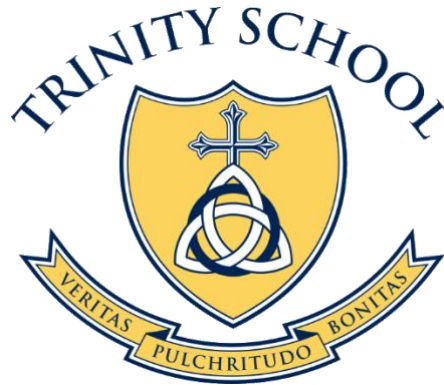




All-School Student-Parent Handbook

**Trinity School of Durham
and Chapel Hill**

2025–2026

Please note: The information in this handbook is subject to change at any time, as Trinity's policies and procedures are updated to best serve our students and their educational goals.

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Trinity's History and Educational Philosophy

INTRODUCTION

Our goal at Trinity School is to create a community in which there is delight in learning and an atmosphere that encourages the sort of intellectual, moral, and aesthetic development that is fitting for those who bear the image of God. Education is a lifelong process, and we want to challenge our students in a way that stimulates their curiosity and guides their discovery and personal growth. Discovering, affirming, and nurturing each student's special gifts are all important to our educational program.

Education is primarily the responsibility and privilege of parents, and Trinity School seeks to enter into a partnership with parents toward the goal of an excellent education. To this end, we encourage parents to be actively involved in their child's life as a Trinity School student. We know the value of communication and dialogue in this process, and the faculty and administration are here to help students and their parents. Please do not hesitate to call or write us if you have a question or concern. We look forward to working together to develop this community of learning called Trinity School.

Chip Denton, Head of School

HISTORY OF TRINITY SCHOOL

In the early 1990s, a group of parents of young children began to dream of an excellent education for their children. Some of them were in public schools, some homeschooling. All were united by a vision for Christian education which integrated thoroughgoing Christian faith with excellent teaching and learning.

In the winter of 1995, a group began to meet regularly to craft a vision for and explore the logistics of a new school. Trinity School was incorporated in the spring of 1995, and just after Labor Day that year, the school opened its doors for the first time to 39 students, who were placed in three classes covering five grades, K–4.

In its early years, the school met at Hope Creek Church on Erwin Road. The school expanded upwards to sixth grade, and then later up to eighth grade. The latter expansion was made possible by the purchase of twenty-two acres of land on Pickett Road from the Branch family. In the summer of 2000, the school broke ground for its first permanent facility, funded by its first \$5 million capital campaign. The academic building and a gymnasium were both completed in 2001. In the spring of that same year the school graduated its first class of eighth graders.

The years from 2001–2006 brought significant growth to Trinity School. Lower School grades doubled in size as the school expanded to two sections in each grade. The Middle School began to emerge as a distinctive division within the school. The school's infrastructure was expanded significantly during these years, and full-time senior staff were added. A task force worked hard through these years to plan for the launch of Trinity's Upper School. A second major capital campaign was begun, the school's \$8.4 million "Growing Up" campaign.

The Upper School was launched in the fall of 2006. In the second year of the Upper School, the new academic South Building was completed. During this time, the school established a \$1 million endowment for scholarships.

In the fall of 2015, Trinity dedicated the Blake Hubbard Commons, a beautiful learning commons named in memory of one of our students who died in a tragic accident in 2012. This new addition is a place for quiet or collaborative study, fellowship, meetings, performances, and worship, and its mezzanine houses the Middle and Upper School library collection.

In 2019–2020, Trinity celebrated its 25th anniversary year and faced the challenge of the Covid-19 pandemic. This school year also saw the launch of the Trinity Forward capital campaign, the proceeds of which were used to increase support for our faculty, strengthen our after-school program, and build the new Arts and Engineering

Building, named in memory of Trinity's beloved Director of Finance, Brent Clark. This facility, which was dedicated in September 2021, is home to Trinity's music, visual arts, theatre, and robotics and STEM-related programs.

Trinity has now graduated 15 classes of seniors and has over 580 alumni. As we celebrate Trinity's 30th year, work has begun on a new Lower School Building, the creation of an athletic track, and the implementation of other campus improvements and program enhancements, all funded by our ongoing ONE Trinity capital campaign. The blessing of God and the faithful and generous support of the Trinity community continue to enable us to faithfully carry out Trinity's distinctively Christian, classical, rich, and unhurried mission.

TRINITY'S MISSION

The mission of Trinity School is to educate students in transitional kindergarten to grade twelve within the framework of Christian faith and conviction—teaching the classical tools of learning; providing a rich yet unhurried education; and communicating truth, goodness and beauty.

Trinity School welcomes all truth as God's truth. This perspective promotes unfettered inquiry in which all subjects may be studied and all questions asked. At the same time, Trinity seeks to understand and adopt God's interpretation of every aspect of life, integrating all subjects in a unified perspective that is thoroughly Christian and consistent with the scriptures. Trinity emphasizes rigorous, critical thinking as part of the discipleship of the intellect; cultivates a lifelong love of learning; and exposes students to the great conversations and traditions of Western culture as well as to other cultures.

Trinity School seeks to provide an education in goodness, one that develops the moral imagination, teaches virtuous habits, and awakens in students a vibrant love for God and neighbor. Most importantly, Trinity hopes to plant and tend the seed of faith in Jesus Christ, without which true goodness is impossible, and to shape that faith into deep spirituality and Christian character. By practicing such habits as fairness, humility, truthfulness, self-control, perseverance, courage, and compassion, Trinity students prepare for benevolent engagement with the culture at large. Providing such a moral education is arduous work, accomplished by precept and praise, but above all by example, told from history and literature, and lived by parents, teachers, and school leaders.

Trinity School nurtures an appreciation for reflections of God's glory and beauty in nature, in the arts, in culture, and in human relationships. At Trinity both aesthetic discernment and imaginative expression are important aspects of education. Trinity exposes students to sublime expressions of beauty, cultivates the imagination, and strives to develop in every student the ability to re-express God's beauty in creative ways.

ESSENTIAL VALUES

All those who teach at Trinity School or serve on its Board of Trustees must demonstrate a life-transforming Christian faith and be members in good standing of a Christian church. Trinity School is open to the community at large. Its student body should be racially, economically, and socially diverse. It welcomes students from non-Christian families. Through such means as community service, public speaking, deliberative assembly, and exposure to non-Christian viewpoints, education at Trinity School aims to train students to participate in and transform the society in which they live. By crafting a pedagogy that is developmentally sensitive and appropriately challenging, Trinity seeks to honor each student as a responsible and maturing bearer of God's image. Trinity will always strive for a godly balance between a challenging academic program and the demands of family life. To accomplish its mission, Trinity School must have an atmosphere of love, kindness, orderliness, joy, and excitement—an atmosphere in which meanness is not acceptable, students recognize and respect authority, and a vibrant love of learning is fostered.

IMPORTANT VALUES

Trinity School utilizes the Trivium, a pedagogical approach within which there are three stages corresponding to the natural development of children as they progress from concrete to abstract thinking. The stages overlap, but the emphasis of each is appropriate to the ways the minds of human beings function and develop at various ages.

Grammar (mastery of basic skills), logic (critical thinking), and rhetoric (expression and creation) are part of the essence of all learning.

Student evaluation at Trinity School must be fair, honest, and Christian in character. It has a threefold goal: first, to give a clear and accurate picture of a student's progress; second, to encourage the student toward an ever-stronger desire to learn; and third, to create an atmosphere in which students take delight in each other's progress.

Trinity School seeks to accommodate flexible learning rates. In decisions about school entry age, readiness for reading and writing, and enrichment, it seeks not to hurry students or overload them. Students should be appropriately challenged and stretched to use their abilities without being pushed to the point at which challenges become counterproductive and discouraging.

DOCTRINAL COMMITMENTS

Trinity School is a Christian school, dedicated to a vision of education that is rooted in the Triune God. As an independent school, without institutional ties to any church or denomination, Trinity is committed to what C. S. Lewis called "mere Christianity": "...no insipid interdenominational transparency, but something positive, self-consistent, and inexhaustible." We hold to those truths which have united Christians through the ages, across the boundaries of time, place, race, denomination, and tradition:

- That there is one God, eternally existent in three persons, Father, Son, and Holy Spirit;
- That the Bible is the Word of God, the authoritative rule for faith and practice, without error in all that it affirms;
- That Jesus Christ, the second person of the Trinity, took on our humanity and died on the cross to atone for sins and redeem a people for himself;
- That since humanity is sinful and lost, the regeneration of the Holy Spirit is absolutely necessary for salvation;
- That Jesus Christ rose bodily from the grave and that all humanity shall also be resurrected at the judgment, some to salvation and some to eternal separation from God;
- That salvation is by grace alone, in Christ alone, through faith alone, and not from good works;
- That good works are the fruit of true faith;
- That Jesus Christ is king of all the realms of life and society now and that he will return personally to consummate his kingdom.

PORTRAIT OF A LEARNER

Trinity's Portrait of a Learner (see below) reflects the heart of our mission in action. Rooted in the framework of Christian faith, this vision describes the kind of student who flourishes through a Trinity education—one who pursues truth, embodies goodness, and delights in beauty. The Portrait highlights the habits of learning, character, and creativity that prepare our students to live lives of purpose, wonder, and service. This is our hope for every Trinity learner: a mind engaged, a heart transformed, and a life inspired by love.

You can explore the Portrait of a Learner in detail on this [interactive web page](#).



PORTRAIT *of a* LEARNER



General Information

REGULAR SCHOOL HOURS

TK and K	8:00 a.m. to 1:15 p.m.
Grades 1–6	8:00 a.m. to 2:30 p.m.
Middle School	8:00 a.m. to 3:00 p.m.
Upper School	8:10 a.m. to 3:20 p.m. (Monday–Thursday) 9:05 a.m. to 3:20 p.m. (Friday)

Students may enter the Lower School Building and South Building beginning at 7:40 a.m.

DELAYED OPENING TIMES

Grades TK–6 begin at 10:00 a.m.

Grades 7–8 begin at 10:00 a.m.

Grades 9–12 begin at 10:15 a.m.

On delayed opening days, Lower School and Middle School students may enter the school buildings beginning at 9:45 a.m., and Upper School students may enter the building beginning at 10:00 a.m.

EARLY DISMISSAL TIMES

Grades TK–6 dismiss at 11:45 a.m.

Grades 7–8 dismiss at 12:15 p.m.

Grades 9–12 dismiss at 12:30 p.m.

ARRIVAL PROCEDURES

It is very important for students to arrive at school on time. Students need the beginning minutes of the day to put away their belongings, touch base with friends, and become involved in the first activities of the school day. Carpool and arrival procedures may differ for the different divisions. **Please see the divisional student handbooks for specific information on arrival procedures for your child's grade.**

For morning drop-off, carpool uses two lanes of traffic, going in the same direction, all the way around from the campus entrance, past the fields, to the crosswalk in front of the South Building. **Please use both lanes and stay in the same lane all the way around the parking lot.**

All students must stay in their vehicles until 7:40 a.m., when the school buildings open for students.

Students who are walking or biking to school should arrive no earlier than 7:40 a.m., when the school buildings open for students.

Drivers should remain in their cars during both morning and afternoon carpool. They should not walk their students in to school or walk up to the school to pick them up.

Please see the Carpool, Transportation, and Parking section below for additional important information.

Late Arrival

Students who are not in their classrooms and ready promptly at the beginning of the instructional day are considered late. Late arrivals may be considered either excused or unexcused. Please see the divisional student handbooks for further information on late-arrival procedures.

DISMISSAL PROCEDURES

Dismissal and early release procedures are different for each division. Please see the divisional student handbooks for information on procedures for your child's grade.

Early Pickup

Parents and guardians must notify the school in advance if their student will need to leave campus before the end of the school day. Please follow the pickup procedures in the divisional handbook for your student's grade.

Parents of students in the Trinity Neighborhood after-school program who leave school early and will not be attending after-school must email TN Director Joy Campbell (joy.campbell@tsdch.org) in advance and inform her that their child will be absent.

CARPOOL, TRANSPORTATION, AND PARKING

The Trinity campus is a very busy place when school is in session. Please be patient as we strive to make our carpool routines as safe and convenient as possible.

Carpool

To minimize traffic, we strongly encourage families to carpool. Trinity's carpool lane allows parents to drop off or pick up their students from the sidewalk. Students must remain buckled up while traveling in a moving vehicle.

For both morning and afternoon carpool, drivers should enter by the main driveway and continue straight back to the ball field, then follow around past the modular and along the sidewalk to the South Building and Lower School Building.

Do not use cell phones when driving through the carpool lane.

Everyone crossing the parking lot to or from the sidewalk must use the designated crosswalks.

Vehicles without disability identification tags or plates may not be parked in spaces reserved for those with disabilities.

Walking or Biking

Students not arriving by car must use the paved pedestrian and bike path along the south side of the campus, which begins at Cambridge Road at the main entrance of the campus and follows the Hope Creek neighborhood property line. All pedestrians must cross the parking lot at the designated crosswalk markings. Please do not walk through neighborhood yards.

Third-Party Transportation for Hire

Trinity School does not permit students under the age of 18 to be picked up by taxis, Uber, Lyft, or other vehicles for hire. Students whose parents are not able to pick them up after school must remain at school until another responsible person known to and approved by their parent arrives. Parents and guardians must keep on file in their Veracross Parent Portal account the name and current contact information for at least one emergency contact whom the school may call in the event that a parent/guardian is unable to pick up their student.

Parking Lot Procedures

Our primary concern is the safety of our students. Students are not allowed to run or play in the parking lot. Students may play in the Hundred Acre Woods after school only with adult supervision and only after the orange cones are put across the driveway and the gate has been closed.

Do not leave children unsupervised in a running vehicle.

Please drive slowly through the parking lot, as small children can easily dart out into the roadway. **Trinity's posted speed limit is 10 mph everywhere on campus.**

All numbered parking spaces on campus have been assigned to faculty/staff and students between the hours of 7:00 a.m. and 2:45 p.m. Parents and visitors should not park in any numbered space during this time. If you need to visit campus during school hours, please use the designated visitor parking areas in front of the Lower School or follow staff instructions. After 2:45 p.m., parents and visitors are welcome to park in any open space.

INCLEMENT WEATHER PROCEDURES

In the event of a school closing or delayed opening due to inclement weather or hazardous road conditions, an announcement will be posted on Trinity's website, and an email and text message will be sent to Trinity parents and guardians. **Please make sure that Trinity has up-to-date contact information for your household at all times during the school year.** Contact information can be updated online through the Veracross Parent Portal.

Inclement weather announcements will also be posted on Facebook and Instagram and on local TV stations [WRAL](#) and [WTVD](#) and their websites.

When there is a weather-related delayed opening, Trinity School will have a staggered start:

- Lower School and Middle School will begin at 10:00 a.m. (arrive no earlier than 9:45 a.m.).
- Upper School will begin at 10:15 a.m. (arrive no earlier than 10:00 a.m.).

If severe or inclement weather is predicted to occur during the school day, parents should be alert for possible early dismissal and arrange for prompt pickup of their student if school closes early.

AFTER-SCHOOL PROGRAMS

The Trinity Neighborhood and Trinity Lions on Campus (TLC) after-school programs provide care and supervision for students who need to remain at school after the school day. Trinity Neighborhood is for students in grades TK–6, and TLC serves students in grades 7–8. For more information about these programs, please see the [After-School Care](#) page of the Trinity website. Please note that only full-week enrollment is available for these programs; partial-week and drop-in options are not offered. Before-school care is not available.

ALL-SCHOOL CHAPELS AND DIVISIONAL WORSHIP TIMES

Five all-school chapel services are held each year in the gym: Opening Chapel, Thanksgiving Chapel, Christmas Lessons and Carols, Easter Chapel, and Closing Chapel. Parents and guardians, grandparents, and community members are encouraged to attend these services.

All three divisions also each have their own weekly times for worship. The divisional worship times are as follows:

- Lower School Fellowship takes place on Thursdays, 8:10–8:30 a.m.
- Sanctuary, the MS worship and fellowship time, is held weekly on Thursdays, 11:14 a.m.–12:04 p.m.
- Upper School Worship meets weekly on Thursdays, 9:25–10:15 a.m., except on early release days and exam or reading days.

ATHLETICS

Trinity School offers a variety of athletic teams for students in grades 6–12, as well as several athletic programs that are open to students in the Lower School. For more information about Trinity's sports programs, please see the Trinity website or contact [Sophie Smith](#), Trinity's Athletic Director.

For details about P.E. attire, please see the dress code sections of the divisional student handbooks.

BOOKS AND SUPPLIES

The school will furnish most textbooks and workbooks and some classroom supplies. Links to school supply lists for all grades are posted during the summer on the [School Forms and Information](#) microsite. Students are expected to have all their materials on hand for the first day of school.

Some courses, particularly in the Upper School, may require students to purchase their own books. At times during the year students may also be asked to purchase supplementary materials. Information about textbook ordering will be emailed to parents by the MS or US staff, and the cost of any books ordered will be billed to families' Trinity accounts.

Students are responsible for returning all school-owned books assigned to them prior to the end of the school year. Books that are damaged or lost (as defined by the school) will be charged to the student who is responsible for them. Final report cards may be withheld until the books are returned or charges paid.

BUILDING AND GROUNDS INFORMATION

We urge all parents and students to respect our facilities and grounds and help us care for them. Please exercise special caution while you are on campus this year, as work continues on the construction of the new Lower School building and other campus improvements.

Weapon-Free Campus

Trinity School is a weapon-free campus. Firearms are not permitted anywhere on the school grounds.

Bicycles and "Little Wheels"

Bicycles are permitted for transportation to and from school, but they must be parked only in the bicycle racks. The use of skateboards, scooters, rollerblades, and other "little wheels" is prohibited on the Trinity School campus.

Dogs on Campus

All dogs must be kept on a leash at all times while on campus.

Dogs are **not** permitted in the following areas:

- Inside buildings (except for service dogs and during official class-sponsored events)
- Inside the gated area on the athletic fields
- On the mulched areas around school play equipment
- Outside the Lower School Building during morning drop-off and afternoon pick-up

Cleanup is the responsibility of dog owners. Refuse should be deposited in one of the outdoor trash cans on campus.

In good weather, students of all ages play outdoors all over the Trinity campus. Dog owners are asked to be sensitive to students' reactions to dogs while walking their pets on campus.

Use of Facilities by Outside Groups

The facilities and equipment of Trinity School are available on a very limited basis for use by other organizations and community services that are compatible with the mission of the school when that usage does not conflict or interfere with the school's programs and activities.

All requests for use of the school's facilities and equipment by outside groups must be made in writing. The request form and a copy of the Building Use Policy are available from the Business Office. A user fee may apply.

A Trinity School faculty or staff member must be on site at all times during any group's use of Trinity facilities.

COMMUNICATIONS

Veracross Parent Portal

One of Trinity's primary means of communication between school and home is the Veracross Parent Portal. On the portal, which is password-protected, parents and guardians can find information about their students' classes and report cards, family and faculty/staff directories, Trinity invoices, and links to other school information. The Parent Portal is also where families should update their addresses, phone numbers, email addresses, and emergency or pick-up contacts whenever these change. **Parents should verify their contact information at the beginning of the school year and anytime their contact information changes, to make sure they don't miss important school communications and can be reached in case of an emergency.**

If you appear not to be receiving Trinity email communications, please email communications@tsdch.org as soon as possible and let the communications team know this, and they will help you get your communications flowing again.

For questions about the Parent Portal, email portalhelp@tsdch.org for assistance.

School-Home Communications

The Lower School may send home folders from time to time that contain student work or other school papers. The Head of Lower School also sends periodic emails to update Lower School families about events and other information.

Families of Middle School students receive weekly emails from the Head of Middle School with information and announcements for the upcoming week. Important graded assignments like tests are often sent home directly by Middle School teachers. These assessments should be reviewed and returned, so that teachers will have them for later use in exam preparation.

Families of Upper School students receive weekly emails from the Head of Upper School with information and announcements for the upcoming week.

Parents may also receive emails from Trinity teachers, Lower School room parents, or Middle School/Upper School Trinity Parent Organization (TPO) representatives with information related to class projects or activities, school events, or the TPO.

Parent News

The Parent News is Trinity's e-newsletter that is sent to Trinity parents and guardians, grandparents, faculty and staff, older students, and friends in the Trinity community. Published monthly during the school year, it contains school news and information, photos, and announcements. Anyone who does not yet get the Parent News can sign up to receive it by emailing communications@tsdch.org.

Sharing of Individual Student Accomplishments

At Trinity School, we believe every student bears the image of God, and as we tell the story of Trinity, we celebrate student accomplishments that grow out of this mission and reflect the life of our learning community.

Student achievements are shared through Trinity's full range of communications—including electronic newsletters, print publications, digital media, and public platforms. These stories often arise from academic work, artistic expression, athletics, service, or leadership that takes place in the context of Trinity's classes, clubs, teams, and school-sponsored programs.

As a general rule, we do not highlight achievements from outside organizations. Exceptions may be made when a student's recognition reaches national or international distinction and aligns clearly with the mission of the school. Trinity reserves the right to make such determinations at its sole discretion.

When sharing accomplishments, we may include student names and/or images. If your family has opted for Trinity not to share such information, we may reach out to ask your preference regarding the specific accomplishment in question.

In every story we tell, we hope to reflect the light of Christ at work in our students and to inspire others to pursue truth, goodness, and beauty with joy.

Use of Trinity Contact Information

Home addresses and phone numbers, email addresses, and other contact information in Trinity School's directories or emails may not be used for commercial or solicitation purposes. This information is to be used solely by Trinity families, faculty, staff, and official volunteers and is not to be copied by, used by, shared with, or distributed to any parties not associated directly with Trinity School.

For Questions or Concerns

It is Trinity's policy that when someone has a question or concern, they should take it to the faculty or staff member most directly involved whenever possible. This person will be the most knowledgeable and best equipped to listen, understand, explain, and sort things out. This procedure also is in line with Jesus's instruction (Matthew 18:15-16). Only after the person with the question or concern has pursued this route should they bring this to the supervisor of the teacher, staff, or coach involved.

DRESS CODES

Dress codes apply to all Trinity students throughout the school year. **Dress codes are different for the Lower School, Middle School, and Upper School divisions. Please see the divisional student handbooks for detailed dress code information for your student.**

EMERGENCY PROCEDURES AND DRILLS

Fire and Severe Weather Procedures

Trinity School conducts fire drills throughout the school year. Faculty instruct their students in the procedure to follow in case of an emergency evacuation of the building. Students are expected to remain calm and silent, to listen carefully to instructions, and to walk quickly to the designated areas. Trinity also conducts periodic tornado drills.

The school monitors severe weather conditions throughout the school day. When a severe thunderstorm watch is declared for our area, the school will review the severe weather plan, and when a severe thunderstorm warning or

a tornado watch is declared, Trinity will notify faculty and staff of the weather conditions. In the event of a tornado warning for the Trinity area (meaning that a tornado has been sighted in our area), the administration will relocate all students, faculty, and staff to designated tornado-safe zones on campus.

Safety Drills

Trinity School also conducts safety lockdown drills that are designed to prepare students, faculty, and staff in case the campus needs to be locked down for safety reasons. Trinity faculty and staff practice these drills and prepare the students for them. Questions regarding these drills may be directed to the Associate Head of School.

LOST-AND-FOUND

Lost-and-found items are placed in bins in the Lower School Building and South Building or on the lost-and-found rack near the concessions stand in the gym. The lost-and-found bins are emptied regularly during the school year, and their contents are donated to a charitable organization. Parents and students should check the lost-and-found periodically and retrieve their family's items.

LUNCH AND WATER BOTTLES

Students should bring a nutritious lunch from home. Lunches should be nonperishable or be packed in an insulated container, since refrigeration is not available. Some classrooms have microwave ovens; however, teachers reserve the right to limit their use. Utensils, plates, and napkins should be provided from home if needed.

Families may also choose to order daily hot lunches online through the [Yay! Company](#), Trinity's hot lunch provider. Information on the hot lunch ordering process is available via a link on Trinity's [School Forms and Information](#) microsite.

If students forget their lunch, parents may deliver a lunch to school at the front desk of either the Lower School Building or the South Building. Students may not order food for delivery or leave campus for lunch, except for students who have off-campus lunch privileges. All grades may eat lunch outdoors whenever the weather permits.

Students should bring their own labeled water bottles to school. Water bottles can be refilled at classroom sinks or at the bottle-refill stations on campus.

MESSAGES AND SCHOOL PHONES

Messages for Students

Parents should make arrangements for students' after-school activities, carpooling, etc., before the beginning of the school day. Parents should not rely on office personnel to communicate social arrangements. Classes will not be interrupted to relay messages to students except in case of emergency.

Messages for students may be left with office personnel. **Please do not text your student during the instructional day. ALL students must turn off their cell phones while school is in session.**

Parents who bring any items for students during the school day (e.g., forgotten lunches, uniforms, or sports equipment) should leave them with one of the receptionists, who will notify the students or their teachers.

School Phones

Designated school phones are available at the school office for students to contact parents for urgent needs only. Students may not use classroom or library phones to make phone calls. **Please remember that NO students are permitted to use cell phones at any time during the school day.**

Messages for Faculty and Staff

Messages for faculty and staff may be sent by email or voicemail or may be delivered to the mailboxes in the mailroom of the South Building. Please remember that teachers are not readily available to take phone calls during the day, and classes may not be interrupted for routine matters. Faculty and staff check their voicemail and email at least once daily on school days. Contact information for faculty and staff can be found on the Trinity website.

SUMMER READING LISTS AND “TRINITY READS”

Each summer, Trinity students of all grades are encouraged to read one or more books from a list of developmentally appropriate titles that is made available to Trinity families. Middle and Upper School students are also assigned certain books they must read before returning to school in the fall. Students must finish reading these required books before the first day of classes.

Our annual summertime Trinity Reads program is designed to engage the entire Trinity community in a common reading program. Its goals are to foster a love of reading, to explore together themes that are important to our mission, and to create a common vocabulary and narrative by which we can carry on important conversations across the grades. We strongly encourage all Trinity families to participate, including all faculty and staff, new and veteran parents, and all students. You can find more information on Trinity Reads via a link on the [School Forms and Information](#) microsite.

TRANSCRIPTS

Transcript requests should be submitted to the receptionist’s desk in the Lower School Building or the South Building. If the initial request is made in the middle of the school year, parents will need to submit another written request for the final transcript to be mailed at the conclusion of the school year. Official transcripts are mailed directly to the institution requesting them. Postage and envelopes will be supplied by Trinity School.

For information on transcripts for college applications, please see the [Upper School Student-Parent Handbook](#).

USE OF TECHNOLOGY

Use of technology in the classrooms at Trinity School is for educational purposes only—for academic supplementation and enrichment, guided and supervised internet research, and other class activities.

The use of technology is a privilege and not a right. This privilege will be granted only after the student has read a copy of Trinity’s [Responsible Use of Technology policy](#). The privilege may be withdrawn at any time if the student violates the regulations in the policy. A link to this policy can be found on the [School Forms and Information](#) microsite.

Teachers may establish additional rules for computer use specific to their classrooms. Assent to the Responsible Use of Technology policy implies the willingness to adhere to such additional rules as well.

Students who fail to comply with the Responsible Use of Technology policy are subject to disciplinary action by the administration of Trinity School. Penalties may include, but are not limited to, loss of access to computers; additional disciplinary action, when appropriate; and/or legal action, when applicable.

Use of Personal Devices on Campus

As Trinity continues to upgrade our network and put cybersecurity measures in place to help us stay connected throughout the school day, we need to give preference to the many school devices that are increasingly integral to the educational experience. To prioritize these devices, we can no longer support personal devices such as laptops and iPads, and our network will no longer be accessible to these devices. This will allow us to better monitor the traffic on our network and help us maintain its functionality throughout the school day.

VISITORS

All campus visitors must sign in at the reception desk of either the Lower School Building or South Building and obtain a badge to wear while on campus during the school day. This badge must be worn all the while that the visitors are on campus. The badge identification system, which is in effect for all parents, guardians, and visitors, as well as staff and faculty, enhances the safety of the students and school.

Those who are attending athletic events in the gyms or on the fields after school hours do not need to sign in.

VOLUNTEERS

Trinity greatly values the dedicated service of its volunteers. Parents and guardians, grandparents, and community members are encouraged to get involved at Trinity by volunteering. A variety of volunteer opportunities are available throughout the year. For information on volunteer opportunities at Trinity, contact the Trinity Parent Organization at TPO@tsdch.org.

Policies and Procedures

CONDUCT AND DISCIPLINE

General Principles

Students at Trinity School are expected to conduct themselves in a manner that shows respect for faculty, staff, other students, and the school building and grounds. Students are expected to learn acceptable behavior through precept, example, and correction. Members of the faculty have full responsibility and authority in the classrooms and during school hours. Parents and guardians are expected to assume responsibility for their child at after-school functions, including athletic events, science nights, concerts, and theatre productions.

Appropriate discipline of a student can best be carried out when parents, teachers, and the administration work in partnership to encourage the student to behave in a civil and considerate manner. Teachers will carefully instruct and guide their students in behavioral expectations and limits. Teachers handle most discipline problems. The family will be informed of any serious offenses that interrupt learning or the class atmosphere. When necessary, the administration will be consulted for a course of action.

Maintaining an orderly atmosphere in the school and the classroom is critical to the learning process. As in all other areas of the education of students at Trinity, love and forgiveness are an integral part of discipline. Teachers handle cases in harmony with biblical standards and their own personal style of discipline. The more serious the offense, the more serious the punishment. Suspension and expulsion are administered for the most serious offenses.

Physical restraint may be used to prevent harm or injury to school personnel, the student, or other students, or to prevent vandalism or destruction of school property. School personnel do not use corporal punishment. Teachers and/or administrators will contact parents promptly regarding any behavior problems and will work together with the parents to discipline the student.

General Rules of Conduct

The following general rules of conduct apply to all students at Trinity School:

- The teacher is the head of the classroom. His or her rules and expectations are to be obeyed and upheld.
- Students are expected to be courteous and respectful to all faculty, staff, classmates, and visitors.
- Students should address faculty and staff by last name.
- Students must not use profanity.
- Students must not interrupt one another, the teacher, or other adults.
- Students must walk quietly in the halls. Neither running nor playing in the halls is allowed.
- Shoving, pushing, and play fighting are not permitted.
- Students are to eat in a polite and orderly manner. Students are responsible for cleaning up their areas after eating.
- Students may eat only in specified areas unless a teacher or staff member has granted permission to eat elsewhere.
- Students are to display good stewardship in caring for school property. Graffiti is prohibited. Deliberate defacing of textbooks, desks, and other items is considered a disciplinary offense.
- Students may not loiter in the bathrooms. Students must keep the bathrooms clean and use them responsibly.

- Students who do not have off-campus privileges must not leave campus and must stay within the boundaries defined by their teachers or the school administration. This rule applies before and after school hours as well as during the school day.
- LS students are not allowed to bring to school any toys, games, or other such items unrelated to classroom activities.
- No students may use electronic devices (including cell phones) during school hours, except as permitted by their teachers or the school administration.
- Students' electronic communications—including those sent from off-campus—to or about any member of the Trinity School community will be treated as if they had been written at school. Students misusing electronic communication may be subject to disciplinary action by the school.
- Students are to refrain from public displays of affection.
- Students in grades TK–8 may not chew gum in the school building or on the grounds. Gum chewing is allowed for US students outside of the library unless prohibited by the teacher.

Conduct in the Gymnasiums

- Only supervised play is allowed. This includes before and after school as well as during the school day.
- Students may use Trinity School balls only with permission.
- Students are not permitted in the gym mezzanine without the express permission of a faculty or staff member.
- Students may not pull on the nets or hang on the rims of the basketball hoops.
- Students are not permitted to raise or lower the basketball hoops.

Serious Behavioral Offenses

The following is a list of conduct considered to be serious offenses at Trinity School. Involvement with any of the following may result in disciplinary suspension or expulsion. This list is illustrative and not exhaustive.

- Deliberate defacing of textbooks, desks, or other school property
- Tampering with fire alarms and/or extinguishers
- Profanity, lying, stealing, cheating, or fighting
- Use or possession of tobacco, vaping equipment, alcohol, or illegal drugs
- Use or possession of firearms or weapons
- Use or possession of pornographic material
- Inappropriate behavior at chapels or assemblies or on field trips
- Physical or verbal abuse, harassment, or misconduct (including that communicated electronically)
- Bullying in any form—physical, verbal, or psychological
- Leaving the school grounds without permission
- Consistently disruptive and/or disrespectful behavior in the classroom
- Endangerment of the health and safety of others
- Repeated unauthorized use of electronic devices during school hours

Disciplinary Actions

Teachers take responsibility for discipline in the classrooms, with support from the administration. Teachers, parents, and administrators partner together in issues of conduct in ways that respect the student while maintaining the integrity of the learning community. The inappropriate behaviors that occur most frequently in the classroom tend to fall into the following categories: disruption, disrespect, and disobedience. Expectations for conduct and disciplinary procedures differ for the different divisions of Trinity School. **Please see the divisional student handbooks regarding conduct and disciplinary action.**

BIAS, HARASSMENT, AND GRIEVANCE POLICIES

At Trinity School we believe that God has created everyone in his image, and as his image-bearers all persons must be treated with respect. As a Christian community, we are obligated to promote, not diminish, human dignity.

All members of the Trinity community are expected to participate in community life according to Christian principles. Specifically, we aim to uphold the following values:

- glorifying God in all relationships and activities;
- respecting others, because all persons are created in God's image;
- upholding God's righteousness and justice as the foundation of our conduct toward others;
- abiding by all applicable civil and criminal laws, including those specifically prohibiting harassing or other discriminatory conduct.

Bias and Harassment Policy

Harassment is strictly prohibited within the Trinity community. Harassment of any sort detracts from the dignity of both the victim and the perpetrator and can lead to physical, psychological, and spiritual harm. It offends our Lord and corrupts the Christian community and society. Harassment includes any intentional conduct, actual or threatened, that demeans, intimidates, or insults another community member. It may be general or sexual in nature; may involve vulgar, abusive, humiliating, or threatening language, jokes, or other crude or rude behavior; and includes any conduct that interferes with an individual's work, academic performance, or participation in any other school activity or that otherwise creates, for the individual, an intimidating, hostile, or offensive school environment.

Bias incidents are also prohibited within the Trinity community. Such incidents include any intentional or unintentional conduct, actual or threatened, that displays an unreasoned or unfair distortion of judgment in favor of or against a person or group.

Trinity's administrative Bias and Harassment Policy provides definitions of harassment and bias-related incidents and lists general forms of harassment, sexual harassment, bias-related incidents, and related conduct. It also describes the procedures to be followed if a Trinity student or employee believes he or she has been harassed or subjected to a bias-related incident, as well as possible disciplinary actions for those who engage in such conduct. Trinity School prohibits reprisal or retaliation against any person for reporting, intending to report, or supporting someone who reports or intends to report a potential violation of this policy, and against anyone who participates in the investigation of potential policy violations. Please see the [Bias and Harassment Policy \(Administrative\)](#) and the Board's [Bias and Harassment Policy](#) for more details.

Bullying

Bullying is a form of harassment. Bullying in any form is expressly prohibited at Trinity School. It involves intentional conduct, actual or threatened, such as the following:

- Communicating in a way that demeans, intimidates, or insults another community member. This includes communication by innuendo, spoken or written language or illustrations, and electronic or social media, whether or not this communication occurs on Trinity's campus. Examples of this include vulgar, abusive, humiliating, or threatening comments, pictures, jokes, messages, and posts.
- Engaging in conduct intended to demean, intimidate, or insult another community member. Examples of this include shunning/exclusion, isolation, and actual or threatened physical harm.
- Failing to stop offensive behavior upon request.
- Retaliating against a person for having reported bullying behavior.

If offensive behavior is unintentional or is done unknowingly or in ignorance, it becomes bullying when the person does not stop after being informed of the offensive behavior and being asked to stop.

Bullying behaviors are taken very seriously by the school, and students engaging in such behaviors will be subject to disciplinary action, including possible suspension or expulsion. For further information, see the division-specific disciplinary procedures described in this handbook.

Grievances

Trinity School is a community committed to mutual respect among all—students, faculty, staff, and administration alike. Any member of the Trinity community may submit a grievance in writing regarding specific circumstances, such as when a student or parent believes that the law or school policy may have been violated, misapplied, or misinterpreted. All grievances should be submitted to the Head of School.

The Head of School has five business days to respond to a written grievance. All parties involved will be expected to attend any further procedures and hearings. Written notice will be given to all parties five business days prior to any meetings. All meetings and hearings related to the grievance will be private and confidential. These meetings will be conducted in an orderly and fair manner. The Head of School will respond in writing to all hearings within five business days.

All appeals must be made to the Head of School in writing within ten business days. Any appeal made after ten business days will not be accepted and the final decision will stand.

FIELD TRIP POLICIES AND PROCEDURES

Purpose of Field Trips

Field trips are intended to be curriculum driven and beneficial to the accomplishment of Trinity's educational objectives. These trips can serve to deepen and enhance material already studied and may also introduce a unit and inspire students to study. They can help build community among students and teachers, provide for interaction across ages or divisions, and create memories.

Parent Liability Waiver Form

At the beginning of each year parents and guardians complete a permission and liability waiver for their students. These waivers are required for the students to be allowed to participate in field trips during the school year. Other waiver forms may sometimes be required for field trips; the teacher or school administration will provide these for parents and guardians to complete when necessary.

Chaperones and Drivers

All chaperones (drivers and nondrivers) must submit a chaperone form to the school **at least 3 school days in advance** of any field trip. The form for drivers includes verification of current auto insurance coverage.

All chaperones for overnight field trips must fill out a chaperone screening form and submit to a background check **at least one week in advance** of the trip. Only Trinity parents/legal guardians and Trinity employees may drive on Trinity field trips.

Every student must have his or her own safety seat or seat belt. Lower and Middle School students may not ride in the front seat of a vehicle equipped with air bags unless they are of adult size and have both parent and driver permission.

Drivers should arrive early, with a full tank of gas and with their vehicle in good condition (proper tire pressure, oil checked, valid inspection, etc.). Teachers will have maps or detailed directions for each driver. All drivers should take the same route, and details about rendezvous times and locations should be clearly communicated prior to departure.

Required Safety Seats

North Carolina law requires all children under eight years of age or weighing less than 80 lbs. to use a safety seat while riding in a motorized vehicle. All students who are under eight years of age or weigh less than 80 lbs. must be secured in a safety seat when traveling on Trinity field trips. Parents should provide their child's safety seat on the day of a field trip if one is required. For more information, please contact the Head of Lower School or visit <http://www.buckleupnc.org>.

Field Trip Procedures

Teachers and chaperones should carry a cell phone at all times. In the event of an accident, the school should be contacted immediately, and the school will notify parents.

Teachers will carry medical and insurance forms for each student at all times. A copy of these is kept on file. Teachers will also carry a first-aid kit supplied by the school. Students with medical needs must bring their necessary medical equipment and/or prescribed medication on every field trip.

The teacher is the principal authority on field trips. Drivers and chaperones are expected to submit to this authority. It is the responsibility of the teacher to delegate supervision in a way that ensures the safety of the students at all times.

Each driver/chaperone should be on hand for the duration of the field trip to supervise their assigned students. These supervision assignments should not change over the duration of the trip. Chaperones must not lose sight of their charges on outdoor hikes or tours through public places. It is recommended that students be paired in a "buddy system" and stay together with their "buddy" throughout the trip. It is also recommended on outdoor hikes and tours that specific chaperones be designated "lead" and "tail" and that all students remain between these adults. It is recommended that Lower School students wear Trinity School t-shirts or sweatshirts on field trips, to help chaperones identify their assigned students. Nametags may also be provided.

Conduct on Field Trips

Before departing, the teacher will read or summarize for the class the following rules of conduct during field trips. These should also be communicated to chaperones. In the event of misbehavior, regular school discipline procedures will be followed.

- Students must dress appropriately for the trip, as directed by the teacher.
- Regular classroom behavior is expected of students while on the field trip (e.g., no running, shouting, or talking when someone else is talking).
- Students must leave school vehicles and chaperones' cars clean.
- Students may not use electronic devices on field trips.

- Students must wear seat belts at all times when traveling in a motorized vehicle.
- Students must demonstrate courtesy and gratitude while on field trips.

Cancellation

In the event of inclement weather that would affect the safety or educational value of a field trip, teachers will decide whether the trip will be postponed or canceled no later than 7 a.m. on the day of the trip. In the event of postponement or cancellation, parents will be notified. Cancellation may also occur if there are not enough drivers or if there are not enough vehicles with seat belts for each student.

HEALTH POLICIES AND PROCEDURES

School Nurses

Trinity School employs currently licensed registered nurses whose role is to strengthen and facilitate the educational process by protecting and improving the health status of our students.

Illness and Injury

Students who are ill should not come to school. A student with any of the following symptoms must be kept home from school and may return only when symptom-free for 24 hours: vomiting, diarrhea, or a temperature of 100°F or higher. Also, any student with contagious symptoms—such as frequent coughing or sneezing, eye discharge, or cloudy nasal discharge—should not attend school. If a student with a contagious illness has attended classes, parents must notify the school nurse immediately.

If a student has a condition that may affect his or her ability to participate in normal school activities, the parent of that student should notify the school nurse. The nurse will make sure that the appropriate school personnel (such as teachers or athletic personnel) know what limitations and restrictions should be in place for the well-being of the student. The nurse will need a note from the student's health care provider that describes any restrictions and when the student may return to normal activities.

When a student is injured or becomes ill at school, he or she will be sent to the school nurse. If the student is too ill to return to class, the nurse will call the parent to request that the student be picked up immediately. No Lower or Middle School student who is ill is allowed to leave campus unsupervised.

Any significant injury or accident occurring during the school day will be reported to the student's parent or guardian. The school will treat minor injuries or will contact the parent/guardian to take the student for medical attention. Each year, parents and guardians must complete an authorization giving school personnel permission to authorize emergency treatment for the student if a parent/guardian cannot be reached. In case of serious injury, if a parent/guardian cannot be reached, the school will have the student transported to the nearest hospital for emergency treatment.

Medication Policy

Trinity's Medication Policy is reviewed by the school nurse yearly or as required by changes in state/local regulation, the Nurse Practice Act, and/or school policy. It includes policies and protocols for administering over-the-counter and prescription medications to students.

A required [Medication Administration form](#) must be completed annually by a parent or guardian and a healthcare provider for each medication or change of medication the parent/guardian wishes to have administered to the student while at school, whether over-the-counter or prescription, and whether administered by the school or by the student. This form must be uploaded into the student's Magnus Health record before any medication will

be administered. Copies of this form may be obtained from the school nurse's office or via a link on Trinity's [School Forms and Information](#) microsite.

For further details, please refer to the [Medication Policy](#), via a link on the [School Forms and Information](#) microsite.

Magnus Health

Magnus Health is a web-based medical data system through which Trinity manages all student medical information. It reduces the amount of health-related paperwork for parents and guardians each year and provides school employees with more accurate and timely student information in case of health concerns or emergencies. Magnus gives parents and guardians continuous access to their student's health record and allows them to make updates as needed.

Student medical forms and information must be uploaded to Magnus Health by the parent or guardian. Updates to current information must likewise be made via the Magnus Health app. **Do not send health information to Trinity School**, as the faculty and staff cannot upload student information. This is for the protection and confidentiality of health information.

For details on how to access your student's Magnus Health account and which forms must be uploaded/updated, please visit [Medical Forms & Info](#) via a link on the [School Forms and Information](#) microsite.

Health Records and Immunizations

NC state law requires that all parents or guardians present a certificate of immunization for each new student attending school. The law states that if a child begins school without an immunization record, parents/guardians have 30 calendar days from the day their student enrolls to provide the school with an appropriate record. After that 30-day period, the school will not permit any child to attend class who is not immunized as required by law. Consequently, Trinity School requests that a Student Health Assessment be completed for each new student, certified by a healthcare provider, and entered into the student's Magnus Health record. Parents or guardians should inform the school nurse of any changes in their student's health record.

North Carolina law requires all students without a medical or religious exemption to receive the Tdap and meningococcal (MCV) vaccines either by age 12 or before entering seventh grade (whichever comes first). A meningococcal booster vaccine is required for all students entering twelfth grade if they did not receive an MCV booster after age 16. For more information on required vaccines, see the NCDHHS website.

Trinity continues to support and encourage Covid vaccinations for everyone who is eligible.

Food Allergies Policy

Trinity is committed to providing a safe school environment for all students. The school recognizes that food allergies in some instances may be severe and even life-threatening. Trinity has developed a policy for students with life-threatening food allergies, using guidelines from FARE (Food Allergy Research and Education), the National Association of School Nurses, and the American Academy of Pediatrics.

The goals of this policy are to reduce the likelihood of severe allergic reactions of students with known food allergies while at school and to help students learn to manage their food allergies while providing an environment where the risk of exposure is reduced and emergency support is available. The school cannot achieve this goal alone; student and family involvement are critical. Please refer to the full [Food Allergies policy](#), linked on the [Medical Forms & Info](#) web page, for details on the school procedures, parent/student responsibilities, and school nurse's responsibilities related to life-threatening food allergies.

Medical/Emotional Leave Policy

With documentation from a healthcare professional, Trinity may grant a medical leave to a student due to physical or psychological issues. If a student is granted a medical leave, written documentation from a health care provider and a detailed plan for ongoing medical care are required before the student is permitted to return to Trinity.

In the event Trinity officials believe a student is a physical or emotional threat to self or others, the student's parent or guardian may be contacted and arrangements made for the student to return home. That student must be evaluated by a mental health professional to determine the student's readiness to return to a school setting. Written notice from a health care provider is required before the student will be considered for return to Trinity.

Parents/guardians should work closely with the school nurse, the school counselors, and the student's division head in instances requiring a student's prolonged absence from school.

Head Lice

Recommendations for treatment will follow current standards of evidence-based practice as recommended by the American Academy of Pediatrics. The school nurse will contact the parent or guardian of a student suspected of having head lice. The student may not return to school until appropriate treatment has been administered and the student has been cleared by the school nurse or other designated school employee. For further information, please contact the school nurse.

SCHOOL, FAMILY, AND STUDENT TIME POLICY

In an effort to ensure an unhurried education for all of its students, Trinity School seeks to be intentional and careful about claiming, ordering, and planning student time. Trinity is committed to respecting and protecting time for important components of education outside school, including family-initiated activities, lessons, and non-school athletics.

Trinity's Policy on School, Family, and Student Time comprises the following individual policies approved by the Board of Trustees:

- The length of the school year shall be determined by the Board of Trustees, consistent with state regulations.
- Trinity's school-day lengths shall be determined by the Head of School and reported to the Board of Trustees.
- The administration shall set, publish, and enforce, by division, limits on median homework time.
- Trinity will schedule no required student or staff activity on Sunday. Exceptions to this must be approved by the Head of School. Trinity will try to minimize voluntary activities on Saturday, but when Saturday practices and performances are scheduled, students are expected to participate. For Saturday events, coaches must obtain the approval of the Athletic Director and teachers must obtain the approval of their division head.
- Teachers shall not assign work to be done over the Thanksgiving or Christmas breaks, Upper School Winterim, or Spring Break. Division heads may grant exceptions to this policy for cause. Semester-long assignments may bridge the Thanksgiving and Spring Break periods.

For more information, please see the full version of the Policy on School, Family, and Student Time, available via the Board Policies link on the Parent Portal.

Appendix I: Responsible Use of Technology Policy



Responsible Use of Technology

Rev. 09-2024

*Trinity School of Durham
and Chapel Hill*

Our world belongs to God. Technology resources are powerful tools and, teamed with skillful teachers, can be used to prepare students to be servants of Christ in contemporary society. Teachers and students at Trinity use technology to support and enhance education and communication. In order to facilitate a safe and functional Christian educational environment, members of our community are expected to adhere to the policy as outlined below.

As children of God created in his image, all users are

required to use technology resources in ways that are honorable, responsible, ethical, and in compliance with Trinity's code of conduct, Student-Parent Handbooks, and federal and state laws. School-owned technologies are provided first and foremost to enhance learning directly related to the user's courses. They also may be used during school hours in support of co-curricular activities and edifying personal interests as long as they do not require heavy broadband usage such as streaming audio or video or in any other way are detrimental to the Trinity community's common good.

Our school is a community whose members must use technology in safe, healthy, respectful ways according to this Responsible Use of Technology policy.

The full version of Trinity's **Responsible Use of Technology Policy** can be found [here](#). The policy describes Trinity's responsibilities and the responsibilities of students and other users of Trinity technology, as well as providing information about potential disciplinary action, the IT Help Desk, device insurance, and repair/replacement costs for devices.