



K-8 Charter Parent Handbook

2020-2021

*DUE TO THE COVID-19 PANDEMIC, THIS HANDBOOK MAY BE REVISED THROUGH
OUT THE SCHOOL YEAR AS POLICIES AND PROCEDURES ARE UPDATED.*

www.trinitysfc.org

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A Credo for Trinity School for Children

What potentialities in human beings – children, teachers and ourselves – do we want to see develop?

- *A zest for living that comes from taking in the world with all five senses alert*
- *Lively intellectual curiosities that turn the world into an exciting laboratory and keep one ever a learner*
- *Flexibility when confronted with change and ability to relinquish patterns that no longer fit the present*
- *The courage to work, unafraid and efficiently, in a world of new needs, new problems and new ideas*
- *Gentleness combined with justice in passing judgments on other human beings*
- *Sensitivity, not only to the external formal rights of the “other fellow” but to him as another human being seeking a good life through his own standards*
- *A striving to live democratically, in and out of schools, as the best way to advance our concept of democracy*

Our credo demands ethical standards as well as scientific attitudes. Our work is based on faith that human beings can improve the society they have created.

Lucy Sprague Mitchell

Founder of Bank Street, College of Education, 1916

Adopted by Trinity School for Children, 1999

MISSION

The maximum development of each individual student is of great concern at Trinity School for Children.

Our mission is to create a zest for lifelong learning through the developmental-interactive approach based on the Bank Street College of Education philosophy. This approach is achieved through the collaborative efforts of students, parents, faculty, and the civic environment creating a mutual respect for each other.

Trinity School for Children's emphasis is on child development and individual learning styles from the early years. We understand that the emotional life of children is inseparable from their learning, interest and motivation. We strive to create and sustain a loving and nurturing community experience for children fostering their spiritual, intellectual, social, emotional and physical growth.

HISTORY AND PHILOSOPHY

The Tampa School Development Corporation was created in January 1999 by a group of parents, educators, and business people with a deep concern for the effective educational opportunities in the greater Tampa Bay area. It formed Trinity School for Children – a school that places emphasis on child development and individual learning styles.

Trinity School for Children teaches children using the Bank Street philosophy of education, which concentrates on developing the “whole child” intellectually, physically, emotionally, spiritually and socially. By offering children creative, challenging and enlightening academics, the faculty creates a school experience for each child, emphasizing their individual learning style, talents and family culture.

Lucy Sprague Mitchell conceived the Bank Street philosophy in 1916. The single most important organizing principle of the Bank Street philosophy is that, in order for children to learn in school and to become lifelong learners, they must interact with their environment (people, places and things) and interpret their experiences. Mrs. Mitchell and her colleagues were at the forefront of a revolution in education in the 1920s. Many of their ideas have since influenced educational theory and practice in both public and private sectors. These ideas encompass the emphasis on child development and individual learning styles, the importance of experimental learning and the understanding that the emotional life of children is inseparable from their learning interests and motivation.

ADMINISTRATION

Dr. Madeline O’Dea, Founder/CEO/Principal
Joseph Sansonetti, CFO/IT Director
Nicole Morgado, Director of Business & Communications
Jennifer Cisneros, Assistant Principal, K-8

ADMINISTRATIVE STAFF

Sonia Spoto, US Coordinator
Michelle Perez, Director of Admissions
Kara White, Director of Athletics

Courtney Bennett	School Clinic
Frank Cueto	Administrative Assistant/EDE Asst. Team Lead
Nicole Cummings	Accounting & Customer Relations Manager
Alyssa Detres	Administrative Assistant
L.M. Henry	Administrative Assistant/Teacher
Irma Hernandez	School Clinic Director
Donna Lumia	Receptionist-Main Office/DP Clerk
Angie Morton	Administrative Assistant
Jessica O’Brien	Human Resources
Maria Patterson	Administrative Assistant

EDUCATIONAL SUPPORT STAFF

KD Acosta	ESE 5 th -8 th Teacher/ELL
Lindsey Beal	Spoto Hall Lead Teacher/Administrative Support
Hollie Collins	Student Services/RtI/Assessment
Mary Goldman	Occupational Therapist
Kara Harlow	Speech Pathologist
Amanda Keitel	Gifted Teacher
Bailey Ottman	ESE K-4 th Teacher
Kathy Perez	Behavioral Specialist
Kimberley Ruff	Student Services/EDE Team Lead

CULTURAL ARTS/PHYSICAL ED./ ELECTIVES

Jennifer Brown	Cultural Arts: Spanish/Visual Arts
Orloff Civil	Physical Education Teacher
Joanne Heseltine	Cultural Arts: Media Center Support
Jenny Hess	Cultural Arts: Performing Arts
Heather Linville	Cultural Arts: Music
April Lynch	Spanish Teacher
Louis Martinez	Physical Education Teacher
Kara White	Physical Education Teacher/Dir. Of Athletics

GRECO HALL

Kindergarten – 4th Grade

Kindergarten

KG 01	Eboni Pitts, Team Lead
KG 02	Trina Urso
KG 03	Miguel Acosta Valva
KG 04	Sarah Fuller

Grade 1

101	Shelby Groner, Team Lead
102	Abby Greenier
103	Dionne Cona
104	Stephanie Moxley

Grade 2

201	Paige Collop, Team Lead
202	Erin Fernandez
203	Julie Gustaf
204	Gia Fletcher

Grade 3

301	Jen Longley, Team Lead
302	Megan Tague
303	Taja Brown
304	Katie Graber

Grade 4

401	Lindsay Sellberg, Team Lead
402	Matthew Healey
403	Kasey Gutierrez
404	Abby Busk

First Floor Assistants

Linda St. Louis
Caitlin Corbett
Cathe Proveda
Jeanette Salgado
Danielle Shishkoff

Second Floor Assistant

Windy Beaudry
Elise Razzano

SPOTO HALL

5th – 8th Grade

Grade 5

501	Sariah Cafiero (Math/Science) Team Lead
502	Charlotte Young (Language Arts/Social Studies)
503	Jennifer Tiberia (Math/Science)
504	Ryan Hess (Language Arts/Social Studies)

Grade 6

601	Rena Marcantoni (Math) Team Lead
602	Truman Daniels (Science Lead)
603	Saran Hofman (Language Arts/World Geography)
604	Kristian Givens (Language Arts/World Geography)

Grade 7

701	Jack McLoughlin (Language Arts/Civics) Team Lead
702	Rolando Acosta (Science)
703	Jordan Tatum (Language Arts/Civics)
704	Cameron Ruff (Math)

Grade 8

801	Celia Meyer (Language Arts/US History) Team Lead
802	Jared Doyle (Math)
803	Frank Lozzi (Science)
804	Maria Fregoni (Language Arts/US History)

Kindergarten – 8th Grade

2020-2021

ARRIVAL AND DISMISSAL

The following procedures have been modified due to the Covid-19 pandemic.

Please refer to the temporary Arrival & Dismissal Procedures linked in Trinity emails.

Hours of Operation

Office Hours:	7:30 A.M. – 4:00 P.M.
K – 4 th School Hours:	8:00 A.M. – 2:30 P.M.
5 th – 8 th School Hours:	8:00 A.M. – 3:00 P.M.

Arrival

K-4th Grade, students report to school **NO EARLIER than 7:30 A.M.** Students arriving after 7:30 A.M., but before 8:00 A.M., report directly to their classrooms. Morning work begins at 7:45am and prepares them for the start of their instructional day. The instructional day begins promptly at 8:00 A.M. **Students who are not in class by 8:00 A.M. are tardy and must receive a tardy slip from the office before reporting to the classroom.**

5th – 8th Grade, students report to school **NO EARLIER than 7:40 A.M.** Trinity School for Children does not provide supervision for upper school students before this time. **Students not in Home Room by the 8:00 A.M. bell they are tardy.**

Please note: K students will walk themselves to class beginning the second week of school. 1st-8th grade will walk themselves to class on the 4th day of school.

Late Arrival / Early Pick-up

We expect our families to make every attempt in arranging all appointments for their children **after school hours**. If this is not possible, a parent or guardian must report to the school office to properly check their child in or out of school **no later than 2:00 P.M.**

- A parent/adult must sign the student in/out from the office.
- The student will not be called out of class until an adult has completed the proper paperwork at the front office.
- You may not call ahead to have your child pulled out of class.
- Please do not get in carline before 2:00 P.M.

Dismissal

Upon exiting the building, students must remain in the dismissal area until they have a teacher's permission to leave. **FOR THE SAFETY OF YOUR CHILD(REN)** parents are requested to remain in their vehicles in a single line following all parking lot procedures. Please display the family name tag provided by the school, or on a white sheet of paper at the driver's side front window. This will help expedite the pick-up procedure. **Please do not get out of your vehicle; a member of our staff will direct your child to your car. The Upper School (5th-8th) Building's front doors will close at 2:00 P.M. and will not reopen until dismissal at 3:00P.M.**

- **Students may not cross the street without an adult. Students may not cross between cars and must use the designated crosswalks. This is for student safety.**
- **NO LEFT HAND TURN** into the school when traveling north on Howard Avenue.
- The same parking rules apply for afternoon pick-up.
- **Please do not exit your vehicle at any time.**

Due to the Covid-19 pandemic, Wednesday Early Pick-up has been suspended until further notice.

WEDNESDAY AFTERNOONS—EARLY PICK-UP OPTION:

Greco Hall (K-4): Dismissal will begin at 2:00pm

Spoto Hall (5-8): Dismissal will begin at 2:30pm

These early pick-up times will allow the school flexibility to begin Trinity extracurricular activities. This is optional, and regular Extended Day will commence.

All students remaining on the school grounds after dismissal (3:00 P.M. K – 4th Grades and 3:15 P.M. 5th – 8th Grades) will be sent to the Trinity School for Children's Extended Day Education Program. Families will be charged accordingly.

STUDENTS WILL NOT BE ALLOWED TO USE UBER OR ANY OTHER TAXI SERVICE TO LEAVE THE SCHOOL.

Early Release Day Dismissal

K-4th: School Day ends at 11:30 A.M.

5th -8th: School day ends at 12:00 P.M.

Rainy Day Dismissal

Remain in your car and be patient during rainy day dismissal. You should have your family name card easily visible in the window or on the dash board.

Due to the Covid-19 pandemic, the EDE Program has been modified until further notice. Please refer to the complete, revised program overview sent via email to families.

No drop-in students accepted and students registered MUST be picked up by 5:15pm.

Extended Day Education Program (Fee-Based)

Regular Hours: K-4th, 2:30 P.M. – 6:00 P.M.

5th – 8th, 3:00 P.M. – 6:00 P.M.

Early Release Dismissal Hours: K-4th, 11:30 A.M. – 6:00 P.M.

5th – 8th, 12:00 P.M. – 6:00 P.M.

*Closed: Day prior to Winter Break & Last day of school

**Please note dates on school calendar.*

Trinity School for Children provides extended care for students in K through 8th grade. We offer a variety of activities for our students. Routine activities include check-in, snack, homework support offered, inside and outside play times, as well as additional fee-based programs.

ATTENDANCE POLICIES

Due to the Covid-19 pandemic, modified attendance procedures have been implemented for our e-Learners and distributed to these families.

Tardies

K-8 students are considered tardy if they are not in their class by 8:00 A.M. Any student arriving late to class must report to the office. **K-4th students must have a parent/adult sign in children who are tardy.** Students will not be permitted into class without a tardy pass.

Excused Tardies include:

- Illness of the student – a note describing the illness is required for the tardy to be considered excused.
- Medical or dental appointment for the student– appointment verification from the doctor is required for the tardy to be considered excused.
- Accident involving the student – a copy of the accident report is required for the tardy to be considered excused.
- Subpoena – a copy of the subpoena is required for the tardy to be considered excused.

Documentation to excuse a tardy must be turned in **within a week** of the tardy to be excused.

If there is a medical issue with the student that may cause excessive tardies, the parent must bring in proper documentation from their physician explaining the issue.

Tardiness will not be tolerated, as it disrupts the classroom schedule. Excessive tardiness (20+) will be addressed by Administration and brought to the Trinity School for Children Board of Directors, and may affect your child's placement at Trinity School for Children.

Absences

Your child's attendance is imperative. We understand, however, that circumstances will arise requiring your child to be absent. State law requires that a school report absences as either excused or unexcused.

It is the **parent's responsibility** to report a child's absence each day that the child is absent. **Please e-mail absent@trinitysfc.com.** Please include the following information in your letter/e-mail: name of student, date, grade, student's teacher, and reason for the absence.

The following outlines excused absences, unexcused absences, and cumulative absences and the procedures you need to follow to ensure an absence is reported to the state appropriately.

Excused Absences:

In order for your child's absence to be considered excused, written documentation must be received within one week of your child's return to school. If a student is absent for three or more consecutive days, a doctor's note or other formal documentation deemed acceptable by administration is required.

Excused Absences Include the Following:

- **Illness of the student**
- **Medical or dental appointment**
- **Accident resulting in injury**
- **Death in the student's immediate family**
- **Observance of an established religious holiday**
- **Pre-planned absence approved by the administration. The Student's academic standing and state standardized testing will be used to determine approval**
- **Subpoena by a law enforcement agency or a required court appearance**
- **Emergency for a reason acceptable to the administration**

Unexcused Absences:

An absence is deemed unexcused if you fail to provide proper documentation to the school **in writing or by e-mail**. Absences are also considered unexcused if the absence is the result of the student being suspended from school. The following steps will be taken if unexcused absences accrue:

- **10 Unexcused Absences per semester:** Absentee Concern generated by SDHC. Trinity's Administration monitors these absences as well.
- **15 Unexcused Absences per school year:** School Attendance Intervention Form completed, parent(s) is contacted, and a School Social Worker maybe notified.

Make-up Work

It is the sole responsibility of the student to obtain make-up work after an absence. It is also expected that Edsby be checked for daily homework updates. Work that was assigned prior to a student's absence must be submitted on the day of return.

Attendance Plan

As required by the State of Florida, Trinity is obliged to monitor attendance. We have implemented a Plan that encourages your support. Attendance monitoring includes daily-unexcused absences, late arrivals, and early sign-outs. These occurrences are documented on each student's permanent record.

Each student who maintains perfect monthly attendance, including zero tardies and zero early sign-outs, will earn their family 1 parent hour per month. Families are responsible for entering earned hours into the Parent Hour website.

Please remember, you must bring in doctors' notes for appointments to be excused.

Students with excessive absences, tardies, and early sign-outs will be required to attend mandatory conferences. This is our way of monitoring student and family needs, as individual families may have concerns they are dealing with. In addition, family trips, special events, etc., will continue to be approved on a case-by-case basis by Administration.

HEALTH POLICIES

Additional protocol and requirements have been implemented due to the Covid-19 pandemic. Please refer to the Covid-19 Parent Acknowledgement form for more information.

Sickness Policy

Please observe the following guidelines for the safety and health of all the children at the school. Parents or guardians are expected to arrange for your child to be picked up AS QUICKLY AS POSSIBLE after receiving our call. Our school clinic is not equipped or staffed to handle ill children for long periods of time.

Keep your child at home if he/she has:

- **Temperature over 100° F in the morning.** A child may not return to school until he/she has been free of fever for 24 hours, without a fever reducer (Tylenol or aspirin).
- **Conjunctivitis,** which is an eye infection commonly referred to as “pink eye”. The eye is generally red with some burning, and secretes yellow mucus.
- **Rashes** that you cannot identify, or have not been diagnosed by a physician. If your child has been sent home with an unidentified rash, he/she may not return to school without a doctor’s note stating he/she is not contagious.
- **Impetigo** of the skin. Impetigo starts as red pimples. These eventually become small vesicles surrounded by a reddened area. When the blister breaks, the surface is raw and weeping. The lesions occur in moist areas of the body such as the creases of the neck, groin, the underarm, the face, hands or edge of diaper.
- **Ringworm** is a fungal infection of the skin and must be covered at all times while at school—even if treated.
- **Diarrhea** We must send children with diarrhea home, to prevent contagion and maintain sanitary conditions. Student must be absent of symptoms for 24 hours before returning to school.
- **Vomiting** Student must absent of symptoms for 24 hours before returning to school.
- **Lice** Hillsborough County School District has a “no nit policy”. Any student that has nits and/or lice will not be permitted to attend school. A student that has had lice must provide proof of treatment and must check in with the clinic before being allowed back into the classroom.
- **Severe cold and fever, sneezing, and nose drainage.** If your child’s nose is draining greenish mucus with no other signs, he/she may not return without a doctor’s note.
- With **contagious diseases,** a child must be kept home. Some of these are measles (red or German), chicken pox, mumps, and roseola.
- If your child **seems really sick** without obvious symptoms, please keep him/her at home. In this case, a child may look and act different. He/she may be unusually pale, irritable, tired, or uninterested.

If your doctor places your child on an antibiotic, the **child may not be brought in until he/she has had medication for at least 24 hours.**

You will be called to come and take your child home if he/she becomes sick during the day. It is your responsibility to pick up your child within one (1) hour of the telephone call. By helping us observe good health standards, you will be protecting your child and the others at Trinity School for Children. We appreciate your cooperation.

Immunizations

All students must receive standard health immunizations for their age. An immunization record is required for the school files for all students. Physicals are also required of all students. State Law requires immunizations and a physical within the past year for K and 7th grade students.

Medication

Students are NOT to carry medication of ANY kind, prescribed, or over-the-counter.

This includes cough drops, vitamins, Tylenol, allergy medication, etc. Exceptions can only be made with a health care plan on file; please contact the School Health Aide.

Only prescribed medication can be accepted at school. This medication must be submitted directly to the School Health Aide. Before medication can be administered during school hours, a Medication Permission form must be completed in the Health Clinic, with a copy to be given to the teacher. Medications must be brought to the Health Clinic in the original prescription container and will only be dispensed as directed by the prescription.

First Aid

Please note, school officials are only permitted to wash an injury with soap and water and apply a non-medicated bandage. If we feel your child's injury requires more attention, you will be notified immediately.

Emergency Numbers

It is imperative that Trinity School for Children have a current telephone number where parents may be reached at any time during school hours. The school must be immediately notified as changes occur. An emergency number must be on file in the school office.

It is the parent's responsibility to keep emergency numbers correct, up to date and filed with the Trinity School for Children's administration office. An accurate emergency information card must be on file in the main office.

When students become ill at school, every effort shall be made to notify parents, guardians, or an emergency contact person. Students will be released to persons on the emergency card **ONLY** unless otherwise notified by the parent in writing. It is your responsibility to pick up your child within one hour of being notified if he/she becomes sick during the day.

Medical Excuses from Physical Education

Physical Education (PE), an important part of the school curriculum, and is concerned not only with students' physical development, but also with their mental, emotional, and social development. **Excuses from participation in Physical Education for medical reasons will be granted upon a physician's request, or at the discretion of Administration.** Be sure the physician lists the types of activities the student can, or cannot, take part in and how long the medical condition will last. Students with arm casts/braces will be permitted to walk laps during PE and Recess. Students with leg casts/braces will remain inside for PE and Recess. This policy applies to Extended Day Education Program and other extracurricular activities.

Water Bottles for Physical Education:

Due to the climate conditions in Florida, **water bottles are required** in order to participate in physical education classes. It is the parent's responsibility to provide their child with a water bottle and the student's responsibility to bring a full water bottle to class.

Faculty reserves the right to prohibit students without full water bottles from participating in class. Non-participation due to not being appropriately prepared will negatively affect your child's physical education grade.

PARENT PARTNERSHIP AND VISITOR EXPECTATIONS

We expect all parents/guardians on our campus to act in a respectful, appropriate manner. By choosing to send your child(ren) to Trinity School for Children you are agreeing to abide by our policies, attend Teacher-Parent conferences, attend community meetings, turn in paperwork in a timely manner, complete your parent hours by the deadline, and thoughtfully participate in your child's education as defined by the administration. The parent partnership is a powerful one and can only succeed if you are actively engaged in your child's education. Our philosophy demands your respectful participation. We retain the right to dismiss families that fail to follow all policies contained within this handbook; including the documents you returned and signed for the first day of school.

Teacher/Parent Communication

Telephone messages will be forwarded to the classroom only in cases of emergency. Messages can be left on voice mail at the teacher's extension number.

Student planners are used to facilitate two-way communication between home and school. The planner is a vital link between you and your child's teacher and will be sent home daily. **The planner must be signed and returned to school daily.** K – 8th Grade parents are given the responsibility for checking their children's planners daily.

Trinity Emails are sent regularly, and it is the parents' responsibility to ensure that the school has your correct email. Please notify the Director of Business & Communications, Nicole Morgado at nmorgado@trinitysfc.com, if you are not receiving regular school email communication.

A Communication Folder (K-5th) will be sent home on the last day of each school week and contains important information. It is the responsibility of the parents to read all information. Information regarding picture day, class photographs, school functions, parties and sign-up sheets, field studies, etc. are sent home in the communication folder.

Teacher/Parent Conferences are held at scheduled times during the school year and available upon request. Please refer to the "Student Progress and Development" section of the parent handbook for detailed information.

Edsby (K-8th) website should be reviewed daily for homework, grades, and other important information. Please **DO NOT** use Edsby as a means of communication with your teacher. Teachers will only check and respond to emails received via their Trinity account. If you need any assistance with your account please email Ms. LM at lmhenry@trinitysfc.com.

Telephoning Your Child

Students will not be called to the phone. Messages will be delivered to the child only in cases of emergency. Make every effort to arrange afternoon pick-up schedules ahead of time, as **students are not permitted to use school phones to arrange for afterschool activities.** Emergencies will be handled through the main office.

Cellular Telephones/Mobile Devices/Smart Watches & Electronics

The use of cellular telephones is not permitted on campus. Students cell phones are to be turned OFF and stored in their backpack/locker. Trinity School for Children is not responsible for lost or stolen devices. Please DO NOT text your student during the school day.

Internet Alert/Social Media

Parents need to monitor use of internet websites; including all forms of social media.

Classroom Supplies

Throughout the year teachers may request additional supplies for classroom activities and events.

Family Community Service Project

Our core philosophy dictates that for children to come lifelong learners, they must interact with their environment (people, places, and things) and interpret their own experiences. We believe that this philosophy will help strengthen the ability for children to grow and become moral and ethical leaders in the greater community.

We encourage each family to do a project together helping their school and their community in some way. Forms to document the Family Community Service Project, as well as project examples, are located in the main offices (Greco or Spoto Hall).

A completed and approved Family Community Service Project will earn a family 10 parent hours. There is a maximum of two projects per service year. Hours must be entered timely on the Parent Hour Website for final approval.

Due to the Covid-19 pandemic, we are limiting visitors. Please make an appointment in advance to plan a visit. *More procedural updates to come.*

Green Visitor Badges

For the protection of the students, all parents and visitors to Trinity School for Children must register in the office, with a valid I.D. and wear a green visitor's nametag to remain on school grounds and enter the buildings. If you need to speak with your child's teacher please make arrangements in advance. **Teachers cannot stop classroom activities to hold parent conferences.**

Parent/Visitor Parking

When visiting Trinity School for Children, parents and visitors are asked to park in either a 'Visitor' or an unmarked parking space.

****No one is ever to park in the fire lane in front of the building or reserved spaces. Your car may be towed at the owner's expense and/or you may be asked to appear before the Board. Failure to comply with school policy is grounds for dismissal from the school. Respect our neighbors as they may tow cars that are illegally parked in their lots.****

Zero Tolerance for Harassment, Weapons, Drugs, Tobacco, and Alcohol

- Harassment (sexual harassment, sexual advances, or other forms of religious, racial, physical or emotional harassment, and bullying) by any pupil, visitor, teacher, administrator, or other school personnel, which create an intimidating, hostile or offensive environment will not be tolerated under any circumstances.
- Firearms, knives, or any other object including, toy weapons, that may be used with intent to harm any pupil, teacher, administrator, other school personnel, or visitor is absolutely prohibited.
- Trinity School for Children is a drug and alcohol-free zone and a smoke and tobacco-free environment including e-cigarettes. Smoking, tobacco use of any kind, CBD products, and e-cigarettes are strictly prohibited anywhere on school grounds, or at school events including those held off campus. Illegal drugs on campus are absolutely prohibited.
- Spectators are expected to uphold high standards of good sportsmanship at all Trinity sporting events.

ANY BEHAVIOR AS DESCRIBED ABOVE WILL NOT BE TOLERATED AND MAY CAUSE YOUR CHILD'S PLACEMENT TO BE RESCINDED.

PARENT HOURS

Due to the Covid-19 pandemic, we have temporarily suspended our Parent Hour Requirements. *Once volunteers and visitors are permitted on-campus, we will release a revised Parent Hour Requirement for the 20-21 school year.*

Parent involvement is of utmost importance at Trinity School for Children. When our charter was originally written, the component of parent involvement was a key prong to our mission. Children learn most effectively when their parents are an integral part of the learning process. If learning is important to you, it will be important to your child.

Requirements

Trinity School for Children requires at least **(30)** thirty service hours per family each year.

Single Parent Exemption

Single parents may request a (15) fifteen service hour year. Families with extenuating circumstances must request the exemption by submitting their situation, via email: PH@Trinitysfc.com. Exemptions must be requested each school year, they do not roll over. It is the family's responsibility to obtain single parent approval yearly; regardless of prior approvals.

Parent Responsibility

Trinity's School Board policy states that compliance with the parent partnership is imperative. Failure to meet the parent hour requirements jeopardizes your child's opportunity to continue their education at Trinity School for Children. At the end of the school year, an evaluation will be made of each family's participation. Families that have not met the required hours will be referred to the School Disciplinary Board and may be dismissed from Trinity School for Children.

All families are responsible for ensuring their service hours are submitted for approval via the Trinity Parent Hour Website. Parent hours must be entered by the end of the quarter they are earned in. If you do not have access to the web, you may utilize the computers available in the Trinity Media Center or your public library. Any questions regarding log in and passwords should be directed to the following email: PH@trinitysfc.com

There are several approvers designated to review your service hours and answer any questions families make have regarding the hours you submitted. For example, the PPA Parent Hour Coordinator approve hours entered related to PPA events, your child's teacher will approve hours related to classroom service, etc. These designated approvers can answer questions families may have regarding the service hours related to their category. **It is every family's responsibility to enter their hours and verify that approval has been received.**

Throughout the school year, numerous opportunities are available in and out of the classroom to fulfill the service hour requirements. Trinity believes service hours are an opportunity to get involved with your child's education, rather than an obligation. When possible, service hours should be fulfilled in several capacities, rather than only in one category.

Service Hour Year

The service hour year for the 2019-2020 school year is May 18, 2019 through May 15, 2020. The minimum service hours must be **completed and entered** into the Parent Hour website for approval **no later than May 17, 2020.** Hours earned after May 15, 2020, will count towards hours for the 2020-2021 school year.

Benefits of Parent Hours

After families earn their hours, they often stop entering hours even if they continue to earn hours. Parents should continue to enter all earned hours as these hours are reported to the state when the school is applying for grants. It helps to show we are a strong community and our families support the school.

Parent Hour Guidelines

Although any and all parent/family involvement and participation is greatly appreciated, the following guidelines will be used to determine those activities that earn parent hours. Once earned, parent hours are not transferable, but family and friends may earn parent hours on your family's behalf. The family receiving the hours must enter the hours with the name of the person who worked the hours and a description of what they did.

Items Eligible for Parent Hours:

Family Community Service Project (10 hours, if approved):

Forms to document the Family Community Service Project are located in the main office. There is a maximum of two projects per service year.

Class Parties and Events:

Volunteering time for a school-generated party earns parent service hours. (Examples: Time spent making cupcakes for a class party; time volunteering in the classroom assisting with the party; time spent gathering and organizing materials)

Field Studies (Chaperoning):

Chaperoning a field study earns parent service hours. It is the discretion of the teacher to determine the necessary number of chaperones. If you transport/chaperone only your child and it's due to the teacher's determination, you may still earn parent hours. The amount of hours earned is based on the length of the field study *not the number of children in the car*. Please be sure your vehicle is on the approved list—refer to the last page of this handbook.

Maximum parent hours for overnight field studies are 10 hrs. = 1 night, 15 hrs. = 2 nights, 20 hrs. = 3 or more nights.

Sporting Events:

Transporting TSC team members to/from a sporting event earns parent service hours if you are transporting more than just your own child.

Volunteering:

Time spent volunteering in a classroom, the media center, Book Fair, school work day, school lunch disbursement, etc. is eligible for parent hours; with teacher approval.

According to Florida law, if you plan to be on campus or chaperone a field study, you must have a completed/approved the online Volunteer application. The only exception to this is arrival and dismissal.

To access the online Volunteer application:

1. Go to <http://www.sdhc.k12.fl.us/>
2. Click on "Families" menu.
3. Then, click on the "Volunteering in HCPS" link.
4. Click on the Y.E.S Icon or the green APPLY button
5. You must complete a new application or annually Reactivate/Update your application on file

Making Items for Sale (Bake sale; Secret Santa Gift Shop):

Your time to make the item is eligible for parent hours.

Special Events (Winter Show, etc.):

Volunteering your time at school events earns parent service hours.

Chairing a Fundraiser:

Chairing a PPA fundraiser and successfully completing it, as determined by the PPA, earns 30 parent hours. Additional hours will be approved if more than 30 hours are spent on the fundraiser.

Fundraisers (Annual Gala, etc.):

Attending school fundraiser meetings in which you volunteer in some capacity earns parent service hours. Please refer to the information sent home with each fundraiser for additional parent hour opportunities.

Meetings:

Participating in School Board, PPA Board, and Homeroom Parent meetings is eligible for parent hours for the time in attendance.

Substitute Teaching:

Volunteer substituting in a classroom earns parent hours. Substitutes must meet the school requirements to be a substitute teacher before working in a classroom.

Items Not Eligible for Parent Hours:

Parties-Time related to celebrating a child's birthday is not eligible for parent hours. Time spent at the classroom party in a non-volunteer capacity does not earn parent hours.

Lunch-Eating lunch with your child does not earn parent hours.

Sporting Event Attendance-The time for attendance at a sporting event is not eligible for parent hours.

Special Events (Winter Show, etc.)-Time spent at the event in a non-volunteer capacity does not earn parent hours.

Meetings-Attendance at Open House, Teacher/Parent conference or Meet & Greet (meetings specific to your child) are **not** eligible for parent hours.

TSC Students-TSC students cannot earn parent hours, but hours may qualify towards the Family Community Service Project.

Logging Parent Hours-The time spent entering parent hours does not earn parent hours.

Purchases: Any purchases made from school, for the school, or school related events may **not** be rewarded parent hours.

Voluntary Donations: Any material or monetary donations made to the school may **not** be rewarded parent hours. This is a state mandated policy.

FIELD STUDIES

Due to the Covid-19 pandemic, off-campus Field Studies have been suspended until further notice.

Field Studies are an integral part of our philosophy and curriculum. They are an important extension of our classrooms. Students are expected to participate in all field studies.

Permission Slips

A written permission slip from the parent is required for every child. **Field Study Permission Slip deadlines will be strictly enforced. Failure to return completed permission slips, with receipt of payment, on time will result in your child not attending the field study. Telephone permission is not acceptable.** The only children that are permitted to go on the field studies are those that are students in that particular class.

Non-Trinity, non-grade level children are not permitted to attend field studies, no exceptions. Only adults who have been approved on the Field Study Permission Form may attend the Field Study.

Any student who does not return the field study permission slip by the due date will not be permitted to attend.

Refunds

Field studies organized by Trinity School for Children are non-refundable. Field Study deposits may not be refundable for pre-paid services that may be applicable.

Chaperones

Parents are expected to assist with supervision and transportation.

- Chaperones are to supervise the group to which they are assigned. You are not to be on your cell phone or socializing with other chaperones.
- Chaperones must wear appropriate clothing. Clothing depicting nudity, adult language, and/or illegal activities for minors is prohibited.
- Chaperones are expected to fulfill their commitment. Cancellations may result in you losing your privilege to attend in the future.
- It is important that we model the behavior we expect of our children.
- The field studies have been carefully planned by your child's teacher. Comments regarding a field study you have been on should be discussed with your child's teacher in a respectful manner and appropriate setting.
- If you chaperone a field study, **you must start and end your day at the school**. Please do not make arrangements to meet at the field study or leave the location of the field study without permission from the teacher.
- Head counts will be taken upon arrival at the location and prior to departure.
- Teachers will provide you with a contact number to be used during the Field Study for emergency purposes. This number is **ONLY** for use during the field study and is **NOT** to be used for any other reason.
- A chaperone may only drive to the locations outlined on the permission slip.
- Parent hours are earned in accordance with the Parent Hour Guidelines.
- A valid driver's license and Proof of Insurance is required when permission slip is due, with **each** Field Study.
- According to Florida law, if you plan to be on campus or chaperone a field study, you must have an approved Hillsborough County Public Schools Community Volunteer application on file (completed online). The only exception to this is arrival and dismissal.
- According to Florida law, if you plan to attend an overnight field study you must be fingerprinted.
- Only approved vehicles are permitted; please review on the last page of this handbook.

***Trinity's Zero Tolerance for Harassment, Weapons, Drugs, Tobacco, and Alcohol applies to off campus Field Studies.**

***Field study procedures and policies are non-negotiable. They are put into place to provide for the safety of the participants and compliance with our school's insurance policies.**

***Field Study uniforms are designated for health and safety reasons.**

STUDENT EXPECTATIONS

Uniform Policy

Trinity School for Children is a uniform school. The purpose of uniforms is to avoid distractions and support our learning environment. Students must be in proper uniform to attend. Students must wear uniforms available through Risse Brothers. Trinity branded athletic apparel is also available to purchase and wear on appropriate uniform days. The Trinity branded athletic apparel can be purchased in Greco/Spoto Halls or Flash Sales sent via email. Parents of students not in proper uniform will be contacted to correct the situation. It is the parents' responsibility to ensure that their student(s) are in proper uniform. Continuous infractions may result in disciplinary action, up to and including dismissal.

****During our Hybrid School Model, all e-Learners are required to wear a Trinity uniform shirt for ALL Zoom lessons.****

Please note the following:

- **All tops and bottoms must have the TRINITY logo** and are to be worn at the waist.
- No housing or hip huggers will be allowed.
- **Long sleeve gray, black or white solid colored shirts may be worn under short sleeve polos or P.E. shirts.**
- Shorts, skorts, and dresses **must** be of appropriate length, no less than half-way between knee and upper thigh. Do not push these guidelines.
- Bloomers/shorts must be worn under dresses.
- Solid colored tights/leggings, in gray, black, or white, may be worn under uniform bottoms/dresses.
- Shoes: All children will wear athletic shoes everyday. No light up or character shoes are permitted. Socks are required.
- Students may wear a watch and conservative jewelry.
- All students are expected to have clean and neatly groomed hair. Extremes in hairstyles are to be avoided.
- Winter uniforms cannot be worn during warm weather. **This is a health issue.** Students must layer appropriately for temperature changes during the day.
- All students are permitted to wear sweats for their winter uniform during cold weather.
- Only Trinity logo outerwear is permitted in the classrooms. Non-Trinity jackets and coats may be worn outside.
- Field study attire will differ depending on the requirements of the trip and included with each study's permission slip.
- Water bottles are required daily. **This is a health issue.**
- Financial Help - If a student or family is having difficulty paying for any or all of the school's uniforms, please notify the school immediately. The school will help you obtain your student's uniform. A student will not be penalized or disciplined in any fashion for a financial hardship.
- Medical Concerns - A family may request an accommodation for their student with a medical issue or disability. Please provide a written request to our Clinic Director or Health Aide. Medical documents may be required in accordance with state guidelines and laws.
- Religious Exceptions - If adhering to the school uniform policy presents a student with violation of their personal religious beliefs, an exception to the uniform policy can be made. Requests should be made to the Principal in writing for this exception.

Picture Day Uniform Attire

- Individual – Clothing of individual choice within limits.

K – 4th Grade

NO spaghetti straps or low cut tops; shirts must have sleeves. Students may wear skirts, shorts, dresses or skorts.

5th – 8th Grade

NO spaghetti straps, NO low cut tops (no cleavage), shirts must have sleeves. PANTS or jeans only (no housing). No rips, holes or tears.

- Whole Group/Class Photo – Trinity polo, Trinity khaki bottoms, or Trinity polo dresses.

Spirit Day Uniform Attire

- Trinity Spirit Shirt (navy), uniform bottoms, or jeans without rips, holes or tears (No tights, leggings, etc.).
- Regular uniform is always acceptable on this day.
- **If your child has P.E. on Wednesdays, they must wear their P.E. shorts on Spirit Day.**

Student Expectations

Proper student behavior is essential to our school community. Students are expected to follow all policies contained within this handbook, including the documents you returned and signed for the first day of school. Consistent or prolonged unsatisfactory behavior could result in a student's dismissal from Trinity School for Children. The final decision will rest with Trinity School for Children School Board.

The Seven Trinity Truths

1. *Respect/Reflect:*

- **Who am I?**
- **What do I think/feel and why?**
- **Are my actions helpful or hurtful?**

2. *Attachment/Belonging:*

- **Do I have strong and genuine relationships with others?**
- **Am I connected to an individual or a group?**
- **Do I have supportive and nurturing interactions?**

3. *Intrinsic Motivation:*

- **Do I do the right thing because it is the right thing to do?**
- **Do I make wise choices, even when no one is looking?**
- **Am I motivated from the inside-out?**

4. *Self-Regulation:*

- **What are my responsibilities?**

- **How do my actions affect others?**
- **Can I respectfully manage my emotions?**

5. Adaptability:

- **Do I have the ability to transition from situation to situation?**
- **Can I modify my behavior to different environments?**
- **Am I flexible when confronted with change?**

6. Collaborate:

- **Am I considerate of others?**
- **How well do I manage conflict?**
- **Do I value the perspectives of others?**

7. Contribution:

- **How do I make a difference in the world?**
- **In what ways do I show initiative?**
- **Do I utilize my gifts/talents for others?**
- **Am I invested in my work?**

The expectation of every Trinity School for Children student is that there is respect of each other and property, especially as it relates to the behavior in the classroom.

Students are expected to:

- Be respectful of oneself; others; property; community members.
- Be honest.
- Arrive to school on time.
- Be responsible (unpacking school supplies from book bag, handing in homework or any other paper work, etc.).
- Keep feet, hands, and objects to oneself.
- Follow directions.
- Change classes quietly, efficiently and be seated immediately.
- Be prepared with assignments and materials for class.
- Be in proper uniform at all times.

Personal Items

All electronic devices, including but not limited to: cell phones, laser pointers, electronic games, mobile devices, or any other personal devices are not permitted during class time. Students bringing any of these items to school will be solely responsible for them. Trinity School for Children is not responsible for any lost or broken items.

Personal devices pulled out during school day will be confiscated and may be returned to a **parent** at a later date. **Trinity School for Children is not responsible for personal property.**

Zero Tolerance for Harassment, Weapons, Drugs, Tobacco, and Alcohol

- Harassment (sexual harassment, sexual advances, or other forms of religious,

racial, physical or emotional harassment, and bullying) by any pupil, visitor, teacher, administrator, or other school personnel, which create an intimidating, hostile or offensive environment will not be tolerated under any circumstances.

- Firearms, knives, or any other object including, toy weapons, that may be used with intent to harm any pupil, teacher, administrator, other school personnel, or visitor is absolutely prohibited.
- Trinity School for Children is a drug and alcohol-free zone and a smoke and tobacco-free environment including e-cigarettes. Smoking, tobacco use of any kind, CBD products, and e-cigarettes are strictly prohibited anywhere on school grounds, or at school events including those held off campus. Illegal drugs on campus are absolutely prohibited.
- Spectators are expected to uphold high standards of good sportsmanship at all Trinity sporting events.

ANY BEHAVIOR AS DESCRIBED ABOVE WILL NOT BE TOLERATED AND MAY CAUSE YOUR CHILD'S PLACEMENT TO BE RESCINDED.

STUDENT LIFE

Several of the following procedures have been modified due to the Covid-19 pandemic. *Please check in with your child's teacher for specific guidance on these topics.*

Holidays

It is our philosophy that every family has its own individual way to celebrate holidays. Please discuss with your child's teacher any concerns that you may have regarding holidays in advance. Honoring family requests regarding the celebration of holidays is only possible when teachers are given the time to prepare appropriately.

Birthdays

Birthdays are celebrated on each child's date of birth whenever possible. It is the **parent's responsibility** to schedule an exact time and date with the classroom teacher the week before you want to celebrate your child's birthday at school. Birthday celebrations include the following:

- Individualized recognition during Morning Meeting
- K-4th: A goody bag, token gift, or treat for each child can be brought into class and will be distributed at the end of the school day for the children to take home.
- 5th-8th: Treats need to be dropped off by lunch time to be distributed.
- ****Due to health concerns, any snacks that are to be shared in the classroom must be individually wrapped prior to distribution by the parent/guardian.****
- Decorations and/or outside entertainment will not be distributed or used in the classrooms. Please reserve these items for home celebrations.

Invitations to off-campus celebrations will only be distributed if there is an invitation for each child in the class.

Snack

All students are permitted to have a **nutritious** snack. Please check with the classroom teacher for specific guidelines. Candy, soda, and other sugar based snacks are not permitted.

Lunch

Nutritious foods are vital to the health of your child; therefore, candy and soda are not permitted. Make sure lunches are clearly labeled with your child's name. Lunches that need to be kept cold must have an ice pack. Thermoses for hot food are helpful as we are not able to heat foods. **No lunches will be heated or refrigerated for students.**

For your convenience, Trinity's PPA provides you with the opportunity to pre-purchase prepared meals on a daily basis.

Lunches brought to the school after 8:30 A.M. will not be allowed. When a lunch is forgotten, an emergency lunch will be provided and billed to the parent.

Water Bottles

Please provide a water bottle daily for your child(ren).

Backpacks

We ask that you provide a backpack for your child. **Backpacks that are oversized, have wheels, lights and/or sounds are not permitted.**

5th – 8th Grade, backpacks will not be allowed in the classrooms. They will be stored in the lockers.

Textbooks and Supplies

Students are expected to take care of the textbooks and library books issued to them. Lost books are no excuse for not completing class assignments. The full purchase price shall be collected for lost, destroyed, or unnecessarily damaged textbooks.

Students are expected to take care of classroom supplies. The full purchase price will be collected for lost, destroyed or unnecessarily damaged materials.

Locks/Lockers (5th-8th Grades)

Locks and lockers are the property of Trinity School for Children and must be kept clean and neat. Locks and lockers may be subject to search at the Administration's discretion. Any outside locks will be cut off and thrown away.

Student Planners

The planner is a vital organizational tool for students and link between parents and teachers. Students must bring their planner to school every day and have it signed daily by a parent/guardian.

The planners also serve as a hall pass for 5th-8th grade students. For students to be out of class, they must have their planner signed appropriately by a teacher or Administrator.

Bringing Things from Home

Non-curricular items are not permitted to be pulled out during class time. Personal items pulled out during class time will be confiscated and may be returned to a parent at a later date. **Trinity School for Children is not responsible for personal property.**

Lost and Found

All items brought to school should be boldly labeled with the student's complete first and last name. This includes all uniform pieces. Should you lose anything, check in the Lost and Found

Bin. For sanitary and health reasons lunch boxes left on campus will be disposed of when found. **All lost and found items must be claimed by the end of each calendar month.** Any items left at that time will be donated to the PPA for the used uniform sale.

Athletics: 5th-8th Grades Only

The athletics program strives to teach values that help build character, self-discipline, determination, commitment and cooperation between teammates to achieve a common goal. The athletic program is held in conformity with the general objectives of Trinity, and function as an extension of the overall educational experience. Our goal is to create the opportunity for student athletes to develop and improve their athletic abilities.

Student athletes will be required to purchase uniforms for the current season; as well as any additional program fees. These fees must be paid in full to participate and are non-refundable if the athlete quits the team. Athletes will be able to keep the uniforms at the end of the season.

The following forms are required for participation:

- Sports Physical Exam: Forms must be completed **BEFORE** the first day of try-outs annually
- Consent and Release: To be signed by parent and student annually
- Birth Certificate: Copy on file at school
- Signed athletic eligibility statement

Student athletes are expected to attend all practices and games. Student athletes are expected to be in attendance at school on all practice and game days. Their attendance record at school is expected to be exemplary, as they are an example to other students. Student athletes are required to be in school at least four (4) hours to participate that day. If attendance becomes an issue, dismissal from the team is possible.

Athletic eligibility is impacted by student attendance, conduct and academic performance.

The goal of the Athletic Department at Trinity School for Children is to add to the development of the whole child by providing a competitive, ethical and enjoyable experience in athletics. Accomplishing this task incorporates hard work on the field as well as in the classroom. As our credo states, our goal in the athletic department is to nurture and develop the entire student athlete.

Players are expected to represent their team and Trinity in a respectful manner at all times; accept interpretations made by officials with dignity, whether or not you agree; shake hands with opponents before and after games; and cheer for our team, not against your opponent. All school rules apply at all athletic events.

Spectators are expected to uphold high standards of good sportsmanship at all Trinity sporting events. As fans, you are expected to follow the same conduct rules as our student athletes. Trinity faculty and coaches reserve the right to remove adults exhibiting disrespectful or inappropriate behavior from the event.

STUDENT PROGRESS AND DEVELOPMENT

Assessments

We, at Trinity School for Children, measure a student's progress and potential on an individual basis. Assessment helps us to create a picture of your child's growth and development.

State required standardized testing is administered in the spring of each school year. Progress monitoring will be used to assess student achievement throughout the school year.

Teacher-Parent Conferences

Teacher-parent conferences are held after the first quarter ends. This is a time to exchange information and set goals, as well as report on your child's progress. **The student must be present during conferences for 5th - 8th Grades. Parents are obligated to monitor their student's progress via the school's on-line grade management system, Edsby.**

If either a teacher or parent feels that an additional conference is necessary, an appointment will be scheduled.

Academic Grading Scale

The academic grading scale is representative of your child's academic achievements. The scale is as follows:

<u>Grade</u>	<u>Percentage</u>
A	90-100
B	80-89.99
C	70-79.99
D	60-69.99
F	below 60

Homework

Outside activities **DO NOT** excuse any student from completing a homework assignment. The purpose of homework is to practice and reinforce classroom skills. Credit will be received only when homework is turned in **ON TIME**. Please refer to student planners and Edsby for daily homework assignments.

Please note, you have signed a "No-Rescue Contract." It is the job of the student to be responsible for homework and personal items.

Report Cards

Report cards will be distributed quarterly.

- **1st Quarter report cards** will be sent home with the student, approximately three (3) weeks after the quarter ends. The report card will not be sent home if the parent did not attend a scheduled bridge building conference.
- **2nd Quarter report cards** will be sent home with the student, approximately three (3) after the quarter ends.
- **3rd Quarter report cards (and K-4 narratives)** will be sent home with the student, approximately three (3) after the quarter ends.
- **4th Quarter report cards:** K-8th will be mailed home and 6th-8th can be accessed by the parent electronically. Information will be given to the parents on how to access the report card.

Honor Roll (6-8th)

Principal's Honor Roll: All A's in subject areas and conduct grades.

High Honor Roll: More A's than B's in subject areas and nothing lower than a B in conduct grades.

Honor Roll: No grades lower than a B in subject areas and conduct grades.

Promotion/Retention Policy

K-5th grade retention is determined by a child's development in conjunction with state mandated benchmarks. The state mandates all 6th– 8th graders to meet specific criteria in order to be promoted between 6th, 7th and 8th grades, and into high school.

The National Junior Honor Society Selection Procedures Trinity Chapter

The National Junior Honor Society chapter is a duly chartered and affiliated chapter of this prestigious national organization. Membership is open to those students who meet the required standards in five areas of evaluation: scholarship, leadership, services, citizenship, and character. Standards for selection are established by the national office of NJHS and have been revised to meet our local chapter needs. Students are selected to be members by a 5 member Faculty Council, appointed by the principal, which bestows this honor on behalf of the faculty of our school.

Students in the second semester of the sixth grade and in grades seventh and eighth are eligible for membership. For the scholarship criterion, a student must have a cumulative GPA of 3.5 or better on a 4.0 scale. Those students who meet this criterion are invited to complete a Student Activity Information Form that provides the Faculty Council with the information regarding the candidate's leadership, service, and a short essay must be submitted. A history of leadership experiences and participation in school and/or community service is also required.

To evaluate a candidate's character, the Faculty Council solicits all faculty members to gain input regarding the candidate's service activities, character, citizenship, and leadership. This information and the Student Activity Information Forms are carefully reviewed by the Faculty Council to determine membership. A majority vote of the Council is necessary for selection. Candidates are notified regarding selection, or non-selection, according to a predetermined scheduled.

Following notification, an induction is held to recognize all the newly selected members. Once inducted, new members are required to maintain the same level of performance (or better) in all five criteria that led to their selection. This obligation includes regular attendance at chapter meetings held during the school year, and participation in the chapter service project(s). Students or parents who have questions regarding the selection process or membership obligations can contact the chapter adviser, Sonia Spoto in the Upper School Building office or by phone at (813)874-2402.

EMERGENCY WARNINGS

Inclement Weather

If it should become necessary to close the school for any reason, the announcement will be made over the local radio/T.V. stations. When possible, notification will be posted on our website and/or via email. In times of natural disasters, such as hurricanes, the center will follow whatever instructions the Hillsborough County School District renders regarding the closing of area schools.

If we experience inclement weather during school hours, we may delay dismissal or other events for safety reasons. This is at the discretion of Administration.

Communication During an Emergency

Our primary concern in emergency situations is the safety of our students. The decision of when and how to notify families is made in conjunction with emergency personnel that are on the scene (i.e. the chief of police, the fire chief, etc). The decision of when and how to release students during an emergency is also made in conjunction with emergency personnel.

Fortify FL

FortifyFL was created and funded by the 2018 Florida Legislature as part of the Marjory Stoneman Douglas High School Public Safety Act. The application was named by students from Marjory Stoneman Douglas High School. The Office of Attorney General, Department of Education and Florida Department of Law Enforcement coordinated its development and roll-out.

By accessing FortifyFL, students can provide a description of the threat, share pics and videos and optionally submit their contact information. <https://getfortifyfl.com/> or download the App: FortifyFL.



Extended Day Education Program
2020-2021

EXTENDED DAY EDUCATION POLICIES AND PROCEDURES

The following procedures have been temporarily modified due to the Covid-19 pandemic. Please refer to the revised Extended Day Education Procedures provided to families via email.

Please Note: Only EDE registered student may attend the program. All registered students must be picked up by 5:15pm, until further notice.

Extended Day Education is a fee-based, after school program that provides activities for students enrolled at Trinity School for Children from the time school ends until 6:00PM. Extended Day Education is only available on days when school is in session.

Contact Information

Lead: Ms. Kimberley Ruff (813) 874-2402 (kruff@trinitysfc.com)

Assistant Lead: Mr. Frank Cueto (813) 874-2402

Assistants: Ms. Yolanda Fernandez, Mr. Ty Arena, & Ms. Daniella Febles

Hours of Operation

Full Day

2:30 PM – 6:00 PM K-4th Grade

3:00 PM – 6:00 PM 5th-8th Grade

Half Day

12:00 PM – 6:00 PM K-4th Grade

12:00 PM – 6:00 PM 5th-8th Grade

The Extended Day Education Program will be closed the half-day prior to Winter Break, and the last day of school.

Mission

The extended day education program provides a seamless transition from school hours to extended hours. It is a time and place for students to further develop their academic, physical, social, and vocational interests in a safe environment that promotes questioning and investigation. Students will build community and create new relationships with students of a variety of different ages as they work together and explore common interests.

Daily activities will vary as students choose and participate in different programs engaging a variety of personal interests.

Extended Day Education counselors support each student's individual needs while maintaining an engaging, structured and safe environment.

Registration Process

Instructions and forms are located in the Main Office and at the Extended Day Education desk, just inside the main entrance to Greco Hall. Please contact Ms. Kimberley Ruff for further questions or details.

Payment Information

- The Extended Day Education rate is \$165.00 per month (per student) for the 2019-2020 school year.
- The monthly payment is auto-processed via credit/debit card that you provide on page 4 of the attached.

Not registered with the Extended Day Education program?

- You will be billed \$0.25 per minute (\$15 per hour) based upon when your student is checked out of the Extended Day Education program.
- The incurred charges will be placed on your account and a statement will be emailed to you on the first week of each month. Payment is due upon receipt. All balances must be kept current in order for your child to utilize Extended Day services.
- The duration of dismissal could vary from day to day due to traffic, weather, etc; therefore, we are providing a (billing) grace period until 3:45 PM. The per minute charges will begin at 3:45 PM.

Sign-out Procedure

Parents and guardians are required to sign out all of their child(ren) at the Extended Day Education desk, as students are not permitted to do so themselves. Only adults listed on the student's emergency card and/or registration form pickup profile will be permitted to sign out a student from the program. These two documents must match.

The Extended Day Education desk will call for your student once you have signed them out. Please do not go directly to your student's program to pick them up. Failure to comply with proper pick-up procedures will be handled by the Disciplinary Committee of our School Board, and may result in possible dismissal from the Extended Day Education Program.

Policies

Extended Day Education is an extension of the Trinity School for Children school day. This program is a privilege, not a right. All policies outlined in the Parent Handbook apply to students that are participating in the Extended Day Education Program. Please pay close attention to policies regarding health, emergencies, medications, expectations for student and parent/visitor behavior, discipline, zero tolerance, cell phones, telephone usage and prohibited items. A student can be dismissed from the program at the discretion of Administration.

Daily Schedule*

3:00 PM-3:45 PM: Extended Day Education begins.

Students will remain in classroom for thirty minutes to work quietly on homework assignments. If the student has no homework to be completed, they will work independently on a quiet classroom activity. An Extended Day instructor will be in each room until the thirty minutes of work are complete.

3:45 PM-4:00 PM: Students will eat a snack provided on a daily basis.

4:00 PM-5:30 PM: Programming begins.

New skills are learned. Relationships are made, invested in, and grown.

5:00 PM: Students in 5th-8th grade move to Greco Hall.

5:30 PM-6:00 PM: Programming concludes.

Students leave to go home if their parents are present for pick-up. All remaining students stay in the classroom of their program until they are picked up.

*Authorized adults may pick up their child(ren) from the program at any time within program hours. Students are not required to stay until 6:00PM to participate.

Parking

Fire lane and all other parking rules still apply during Extended Day Education Program hours.

SCHOOL BOARD
2020-2021

TAMPA SCHOOL DEVELOPMENT CORPORATION

Trinity School for Children was created in 1999 by Tampa School Development Corporation, a 501c(3) non-profit corporation. The Board of Directors for this corporation serves as Trinity's School Board and governing body.

The purpose of the Trinity School for Children Board is to assure the education of students from infants through Upper School is in accordance with the educational philosophy of Bank Street College of Education. In addition, the intent of the Board is to raise, receive, manage and oversee the expenditure of funds in the direct provision of programming for children and youth, either solely or in concert with other agencies. The membership of the Board shall consist of only the members of the Board of Directors, referred to herein as the School Board.

School Board 2020-2021

President	Ryan Luzod
Vice President	Dana Dowsett
Secretary	Amy Pickford
Treasurer	Marianne Touger
Board Members	Marina A. Choundas Celeste Greco Bryant Johnson Jennifer Pecora Ashley Valdes Dr. Joe Daum

Name and contact for the representative to facilitate parental involvement:

Yvette Gonzalez, 813-874-2402, ygonzalez@trinitysfc.com

Mission Statement

We are committed to facilitate and support the highest quality of education through strategic planning, communication and accountability. By modeling the school's values, we shall foster a dynamic, nurturing and safe environment for lifelong learning for our Trinity School for Children family.

School Board

The Board, under the leadership of the President and with the support of the Principal, maintains the integrity of the Bank Street College of Education philosophy and the values of the Trinity School for Children, while ensuring efficiency and accountability.

The Board and Principal are supported in meeting their accountability through full utilization of the corporate strategic planning process. The planning process enables the Board to develop, implement and review an integrated strategy used in identifying, developing and allocating resources considered necessary to meet the needs of our charter staff and students.

History

The Tampa School Development Corporation, sponsoring corporation of Trinity School for Children, was founded and incorporated in January 1999. The corporation's board consisted of a group of parents, educators and community business professionals who demanded an alternative to traditional education for all children and their families. The Board's belief in the Bank Street philosophy of education was rooted in a conviction so strong, that they conquered insurmountable odds to open Trinity School for Children on August 12, 1999.

The Board's goal was met by opening a school with a quality administration, faculty and curriculum driven by the sole purpose of educating in an understanding, developmentally appropriate learning environment. Centered on a social studies curriculum, the children were to learn how their academics affect their relationship with the world around them. By emphasizing mutual respect, self-expression, creative and inquisitive thinking, the students at Trinity School for Children proved that children naturally love to learn. They proved that school is an extension of their personal development. An open-enrollment charter school, Trinity School for Children was made available to all children in the greater Tampa Bay area.

Governance

Tampa School Development Corporation operates under the Sunshine Law Standards as they apply to charter schools and public entities.

Meetings

Meetings are usually held once a month, but subject to change, and are open to the public. Board workshops are held as needed. A calendar of the year's scheduled meetings, times and locations is available on the school's website at www.trinitysfc.org. Changes in this calendar are posted in the front offices.

Public Accessibility

Copies of all documents pertaining to the organizational structure and operation of the Tampa School Development Corporation/School Board are kept in the Trinity School for Children office and are available for public viewing by request to the corporate secretary.

These documents include, but are not limited to:

- The School's Charter
- Corporation By-laws and Articles of Incorporation
- 501c(3) Determination Letter
- Sales Tax Exemption
- Financial and Operational Records
- Approved Board Meeting Minutes

Confidentiality

All Records pertaining to students and employees, deemed confidential by the State of Florida, remain in the office in secured fireproof file cabinets.

Disciplinary Procedures

Trinity School for Children's success is achieved through the collaborative efforts of students, parents, faculty and the civic environment creating a mutual respect for each other.

Attending Trinity School for Children is **not an entitlement** for your children; **it is a choice**. As a family, you make the choice to enroll your children and abide by our policies and procedures. The school has the right to choose to dismiss any child whose family does not abide by our stated policies. Our expectation is that as a Trinity family you follow all of our policies.

When children misbehave at our school there are consequences. Generally, classroom teachers handle minor issues; if the problems escalate then our division coordinators and/or our guidance staff may become involved; and, when the issues become major or reoccurring, the principal will take action. The ultimate consequence of continuous misbehavior is student dismissal.

As a Board, it is our responsibility to maintain a collaborative and safe learning environment by crafting clear policies and procedures for members of our school community, including students, parents, visitors, and family members, and making sure that those policies and procedures are fairly and consistently enforced. Infractions of policies and/or procedures will be heard either by the School Board or by the Board's Disciplinary Committee. Individuals are notified that they must appear before the Board or Disciplinary Committee in writing. If brought before the Board or its Disciplinary Committee, families will have the opportunity to state their case. If a parent or family fails to appear, that individual's child(ren) may be subjected to immediate dismissal from Trinity School for Children.

Below is a list of the various disciplinary infractions that the School Board and/or Disciplinary Committee may handle. This is a working document, however, the School Board and/or Disciplinary Committee has discretion to modify or add to the list of infractions.

Infractions that may result in immediate dismissal of your children from Trinity:

1. Bringing weapons, drugs, or alcohol onto school grounds.
2. Engaging in behaviors outlined in the zero tolerance policies (See "Parent Expectations" and "Student Expectations" sections of this handbook).
3. Cursing at, threatening, or physically hurting a staff member.
4. Cursing at, threatening, or physically hurting a student or parent.
5. Failure to complete the required number of parent hours.
6. Violating probation set by the School Board/Disciplinary Committee/Administration.

Infractions that will be addressed by the Disciplinary Committee and may be cause for your children's dismissal if they reoccur during a school year:

1. Violating the school's parking policies.
2. Violating the school's drop-off and/or pick-up procedures
3. Bouncing checks to the school and **failing to correct the matter immediately**.
4. Failure to keep your accounts payable to the school in good standing.

5. Failure to follow the rules established by individual teachers for Field Study experiences.
6. Failure to procure a Visitor's Badge when asked to do so by staff or Board members.
7. Failure to attend mandatory PPA or school-wide meetings.
8. Failure to attend mandatory teacher conferences or classroom meetings.
9. Repeated failure to support/respect our philosophy and/or our mission.
10. Failure to act in accordance with the Parent Handbook.
11. Providing inaccurate information when asked to provide your name to a staff or board member.
12. Failure to comply with reasonable requests made by a staff or board member.

Grievance Procedure

The following is the proper protocol for Trinity School for Children families who have a grievance or concern to voice:

1. Schedule a time with your child's teacher to discuss the issue.
2. If further action is needed, schedule an appointment with administration to discuss the issue.
3. If further action is still needed, schedule an appointment with the principal to discuss the issue.
4. After the above three steps are taken and you feel your issue has not been handled to your satisfaction, you may contact the School Board President, [Ryan Luzod at Ryan.Luzod@RaymondJames.com](mailto:Ryan.Luzod@RaymondJames.com), to be placed on the agenda at the next scheduled board meeting. All meetings are open to the public and time is set for public comment on non-agenda items.

This procedure has been set up because your concerns are important to us. Our School Board meetings are the proper setting for discussing any concerns our families may have. Our general TSFC – Meetings that will be held throughout the year are for informational purposes only and are not a forum for discussion of grievances or concerns. Thank you for your cooperation in this matter.

Sincerely,

School Board of Trinity School for Children

Parent Partner Association
PPA
2020-2021

PARTNER ASSOCIATION (PPA)

The PPA is a group of dedicated parents and teachers that want the best for our children. We are committed to enriching student's education and young lives through community fundraisers/ events for the whole family and curriculum enhancements. We also provide opportunities for volunteerism, because we know that when parents are involved at school, children go farther and the school excels. When parents, school staff, students and the community work together, the students win. All funds raised by the PPA go directly to enhance the learning environment at our school.

Mission Statement

The purpose of this PPA is to provide:

- Programs and fundraisers that enhance educationally related opportunities for our students, our teachers, and the community.
- A structure where its parents can have a voice in support of their school system.
- A vehicle for parent and teacher interaction, through cooperative undertakings. Ideas are shared and pursued with trust and confidence.

2020-2021 PPA Officers

President	Cassandra Mitchell	cassandra.mitchell@usdoj.gov
Past President	Therese Holmes	Tcholmes70@yahoo.com
Vice Presidents	Natasha Stubbs Heather Pitcher	natasham.stubbs@yahoo.com pitcherent@yahoo.com
Treasurers	Marsha Eugene Christine Lopez	marsha.r.eugene@gmail.com chlopez13@gmail.com
Secretary	Jennifer Crisafulli	jencrisa@gmail.com

PPA COMMITTEE MEMEBRS

Parent Hour Coordinators	Selina O'Shannon Sarah Dale	TrinityParentHours@gmail.com
HR Parent Coordinators	Chadia Mera (US building) Sulein Bryant (LS building) Crystal Lynch (EC building)	TrinityHRPC@gmail.com
Community Events	Courtney Geoghegan Kaley Abbey	courtneygeoghegan@yahoo.com kaley.dewey@gmail.com

****Please Note: Because of the current situation with COVID-19, the following PPA activities for the 2020-2021 school term are subject to modification, postponement, or cancellation. We appreciate your support of these efforts in advance and will provide updates as quickly as they are available.***

Meetings

Meetings are typically held on the third Wednesday on the month, but are subject to change. Please refer to the PPA weekly email blast to confirm dates, times, and locations.

Parents are encouraged to take part in these meetings and become an active member of our school community. If you have a topic you would like to discuss please notify the PPA President 48 hours before the scheduled meeting so it can be added to the agenda. You can earn parent hours by attending meetings but more importantly you can become a voice in your child's education.

Fundraising

The PPA sponsors various levels fundraising initiatives each year; all of which are voluntary. They are spread throughout the school calendar to help families take advantage of volunteer hours and provide the school with consistent financial support. In addition, there are a few community fundraisers to provide our families an opportunity to get to know each other. All funds raised by the PPA go directly to enhance the learning environment at our school.

Committees

Annual Voluntary Giving Fund Committee

This committee is responsible for setting the theme and the rollout for the collection of the Annual Voluntary Giving Fund during the beginning weeks of each school year. This committee will also create and maintaining a large banner with the contributors' names, as well as any other incentives and giveaways that are included in the campaign. This committee must work closely with Finance in the Administrative Office to organize and track the collections and also to receive the list of contributors' names.

Magazine Committee/(Other Fall Fundraiser)

This committee is responsible for working with Administration to schedule start and end dates (must be beginning of the school year) for the fundraiser and the kick-off assembly date. The committee must advertise the fundraiser, create and propose incentive prizes to the PPA Executive Board for approval, and send fundraiser packets to the community. Throughout the fundraiser, the committee will response to inquiries and questions in a timely manner. The committee will work closely with the PPA Co-Treasurers in collecting payments and processing all orders, and subsequently submitting all the orders in a timely manner to the fundraising company. At the end of the fundraiser, the committee will report volunteer hours to the Parent Hour Coordinator for timely credit.

Community Events Committee

This committee is responsible for scheduling and coordinating community events with Administration. This committee will organize community-wide events such as *Movie on the Lawn*, skating parties, and dinners at local restaurants. The committee will create advertisements for the events, coordinate with the Co-Treasurers in the collection of any monies, and solicit and organize volunteer efforts, if applicable. After each event, the committee will report volunteer hours to the Parent Hour Coordinators for timely credit.

Secret Santa Committee

This committee is responsible for coordinating the Secret Santa event with Administration and the Media Center. The committee will collect crafts and donations to display in the Media Center for students to purchase. The committee must work with the teachers to create a shopping schedule for the students. The committee must coordinate with the PPA Co-Treasurers to obtain a cash box, ensure proceeds are properly deposited and accounted for, and also submit daily cash box proceeds to the Accounting office (Lower School). Additionally, the committee must clean up the Media Center, and return unsold items to the PPA closet or to the company that provided them. At the end of the fundraiser, the committee will report volunteer hours to the Parent Hour Coordinators for timely credit.

Teacher Appreciation Committee

This committee coordinates with Administration to plan ways to thank our teachers for a wonderful year. The committee will solicit volunteers and communicate information to homeroom parents regarding Teacher Appreciation. The committee must report volunteer hours to the Parent Hour Coordinators for timely credit.

School Supplies Committee

This committee works with Administration and teachers to compile grade level lists of common school supplies needed for each grade. The committee will communicate school supply information to parents via Administration, coordinate with the PPA Co-Treasurers in submitting check requests for payment, obtain Administration and PPA approval for any matter requiring same, assist with ordering supplies, and coordinate the unloading and delivering of supplies to each classroom prior to the new school year starting. The committee must recruit parent volunteers and report volunteer hours to the Parent Hour Coordinators for timely credit.

Boxtops/Campbell's Labels for Education/Tyson/Kelloggs/Coke Rewards Committee

This committee advertises and collects box tops, various labels, and coke bottle tops throughout the year. All Labels, BoxTops, Coke bottle tops will be collected weekly throughout the year; however, collection deadline dates announced. The committee must also create and advertise student incentives, and obtain approval from the PPA Executive Board for said incentives. At the

end of the fundraiser, the committee will report volunteer hours to the Parent Hour Coordinators for timely credit.

Used Uniform Committee

This Committee Coordinator is responsible for scheduling Used Uniform Sales events with Administration, the PPA Executive Board and the Media Center (if utilized). The committee will collect donated uniform items, task committee volunteer assistants to ensure items are in “for sale” condition, and also store said items before and after each sale. The Committee Coordinator must also coordinate with the PPA Co-Treasurers timely to obtain a cash box, ensure proceeds are properly accounted for, and also submit cash box proceeds to the Accounting office (Lower School). Additionally, the committee must clean up the Media Center, and/or other school areas utilized for the sale, and remove unsold items immediately after each sale event. At the end of the sale, the Committee Coordinator will report volunteer hours to the Parent Hour Coordinators for timely credit.

Sponsored Lunch Program

The PPA sponsors Trinity’s lunch program. The PPA will provide you with the opportunity to pre-purchase prepared meals on either a daily, weekly, or monthly basis for enrolled students.

**APPROVED VOLUNTEERS'
VEHICLES LIST COMING SOON!**