



Trinity-Byrnes
Collegiate / School

STUDENT/PARENT HANDBOOK 2015-16

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Mission & Philosophy

Trinity-Byrnes provides a rigorous and well-rounded college preparatory curriculum. Our School Motto is “Loyalty, Honor, Perseverance”.

Mission Statement:

To operate exclusively as a college preparatory school of academic excellence for grades 7-12, preparing its students intellectually, physically, socially, and spiritually to be well-rounded citizens able to lead productive lives in a global society.

School Philosophy:

We seek to foster a spirit of broad-mindedness and of tolerance, respect, and acceptance of persons of different creeds, cultures and races. We also emphasize intellectual pursuits and critical inquiry, and that each individual should treat every other person in the way that he or she would like to be treated

Trinity-Byrnes Collegiate serves the entire Pee Dee region and enrolls students who are motivated to make the most of the program offered. In addition to a rigorous academic curriculum, the school emphasizes a personalized approach to education, a strong sense of community, and multiple opportunities for students to develop their talents and leadership skills.

Admission Philosophy

Pursuant to the Mission and Philosophy statements above, Trinity-Byrnes Collegiate welcomes qualified students of either gender and of any race, color, religion, and national or ethnic origin to all the rights, privileges, programs, and activities generally made available to students at the school. We do not discriminate on the basis of gender, race, color, religion, or national/ethnic origin in administration of its educational policies, financial aid programs, or athletic and other school-administered programs.

Admission decisions are individually determined and are based upon students' academic records, recommendations, ability/achievement test scores, and personal interviews. The number of students and other characteristics of a particular class are also considered in making admissions decisions.

As an independent college preparatory school which does not provide comprehensive education services such as special education or vocational training, the school reserves the right to deny admission or dismiss any student at any time when it determines that it cannot adequately serve the child.

Diversity

We recognize that for our students to succeed in an increasingly global and diverse world, we must provide direct and tangible experiences that educate both our students and the Trinity-Byrnes community at large about the importance of diversity. We also recognize that as residents of the Pee Dee region our students and school community should understand the challenges and obstacles that many Pee Dee residents confront culturally, economically, and educationally.

As a key part of our Mission and Philosophy Trinity-Byrnes Collegiate aspires to offer educational opportunities to minority students. For more information about the Trinity-Byrnes Collegiate School diversity program please contact our Director of Admissions, Ms. April Munn amunn@trinitybyrnes.org

Board of Trustees and Administration

A volunteer, self-perpetuating Board of Trustees is the governing body for the school. The Board of Trustees sets basic policies, develops strategic plans, and holds ultimate financial and fiduciary responsibilities. The Board employs the Head of School, who is responsible for the operation of the school.

The Head employs and supervises all other school personnel and is the chief executive officer of the school. Most day-to-day operations of the school are handled by the administrative team, which consists of the Assistant Head of School, the Director of Admissions, the Business Manager, the College Counselor, the Athletic Director, the Dean of Students, the Director of Facilities, and the Administrative Assistant.

Parents and students are encouraged to contact directly members of the faculty and/or administration whenever one of them can be of service. If, after contact with a teacher and/or member of the administrative team, questions or problems remain unresolved, the Head of School should be contacted.

Academic Policies

Academic Calendar

The academic year consists of approximately thirty-six weeks divided into two semesters, with first semester concluding prior to the Christmas holidays and the second semester concluding in late May. The last several days of each semester are dedicated to semester exams and/or culminating projects.

Academic Records

Grades, standardized test scores, and other school records are considered confidential information. They are made available only to the student, the student's family, school personnel, and approved educational or financial aid granting institutions. Official transcripts will be provided at no cost and must be properly authorized by the student or a parent. In general, colleges and other schools will only accept transcripts sent directly from our school office bearing our school seal and appropriate signatures.

Report cards, transcripts, and other school records will not be released in cases where school property has not been returned, when student obligations have not been met, or in cases of unpaid financial obligations.

It is important that each student take courses that are appropriately challenging. Advice on placement should be sought from the relevant course teacher, the student's advisor, College Counsellor, or from the Assistant Head of School for Academics. In selecting courses, particular attention should be paid to departmental recommendations and to any pre-requisites for a course.

Advanced Placement courses are designed to prepare students for the College Board AP exams in May. They are college level courses and the AP exam (for which a fee is charged) is required in order to gain AP credit. These courses are very rigorous and require a level of commitment and time that generally far exceeds that of CP or Honors classes. Only those students who meet the pre-requisite grades in prior courses and have teacher recommendation will be considered for AP course enrollment. The school reserves the right to refuse to schedule or to remove a student from an AP course when it believes such action to be in the best interest of the student or the class. Class size limits may also affect decisions regarding individual student placement.

Academic staff make recommendations for student placement for the upcoming year based on a student's record of work in current classes. In the vast majority of cases students and parents are in agreement as to the best placement. On occasion a family may insist on placement at a level above that which has been recommended for a particular course. Families should understand that when this is the case student performance will be reviewed at Interim and end of the 1st Quarter, and the school reserves the right to change class for a student who is not performing well or for whom placement is obviously not appropriate.

Advanced Placement and Honors Courses

Advanced Placement (AP) courses follow a prescribed curriculum and culminate in a standardized examination prepared and scored by the College Board. Many colleges and universities award credits and/or advanced standing for passing scores on the AP. Those decisions rest entirely with the college or university. Parents are responsible for the fee (approximately \$90 per test) charged by the College Board for AP exams.

While the school usually will not disallow a student from attempting AP courses, those courses are designed for students with superior academic abilities and motivation. Much more homework is required. The school reserves the right to refuse to schedule or to remove a student from an AP course when it believes such action to be in the best interest of the student or the class. Class size limits may also affect decisions regarding individual student placement.

At teacher discretion, students who complete AP exams may also be required to take the regular final exam in their course unless they exempt the exam under the conditions prescribed in this handbook. On the day of the AP exams, students taking the exams must remain in school and attend classes not interrupted by the AP exam schedule.

Courses which are designated as AP carry an extra weight according to the SC Uniform Grading Policy in determining grade point averages at Trinity-Byrnes.

Class Ranking

Trinity-Byrnes Collegiate utilizes the *South Carolina Grading Policy* (SCUGP) which determines class rank. While Trinity-Byrnes has a policy on the academic ranking of students, rank is not used for the purposes of college admission. Questions concerning the SCUGP ranking should be directed to the College Counseling Office.

Community Service Requirement

In addition to academic credits, students are expected to participate in school or community service, either individually or through membership in school-sponsored clubs or organizations. Community service done outside of school sponsorship must be unpaid and through a bona fide charitable organization. Household chores, babysitting, helping neighbors, etc. are not considered acceptable service activities.

Promotion to the next grade requires the completion and documentation of a minimum of 15 hours of school and/or community service each year. A minimum of 5 of these hours should be with a community or non-profit organization outside of the school. Likewise, continued membership in some organizations, such as the National Honor Society, requires additional service hours.

The inclusion of these community service activities in a student's college application portfolio is an important factor in admission decisions at many colleges and universities. Students who fail to complete this requirement during the school year must do school service work in the summer and report cards/transcripts will be held until this requirement is satisfied. Students whose documented service work exceeds 50 hours in a year receive special recognition at the Academic Awards program in the spring.

Drop/Add

Regular Courses

A course may be added or dropped within the first few days of the semester. Only semester courses earning one-half credit may be added or dropped in January. Dropping a course after the drop/add period requires that the student's transcript be recorded with a "WP," indicating withdrawal from the course with a passing grade. A mark of "WF" will be recorded on the transcript of students who drop a course with a failing grade.

AP Courses

Students who are taking six academic courses may withdraw from an AP course up to the first semester exam. Withdrawals within this time frame, after the drop/add period, will result in a *WP* (withdrawal passing) or *WF* (withdrawal failing) notation on their transcript.

If a senior is taking only five courses and wants to withdraw from an AP course, he/she must withdraw and select a replacement course by the midpoint of the first quarter. (Also, see *section 10* below regarding AP exam requirement.)

Online and Dual Credit Courses

Dual Credit

Students enrolling and completing semester dual enrollment or concurrent courses (defined as those arranged between Trinity-Byrnes Collegiate School and colleges and universities), may be awarded graduation credits, with advance written permission of the Head of School, as follows:

- Transfer of one-half unit of credit per college semester course will be allowed.
- TBCS will calculate the concurrent course grade into the semester and cumulative grade average using our regular conversion method.
- TBCS may allow weighted credit for courses paralleling our courses designated as Honors or AP.
- Students enrolling in other college or university courses not designated as concurrent and desiring transfer of credit must petition the administration in advance.
- Parents are responsible for the tuition and fees charged by other educational institutions.

On-line Courses

In cases when a student must have a particular course that does not fit into his/her schedule, is transferring into the school and needs to continue a particular course of study, needs to make-up credit for a failed course, or wishes to pursue advanced classes that are not offered at TBCS, online classes present a potential solution. The following rules apply:

- Online classes may not be taken in replacement of or in lieu of classes offered at TBCS except in extenuating circumstances such as for transfer students or due to scheduling conflicts when the classes are needed for graduation. They may, however, be taken as credit recovery courses to make up for failed courses.
- For a student to receive credit for an online course, it must be approved prior to enrollment. Students should submit a written request for approval that outlines the course and the purpose of taking the course.
- It will be assumed that online courses will earn "CP" weighting under the SC Uniform Grading Policy unless higher weighting is requested and approved in advance.
- The sponsoring agency must be an accredited institution. The school reserves the right to refuse any online program when it believes the course does not meet the school's standards for content and rigor.
- TBCS must be able to monitor students' progress in on-line courses and courses must be completed by May 1st in order to be counted toward graduation credits.
- Students must take at least 5 courses per year. On-line courses cannot count toward this minimum requirement.

Earning Credits, Promotion and Class Placement

Middle School

Students *must* pass at least **four** core academic subjects, including both English and math, to be promoted to the next grade. Core subjects include English, math, science, social studies/history, and classical/foreign languages.

The school awards high school credits for completion of certain course work during middle school. Students successfully completing Algebra I Honors, Physical Science, English 1 Honors and a Level 1 classical/foreign language course with a *minimum final grade of 85* will receive a high school credit. This grade will show on the student's Transcript, and be calculated in his/her GPA. Students who complete these courses with a final grade lower than 85 must either take summer credit recovery classes or repeat the course in order to progress to the next level. For students who are in 9th grade and are repeating a course taken in Middle School, only the 9th grade final average will be counted.

Upper School

For 2016 graduation a minimum of 26 academic credits will be required.

- The school complies with standards of the Southern Association of Independent Schools (SAIS) for awarding units of credit. Programs of study sponsored by other schools or agencies which do not meet these standards cannot be counted toward graduation requirements.
- Each student is expected to enroll in a minimum of five core academic courses each semester and to earn at least six credits per year. Seniors may choose to take only five courses if they are on pace to graduate in 2016.
- Placement in a class (grades 10-12) is determined by the units of credit earned. No student will be classified as an eleventh grader who has not earned **a minimum of 12 academic credits** prior to the beginning of the school year. No student will be classified as a twelfth grader who cannot earn the credits required for graduation during the regular school year. The school reserves the right to refuse enrollment to students who cannot complete graduation requirements within the normal time frames and the usual sequence of courses.
- Students should investigate the entrance requirements for colleges and universities they may wish to attend prior to selecting their course schedules.
- Graduation requirements and class placement rules may be modified when, in the opinion of the administration, it is in the best interest of an individual student.
- Earning varsity letters in interscholastic athletics is considered the equivalent of one-half credit in physical education, up to one full credit, to meet graduation requirements.

ESL (English as a Second Language) Policy

TBCS may admit some students who are not proficient in English; however, the school does not offer remedial instruction in the English language and teachers are not responsible for teaching English to non- English speaking students. Families of such students may be required to arrange and to pay the expenses for ESL classes or tutoring.

Exams, Semester and Final Averages

All students are required to take exams at the conclusion of each semester. Each semester examination typically covers the work for that semester. In cases where the material is sequential, the concepts from earlier semesters will, by necessity, be included. Middle school final exams will last ninety minutes and will count as 15% of semester grade,

although middle school exams in courses which earn high school credits may be treated as upper school exams. Upper school final exams will last two hours and will count as 20% of semester grade. Final grades are computed by averaging the two semester grades equally.

The only acceptable reasons for missing exams are medical or family emergencies. Proper documentation of such an emergency is required before a student will be allowed to take a make-up exam.

If a student remains in an AP course into the second semester, he/she must take the standardized exam at the end of the course. Failure to take the exam will result in re-designation (deletion of AP) of the course title and credit on the student's transcript and forfeiture of the extra GPA weight.

Exempting Exams

Students in grades 9-12, with teacher and administrative approval, may exempt a number of exams each semester according to the chart below by earning a "High Honors" semester average of 93 or better in the course. Middle School students taking high school credit bearing courses may choose to exempt one exam.

- Freshmen: one exam
- Sophomores: two exams
- Juniors: three exams
- Seniors: all exams

The decision on which exam(s) an eligible student wishes to exempt must be made by the published deadline.

Students will be denied the opportunity to exempt exams in cases of excessive absence or tardiness. Excessive is defined as being absent or tardy **10 or more times** during the semester. Any teacher may choose to make his/her exam ineligible for exemption.

Extra Help

Teachers are routinely available to provide extra help to students during scheduled tutorial times. There is no charge for this service. Students may be required to attend tutorial sessions for extra help or make-up work when a teacher feels it is necessary or when a student is on academic probation.

In some cases, outside-of-class paid tutoring may be necessary. This remedy should be sought only after consultation with the Head of School.

Failed Courses, Credit Recovery

Failed courses may result in scheduling conflicts which may prevent a student from following the normal sequence of courses and make impossible the earning of graduation credits during regular school terms. The school makes no guarantee of being able to meet the needs of students in such situations. The school may require completion of credit recovery courses in order to be enrolled the following school year.

Students must get prior approval from the Assistant Head of School for Academics for credit recovery courses which are taken for promotion and/or graduation credits and the school reserves the right to refuse credit for summer school courses taken without prior approval.

Credit recovery courses will appear separately on the student's transcript. If such credits are earned to make up a deficiency in a regular academic course, the original deficient grade will remain on the transcript and both grades will be used to compute grade averages; however, only one credit is awarded.

Foreign Exchange Programs

Students planning to participate in foreign exchange programs should seek advisement from the College Counseling Office prior to, during, and upon completion of their stay in a foreign country. TBCS cannot ensure graduation with a particular class for students who participate in foreign exchange programs. Courses successfully completed in foreign/international schools may count toward graduation requirements if they meet accreditation standards; however, these may not count in grade average calculations due to the difficulty of translating grades from foreign schools to the American system.

Grading Scale

A ----- 93-100

B ----- 85-92

C ----- 77-84

D ----- 70-76

F ----- Below 70

All course grades are computed according to the *South Carolina Uniform Grading Policy* to determine grade point averages. If a credit-earning course is repeated, both grades count in the final computation. However, there is an exception for students who are in 9th grade and are repeating a course taken in Middle School: only the 9th grade final average will be counted.

Late Work

On written assignments, school policy dictates that papers one day late should be penalized ten points and that papers should not be accepted more than one day late. "Late" is defined as not ready to hand in at the beginning of the scheduled class period. Teachers have the discretion to modify this policy in their own classes.

Learning Disabilities, AD(H)D

Trinity-Byrnes Collegiate has a Study Support Tutor who works in the Study Skills Program with students who have specific learning disabilities, including attention deficit and/or hyperactivity disorders. The Study Support Tutor will use a range of strategies to assist students with a variety of learning styles and attention difficulties, including close and regular communication with students themselves, parents and teachers.

Families may request that a student participate in Study Skills, or s/he may be referred by teachers who recommend that additional academic/organization support is required.

The Study Support Tutor works with the Assistant Head of School for Academics to ensure that a student with an Individual Educational Plan (IEP) or 504 Plan in place also has an appropriate TBCS Accommodations Plan.

Students with learning differences are expected to meet academic and citizenship standards required of all students. Furthermore, there may be some recommendations of educational psychologists which cannot be implemented.

For a student to be allowed extended time on a standardized test (SAT, PSAT, AP, ACT), documentation must be on file which states the nature of the disability and the reason for the extra time. The documentation must be based on a clinical educational evaluation done by a professional evaluator, with the test having been done within the past three years.

Educational and other such clinical psychological evaluations are maintained by the school administration in a confidential file and are not considered part of the student's regular permanent record. Therefore, these evaluations are made available to teachers only upon parental request. Parents who wish their child's teachers to be aware of learning differences or other issues are encouraged to contact the Assistant Head of School for Academics to set up a teacher conference.

We recognize the value of certain medications as part of an overall strategy in assisting children with attention problems. Medication for ADD/ADHD, as with all medicines taken at school, must be registered, stored, and dispensed by the school office, based upon written instructions from a parent and/or physician.

Make Up Work Due to Absences

Students who have been absent for an entire day are responsible for meeting with their teacher(s) on the day of their return to arrange for completion of make-up work.

If tests have been previously assigned, students should take a make-up test on the day they return to school. Regular, advance-scheduled tests should be taken even if the student missed the previous day.

Students who are absent for a portion of the day should see all their teachers prior to departure or after arrival that day. Missed tests should be made up on the same day as the absence from class, if possible.

Assignments which are due should be provided to the teacher even if the student will not attend class due to early departure.

Make-up work and tests may be scheduled after school and should not conflict with normal class schedules and lesson plans. It is the responsibility of the student to make up assignments missed while absent. This includes involvement in sports or other school-sponsored activities.

For extended absences, the general policy on make-up work is that students are allowed one make-up day for each day of excused absence. Students have the responsibility of coordinating this directly with each teacher.

Incomplete work or missed assignments which are not made up according to these standards will result in a grade of F.

Students whose absence is due to disciplinary suspension are not allowed to make up missed work. There is an academic penalty associated with being suspended from school. Teachers have discretion to alter this policy when they feel it is appropriate, but teachers are not required to accept work from students whose absence is unexcused.

Physical Education

All students will participate in physical education in 7th and/or 8th grade, and one credit of Health/PE must be earned at some time in grades 9-12 as a graduation requirement.

It is expected that parents will have annual routine physical exams performed to ensure student health and readiness to participate in physical education classes. Permission to be excused from PE for a class period or an extended length of time will be based on a written request which includes explanation of the circumstances from a parent or a physician.

All students are required to dress in proper physical education uniforms and appropriate footwear.

Probation

A student experiencing academic difficulties may, at the discretion of the Assistant Head of School for Academics, be placed on academic probation. Probationary status will result in a closer monitoring of the student's progress and may require after-school help and/or tutoring. Students may be prohibited from participating in athletics, class trips, or other activities until deficiencies have been corrected.

A student with this status, after a reasonable period to correct deficiencies, is at risk to be retained at grade level, may be required to attend summer school, or may be dismissed from the school. The final decision regarding student probation/dismissal status rests with the Head of School.

Transfer Credits

Trinity-Byrnes Collegiate accepts and classifies without further validation transfer credits or grade placement from schools that are accredited by regional accrediting agencies.

Academic Honors and Awards

Honor Roll and High Honors

The school desires to recognize students for superior academic achievement. At mid-term and at the conclusion of each semester, a “High Honors” list recognizes students with a grade of 93 or better in all subjects. An “Honor Roll” also recognizes students who have no grade below 85 in any subject. Semester exams are not included in determining these honors.

Special Awards

The school recognizes students’ accomplishments in a variety of academic disciplines and other areas of achievement. Academic Departmental Awards are determined by the teachers in each course and are presented at a special awards program in the spring.

Additionally, the following awards are determined collectively by the faculty and are presented at the annual awards program:

- The **Trinity-Byrnes Middle School Awards** go to the “best-all-around” (attitude, activities, academics) Middle School girl and boy.
- **Loyalty, Honor & Perseverance Awards** are for the 8th Grade boy and girl who best exemplify these qualities.
- The **Trinity-Byrnes Awards** go to the “best-all-around” male and female graduating seniors.
- The **Headmaster’s Awards** are special recognition for a male and a female student who have been of exceptional service to the school, not necessarily seniors.
- The **Titan Award** is given to any male or female in recognition of being the most improved student.
- The **Ambassador Award** is recommended by the Director of Admissions to any student who has been notably instrumental in promoting Trinity-Byrnes Collegiate to prospective students and the community.

Valedictorian and Salutatorian

A cumulative average based upon all courses taken (at all schools attended) for graduation credit is computed to determine the Valedictorian (highest average) and Salutatorian (second highest average) Awards. In calculating these academic honors, academic averages are computed according to the South Carolina Uniform Grading Scale. Students may also be recognized as “Third Honor Graduate.”

Students must have been enrolled at Trinity-Byrnes Collegiate for three of the four upper school years (six full semesters) or the entire final two years of high school to be eligible for the Valedictorian or Salutatorian Awards.

Athletics

Trinity-Byrnes Collegiate encourages all students to participate in athletics and other extracurricular activities. Research shows that students who engage in a variety of school activities have higher grades than those who do not. Also, many colleges and universities carefully evaluate student participation in such activities in their admission decisions. Active participation fosters leadership, encourages cooperation and initiative, promotes teamwork, and improves academic knowledge and skills.

Athletic Association and Participation Policy

Trinity-Byrnes is a member of the South Carolina Independent School Association (SCISA) for varsity and junior varsity competitions. SCISA rules and regulations govern our athletic participation (www.scisa.org). Athletic participation is encouraged for all students, and teams follow a "no-cuts" policy. This means that all students are invited to participate; however, it is the coaches' discretion as to the amount of playing time players receive. Participation in more than one sport per season is permitted; however, caution must be exercised to avoid students becoming overextended. Requests for permission to participate in multiple sports will be reviewed and determined on a case-by-case basis by the Athletic Director and Head of School.

Students who are absent from school for any part of the day of an after-school activity or an athletic contest will not be allowed to participate in that activity or contest. Exceptions to this rule can be granted by the administration for medical appointments and other legitimate reasons.

Athletic Eligibility

Eligibility for varsity and junior varsity athletics is determined by SCISA and by TBCS. Parents must sign a permission form required by SCISA before the student can participate in sports. A physical examination form signed by a physician is also mandatory for all interscholastic athletics. Students in grades 9-12 must also meet the following criteria:

- a) A student has only eight semesters of eligibility from the date of first entrance into ninth grade (at any school).
- b) Transfer students may have to wait for a qualifying period of time under certain circumstances.
- c) Student-athletes must not have reached their 19th birthday prior to a date determined by SCISA.
- d) Students **must** pass at all core academic subjects during the previous grading period. This rule applies to the following intervals:
 - Eligibility is reviewed in October based on grades earned through mid-semester.
 - Eligibility is reviewed in December based on the fall semester average, including exams.
 - Eligibility is reviewed in March based on grades earned through mid-semester.
 - Eligibility for the beginning of the following year is reviewed in the summer and is based on the spring semester average, including exams.
 - Summer school is considered an extension of the spring semester.

Additionally, student-athletes must be in good standing in matters of discipline and academics. Students may be held out of competitions or not allowed to travel as a result of academic nonperformance/probation, excessive absence or tardiness, accumulation of discipline referrals, failure to return uniforms or equipment, or other rules violations.

Behavior which brings about technical fouls or expulsion from games is unacceptable and may result in further sanctions from the school administration. Conduct on or off the field which brings dishonor to the team or the school will not be tolerated and may result in suspensions. In extreme cases, dismissal from the team or the school may result.

Any student-athlete who is suspended from a team, or who quits a team, is not permitted to participate in another sport while the original sport is still in season. Exceptions to this rule can be granted only by the Head of School.

TBCS students who attend games, either home or away, are under the authority of the designated school official for that contest. Currently enrolled students, even if not members of the team at an athletic event, must conform to school rules and behavior expectations.

Athletic Trips

Students remain responsible for all their school work even when athletic trips require early departure from school or late returns at night (see *Make Up Work* section, above).

Athletic teams may go on trips which require staying overnight. The cost of meals and accommodations for participants is the responsibility of the parents.

When student-athletes are selected to participate in all-star games, the school will pay any entry fee; however, parents are responsible for travel to the contests and for lodging expenses.

All school rules remain in force during athletic trips, plus a special dress code (see below). Student-athletes are expected to be punctual, arriving at school on the day after an athletic trip at the normal time for class or assembly.

Generally, athletes are required to travel to out-of-town events with the teams in school-provided transportation and to sit with team members in an area designated by the coaching staff. It is acceptable for parents in attendance at games to take their own children home with them, but not other students without specific written permission from the other students' parents. Such permission documents should be provided to the school office on the morning of the trip.

When traveling off campus to athletic events, students are held to higher standards of appearance. Participants will be notified in advance if this dress code is modified for certain trips. Following is the dress code for athletic trips:

- Young men are expected to wear dress pants with belt, dress shoes with socks, and dress shirts with ties.
- Young ladies should wear dresses, skirts with blouses, or dress pants, with appropriate footwear.

The Athletic Director may specify different team attire for athletic trips and allow for relaxed dress on return trips, in which case the school's regular dress code is the minimum standard.

Cheerleading

Cheerleading is considered a sport and athletic eligibility and other rules apply. As a sport, cheerleading involves skills and activities that require good physical health and conditioning. It is expected that anyone who participates in cheerleading is willing and physically able to participate in these activities.

Cheerleaders must be present at all games which they are scheduled to attend and cheer, unless there is a written explanation for an illness, family emergency, or school related absence and may not miss more than three practices. Violation of this policy will result in the loss of a letter and/or dismissal from the squad.

Cheerleaders are allowed to participate in another sport, but must coordinate with the Athletic Director and coaches if they are going to miss practices or games.

Varsity Letters and Annual Awards

Each varsity coach determines his/her specific requirements for the earning of varsity letters. Varsity letters, certificates, pins, and other recognition occurs at an athletic awards program following each sports season.

Additionally, in the spring of each year, the following special annual awards are given to recognize sportsmanship and athletic achievement:

The **Lydia B. Goodwin Sportsmanship Award** is named in fond memory of a former English teacher at Trinity-Byrnes Collegiate. She made a lasting impression upon all who knew her, but she passed away due to an illness in 2005. This award is given to the senior athlete who best represents Trinity-Byrnes Collegiate through his/her sportsmanship and positive attitude. The winner is selected by secret ballot by the members of the coaching staff.

The **Athletes-of-the-Year** awards are also voted upon by the coaching staff. One male and one female are selected from grades 9 through 12. Student-athlete candidates must have participated in at least two varsity sports.

The **Father Pete Cooper Scholar-Athlete Award** is given to one male and one female student in grades 9-12 with the highest GPA's for the year who also participated in at least 2 sports.

Extracurricular Activities

TBCS sponsors service clubs, honor societies, and student activities in many areas. Under the sponsorship of faculty members, students participate in academic/artistic competitions, such as math tournaments, debate, quiz bowl, and literary and dramatic competitions. Students and faculty are encouraged to form clubs or organizations in particular areas of interest.

Honor Societies

The National Honor Society (NHS) is an organization which provides recognition to students for outstanding accomplishments in the areas of scholarship, character, leadership, and service. Serving one another and the community is expressed in the motto of the NHS, "*Noblesse Oblige.*"

To be eligible for membership in the NHS, a candidate must be a member of the sophomore, junior, or senior class. Membership is granted only to those students selected by a faculty Committee. The decisions of the Committee are final and may not be questioned or appealed.

Students must have a combined grade average of 90 or better for all courses taken beginning in ninth grade, must have maintained for at least one year a record which is free from honor violations or extreme disciplinary infractions, must demonstrate leadership (either overt or silent), and must provide documentation of service to the school and/or community.

Special induction ceremonies are held each Spring. Once inducted, a member must maintain these standards for continuing membership in NHS, as well as regular attendance at all Chapter meetings and participation in required service projects each semester. A one-semester probationary period may be allowed for students to correct deficiencies and retain their membership.

The National Junior Honor Society (NJHS) recognizes those students in the eighth and ninth grades who have successfully combined academic excellence with personal leadership, character, and service. The criteria for membership are the same as for NHS, with grade averages computed for all courses beginning in seventh grade. Membership in NJHS does not guarantee membership in NHS.

The NHS and NJHS are chartered by the National Association of Secondary School Principals and are governed by the rules of that organization.

French National Honor Society

Membership in the Société Honoraire de Français requires a grade in French of 90 or better and a combined grade point average of 85 (not including French) with no grade lower than 85. It also requires four hours of service dealing with French. Students must be in their second semester of French 2 or higher and enrolled at TBCS for at least one semester to qualify.

Spanish National Honor Society

For membership in this society, students must have achieved “A” averages in Spanish each semester through the first semester of Spanish III and must maintain a “B” average in all other classes. Five hours of service are required annually.

National Art Honor Society

For membership in this society, students must have made a 94 or above in previous high school Art classes. There are service projects and competitions to attend.

Latin Honor Society

Students must maintain an “A” average in their Latin courses, must exemplify good citizenship and be members in good standing in the National Junior Classical League.

Student Rules and Procedures

Academic Integrity

It is a fundamental assumption that any work presented by students will be their own. Cheating on a test, project, homework assignment, or examination includes any case of assistance sought, received, or offered without the prior approval of the teacher. It also includes possession or viewing of notes or other materials which could give the student an unfair advantage.

Honor Code

"As a member of the TBCS community, I believe that a commitment to personal integrity is critical to my own development and to that of our school. I, therefore, pledge to abide by the principles of the Honor Code which are not to cheat, lie, or steal, nor to tolerate these activities by others."

Honor Pledge

Each member of the student body is required to write the Honor Pledge on all assignments turned in for a grade.

Full version: "I pledge that I have neither given nor received unauthorized aid on this work." Short version: "I pledge."

Violations of our Honor Code include -but are not limited to- any of the following:

Plagiarism: Any use of someone else's ideas or words without proper recognition of the source constitutes intellectual dishonesty. The methods of acknowledgment instructed by the MLA (or APA) style manual will serve as guidelines, unless a teacher provides other specific instructions.

Self-Plagiarism: Submitting the same piece of work in more than one course without the explicit permission of the instructors involved.

Cheating: Giving or receiving assistance from written material, electronic devices, another person, or another person's paper, prior to or during an examination, test, quiz or any other assignment which is to be the product of one individual.

Tolerating a violation of the Honor Code is also considered an offense.

Acceptable Use Policy: Computers and Internet Access

The school provides to its students access to computers and other technology, including resources such as the Internet, for educational purposes. The following is an outline; please refer to the full *Acceptable Use and BYOD Policy*.

The use of technology to create, access, or use offensive or illegal material is prohibited. Students must have specific permission from an administrator to load or download any programs on a school computer.

Students must not interfere with the work of others which may be located on a school computer.

Students must not illegally copy software, text, music, pictures, or graphics from any Internet or software source.

Students must not change or modify system configurations or control panels or knowingly deface, damage, or render inoperable a computer or its components

Students must not record any personal information, such as name, address, etc., about him/herself or anyone else on an internet site.

Students must not attempt to undermine or avoid the security restrictions Trinity-Byrnes Collegiate has put in place to protect its computer and network resources.

Students must not use a teacher's computer.

To allow use of a personal computer on campus, school personnel may install a monitoring program on the personal computer.

All of these rules apply to the use of personal computers on campus.

Attendance

Irregular attendance is disruptive to students' academic progress. Students who are ill should not be sent to school, but parents are asked to avoid unnecessary absences. While the school realizes there will be unusual circumstances which arise from time to time, vacation plans and regular medical appointments should not interfere with school if it can be avoided. In the event of an absence, parents are asked to notify the school office by 8:30 AM. Also, the school should be notified in advance of pre-arranged trips.

If a student is kept at home for an extended time but is able to do school work, parents should contact the appropriate teacher to arrange for assignments.

Tardy Policy Punctual attendance is the expectation for all students in all classes. A student who is tardy to class interrupts the orderly conduct and educational delivery of that class. Valuable time is lost to the teacher, student, and the class whenever a tardy occurs. A student must be in his/her classroom and ready to begin class as defined by their teacher when the bell rings. Failure to be in the classroom and ready constitutes a tardy.

School Business A student who is late to class due to authorized school business will not receive a tardy for purposes of the policy.

Disciplinary Action For every third tardy accumulated during a quarter, the student will be assigned lunch detention. An administrator/designee will notify parents of the detention. Students failing to report to detention will in turn be assigned three consecutive days of lunch detention.

Excessive absenteeism is grounds for the school to retain a student at grade level or to refuse granting credit for course work. Excessive is defined as **10 or more** absences in a semester. Each case of excessive absenteeism will be reviewed by the Head of School. Excessive tardiness may result in in/after-school detentions and/or assignment of service hours.

Parents are asked to contact the school to notify the Administrative Assistant when students are absent.

Students arriving late to school must report to the office before being admitted to class. Students who drive themselves and are leaving school early must present a note to the Attendance Secretary upon arrival at school. Parents should not write notes of dismissal for students unless there is a legitimate medical or other reason. All students who are leaving early must sign out in the office just before departure.

Once a student arrives on campus, he/she is not permitted to leave campus without specific permission. If given permission to leave, students must sign out in the office; this requirement also applies to Senior Privileges (see below).

Bicycles and other Wheeled Devices

For safety reasons, riding bicycles, skateboards, skates, scooters, rollerblades, shoes with wheels, or other such devices on campus is prohibited.

Change in Status

Trinity-Byrnes Collegiate complies with the procedures outlined in the National Association for College Admission Counseling's (NACAC) [Statement of Principles of Good Practice](#). Those principles include reporting to colleges/universities any "change in status" in academic performance or serious violations of school rules or standards of conduct that result in disciplinary action that may occur during the students' senior year.

Academic "change in status" may include academic changes such as dropping a course, change in designation of a course, incomplete status, and failure of coursework that may jeopardize graduation. (Example: If a senior withdraws from an AP course or does not take the exam, colleges to which the student has applied will be notified of the change in the student's schedule via a new transcript reflecting the change in status.)

Disciplinary "change in status" actions are related to academic or behavioral misconduct, which resulted in probation, suspension, or expulsion during a student's high school years.

Chapel and Assemblies

Chapel and assemblies are scheduled throughout the year. Students are expected to show proper behavior in chapels and assemblies and to show respect for all participants in the program. Students showing improper behavior are asked to leave and disciplined accordingly. Students are not to take mobile devices, books, notebooks, food or drink to Chapel services or assemblies. Students must sit in the area assigned for his or her grade level during this time.

Cyberbullying

Trinity-Byrnes Collegiate School provides computers as tools to enhance our students' education. The school's computer network and the Internet, whether accessed on campus or off campus, during or after school hours, may not be used for the purpose of harassment of any kind. All forms of harassment over the Internet, commonly referred to as cyberbullying, are unacceptable and viewed as a violation of this policy and the school's acceptable computer use policy and procedures.

Malicious use of Trinity-Byrnes Collegiate School's computer system is prohibited. Users are responsible for the appropriateness of the material they transmit over the system. Hate mail, harassment, discriminatory remarks, or other associated behaviors are expressly prohibited.

Cyberbullying includes, but is not limited to the following misuses of technology: harassing, teasing, intimidating, threatening, or terrorizing another person by sending or posting inappropriate and/or hurtful e-mail messages, instant messages, text messages, digital pictures or images, or Website postings, including blogs. It is also recognized that the author (poster or sender) of the inappropriate material is often disguised (logged on) as someone else.

In situations in which the cyberbullying originated from a non-school computer or device, on campus or off campus, and brought to the attention of school officials, any disciplinary action shall be based upon whether the conduct is determined to be disruptive of the educational or social environment of the school as a whole or the individual targeted student.

*The cyberbullying policy is to be considered as a part of the school's *Acceptable Use Policy*.

Discipline System

Philosophy and Procedures

Each member of the school community must assume responsibility for his or her own actions and must conform to the rules established by the school, as well as the laws of society and the traditional ideals of preparatory schools.

Demonstration of respect for each person is essential and the use of proper terms (Ms., Mrs., or Mr.) when addressing adults is one of these traditional ideals.

Students are expected to be punctual and to take responsibility for their own appearance and that of the school campus. Dishonorable, abusive, or disruptive behavior is unacceptable. Behavior standards apply both on and off campus. The school reserves the right to implement disciplinary actions whenever it is deemed necessary by the administration and to refuse continued enrollment to a student whose behavior is unacceptable.

A progressive disciplinary policy is followed which begins with warnings and counseling by the teachers. If inappropriate behaviors continue, a demerit system is employed. The accumulation of demerits can result in detentions, out-of-school suspensions, school or community service hours, behavioral probation, or dismissal from school. Detentions are served by students at the convenience of the teacher or administrator in charge and failure to attend a detention will result in further disciplinary action.

The school reserves the right to exclude students from participation in off-campus trips and activities in cases of excessive inappropriate behaviors and/or the accumulation of demerits.

Out-of-school suspension results in an academic penalty. Students whose absence is due to disciplinary suspension are not allowed to make up missed work. Teachers have discretion to alter this policy when they feel it is appropriate, but teachers are not required to accept work from students whose absence is due to disciplinary suspension.

At any grade level, dismissal from school may be the result of major disciplinary infractions, continued refusal to obey the rules of the school, or when a student's activities out of school are determined to be potentially detrimental to the school or student body. While it is not the intention of the school to monitor student conduct during non-school times, the school reserves the right to make its own investigation of incidents involving enrolled students and to determine whether continuation of the student's attendance is in the school's best interest. The administration may suspend or dismiss a student for actions on or off campus which reflect unfavorably upon the school. This includes inappropriate use of the internet, websites or social media.

The **Student Honor Court** may also be consulted in certain cases at the discretion of the administration. The Head of School is the final arbiter regarding recommendations from the Honor Court.

Specific Discipline Guidelines

Violation of the following guidelines may result in disciplinary action. Since no list of behaviors can anticipate every possibility, this list is not meant to be all-inclusive. The school may take disciplinary action for some behaviors which are not listed here, but which are inappropriate in the opinion of the administration.

All students must:

- fulfill their responsibilities in reporting to all classes, being on time, and completing their assignments.
- show proper respect for all persons.
- respect school and individual property, including other students' lockers, book bags, etc.

- adhere to the dress code.
- avoid behavior which could lead to the injury of others.
- avoid racial, ethnic, sexual, or any other form of harassment.
- avoid bringing onto campus any item which may be perceived as a weapon.
- refrain from chewing gum on campus.
- drive slowly and park automobiles in only designated student parking places.
- avoid areas which are off-limits during the day, such as the wooded areas around campus and the student parking lot (except seniors with off-campus privileges).
- avoid eating and drinking outside of approved areas.
- not engage in any form of gambling.
- behave safely and obey the drivers in school vehicles.
- not be in possession of or use any form of tobacco, alcohol, drugs, drug paraphernalia, any intoxicating substance, etc.
- avoid obscene language or threatening statements or actions directed at any other person.
- remain on campus during school hours unless they have specific permission to leave.
- avoid fighting or horseplay.
- avoid borrowing or using another person's property (books, clothing, etc.) without permission.

Demerit System

The school utilizes a demerit system to document misbehaviors. Possible consequences include detentions, school or community service, and out-of-school suspensions. Due to staff and space limitations, the school does not assign in-school suspensions.

Unacceptable behaviors are classified as either minor infractions or major disciplinary infractions. Minor infractions may result in the teacher imposing a classroom detention and/or a report being sent to the administration. The administration determines whether demerits are warranted and assigns the number of demerits. The accumulation of five demerits results in a consequence (usually an after-school detention) and notification is sent to parents.

The student committing a major disciplinary infraction automatically receives five or more demerits. Major discipline infractions may also result in further consequences deemed appropriate by the administration or the Honor Court. Detentions are recorded over the period of one academic year, and all detentions and community service work assigned during the year must be served. The number of detentions the student receives could affect his/her re-enrollment for the next year.

Out-of-school suspensions are the consequence of repeated inability to follow school rules. A list of examples of unacceptable and inappropriate behaviors and resulting demerits follows. There may be other unacceptable and inappropriate behaviors not on this list which warrant a disciplinary response.

Minor Infractions (one demerit; three demerits = detention)

- Chewing gum
- Running or horseplay in the halls and walkways
- Food/drink in improper areas
- Parking lot violation
- Out of class without a pass/leaving class without permission
- Dress code violation
- Public display of affection
- Disruptions caused by cell phones or other electronic devices left on during class (devices may be confiscated)
- Being in an off-limits area without written permission
- Excessively loud talking or shouting in a quiet area
- Inattentiveness or improper behavior during assemblies
- Excessive and/or disruptive talking
- Classroom rule violation

Major Infractions (usually resulting in ISS or OSS)

Flagrant or repeated violation of any rules or regulations (6 demerits = parent conference and after school detention; 9 demerits = ISS or OSS)

- Skipping class or school
- Repeated disruptive behavior
- Disrespect to an adult
- Profanity, crude or rude language
- Direct disobedience
- Traffic violation (this may also result in revocation of driving privileges on campus.)
- Pushing, tripping, or other inappropriate physical contact
- Vandalism/defacement of school property
- Gambling
- Possession or distribution of pornography or obscene materials
- Hazing or harassment
- Fighting
- Intentionally endangering the safety of others
- Honor violation (lying, cheating, stealing)

Special Notice

Any student who is found in possession of, selling, or using illegal substances, or who has possession of a weapon at school or during a school activity, or who makes threatening statements against another, will lose the privilege of continuing to attend the school.

Discipline Records

The school considers discipline records to be confidential. Reports of minor disciplinary matters are discarded at the conclusion of each year. There are exceptions to this policy, as follows:

Records of honor violations and other major disciplinary offenses may remain a part of a student's permanent record until he/she graduates or withdraws from school.

A record is kept through graduation or withdrawal of infractions which result in out-of-school suspension.

The school will report instances of honor violations and/or major disciplinary infractions to colleges and universities when requested or when the administration believes it appropriate to do so.

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, or 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.

Electronic Devices

Please refer to the *Trinity-Byrnes Collegiate School Technology Policy* and the [Acceptable Use Policy](#)

Email

All students are issued with a Trinity-Byrnes email account. This is a Google account which gives students use of the range of Google Apps, accessed via mobile or desktop devices. Students are responsible for checking their school email regularly, as teachers and other staff will use it to communicate important information. Students using school email do so within the terms of our Acceptable Use Agreement.

Emergency Closings

Weather-related school closing may occur from time to time. The school will inform local television stations of such events and will attempt to program the telephone and website to provide information. An email will be sent early on the morning of any unanticipated school closing and parents are urged to check their email when in doubt. In general, if the local public schools deem conditions to be too hazardous to travel to and from school, TBCS will do the same.

The need to close the school and evacuate the students before the regularly scheduled closing time could arise from a relatively minor emergency such as a prolonged interruption of power or from a major event such as fire or tornado. At times, communication and/or transportation may be disrupted. In the event of a major disaster, information will be broadcast to parents over local radio and television stations and we will attempt to contact parents via cell phones or other communications devices that are available.

Fundraising

All fund-raisers involving the school must be approved and coordinated by the Head of School. The Head of School will assist and support the Parent Guild, the Booster Club, individual classes, and student organizations in approved fund-raising activities. Other persons or organizations interested in sponsoring a fund-raiser must contact the Office for permission well in advance of the planned event. In general, *ad hoc* fund-raisers are discouraged because they may interfere with other scheduled and necessary fund-raising activities.

Accreditation standards require that all funds raised in the name of the school must be under administrative control. Thus, the Head of School must be consulted in advance regarding any expenditure.

Medical Forms

All forms required by S.C. DHEC must be on file in the school office or the student may not be allowed to attend school. All participants in interscholastic sports must have the required physical exam and parent permission forms on file.

Medications

The following policies apply to both prescription and over-the-counter medications which are brought to school:

Medications must be brought to school by a parent and presented at the school office. Over-the-counter (OTC) medications may be distributed by the school office staff with parental permission. Prescription medications must be in the original container, listing the name of the student, the physician's name, the dosage, the time interval for administration, and the name of the drug.

The parent must complete and sign a copy of the "Authorization to Dispense Medication" form. These forms may remain in effect for the school year. All medications must be stored by school staff, except in cases where the parent specifies in writing that the medication must be kept with the student and permission to do so is granted by the school staff.

RenWeb

All students have access to the Trinity-Byrnes student and school information portal, RenWeb. RenWeb can be accessed via mobile app (small annual charge applies) or desktop computer. RenWeb provides students and parents with their academic schedule, details of homework, school Directories and other information. Students in all grades, but especially in Middle School, are expected to become familiar with RenWeb and access it regularly to check on grades, progress, assignments, etc. Students using RenWeb do so within the terms of our Acceptable Use Agreement.

School Property and Lockers

Off-limits areas during the school day include the woods, the parking lots, behind the gym, athletic fields and other unsupervised areas.

Malicious damage to school property will not be tolerated, and parents of students responsible for damage will be required to pay for repair or replacement.

The school reserves the right to conduct reasonable searches of vehicles, lockers, personal property, and any other areas when it is deemed to be in the interest of the safety of the students.

Lockers are assigned to students to store their books and other items. Locks are not used. Students are expected to keep their lockers neat and clean. Food should not be stored in lockers overnight or for any extended period of time. Materials left in lockers after the close of the school year will be considered abandoned property. Lockers are school property and may be examined at any time by school personnel. The school accepts no responsibility for valuables left in lockers.

Senior Privileges

TBCS seeks to help with the transition to college by extending freedoms and privileges during the senior year which are similar to those experienced by college students. With written permission from parents, seniors are allowed to have lunch off-campus, however, they must sign out and back in at the front office.

Seniors who do not fulfill their obligations will have senior privileges revoked for such time as determined by the administration. These obligations include meeting academic and behavioral standards, class attendance, required meetings, and completing the requirements of the College Counseling Office.

Sexual Harassment

TBCS is committed to providing a learning environment which fosters mutual respect and sensitivity among all members of the school community. To that end, the school expressly prohibits any person, male or female, from engaging in any practices or behaviors that constitute sexual harassment. Sexual harassment may be of a physical, verbal, visual, or psychological nature, and is generally defined as behavior that is not welcome, that is personally offensive, that lowers morale, and that interferes with academic effectiveness by creating an intimidating, offensive, or hostile environment for the recipient.

Examples of sexual harassment include, but are not limited to, the following:

- unwanted, unwelcome physical contact of a sexual nature (grabbing, touching, pinching, patting)
- unwelcome pressure for sexual activity
- unwelcome, repeated use of sexually oriented language (rude jokes, suggestive nicknames, etc.)

- references to sexual orientation
- sexual slurs or insults, verbal or written
- cornering or blocking of normal movement, or stalking

It does not normally include:

- a hug between friends
- mutual flirtation
- sincere, personal compliments

Any person who considers him/herself to be a victim of harassment is encouraged to report the incident(s) to the Head of School or Dean of Students. A complaint will be investigated and appropriate action taken.

Study Hall

The study hall contributes to the school's educational program by providing a sanctuary for concentrated focus on academic work. Students maintain quiet and order so that all members of the study hall can work undisturbed.

All members of the study hall come prepared to work: no one will be released to a locker after the bell has rung. Supervisors require that study hall members be working on school tasks.

Students are expected to work quietly and independently. Study hall is not a time for collaborative study.

Students may use the restroom one at a time with the supervisor's permission.

Students may be excused for extra help with a teacher. The student should be given a pass by the extra help teacher. This pass should be presented to the study hall teacher and signed before going for extra help. Students should return to study hall when finished with the extra help session prior to the bell ringing.

Student Vehicles

Students must register their vehicle with the school and display a parking decal whenever the vehicle is on school grounds. The speed limit on campus is 15 MPH. Parking for students is permitted in the designated student parking areas only and vehicles must stay on paved surfaces.

Students who drive to and from school are not allowed to transport other students to school-sponsored activities without specific permission from parents and the administration. This does not apply to carpool arrangements made by parents. Parents are responsible for instructing their children as to 1) whether they are allowed to ride in other students' vehicles and 2) who they may transport in their own autos. The school makes no attempt to continuously monitor student drivers and accepts no responsibility for students' driving or transporting others.

Students who are observed driving unsafely or parking in improper areas may lose the privilege of driving and/or parking on campus. Student automobiles are off-limits during school hours, except when specific permission is granted by an administrator and for seniors with privileges.

Students on Campus after School Hours

Parents are expected to arrange to transport students off the school campus at the end of scheduled classes, sports practices, etc. The school accepts no responsibility for students left on campus after school hours or scheduled practices.

Parents are discouraged from dropping off or leaving young students to attend school events, such as athletic contests, without adult supervision. TCS does not provide supervision for children at after-school events unless it is an event at which such supervision is clearly stipulated. The school accepts no responsibility for students who are dropped off or left after school without parental supervision.

Substance Abuse Policy

Any student in possession of, or under the influence of, any illegal substances may be subject to immediate dismissal or suspension as well as prosecution by law enforcement agencies. The dangers of involvement with illegal substances by young people are well documented. As an educational institution, TBCS seeks to educate both students and parents; however, the school's first priority is to provide the proper school environment.

Substance Abuse Testing, Search & Seizure

To help ensure a safe, healthy, and productive educational environment for our students, staff, and employees, the school has adopted a strict policy with regard to the possession, use, or distribution of controlled substances and alcohol. Students under the influence of drugs and/or alcohol pose serious safety and health risks not only to themselves, but to all those who surround or come in contact with them. Accordingly, the possession, use, consumption, distribution, or sale of alcohol or controlled substances, or having controlled substances in one's system without medical authorization during school hours, on school property, or while a participant or spectator at a school-sponsored event, or at any time when the student represents the school, will result in disciplinary action up to and including expulsion. Drug related paraphernalia are also prohibited.

The school reserves the right to search any student's person on campus or off campus while participating in a school-sponsored event, or while representing the school, and to search property belonging to the student, including without limitation the student's vehicle, equipment, clothing, personal effects, lunch and equipment boxes, lockers, bags, purses, cases or other containers. Such searches may be conducted upon such cause as shall be deemed reasonable by the Head of School; and, furthermore the school reserves the right to engage in random searches of a student's person and property without the requirement of notice and without the existence of reasonable cause, to include, without limitation, the requirement that students submit, upon demand, to such tests including, without limitation, chemical tests of breath, blood, hair, and urine. A refusal to submit to testing and/or inspection may be grounds for dismissal.

Visitors

Advance permission must be secured from an Administrator before a guest may visit the school. Students will be responsible for their visitors during the duration of their visit. Student visitors are required to follow school dress code. Students should be sure to introduce their guests to their teacher in each class.

Parents are always welcome to visit, however, they are asked to sign in at the office and to wear name tags. Parents wishing to sit in on classes are asked to notify the office at least one day in advance. Parents are welcome to attend "chapel" or other school events at any time, without advance notification.

Student Governance

Student Council

Upper School

The Student Council is made up of elected student representatives and a faculty advisor, Gail Weller. This is the official student government of the Upper School, charged with representing student views and wishes to the school administration. The Council also organizes social activities at the school. Elections are held each Spring. Officers are President, Vice-President, Treasurer, and Secretary.

Middle School

The Middle School Student Council is made up of elected student representatives from 7th and 8th Grades, and a faculty advisor. This is the official student government of the Middle School, and the Council organizes social activities and represents student views and wishes to the school administration. Middle School elections are held each Fall. Officers are President, Vice-President, Treasurer, and Secretary.

School Services

Books and Supplies

A supply list is mailed and posted on the school website during the summer. It is the responsibility of students to be prepared with paper, pencils, pens, and the appropriate supplies for each course. Math students may be asked to purchase a graphing calculator. Students should place their names in all books and on all equipment to make it easier to return lost items to their rightful owners. A locker is provided for each student.

The school will make arrangements so that students have access to all necessary textbooks and ebooks/access codes. Some eTexts will be installed by the school during Registration - families will be charged for these; others (such as iBooks for iPad) will be downloaded and paid for directly by the student. Students who do not wish to use electronic texts may purchase hard copies from the school or elsewhere.

College Counseling

The school employs a professional in the field of college counseling to assist students and parents in the selection and placement procedures for admission to college and university. The goal of the counseling process is to seek the best possible match between a student's abilities and interests and the college's offerings and standards.

Student and parent responsibilities in this process are to meet with the college counselor, to attend special college counseling programs to gain information about the process, to ensure that college entrance testing is completed, and to provide completed applications and other documents in a timely manner.

Since students' innate abilities, as well as factors such as motivation and dedication, are major determinants of academic success and performance on standardized tests, the school makes no claims and accepts no responsibility regarding students' SAT/ACT scores or acceptance into particular colleges and universities.

Fees

An explanation of Fees and Discounts is published as part of our Admissions materials. Families should note the following:

Late Payment Penalty Payments received after the due date will be assessed \$25.00 monthly late fees.

Returned Payment Item Any returned item will be subject to a \$30 handling fee.

Credit Card Payments Payment with credit cards is allowed, but users will be charged a fee of 6% of the amount paid by credit card.

Food Services

The school contracts with various vendors to provide food during lunch periods. Students may also bring their own lunches, but students may not order deliveries during the day. Food and beverages must be consumed in designated areas only. Lunch orders are placed online, and details are available on the school website, or from the school Office.

Lost and Found

Found items are stored in a designated location. It is the responsibility of the students to check for their own belongings. At the conclusion of each semester, unclaimed items will be donated to charity or discarded.

Standardized Testing

The school provides annual standardized ability/achievement testing for all students in grades 7-11. Individual student score reports are provided to parents and the administration welcomes parent inquiries regarding student progress and the interpretation of test results.

Juniors and seniors are expected to take the College Board's Scholastic Aptitude Test (SAT) and/or the American College Testing Program (ACT) as part of the college placement process.

Registration for and the expense of the SAT and/or the ACT are the responsibility of students and parents. The school registers students for AP exams and bills parents for the testing fee.

Students who study classical/foreign languages may be expected to take an annual standardized test sponsored by the respective national language associations. Individual student scores are included in the 4th quarter average.

Transportation

The school provides transportation for out-of-town field trips and athletic events. On occasion a charge will be made for field trips where large distances and/or entrance fees are involved. Students must ride in school vehicles when provided, rather than driving themselves or riding with others, and are held responsible for the condition of the vehicles upon returning from trips. Requests for exceptions to this rule must be approved in advance by the administration. (See also *Athletic Trips* section of this handbook.)

While the school will attempt to deliver messages to students regarding daily transportation arrangements, we cannot guarantee that messages can be delivered which are received too close to departure times.



Trinity-Byrnes Collegiate School

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