



**TRINITY ACADEMY**

Transform Tomorrow

**Upper School  
Student and Family  
Handbook**

**2023-2024**

Updated 1/5/2024

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.

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## 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 a culture-transforming Christian worldview.

### 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:

- **The Godhead** eternally exists in three Persons: Father, Son, and Holy Spirit; and these three Persons are one God, having the same nature, attributes and perfections.
- **God the Father** is the Creator and Preserver of all things; is omnipotent, omniscient, omnipresent, and necessarily exists; takes the initiative in revelation and salvation; is the One worthy of worship; and exercises providence, ownership, and Kingship over all creation.
- **The Lord Jesus Christ** was incarnate and born of a virgin; exercised infallible teaching authority and miracle-working power; died on the cross as the substitutionary atonement for sin; was literally and bodily resurrected from the dead; and presently intercedes in heaven on behalf of believers.
- **The Holy Spirit** convicts people of sin and regenerates, baptizes, indwells, seals, sets apart believers unto a holy life; keeps and empowers believers day by day; is the Teacher of the Word of God and the Guide for daily living; and is the Comforter, the One who manifests God's presence in the life of believers.
- **The Scripture** is the verbally inspired Word of God, wholly true; and both the Old and New Testaments as originally given are infallible in their teachings and are the supreme, sufficient and final authority for faith and life.
- **Humankind** was created in God's image, male and female God created them. (\*) Though created innocent and pure, in Adam humankind fell through the sin of disobedience and being confirmed in sin is justly under condemnation and in need of redemption.
- **Salvation** is by grace alone, not based upon good works; and is through faith alone in the person and work of Christ alone.
- **The Future** includes the personal, visible, bodily return of Jesus Christ to earth as the Judge of all humankind; the bodily resurrection of the just to eternal happiness in the presence of God; and the bodily resurrection of the unjust to everlasting punishment, banished from the presence of 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. The Head of School is employed by the Board to serve as the chief executive officer. The Head of School is responsible for all aspects of the day-to-day operations 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**

Trinity Academy offers Advanced Placement (AP) courses in several disciplines. AP courses move at a much faster pace 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. Beginning in 2019-2020, a student must commit to take AP exams and make payment prior to November 15<sup>th</sup>. 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 Science 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 within the number of days equal to the days missed, unless additional time is approved by Head of Upper School. Concerns about academics and workload within 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. 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)

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.

### **Awards**

We are blessed to have hard working and highly motivated students at Trinity Academy who deserve 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.

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.

**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.

**Trinity Academy 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.

<b>Hours by Award</b>	<b>Bronze</b>	<b>Silver</b>	<b>Gold</b>
<b>Teens (11–15)</b>	50 – 74	75 – 99	100 +
<b>Young Adults (16-25)</b>	100 – 174	175 – 249	250 +

### **Junior Beta Club**

Trinity Academy maintains a local chapter of the Junior Beta Club. Students are eligible to join the Junior Beta Club by achieving a cumulative grade point average of 95% for their year-long classes. Students are eligible for membership after the first semester of their 7<sup>th</sup> grade year. To remain in the Junior Beta Club, students must maintain an average of 90% and complete the required service hours.

### **National Honor Society**

The National Honor Society (NHS) elevates a school’s commitment to the values of scholarship, service, leadership, and character. These four pillars have been associated with membership in the organization since its inception in 1921. Today, it is estimated that more than one million students participate in NHS activities. NHS chapters are found in all 50 states, US Territories, Canada, and around the world. Chapter membership not only recognizes students for their accomplishments but challenges them to develop further through active involvement in school activities and community service. As such, NHS chapters and students are in schools that care not only about student achievement, but also community engagement.

### **Books and Supplies**

Trinity provides all books to students Kindergarten-12<sup>th</sup> grade, the cost of which is included in tuition and fees. At the end of the academic year, consumable (workbooks or literature books with annotations) will be the property of the student, while all other textbooks will remain the property of Trinity Academy. The books that remain the property of Trinity Academy 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. It is the responsibility of the student to purchase any books required for summer reading, and these books remain the property of the student.

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.

### **Calendar**

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

### **Chapel, Forum, and Character Education**

Unless we are meeting for a special event (Good Friday, Christmas, etc.), **Upper School Chapel** is held on A week Wednesdays at 9:15 am and Forum and Character Education meet on B week Wednesdays at 9:15am in Founders Hall. Parents are always welcome to attend Forum, Chapel and other assemblies at Trinity Academy.

“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 immediately 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 driven by the seven classical virtues (faith, hope, love, wisdom, justice, courage, temperance).

*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-course 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 area 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](http://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 days prior to Upper School Parent Night. In order to drop/add or change a class, please see the Trinity registrar, Mr. Brian Baucom for the appropriate form. The request must be made in writing and approved by the Registrar, the Upper School Head, a parent and in the case of upperclassmen, be approved by College Counseling.

## Exams

**Final Exams** -All students in grades 9<sup>th</sup>-12<sup>th</sup> 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 10<sup>th</sup> -12<sup>th</sup> 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).

7<sup>th</sup> and 8<sup>th</sup> graders will participate in ERB testing during the week of High School Final Exams.

**Midterm Exams** – All Upper School (7<sup>th</sup>-12<sup>th</sup> grade) students will take midterm exams. Exams in core classes will be administered on Tuesday, Wednesday, and Thursday morning of the week prior to Christmas Break. Students do not come to school during mid-term exam week when they do not have a final exam scheduled, unless a teacher has scheduled a review session.

## 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 9<sup>th</sup>-12<sup>th</sup> 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

<b>GPA Weighting:</b> AP classes + 1 Honors classes + 0.5
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**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:

- Jr. Beta Club Membership and National Honor Society – 3.8 weighted (for NHS) 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 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	Math	Science	Language	Linguistic Arts	Religious Studies	Forum and Dialogue	Fine Art	Elective	Sport*	Grammar, Writing, Rhetoric	Character Education
7th	✓	✓	✓	✓		✓		✓		✓	✓	✓
8th	✓	✓	✓	✓	✓	✓		✓		✓		✓
9th	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		
10th	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		
11th	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		
12th	✓	Must take 2/3			✓		✓	Must take 2/3				

\*Each check mark represents a full credit.

### Graduation Requirements

Humanities (History/English) 8 credits  
 Mathematics/Laboratory Science 7 credits  
 Latin and Modern Languages 3 credits of the same language  
 Fine Arts or Performing Arts 2 credits  
 Physical Education 1 credits (fulfilled by team sport participation)  
 The successful completion and defense of a senior thesis.

### 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 25 minutes of all block classes (AP classes and science labs 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 <sup>th</sup>	91 minutes per night	10 <sup>th</sup>	130 minutes per night
8 <sup>th</sup>	104 minutes per night	11 <sup>th</sup>	143 minutes per night
9 <sup>th</sup>	117 minutes per night	12 <sup>th</sup>	156 minutes per night

### Honor Code and Honor Council

Through the Trinity Academy Honor Code, we will strive to uphold three pillars of our culture: Christ, Scholarship, and Community. Our goal is to model Biblical principles that serve as the foundation to our three pillars in both the physical and virtual worlds. The Honor Code is signed each year by the high school students at our retreat. The document is included in the Appendix of this handbook. Each year, two faculty advisors and ten students are tasked in the Honor Council with upholding these pillars of our culture for our high school students. They hold honor hearings and will recommend consequences they feel are warranted to the Upper School Head.

### Honors Level Classes

There is a constant tension between challenging our students and creating an environment for them to flourish. Our ultimate goal is for each student to be in the course that is appropriate for them at this time. The following criteria was the basis for preregistration

1. When a student is moving from an honors course to the next honors course or from an AP course to the next AP course, an 87.5 or better in the "like course" the previous year is the starting point. For example, moving from Humanities Lit I Honors to Humanities Lit II Honors.
2. When a student is moving from a non-honors (CP-college prep) course to an honors level, or from an honors level to an AP level, a 93 in the previous course was the requirement.
3. After grades have been considered, current teachers are consulted. A student may be registered when a teacher recommends moving from a course which does not carry the honors designation, or when a preceding course does not exist at the equivalent level. For example, rising 10<sup>th</sup> graders wishing to take AP European History. In addition, students may be registered for a course for which they have not quite achieved the above-mentioned averages, but the current teacher believes a student exhibits the tools to be successful.

Honors Level courses are offered in the following subjects:

Pre-calculus	Environmental Science	Humanities (Lit and History) I, II, III, IV
Algebra II	Physics	Spanish II, III, IV
Geometry	Chemistry	Latin II, III and IV

**Promotion**

The decision to promote a student from one grade to the next is made with the understanding that a pattern of good conduct and solid academic progress will continue until the end of the current school year. From time to time, it is in the best interest of some students to be held back a year. When the school believes it is desirable or necessary, a meeting will be arranged with the parents to discuss the issue. The following guidelines aid the school and family in making promotion decisions:

Students may be denied promotion if

- 1) they are failing one or have D's in two core classes;
- 2) they have a D or an F in one core class and two non-core classes; or
- 3) when the student's record reflects attendance below minimum standards.

Receiving a D or an F in a class demonstrates that the student had difficulty throughout the year and needs reinforcement in the summer to gain certain skills. Success at the next level requires these skills and, as a result, the student may be required to retake or complete credit recovery work (at their own cost) over the summer. The course may be on-line or in person, but must be approved by the Upper School Head and the Director of College Counseling. Successful completion (80% or better) will allow the student to move to the next grade level.

We make every effort to address the needs of our students, but in the event that a student continues to struggle academically, the school may also require educational testing to determine the source of the learning difficulties.

**Publications**

Yearbook is a year-long, one credit elective which culminates in the publication and sale of Trinity Academy's yearbook, *The Regit*. 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 3<sup>rd</sup>-8<sup>th</sup> 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](http://trinityacademy.com).

### **PSAT and Classical Learning Test**

Each October Trinity administers the College Board's PSAT/NMSQT (Preliminary SAT/National Merit Scholarship Qualifying Test) to all 9<sup>th</sup>-11<sup>th</sup> grade students and the Classical Learning test for 9<sup>th</sup> 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 (11<sup>th</sup> or 12<sup>th</sup>) 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 by mid-November.

### **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-related work. The time should never be used to listen to music, to play games or to sleep. If a student needs to see another teacher during a study period, they must arrange to do so in advance and have written permission.

Study periods are the last 25 minutes of every block period on Monday, Tuesday, Thursday and Friday mornings. The exceptions to these time frames are science labs and AP classes. Middle school students also have a study period on Wednesday immediately following character education.

### **Flex Time**

Every Wednesday the Upper School Schedule has two Flex periods. Flex I immediately follows Chapel/Forum, and Flex II begins runs from 2:20pm until dismissal for the end of the day. Flex time can be used for a variety of purposes, such as club or teacher meetings, make-up work, doctor/dentist appointments, etc. The exception is Flex I on B weeks which is dedicated to Forum Dialogue, and students should not be checked out during this time.

### **Transcript/Records Release**

In order to have a high school transcript sent to a college or another school, the *Transcript Release Form* 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.

**Standards and Expectations****Attendance**

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 equal to the days missed, unless additional time is approved by the Upper School Head.

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 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: NEW 2023-24 (Veracross)**

In the event of any unknown/unforeseen absence, it is the responsibility of the parent to notify the school by 11:30am each day their child is absent, **by filling out the “Attendance Change Request” online form in Veracross (located in the parent portal)**. Please state the specific reason for the absence. All absences are coded as unexcused unless the reason for the absence is indicated and it correlates with one of the nine identified by the state of NC as “excused.”

The Pre-Arranged Absence Request Form appears in the Appendix of this handbook and can also be downloaded at [www.trinityacademy.com](http://www.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 juniors and seniors 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](http://www.ncleg.net/EnactedLegislation/Statutes/HTML/BySection/Chapter_115)

[C/GS\\_115C-378.html](http://www.ncleg.net/EnactedLegislation/Statutes/HTML/BySection/Chapter_115)) 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, study period, flex time with the teacher to recover lost instructional time.

**Check In/Out: NEW 2023-24 (Veracross)**

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. An “*Attendance Change Request*” should be completed in Veracross no later than 11 am the morning of the 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 with the Receptionist at the Front Office when leaving, as long as a *Pre-Arranged Absence Form* and/or a Veracross Attendance Change Request. If neither has 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 2023-2024 school year.

## Weekly Rotation

### A WEEK

<b>M</b>	<b>T</b>	<b>W</b>	<b>Th</b>	<b>F</b>
Homeroom 8:00-8:05	Homeroom 8:00-8:05	Homeroom 8:00-8:05	Homeroom 8:00-8:05	Homeroom 8:00-8:05
A 8:10-9:35	B 8:10-9:35	A 8:10-9:10	A 8:10-8:54	A 8:10-8:54
		Chapel 9:15-10:00 Flex 1 10:00-10:25	B 8:59-9:43	B 8:59-9:43
C 9:40-10:24	C 9:40-10:24	B 10:30-11:30	C 9:48-11:13	D 9:48-11:13
D 10:29-11:13	D 10:29-11:13	(HS) C 11:35-12:35		
E 11:18-12:02	E 11:18-12:02	(MS) C1 11:35-12:05	E 11:18-12:02	E 11:18-12:02
MS Lunch 12:02-12:33	MS Lunch 12:02-12:33	MS Lunch 12:05-12:35	MS Lunch 12:02-12:33	MS Lunch 12:02-12:33
F (HS) 12:07-12:51 (MS) 12:38-1:22	F (HS) 12:07-12:51 (MS) 12:38-1:22	(MS) C2 12:40-1:10	F (HS) 12:07-12:51 (MS) 12:38-1:22	F (HS) 12:07-12:51 (MS) 12:38-1:22
HS Lunch 12:51-1:22	HS Lunch 12:51-1:22	HS Lunch 12:40-1:10	HS Lunch 12:51-1:22	HS Lunch 12:51-1:22
G 1:27-2:11	G 1:27-2:11	D 1:15-2:15	G 1:27-2:11	G 1:27-2:11
H 2:16-3:00	H 2:16-3:00	Flex 2 2:20-3:00	H 2:16-3:00	H 2:16-3:00

## Weekly Rotation

### B WEEK

M	T	W	Th	F
Homeroom 8:00-8:05	Homeroom 8:00-8:05	Homeroom 8:00-8:05	Homeroom 8:00-8:05	Homeroom 8:00-8:05
H 8:10-9:35	G 8:10-9:35	H 8:10-9:10	H 8:10-8:54	H 8:10-8:54
		Forum 9:15-10:00 Dialogue/Flex 1 10:00-10:25	G 8:59-9:43	G 8:59-9:43
F 9:40-10:24	F 9:40-10:24	G 10:30-11:30	F 9:48-11:13	E 9:48-11:13
E 10:29-11:13	E 10:29-11:13	(HS) F 11:35-12:35		
D 11:18-12:02	D 11:18-12:02	(MS) F1 11:35-12:05	D 11:18-12:02	D 11:18-12:02
MS Lunch 12:02-12:33	MS Lunch 12:02-12:33	MS Lunch 12:05-12:35	MS Lunch 12:02-12:33	MS Lunch 12:02-12:33
C (HS) 12:07-12:51 (MS) 12:38-1:22	C (HS) 12:07-12:51 (MS) 12:38-1:22	(MS) F2 12:40-1:10	C (HS) 12:07-12:51 (MS) 12:38-1:22	C (HS) 12:07-12:51 (MS) 12:38-1:22
HS Lunch 12:51-1:22	HS Lunch 12:51-1:22	HS Lunch 12:40-1:10	HS Lunch 12:51-1:22	HS Lunch 12:51-1:22
B 1:27-2:11	B 1:27-2:11	E 1:15-2:15	B 1:27-2:11	B 1:27-2:11
A 2:16-3:00	A 2:16-3:00	Flex 2 2:20-3:00	A 2:16-3:00	A 2:16-3:00

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 social media accounts. 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)**

Period	Time
A	11:00-11:36
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

**Four-Hour Delay 12-4** (Chapel, Forum, or Char. Ed and Lunch is cancelled) Report directly to A Period

Period	Time
A	12:00-12:26
B	12:30-12:56
C	1:00-1:26
D	1:30-1:56
E	2:00-2:26
F	2:30-2:56
G	3:00-3:26
H	3::30-4:00

### **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.

Upper School students should go directly to their homeroom class.

Effective with the 2023\_24 school year and the opening of the Upper School Academic (USB) building, US students (7<sup>th</sup>-12<sup>th</sup> grades) should be dropped off at the USB, only. [Please see this page on our website](#) with up-to-date schematics that show carpool procedures for mornings, afternoons, mixed carpool (you have both LS and US students), and for student drivers (and drivers with a Learner's Permit needing to exchange with an adult driver).

### **Computer Use**

Upon annually signing the Technology Acceptable Use Agreement, 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 I-lab. Seniors may work in the I-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 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**

The goal of any disciplinary response at Trinity is restoration. When behavior brings disorder to relationships and community the disciplinary process must seek to restore order to relationships and community. The restorative process includes the one at whom the offense was levied as well as the one who has committed the offense. When a student chooses the path of vice over virtue, it is the responsibility of an institution of classical learning to direct the student's heart and actions back toward virtue. Vice breeds disunity and disunity breeds sorrow. Virtue, on the other hand, breeds life and life abundantly. We desire to provide an education which forms the hearts and actions of our pupils thus enabling them to live the Good Life.

### **Dress Code Infractions:**

Dress code infractions will primarily be addressed in homeroom. This is especially true if the infraction cannot be immediately remedied (e.g., wrong shoes, skirt length, non-dress standard on Wednesdays, etc.). Dress code infractions will be assigned 1 demerit (see "Demerits" below).

### **Disciplinary Infractions:**

When behavior rises to the point which is beyond the scope of general classroom management, the behavior will be given a demerit score of 1, 2, or 3:

1. Students are sent to the hallway
2. The disruption is scored **1-3**
  1. minor yet repeated disruptions such as talking in class, blurting out answers, etc.
  2. disruption with the intent to distract (i.e., trying to tell a joke which is meant to get others off task) etc.
  3. rude or disrespectful comments towards the teacher and/or other students
3. If the infraction is deemed a 3, the Discipleship Leads will be notified immediately.

### **Demerits**

Every disciplinary infraction will result in a demerit. A student receives a detention once he/she amasses three demerits. Each dress code infraction is worth one demerit. Three dress code infractions result in a detention. The disciplinary infraction scoring system corresponds with the number of demerits a student will earn for the infraction: a Level 1 infraction will result in 1 demerit, a Level 2 infraction will result in 2 demerits, and a Level 3 infraction will result in 3 demerits. A student will receive a detention once he/she reaches 3 demerits by any combination of infractions. A student's total number of demerits "resets" to zero at the beginning of a new semester.

### **Detentions:**

Detentions incurred will be served Tuesday and Friday mornings from **7:00AM – 7:35AM**. Arrival to detention after 7:05AM will not count as a detention served and a student will have to make up the detention on the next Tuesday or Friday (whichever is first).

### **Suspensions\*:**

*Repetitive Misbehavior:* If a student is assigned detention for the same action three times in a semester (including detentions from dress code), the fourth such action and each subsequent occurrence will result in suspension.

*Blatant Disregard and Disrespect for Authority and Other Students:* The foundation of a classical education is built upon the proper reverence for tradition, authority, and the hierarchy in the Natural Law.

- "The fear of the LORD is the beginning of knowledge; fools despise wisdom and instruction." (Proverbs 1:7)
- "Honor your father and your mother that your days may be long in the land that the LORD your God is giving you." (Exodus 20:12)
- "You shall love the Lord your God with all your heart and with all your soul and with all your mind... you shall love your neighbor as yourself. On these two commandments depend all the Law and the Prophets." (Matthew 22:37-40)

A student impedes the pursuit of virtue and the Good Life, both of that student and others around that student, when they choose to act in discord with the proper reverence for God, their teachers (in loco parentis), and their fellow students. If such blatant disrespect and open defiance occurs, the student may be subject to **immediate suspension and potential expulsion** at the discretion of the administration. These actions include, but are not limited to:

- Sexually derogatory comments to or about others
- Racially demeaning comments to or about others



- Willful disobedience of direct instructions from faculty and school staff
- Vandalism and disrespect of school property
- Comments deemed to show gross disrespect towards faculty or school staff
- Infliction of physical harm upon another student or member of staff
- Vaping, smoking, or use of drugs or alcohol on campus or during school events
- Digital harassment and bullying on social media platforms

\*All communications regarding discipline and resulting consequences will come from the Discipleship Leads of Upper School or the Upper School Head.

\*When reporting to colleges, students are expected to respond honestly on college applications regarding disciplinary infractions that have occurred during grades 9-12. In addition, Trinity will address this information in its report to colleges up until the time of graduation. Reportable actions could include, but are not limited to, suspension-level offenses, probation, removal, or dismissal due to academic or behavioral misconduct. Students are advised to speak with their college counselor when answering disciplinary questions.

\*Discipline is handled on a case-by-case basis and length of each suspension will be determined by the administration.

### **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 Assistant Head of Upper School when regarding male students and with Student Care Coordinator when regarding female students. The Dress Code is located in the Appendix.

### **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 **Head of Upper School**, 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, the student will receive 1 demerit, and he/she may retrieve the device after school. After the second offense, the student will receive 3 demerits, which results in detention, and he/she may retrieve the device after school. After the third offense, the student is subject to suspension, and the student's phone will be held by Trinity until a parent meeting with the Upper School Head takes place. As with all demerits, a student's total number of demerits "resets" to zero at the beginning of a new semester.
- No calls, texts, tweets, etc. between 8:00am-3:00pm without their teacher's permission.
- No wearing headphones/ear buds on campus inside or outside except with teacher permission.

### **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.

### **Homeroom**

All Upper School students are assigned to a homeroom based on the House to which they are assigned (7<sup>th</sup>-12<sup>th</sup>). 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, and students remain in the House during their entire time in Upper 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. **Additional Illness Policies:** All students are expected to adhere to all policies shared with the Trinity Academy community, via other communication methods. This includes policies associated with health pandemics such as COVID, flu, etc.

**Immunizations**

According to N.C. State Immunization Law G.S. 130A-155b, immunization records must be on file at the school by the 30<sup>th</sup> 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 30<sup>th</sup> 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, the law now requires that Trinity have a medical release permission, signed by the parents and a doctor. 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 Forms*, found on Magnus Health, 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.

**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 school days 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 8<sup>th</sup> 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 Workrooms**

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

**Student Vehicle Privileges (See Appendix)**

In order to have a car on campus, students must have approval from the administration annually and complete the *Student Driver Registration Form*. All students should park in the gravel or grass lots 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, student records, student schedules, and teacher assignments 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.

## **Student Life and Support**

### **Houses and Advisors**

All upper school students are assigned to a House, where they will remain through their graduation from high school. Through these groups we have established distinct communities within our larger Upper School community. They are places where all Upper School students 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, meet as gender-specific homerooms, 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 Scoir, beginning junior year. Scoir 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 Scoir, go to: <https://www.scoir.com/>

### **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 [attendance@trinityacademy.com](mailto:attendance@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](mailto:jcurrin@trinityacademy.com)

### **Lunch Guidelines**

Students may bring their own lunches from home or they may order hot lunches through Boonli.

All 7<sup>th</sup>-8<sup>th</sup> 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. 9<sup>th</sup>-12<sup>th</sup> graders follow the middle school, but may eat either in the Atrium at the picnic tables adjacent to the Atrium, or in the outdoor tent. Seniors with off-campus lunch permission may leave campus for lunch except at any time that their presence on campus is required during lunch.

### **Ordering Guide**

Students can order hot lunches through [Boonli.com](https://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](http://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.

### **Financial Assistance**

Trinity academy offers financial assistance to families on the basis of demonstrated financial need. All information is confidential and every effort is made to meet the demonstrated need. The financial assistance application can be found on the school’s website.

### **School Profile**

The College Counseling Office compiles a School Profile annually for circulation to college admission offices and other stakeholders. The official School Profile provides information on 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 distinctives of our programs. The school profile is posted at [www.trinityacademy.com](http://www.trinityacademy.com) under Academics/College Counseling.

### **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.

- **Cell Phones** – All students will be required to turn in their cell phones to their homeroom teacher at the beginning of the day. They may be retrieved at the end of 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, and repeated violation of the Technology Acceptable Use Agreement will forfeit this privilege.
- **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.
- **Study Periods** - Seniors without a scheduled class will be assigned a teacher for that period. It is the student's responsibility to check in with that teacher and study in that classroom, unless permission is granted to move elsewhere.
  - **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 Upper School receptionist at the front office of the Upper School Academic Building.
  - **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.

### **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 Trinity Academy's 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**

Academic assistance and support is provided through Trinity Academy's Academic Support Coordinator. The goal of this office is to identify and develop strategies to support students who are struggling academically. Additionally, Trinity's Student Care Coordinator serves students who are experiencing personal/social/emotional issues that affect their performance at school.

### **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. Positions include Head Prefect, Assistant Head Prefect, Spiritual Life Prefect, Spirit Prefect, Student Life Prefect, Service Prefect, Community Prefect, and Student Ambassador Prefect. In addition, each house has a Head Boy and Head Girl that are part of the Prefect System (red cords at graduation).

## Communications

**Website:** [www.trinityacademy.com](http://www.trinityacademy.com)

**Athletics:** Daily Sports information is available online via TeamSnap. The athletic newsletter, "Inside the Huddle" is published monthly.

**College Counseling:** Upper School students and parents (11<sup>th</sup>-12<sup>th</sup>) will receive unique password-protected user accounts to access *Scoir* (<https://www.scoir.com/>), a web-based college planning program. Through *Scoir*, 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.

*Scoir* allows the College Counseling Office to share information with parents and students about upcoming meetings and events, local scholarship opportunities, and other Web resources for college and career information.

**Veracross** 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](mailto:bhodgson@trinityacademy.com) with any questions about Veracross or any other technology-related issues.

**Parent/Teacher 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** is a weekly (Thursdays) 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](mailto: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.

**Veracross 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 with teachers. 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

### Trinity Academy High School Dress Code – 2023-2024

Young Women	Young Men
<b><u>Dress Standard (Wednesday)</u></b>	<b><u>Dress Standard (Wednesday)</u></b>
<ul style="list-style-type: none"> <li>• Solid White Oxford Button Down Shirt</li> <li>• Tie Optional</li> <li>• Gray Knee Length Skirt Only (2-3” above the knee is acceptable)</li> <li>• Black, Gray, Navy or Tan/Brown Closed-toe Ballet Flats or Booties (no styles akin to Dr. Martens, UGG, work boots, or rain boots)</li> <li>• Navy Blazer (solid navy or gray sweaters underneath are 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, pattern, or solid)</li> <li>• Khaki Colored Pants; Dress or Business Casual</li> <li>• Black or brown belt</li> <li>• Dress Shoe with Dark Dress Socks (no boots, canvas or athletic)</li> <li>• Navy Blazer (solid V-Neck navy or gray sweaters underneath are optional)</li> </ul>
<b><u>Daily Standard</u></b>	<b><u>Daily Standard</u></b>
<ul style="list-style-type: none"> <li>• Blouse or Collared Shirt (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 for skirts)</li> <li>• Maxi Dress*</li> <li>• Dress or Casual Shoes (must have back; no Crocs, slippers, or backless sandals)</li> <li>• Sweaters are optional</li> </ul>	<ul style="list-style-type: none"> <li>• Solid, Checked, or Striped Collared Shirt (no Hawaiian Style) (tucked-in)</li> <li>• Solid Colored Pants or Shorts (2-3” above the knee is acceptable for shorts)</li> <li>• Black or Brown Belt</li> <li>• Dress or Casual Shoes with Socks (no sandals, crocs, or slippers)</li> <li>• Sweaters are optional</li> </ul>
<b><u>Black and Gold Day (as announced)</u></b>	<b><u>Black and Gold Day (as announced)</u></b>
<ul style="list-style-type: none"> <li>• Modest, Appropriate. Jeans without rips/holes are permitted.</li> <li>• No shorts (including athletic shorts) or tights/leggings.</li> <li>• T-shirts must be without words or graphics, unless purchased through the Athletic Dept. or House Store</li> </ul>	<ul style="list-style-type: none"> <li>• Modest, Appropriate. Jeans without rips/holes are permitted.</li> <li>• No athletic shorts.</li> <li>• T-shirts must be without words or graphics, unless purchased through the Athletic Dept. or House Store.</li> </ul>

- Clothes should not be overly tight, have any holes, or be see-through. No denim, jeans or cargo pants, except on Black and Gold Days. Leggings or any pants that fit like leggings are never appropriate.
- Hats and Outerwear must be removed by the start of school when indoors; hats and outerwear can be worn outside.
- The only outerwear that may be worn in the classroom for warmth is a hoodie, jacket, half-zip or quarter-zip fleece purchased from the Trinity Spirit Store. Team sweatshirts not purchased through the Trinity Spirit Store are not permitted to be worn indoors during school hours.
- Good hygiene is expected; men must keep their faces shaved.
- Hair must be out of the eyes and clean. Men’s hair must be off the collar. Natural hair color is expected.
- Jewelry is acceptable for women (piercings for ears only); men may wear a necklace under the shirt. No earrings for men.
- After enrolling at Trinity Academy, any new tattoos should be covered while on campus.
- Clothing or appearance issues not addressed in the above code may be addressed on an individual basis by the administration.
- Black and Gold days will be announced in advance.
- \*Please see the guidelines for Maxi Dresses [HERE](#).

## Trinity Academy Middle School Dress Code – 2023-2024

Please Note – all Middle School Dress Code information that follows is accurate for the 2023-24 school year. MS Dress Code Guidelines for the 2024-25 school year will be forthcoming from the US Head at a later date.

Young Women	Young Men
<p style="text-align: center;"><b><u>Dress Standard (Wednesday)</u></b></p> <ul style="list-style-type: none"> <li>Solid White Oxford Button Down Shirt</li> <li>Tie Optional</li> <li>Gray Knee Length Skirt Only (2-3” above the knee is acceptable)</li> <li>Black, Gray, Navy, or Tan/Brown Closed-toe Ballet Flats or Booties (no styles akin to Dr. Martens, UGG, work boots, or rain boots)</li> <li>Solid navy or gray sweaters are optional.</li> </ul>	<p style="text-align: center;"><b><u>Dress Standard (Wednesday)</u></b></p> <ul style="list-style-type: none"> <li>Solid White Button Down Long Sleeve Shirt (tucked in)</li> <li>Tie/Bow Tie (conservative stripe, pattern, or solid)</li> <li>Khaki Colored Pants; Dress or Business Casual</li> <li>Black or brown belt</li> <li>Dress Shoe with Dark Dress Socks (no boots, canvas or athletic)</li> <li>V-Neck navy or gray sweaters underneath are optional</li> </ul>
<p style="text-align: center;"><b><u>Daily Standard</u></b></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 for skirts)</li> <li>Dress or Casual Shoes (must have back; no Crocs, slippers, or backless sandals)</li> <li>Sweaters are optional</li> </ul>	<p style="text-align: center;"><b><u>Daily Standard</u></b></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 or Black Pants or Shorts (2-3” above the knee is acceptable for shorts)</li> <li>Black or Brown Belt</li> <li>Dress or Casual Shoes with Socks (no sandals, crocs, or slippers)</li> <li>Sweaters are optional</li> </ul>
<p style="text-align: center;"><b><u>Black and Gold Day (as announced)</u></b></p> <ul style="list-style-type: none"> <li>Modest, Appropriate. No Shorts. Jeans without rips/holes are permitted.</li> <li>No athletic shorts or tights/leggings.</li> <li>T-shirts must be without words or graphics, unless purchased through the Athletic Dept. or House Store</li> </ul>	<p style="text-align: center;"><b><u>Black and Gold Day (as announced)</u></b></p> <ul style="list-style-type: none"> <li>Modest, Appropriate. Jeans without rips/holes are permitted.</li> <li>No athletic shorts.</li> <li>T-shirts must be without words or graphics, unless purchased through the Athletic Dept. or House Store.</li> </ul>

- Clothes should not be overly tight, have any holes, or be see-through. No denim, jeans or cargo pants, except on Black and Gold Days. Leggings or any pants that fit like leggings are never appropriate.
- Hats and Outerwear must be removed by the start of school when indoors; hats and outerwear can be worn outside.
- Trinity approved jackets and hoodies (any jacket, half-zip or quarter-zip fleece with a Trinity-logo or Trinity Spirit Store logo hoodie.) may be worn inside the classroom for warmth. The only hoodies that may be worn on campus, at any time, are the approved Trinity Spirit Store logo hoodie.
- Good hygiene is expected; men must keep their faces shaved.
- Hair must be out of the eyes and clean. Men’s hair must be off the collar. Natural hair color is expected.
- Jewelry is acceptable for women (piercings for ears only); men may wear a necklace under the shirt. No earrings for men.
- After enrolling at Trinity Academy, any new tattoos should be covered while on campus.
- Clothing or appearance issues not addressed in the above code may be addressed on an individual basis by the administration.
- Black and Gold days will be announced in advance.

## **Parent Partnership Agreement**

### **By God's Grace, Trinity Academy employees ...**

- ◇ Demonstrate Christ-like behavior.
- ◇ Participate joyfully in the life of the Trinity community.
- ◇ Wish every student success, both inside and outside of the classroom.
- ◇ Respond to all communications in a timely manner.
- ◇ Provide information for parents through proactive, consistent communication.
- ◇ Promote kindness and work to foster an environment that is physically and emotionally safe for all.
- ◇ Challenge students to become more virtuous, holding them accountable through loving and equitable discipline.
- ◇ Protect all privileged information, including conferences and disciplinary action.
- ◇ Treat all community members with dignity and respect.
- ◇ Value each student as an image-bearer of God.
- ◇ Pursue excellence in professional responsibilities as educators and administrators.
- ◇ Maintain clear standards for student behavior and academic performance.
- ◇ Receive and provide feedback with grace.
- ◇ Commit to growing as classical educators and/or administrators.
- ◇ Model life-long learning.

### **By God's Grace, Trinity Academy parents ...**

- ◇ Demonstrate Christ-like behavior at school-related events, both on and off campus.
- ◇ Participate joyfully in the life of the Trinity Community.
- ◇ Commit to understanding Trinity's innovative approach to classical Christian learning.
- ◇ Engage with communications from teachers and administrators.
- ◇ Support Trinity Academy in its responsibility to maintain loving, equitable discipline for all students.
- ◇ Respect classroom instruction and teacher planning by offering flexibility in planning conferences and discussions.
- ◇ Communicate concerns in the spirit of Matthew 18, speaking directly with the appropriate staff member.
- ◇ Preserve Trinity Academy's Christ-honoring culture by monitoring their child's use of technology and social media.
- ◇ Treat all Trinity community members with dignity and respect.
- ◇ Honor Trinity's commitment to maintain confidentiality in all matters of discipline for all students.
- ◇ Recognize the role of appropriate rigor in academics and encourage their child to persevere.
- ◇ Empathize when conflict arises.
- ◇ Encourage their child to advocate for themselves as age appropriate.



**TRINITY ACADEMY****Senior Privileges Document  
Permission/Consent to Participate**

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 a violation of the privilege in either spirit or deed. In addition, students with significant academic, behavioral, dress code or attendance (including tardies) challenges may also have their privileges revoked.

1. Cell Phones – Seventh through eleventh grade students relinquish their cell phones at the beginning of the school day. They may be retrieved at the end of the day. Seniors may keep their phones, but they may not be visible or used without permission.
2. Classrooms – Seniors must report to their free period classroom if they are on campus at that time. They may then request permission to meet with other faculty/staff or check out for senior privilege. Spaces should be returned to the original arrangement, if chairs or tables are moved, as the last senior departs. Any trash should be picked up and thrown away as well.
3. Final Exams – Seniors may apply for exam waivers for exemption from final exams in May if the following circumstances apply:
  - a. The student has earned a yearly average of 89.5% or higher in the course.
  - b. The student has accumulated no more than 5 absences in any quarter (excused or unexcused).
  - c. The student has accumulated no more than 10 total absences for the school year (excused and unexcused).
  - d. If the senior is enrolled in an AP class they must take either the AP exam or the class final exam. If a student takes the AP exam, then he/she must still meet the exemption requirements in order to not take the class final exam. Exceptions to the absence totals are made if a college requires interviews for admission or scholarships.
4. Off-Campus Privilege – All seniors must be on campus for all classes, sports, homeroom, house/club meetings, college counseling sessions and any other required appointments/events associated with their enrollment at Trinity Academy. *A senior may be absent for a period of no greater than one hour once a day during a study period or lunch.* Students checking in after 8:00am may not leave campus during the remainder of that school day. Though absent from campus, seniors are expected to demonstrate behaviors consistent with the daily, on-campus expectations at Trinity. Sign-out must take place, in person, with the receptionist at the front office during lunch and with the supervising teacher during study periods. Flex Time on Wednesdays cannot be used for senior privilege.
5. Riding privilege – 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 Vehicle Registration Form for details.

By signing below, the Parent/Guardian provides permission for the student to access the described senior privileges and both Student and Parent/Guardian acknowledge that the privileges may be revoked by the institution for any conditions described herein.

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Printed Student Name

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Student Signature

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Date

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Printed Parent Name

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Parent Signature

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Date



## Technology Acceptable Use Agreement

It is a Trinity Academy objective to make appropriate electronic information resources available to our students, staff members and guests to assist in furthering educational goals and to provide for efficient school-related communication. This policy governs the use of Trinity Academy computers and our network and defines the expectations of our students, staff members and guests while using these resources. Electronic information resources are defined as all computer equipment, the computer network, all e-mail accounts, all software licensed to Trinity Academy, and all stored data. Because electronic information resources are an integral part of the curriculum, all students must comply with this policy. 9th-12th graders may use the lab without a staff member present but must have their permission. 7<sup>th</sup> and 8<sup>th</sup> grade students may only use the lab under direct adult supervision.

- Students, staff members and guests are expected to exercise good judgment, use computer resources in an appropriate manner, and adhere to these guidelines and all applicable laws. Signing this agreement signifies the user's understanding that their computer and/or network use is neither private nor personal, and that Trinity Academy reserves the right to administratively access any user's emails, web searches, files and/or documents at any time.
- Use of computer resources at Trinity Academy is expected to be directly related to educational goals and objectives.
- Software that is licensed to Trinity Academy not be copied or loaded onto personal computers or drives without the permission from the Trinity Academy. Likewise, personal software or programs may not be loaded onto Trinity Academy computers or server.
- No sharing of passwords or user IDs is permitted at any time. Only users to whom Trinity Academy has granted access may use or attempt to access any computer equipment, including the wireless network. Students must log in and out with their own user ID.
- Wireless passwords may be provided upon request to staff and visitors. Students are permitted to access the student wireless network at any time and may they use their own computers devices to do so. Computer use during the school day is at the discretion of teachers.
- Individual users of the Internet are expected to abide by the generally accepted rules of online etiquette. The following are specifically not permitted. Trinity Academy electronic information resources may not be used for the following purposes:
  - ◇ Commercial Use: Using Trinity Academy computers for personal or private gain, personal business, or commercial advantage is prohibited.
  - ◇ Political Use: Using Trinity Academy computers to advocate (directly or indirectly) for, or against any political issue. Illegal or Inappropriate Use: Using Trinity Academy computers to violate any federal, state, or local laws or for harassing, vandalizing, or inappropriate purposes, or in support of such activities is prohibited. Illegal activities include, but are not limited to, copyright infringement and/or illegal file sharing; posting false or defamatory information about a person or organization; committing fraud; cyber-stalking; cyber-harassment; accessing pornographic or obscene material; or engaging in communications for the purpose of abusing, annoying, threatening, terrifying, harassing, or embarrassing another person.





# TRINITY ACADEMY

## Honor Code

*Philippians 2:5-11* Have this mind among yourselves, which is yours in Christ Jesus, who, though he was in the form of God, did not count equality with God a thing to be grasped, but emptied himself, by taking the form of a servant, being born in the likeness of men. And being found in human form, he humbled himself by becoming obedient to the point of death, even death on a cross. Therefore God has highly exalted him and bestowed on him the name that is above every name, so that at the name of Jesus every knee should bow, in heaven and on earth and under the earth, and every tongue confess that Jesus Christ is Lord, to the glory of God the Father.

Through the Trinity Academy of Raleigh Honor Code, we will strive to uphold three pillars of our culture: Christ, Scholarship and Community. Our goal is to model biblical principles that serve as the foundation to our three pillars in both the physical and virtual worlds.

In order to be Christ-centered, I will:

- ❖ Show respect for the Old and New Testament Scriptures and for the religious views of others, even when they differ from my own opinions.
- ❖ Model the humility, servanthood, and grace of Jesus Christ as described in Philippians 2.
- ❖ Demonstrate respect, kindness and self-control through my words, expressions and actions.
- ❖ Submit to authority without grumbling or complaining.
- ❖ Respect myself and others by holding myself to high, moral, ethical and legal standards.
- ❖ Accept responsibility for my actions.

In order to be Scholarship-centered, I will:

- ❖ Hold myself and others accountable to demonstrate academic honesty and integrity.
- ❖ Do my own work and refrain from using the work or ideas of others without properly crediting them.
- ❖ Not knowingly allow others to copy my work.
- ❖ Offer my best effort for high academic achievement.
- ❖ Encourage a classroom environment that is focused, and free from distractions.
- ❖ Think critically, but resist cynicism.

In order to be Community-centered, I will:

- ❖ Be truthful, encouraging, kind, and polite to students, teachers, staff and guests.
- ❖ Take pride in my campus.
- ❖ Respect the property of others.
- ❖ Take action to stop bullying, cyber-bullying and negative remarks about race, religion, socioeconomic status, appearance, or sexuality.
- ❖ Seek to resolve conflicts by addressing my own behavior first and then directly addressing the other person, involving an adult authority if the conflict remains unresolved.

Printed Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_