Sears at Crabtree Valley Mall has a Lands' End section where returns can be made for FREE. Lands' End always offers FREE shipping on orders of \$50 or more. Periodic sales and FREE logo promotions are shared with Trinity families via Tiger Tales. We encourage you to sign up for notifications directly from Lands' End so you don't miss promotions. PATT offers SCRIP cards for Lands' End that can be used to purchase uniforms.

There are many items that may be purchased from Lands' End. However, only **the ones listed here MUST be purchased from Lands' End** as part of the Lower School dress code.

Please note: this page is to help with ordering correct items but does not list which items are optional/required or which items are only allowed worn during certain months. That information is found under the guidelines for each grade level.

### **TK-2<sup>nd</sup> Grade Boys:**

Description from Lands' End	Color	Logo Required
Mesh or Interlock Polo (short or long sleeve)	White, Maize	Yes
Drifter Sweater Vest	Maize	Yes

### **TK-2<sup>nd</sup> Grade Girls:**

Description from Lands' End	Color	Logo Required
Uniform Girl's Plaid Jumper	White Plaid	No
Peter Pan Plain Collar Blouse (short or long sleeve, knit or woven)	White	No
Peter Pan Ruffle Collar Blouse (short or long sleeve, knit or woven)	White	No
Fine Gauge Cardigan	Classic Navy	Yes
Short-sleeve Polo Dress	Classic Navy	Yes

### **3<sup>rd</sup>-6<sup>th</sup> Grade Boys:** All items from TK-2<sup>nd</sup> Grade Boys plus

Description from Lands' End	Color	Logo Required
Mesh or Interlock Polo (short or long sleeve)	White, Maize, Evergreen	Yes

### **3<sup>rd</sup>-6<sup>th</sup> Grade Girls:**

Description from Lands' End	Color	Logo Required
Mesh or Interlock Polo (short or long sleeve) (regular or feminine cut)	White, Maize, Evergreen	Yes
A-line Skirt	White Plaid	No
Pleated Skirt	White Plaid	No
Fine Gauge Cardigan	Classic Navy	Yes
Khaki Pants	Khaki	No

### **Available to all grade levels, Boys & Girls:**

Description from Lands' End	Color	Logo Required
Athletic Jacket, Athletic Pant, Athletic Shorts	Dark Navy	Yes to all
Fleece jacket (full zip)	Classic Navy	Yes
Microfleece Half-zip	Classic Navy	Yes