



DAILY PROCEDURES 2016-2017

HOURS OF OPERATION

The school buildings are open from 7:30 a.m. to 4 p.m. every school day. The school cannot accept responsibility for students when teachers are not present to supervise them. Students should not arrive at school before 7:30 a.m. and should be in a supervised activity if present on campus after 3:45 p.m.

The school day begins promptly at 8:10 a.m. and all students are expected to be in their classrooms at that time. After arriving, students may not leave campus or return to the parking lot until their school day ends, unless they receive permission from Administration.

MORNING ARRIVAL/AFTERNOON DEPARTURE

Parents may drop off students in the driveway in front of the office. Cars should line up along the right side of the driveway in a single line. Students should exit the car on the passenger side along the yellow striped curb then proceed directly into the building. It would be most helpful if students had backpacks, lunches, etc. ready to exit the vehicle to avoid delaying other vehicles. All vehicles should then proceed around the cul-de-sac and follow the driveway (around the flagpole) to exit campus. Please do not pass other vehicles or attempt a u-turn in the driveway.

Students being dismissed to car pick-up will exit the building through the front office entrance. Vehicles line up in a single-file line along the right side of the driveway. Once loaded, cars continue around the driveway (around the flagpole) to exit campus.

STUDENT PARKING PROCEDURES

Driving to school is a privilege allotted to those students following the regulations governing the conduct of student drivers on campus. The school reserves the right to revoke a student's driving privilege if the student fails to adhere to any of these regulations. Students are not permitted to drive on any unpaved area except for the designated parking area located at the rear of the gym.

- Each student driver is required to purchase a \$50 parking permit. Students will be issued a tag to hang on their rear view mirror. Please place the numbered side facing forward.
- Student cars must be parked in the area designated for their class. Students must drive slowly on campus, never exceeding 15 mph.
- When entering or leaving the school grounds, music should not be played at a level heard outside the vehicle.
- Students are prohibited from using car horns for any reason other than imminent danger.
- Seniors are granted the privilege of parking in the oval parking lot located adjacent to the gymnasium. Underclassmen are granted the privilege of parking in the first paved lot adjacent to the administrative building.
- Overflow parking is designated along the Kraikit Athletic Field Fence line (behind concession stand).
- Cars should be parked facing forward. Please do not back into parking spaces.

STUDENT EMAIL

Each student is issued a school email address that is used to access RenWeb, our student information system. Additionally it is used as school-wide communication from teachers and administrators within our school community. It is the expectation for all students to check his or her email at least once each day, or more. We use Google mail. Go to gmail.com and it will ask for a username and password.

All student email addresses are configured in the same manner - the username is the student's first initial, last name, the last two digits in the year they will graduate @trinitybyrnes.org. The password is *Trinity* and the last two digits of the year they will graduate. (Example: Kelley Byrd is a seventh grader who will graduate in 2020 – her email address is kbyrd20@trinitybyrnes.org and her password is Trinity20). Passwords can be changed at login.

DRESS AND APPEARANCE

Experience has shown that students required to maintain a neat appearance, to coordinate their wardrobe within established bounds, are more likely to carry over these habits to the performance of their schoolwork. It is a method of cultivating a climate of discipline and responsibility. The school expects students to present a neat, clean appearance at all times and will enforce standards of attire and personal grooming. Dress codes cannot anticipate every situation, so the school reserves the right to determine the appropriateness of a student's attire or appearance on an individual basis.

The dress code below reflects the school's sense of what is in good taste, but may not cover all situations. The dress code may be amended by the Head of School at any time in response to changing fashions. The school requests that parents help enforce the dress code by ensuring that students are appropriately attired before leaving home. Students and parents are encouraged to consult in advance with the administration about any appearance questions or issues.

All students

All clothing should be clean and should not be torn or tattered.

Sweat pants or warm-ups, fatigues/camouflage clothes, tie-dyed, and excessively baggy pants which sag below the waist are not to be worn.

No clothing may be worn to school or to school events which promotes or advertises alcohol, tobacco, or drug use nor display sexual references or innuendo.

Shoes should be substantial and supportive (no shower sandals, etc.).

Hats, hoods, and other head coverings are not to be worn indoors.

Nose studs, other exotic body piercing, extreme fashion items are not permitted.

No extreme hair styles are permitted. (Hair must be of a naturally occurring color.)

Sweaters or sweatshirts must fit appropriately and have a hemmed bottom.

Clothing with extreme ornamentation or inappropriate advertising or messages is not permitted.

Boys

No facial hair or earrings are permitted.

Shirts must be worn at all times; bare chests are not appropriate even during athletics.

Collared shirts are required and must be tucked in from arrival time through the end of the school day.

Belts must be worn.

Crew neck sweaters, v-neck sweaters and hoodies are permitted with a collared shirt underneath.

Hair must be neatly trimmed, cut above the eyes and off the collar.

Girls

Miniskirts, bare midriffs, bare backs, low-cut tops, and strapless sundresses are not permitted.

Any clothing deemed too revealing, including tank tops or clothing which reveals undergarments, is not permitted.

All shorts and skirts must be mid-thigh or longer in length (apply the finger tip rule when standing straight with arms by your sides).

Collared blouses are preferred, but collarless blouses are permitted if they are not cut inappropriately. Shirts/blouses which are designed to be tucked in should be so.

If a student is dressed inappropriately, the Dean of Students may remove the student from class until the violation can be rectified. If a change of clothing is not available at school, the student may be held out of class until such clothing can be provided from home.

School Spirit Days

Every Friday is a "School Spirit Day!" As such, students are encouraged to wear TBCS spirit wear or to dress in school colors. Athletic pants, athletic shorts, and sweatpants are *not* permitted on Fridays.

Dress-Down Days

Dress-Down Days are typically scheduled as a fundraiser for school club or campus organization. Occasionally administrators may schedule a Dress-Down Day around a particular event such as homecoming or semester exams. Dress-Down Days are advertised in advance to the school community. Athletic pants, athletic shorts, sweat pants, etc. are acceptable on these days.