



TRINITY VALLEY SCHOOL

2016-17
Student Handbook



Welcome to the 2016-17 school year!

We are off to a great start to what promises to be another amazing year at Trinity Valley School.

I appreciate the dozens of you who carved out some time to come in and chat over the summer, and I look forward to visiting with all of the students I have not yet met. In my student meetings I discovered such a diverse group of young people with varied passions and interests, but with equal dedication to successful academics and extracurricular activities. I look forward to being a presence, at games, assemblies and at performances - in short, to seeing you all in action firsthand.

As important as this curricular engagement is, character and citizenship are even more important, and your teachers have time and time again held these up as virtues of the Trinity Valley student. I am proud to be in a community that values these attributes so highly, and am eager to immerse myself among students who exemplify these so thoroughly.

Whether you are brand new, or a 13-year student, please take the time to read this handbook. It provides important information about school policies and programs, people, campus activities, traditions, and organizations. I encourage you to review it carefully, for it can be an invaluable aid as you work toward a great 2016-17.

Best wishes for your best school year yet.

*Ian Craig
Head of School*

T R I N I T Y V A L L E Y S C H O O L

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**ALL-SCHOOL
PROCEDURES AND POLICIES**

MISSION

Trinity Valley School has four main objectives for its students: fine scholarship with its fulfillment at college; the development of wide constructive interests; intelligent citizenship; and spiritual and moral development which promotes lasting values.

TVS STUDENTS

The students of Trinity Valley School value and exemplify the qualities of honesty, self-discipline, courtesy, and respect for others. Students are expected to be a credit to their parents, their school, and above all, to themselves. Our community encourages and supports our students as they endeavor to make thoughtful decisions and live worthy and meaningful lives.

Trinity Valley Students strive to be individuals of character who:

Cultivate Selfless Service

We define selfless service as the genuine desire to be of service to others without thought or expectation of result or reward.

Conduct themselves with Integrity

We define integrity as an individual's ability to determine an ethical set of principles and hold true to those principles; honesty and truthfulness.

Show Respect for all Individuals

We define respect as taking the feelings, needs, thoughts, ideas, and preferences of others into consideration. By believing that all humans have value, an individual shows respect through acknowledgment, listening, truthfulness, and acceptance of individuality.

Act Responsibly

We define responsible as dependable or reliable. To act responsibly an individual accepts control of his/her own choices. They are accountable, show self restraint, and pursue excellence.

Demonstrate Courage

We define courage as the quality of mind or spirit that enables a person to face adversity and act according to one's beliefs in spite of criticism.

Model Leadership

We define leadership as the ability to motivate others toward achieving a common goal.

Exhibit Empathy

We define empathy as understanding, sensing, and sharing in the feeling and emotions of others.

Express Gratitude

We define gratitude as thankfulness or appreciation for benefits one has received.

TVS FACULTY

The Trinity Valley School faculty and staff constitute a community of educators who are eager to support students and their parents. Students and parents are encouraged to seek assistance from classroom teachers, coaches, administrative assistants, advisors, the school counselor, department chairs, division heads, assistant heads of LS, MS and US, and the headmaster.

HONOR CODE

Being a member of the TVS student body requires that a student maintain the highest standards of personal, ethical, and moral conduct. These standards require strong personal integrity, a commitment to truthfulness with no exceptions. The student is part of a community where mutual respect and support is exhibited to all. Further, the student must be dedicated to adhering to these principles in all academic pursuits.

In Upper School, student rededicate themselves yearly to this Honor Code.

In support of these ideals, faculty may require students to write and sign the Trinity Valley School Honor Code Pledge in its entirety on all graded assignments for which a grade is taken. ***I pledge my word and honor that I have neither given nor received any help on this examination.***

ACADEMIC INTEGRITY

An essential part of the Trinity Valley experience is the development of authentic scholarship, passionate curiosity, disciplined work habits, and ethical and moral conduct. Academic integrity is an integral component of each of these aims. Therefore, Trinity Valley School students are held to the highest standards with respect to honor and honesty. In addition to fostering personal integrity, the School endeavors to help students understand the impact their decisions and actions have on the full community. Any act of academic dishonesty diminishes the integrity of the community.

In the Upper School, a first offense may require that the student reflect on the incident and exhibit, in writing, an understanding of the exact nature of the offense and a commitment to academic integrity moving forward. The student may be asked to redo the work and may or may not be given credit for it. The student will be placed on probation and, depending on the severity of the infraction, may be suspended. A second act of academic dishonesty is likely to result in suspension. Any further incident of academic dishonesty is likely to result in dismissal. For a most egregious offense, a student may be dismissed. Any act of academic dishonesty is potentially reportable to colleges and universities.

In the Lower and Middle Schools, the division heads will implement a developmentally appropriate course of action.

Students and their parents are advised that many colleges and universities ask applicants and school officials about students' records with respect to incidents of academic dishonesty or other disciplinary infractions resulting in suspension, probation or expulsion. TVS expects students to be fully forthcoming and accurate in representing their experiences at TVS when completing applications. The school will also report any changes in a student's status between the time of recommendation and graduation.

TVS recognizes that students do make mistakes and often grow from an appropriate resolution to these mistakes. With that in mind the Upper School administration and College Counseling Office

are always available to help students communicate most effectively with colleges and university concerning these matters.

ATTENDANCE POLICY

The TVS attendance policy is designed to foster responsibility in our students and is based on the belief that the richness of the TVS experience is achieved through full participation in the life of the community. TVS distinguishes between the mere completion of assignments and full participation in the intellectual and social life of the school. While circumstances will occasionally prevent students from attending school, students and parents should place school attendance among the highest of priorities. Parents are asked to plan appointments such as doctor's visits, family trips, and college tours at times that are least disruptive to a student's academic schedule. In addition, parents are asked to communicate a student's absence with the appropriate divisional office as soon as possible.

At Trinity Valley School, student absences fall into three categories: excused, explained, and unexcused absences.

Excused Absences - Absences are determined to be excused in cases of student illness or family emergencies. In these cases students are granted an appropriate amount of time to complete make-up work based on the length and reason for the absence.

Explained Absences - Absences that do not qualify as excused but which are still viewed sympathetically by the school may qualify as explained. Examples of explained absences include travel for a family member's wedding or a college visit. In these cases, students are not granted automatic make-up time; students are expected to arrange an acceptable timeline for completion of missed work in advance of the student's absence. While the student's good standing is not jeopardized by explained absences, students are expected to assume greater responsibility for missed instruction and make-up work. Requests for explained absences should be submitted to the divisional office at least three days in advance of the absence.

Unexcused Absences - Absences that do not qualify as excused or explained absences will be determined to be unexcused. In these cases, academic penalties may be applied. Teachers may not be permitted to give credit for assignments, and other disciplinary consequences may be enforced. Recurring unexcused absences or student behavior that undermines the school's ability to supervise our students may result in separation from the school.

If students accrue excessive absences in any category, the corresponding division head will review the circumstances and work with students and families to develop the best course of action.

Occasionally, a student's participation in an athletic contest, field trip, or a special school program may result in an absence from class time. In these cases, students should operate as they would with explained absences by initiating conversations with their teachers in advance and by assuming the responsibility for make-up work.

REPORT CARDS

K-6 report cards are issued four times a year at the end of each quarter and reflect the student's progress. In grades 5 and 6, the first and second quarter grades combine to make up the first semester

grade; the third and fourth quarter grades make up the second semester grade. In grades 7 and 8, students receive interim and quarterly updates, but they follow a semester grading cycle that combines their work for the semester with a final exam or assessment. In grades 7-12, semester exams or assessments are given in each academic subject.

UNIFORMS/APPEARANCE

Trinity Valley School established a uniform for students on the premise that a dress code provides students with an opportunity to learn many valuable life lessons. The goal of the uniform is to insure that all students are well-groomed and properly attired. The School asserts that proper attire promotes seriousness of purpose and that developing the habits of being well-groomed and well-attired will serve as valuable preparation for adult life. When students collectively adhere to the uniform, they support respect and credibility among and between members of the community and allow us all to focus on the most worthy and meaningful goals. When students adhere to the dress code they enhance school spirit and pride.

The uniform is not an effort to minimize self-expression; instead, it is an opportunity to look beyond the world of fashion to the matters of the heart and mind that truly concern and inspire us. The uniform demonstrates our belief that it is internal strengths, not external trimmings, which determine a person's individuality and character.

The uniform should be worn neatly and properly at all times during the school day. Division heads and the Assistant Head of Upper School are the final arbiters of appropriateness on uniform matters.

Specific uniform guidelines can be found on the Trinity Valley School Web site under the "Student Life" tab.

HARASSMENT POLICIES

The School will not permit, tolerate, or condone harassment against any individual for any reason, including, but not limited to, harassment on the basis of race, color, religion, national origin, gender, age, disability, or any other status as protected by applicable law. Comments, conduct, or innuendos that might be perceived by others as offensive or harassing are wholly inappropriate and are to be strictly avoided. This policy applies to employees, students, parents, vendors, and visitors to the campus.

Harassment can include, but is not limited to, the following actions:

- Inappropriate communication includes any language which is unnecessarily loud or degrades or berates others, including, but not limited to, racial, religious, or sexual comments or jokes, sexual innuendos, or threats of any kind, whether communicated verbally or in writing.
- Physical abuse includes, but is not limited to, touching, hitting, kicking, or threatening another person, including restraining by force or blocking the path of another.
- Interference or hostile environment includes any behavior or action which interferes with a person's ability to perform their duties and responsibilities, or which results in or creates a hostile or intimidating environment.
- Sexual Harassment includes, but is not limited to, unwelcome sexual advances, requests for

sexual acts or favors, and other verbal or physical conduct of a sexual nature.

- Retaliation includes any adverse action or threat of adverse action taken or made because a person has exercised or attempted to exercise any rights under applicable laws or the policies of the School. Retaliation includes, but is not limited to threats. Any individual who feels that he/she has been subjected to any type or degree of harassment is to report the incident verbally or in writing to his/her teacher or division head.

BULLYING POLICIES

Trinity Valley School Conduct Expectations and Discipline Policy

At Trinity Valley School we believe that every child has the right to an education and every child has the right to be safe. Through collaboration, the TVS community work together to create a peaceful and respectful climate for learning. Parents, teachers and students work together to nurture these behaviors through modeling, instruction, and if necessary, the application of appropriate consequences.

Trinity Valley School strives to create an environment that is safe for all students. To that end, TVS does not tolerate bullying, which we define as follows:

A person is bullied when he or she is exposed, repeatedly and over time, to negative actions on the part of one or more other persons, and he or she has difficulty defending himself or herself. Bullying itself is an intentional, negative act which involves an imbalance of power.

Bullying includes, but is not limited to these actions:

- Verbal: Verbal Bullying is defined as harm to someone's self-esteem or safety through verbal means, including but not limited to: teasing, name calling, or insulting remarks.
- Physical: Physical Bullying is defined as harm to someone's body or property, including but not limited to: pushing, shoving, destruction of ones locker or its contents, or theft of school materials.
- Social/Relational: Social/Relational Bullying is defined as harm to someone's group acceptance through purposeful exclusion, including but not limited to: telling other not to be someone's friend, gossiping, or spreading or starting rumors.
- Cyber: Cyber-Bullying is defined as the use of electronic communication technologies to intentionally engage in repeated or widely disseminated acts of cruelty towards another that results in emotional harm. Cyber-Bullying includes, but is not limited to: cyber stalking, denigration, impersonation, or flaming through social media or texting. Students who engage in such behavior are subject to serious disciplinary action. In keeping with our philosophy, all TVS students should abide by the following:
 - We will not bully others.
 - We will try to help students who are bullied.
 - We will try to include students who are left out.
 - If we know that somebody is being bullied, we will tell an adult at school and an adult at home.
 - If we see someone standing up for others and exhibiting exceptional leadership qualities,

we will tell an adult at school and an adult at home.

- Students and their families are also reminded that not only are these behaviors violations of school policy, they may also be legally actionable.

STUDENT CONDUCT

The primary purpose of the TVS disciplinary program is to help students adopt the values and habits that will best allow them to live meaningful, purposeful, constructive, and successful lives. To that end, TVS helps students learn that actions have consequences, that we are accountable for our behavior, and that learning from one's mistakes is an essential part of life. As students matriculate to higher grades, the expectations for proper conduct increase. Respectful and proper behavior is customary, and students are expected to abide by the highest standards of citizenship and decorum both on and off campus. The disciplinary outcome will depend on a number of factors including, but not limited to, the severity of the misconduct, the grade level of the student, the student's overall disciplinary conduct, the frequency of the misconduct, the student's ability and willingness to learn from the experience, and the student's overall performance at or contributions to Trinity Valley School. As a rule of thumb, the more serious the infraction, the more severe the consequence. Disciplinary consequences may range from a verbal warning to dismissal. Other disciplinary outcomes that are designed to help a student's development include: conversations, warnings, reflection essays, letters of apology or commitment, probation, or suspension.

In all three divisions, the primary responsibility for disciplinary matters rests with the division head. In consultation with the division heads, the Head of School has ultimate authority and discretion as to all disciplinary matters, including dismissal.

Offenses that will likely result in probation or suspension include, but are not limited to the following:

1. Bullying;
2. Harassment
3. First offense of cheating, stealing, or lying;
4. Unexcused absence from class;
5. Abusing or improperly treating another student or school employee;
6. Willfully damaging the school's or someone else's property;
7. Continuous lack of cooperation with a faculty member;
8. Violating the TVS Responsible Use Policy;
9. Other conduct that impairs the quality of life at TVS, is detrimental to the School's reputation or endangers others;
10. Repeatedly violating standards for conduct - In offenses that may result in removal from the school, the FDC will decide which disciplinary action (dismissal, suspension or probation) is appropriate for an offense listed above, as well as the length of that disciplinary action. The school's administration will also decide whether or not a student may be readmitted after being dismissed. The decisions of the school's administration will be final.

Offenses that will likely result in dismissal include, but are not limited to:

1. Possessing, selling, using, dispensing, compounding or being under the influence of any illegal inhalants or drugs, including alcohol, on school premises or at school-sponsored events.
2. Possessing firearms, illegal and/or lethal weapons on school premises or at school-sponsored events.
3. Second violation of the Honor Code - cheating, lying, or stealing.

4. Any conduct occurring at any time, on or off school premises that involves possessing, using, giving, selling, compounding of illegal inhalants or drugs; offenses that contain the element of assault; offenses that are punishable as a felony; or actions that will reflect negatively on the reputation of Trinity Valley School.
5. The length of a student's dismissal under items 1-4 above (and whether or not the student will ever be considered for re-enrollment) will be decided by the school's Faculty Disciplinary Committee after a review of all pertinent information. The decisions of the school's administration will be final.

FACULTY DISCIPLINARY COMMITTEE

The Faculty Disciplinary Committee (FDC) deals with major infractions which can result in dismissal from the school. The FDC is made up of the three Division Heads.

ACCESS

Computer, network, and Internet access is provided to enhance learning. This access is a privilege, not a right, and is conducted under the same rules and values as any other activity at the school. Any violation of these guidelines is considered a violation of the school's trust in students and may result in loss of computer privileges, probation, suspension, or dismissal.

PROGRAM

Access to networked computing devices provides the opportunity for relevant learning experiences, can virtually extend classrooms beyond their physical spaces, provide a more engaging environment and encourage a learner-centric model of pedagogy.

Following best practices in a 1:1 environment helps students to attain necessary 21st-century skills such as creativity, innovation, critical thinking, problem solving, communication, collaboration, information and media literacy, initiative and self-direction.

The School's program is as follows:

Grades K – 5 - There is one class set of iPads for each grade level. iPads will be owned by the school and will remain at school.

Grades 6, 7 & 8 – Required 1:1 iPad program. iPads will be owned by the parents. It may be a new purchase or one already owned by the family (see specifications on TVS web site.)

Grades 9 & 10 – Required BYOD (Bring Your Own Device) program. Students will be required to bring a tablet or laptop of their choosing to school. The device will be owned by the parents. It may be a new purchase or one already owned by the family (see specifications on TVS web site.)

Grades 11 & 12 – Open BYOD. By the 11th grade, students should be well-positioned to select the appropriate tools to assist their educational journey. Therefore, in 11th and 12th grades it will be the students' decision to determine the technologies they need for success at TVS.

Detailed guidelines for computer and internet usage are provided in the TVS Responsible Use Policies (See Appendix.) All students sign the grade level appropriate agreement every year in order to access the school's computer resources. Teachers will review these agreements with all students in grades K-12 at the beginning of each school year.

SOCIAL MEDIA POLICY

While new technologies and social media outlets can be powerful educational tools, students should be aware that their actions online are a reflection not only of themselves, but of the TVS community as well. Therefore, they should always be cognizant of their digital presence and be respectful and mindful with their online interactions. Students need to be mindful of their conduct at all times, not just when they are at school.

Be aware that each social media site sets its own minimum age requirements. Students are expected to adhere to the minimum age requirements as set by the site. While many social media sites have set the minimum age at 13, some have set the minimum at 17 or 18. Examples follow: The minimum age to open an account on Facebook, Twitter, Instagram, Pinterest, Tumblr, Kik, and Snapchat is 13; for Vine, Tinder and Yik Yak, 17. YouTube requires account holders to be 18, but a 13-year-old can sign up with a parent's permission. Please check the minimum age requirement of each site you join to make sure you are of age.

During class, electronic devices and online social media are to be used for legitimate educational purposes only. The extent to which these tools may be used is up to the individual discernment of the instructor. Students are to comply with the instructions of their teacher and to behave in accordance with the policies and practices of TVS. With regard to social media, students serve as representatives of TVS and therefore should be aware that interacting with each other on social media is no different than interacting with each other face to face.

Even in their hours outside of the classroom and while off campus, students should at all times exercise good judgment and adhere to the standards and practices of the school when engaging with this media. With regards to social media and digital devices, students are at all times representatives of TVS and should therefore:

- Be aware that activities on social media may, with or without your knowledge or consent, may be visible to current, past, or prospective students, parents, colleagues, community members, college officials, or prospective employers.
- Never use computing technologies to harass other people, or to violate any of the TVS standards of conduct. No one may use computing technologies for obscene, threatening, abusive, or annoying purposes. Users may not access or transmit materials that promote pornography; profanity; gender, racial, religious, or other biases; or any other material counter to the TVS philosophy and the Honor Code.
- Never "friend" a faculty or staff member on a social media site.

Failure to adhere to the social media policy of TVS will result in appropriate disciplinary and/or legal action.

TEXTBOOKS

The textbooks and workbooks issued to students at the beginning of the school year are the property of Trinity Valley School. Students are responsible for the maintenance of these books.

To avoid misunderstandings, proper use of the books is as follows:

1. Upon receipt, enter your name in the proper place in the proper manner with ink.
2. Any markings that you make in the book must be made with PENCIL ONLY when underlining important sentences or formulas. If you want to call attention to a whole section or paragraph, you may use brackets on the side. Workbooks are to be used in accordance with the instructions of the teacher.
3. Periodically throughout the year, the books will be checked. Any other markings not specified in points 1 or 2 are not allowed. If any book is found to be in unsatisfactory condition, the student will be charged the price of the book.
4. If a textbook is lost, the student will be required to purchase another one. Report cards will be withheld from students who have not returned or paid for lost or damaged textbooks.
5. Students who damage books must pay for the damage. Damage that makes the book unusable will be paid for at the cost of replacement.

TROJAN OUTDOOR EXPERIENCE

The objectives of the Trojan Outdoor Experience (TOE) program are to increase, primarily through outdoor adventure-based activities, the respect TVS students have for themselves, each other, and the natural world; and thus to support the School's mission.

Specifically, TOE seeks:

- To support fine scholarship by modeling, teaching, and practicing individual and group-based decision making; and by guiding students through reflective evaluation of their learning.
- To promote the development of wide, constructive interests by enabling students to explore and pursue varied activities in the natural world.
- To help TVS students become responsible global citizens who recognize their role of stewardship to their environment and to others.
- To strengthen the development of strong moral character through outdoor, experiential learning.

General Health Forms:

A Medical Emergency Authorization form must be completed and on file each year before school starts for students to participate in TOE events. This form grants the school's authorized representative to seek medical advice or treatment.

Information to be listed on this form includes:

- Medical conditions
- Physician's name, address and telephone
- Hospital/Clinic name, address and telephone
- Insurance company and policy number (see below)
- Parents/Guardians name, address, home telephone and work number

Medical Insurance Requirement:

Students who are not covered by insurance will not be able to participate in any TOE events. Parents must furnish the school the name of the insurance company and the policy number on the appropriate school health form.

Expectations For Participants:

- All TVS students, faculty, medical staff and support staff will acknowledge and support that TOE is an enrichment program offered to enhance the overall experiences of TVS and aid in the implementation of the school's mission statement. All TOE participants understand that conscientious participation is required in order to develop wide constructive interests, intelligent citizenship and personal growth.
- TVS will foster an environment where faculty and staff will continually encourage all students to participate in TOE events.
- TVS student leaders will be selected based on strong character and integrity. The head of upper school will also verify they are in good academic standing.
- TVS TOE faculty and student leaders will always treat campers with respect. All leaders understand that our events are participation by choice.
- Every leader and participant will refrain from inappropriate language or topics.
- TOE faculty leaders will always be willing to discuss safety, procedures, details and trip expectations with parents both before and after events.
- Grade level faculty members are always strongly encouraged to accompany their students on class trips.
- It will be the TOE Director's responsibility to appropriately prepare and train faculty and student leaders for each event.

HEALTH

Teachers will allow students to go to the nurse when needed. If a student comes to the Clinic for health concerns, he/she will be evaluated by the school nurse. If the complaint or injury can be successfully remedied, the student will return to class. If not, the parents will be consulted.

All Grade Levels

Parents may authorize the administration of over-the-counter (OTC) medications by indicating so on their student's Med Information page of the RenWeb Parents Page. The school makes available the OTC meds listed there. OTC medications will be given when there is Parent/Guardian permission and in accordance with standing orders from the TVS Medical Director.

Prescription medications will be given only when there is a Physician and Parent/Guardian Authorized Form in the Clinic. This form is available on the TVS Web site or from the nurse. Prescription meds will be given according to the Medication Administration Guidelines found on the form. Students who need to carry inhalers or epi-pens will be allowed to do so, but must have a physician and parent authorization (and preferably a spare medication) in the Clinic.

Students in grades 7-12

A parent may state in writing to the health office that a student has permission to carry certain non-prescription medications for self-medication. TVS will not be responsible for supervision of self-medication.

Contacting Parents

In the event a student must go home and the parent/guardian cannot be reached, the emergency contact will be asked to pick up the student. For emergencies requiring immediate medical attention, parents/guardians will be notified. If the emergency is deemed serious, "911" will be called.

If your child is ill, experiencing fever of 100.4 degrees or higher, vomiting, or having diarrhea, they may not return to school for 24 hours from the last episode. If they have fever, they must be 24 hours free of fever without the use of anti-pyretics (Tylenol, Advil, etc).

Contact Information

For specific questions or concerns about Clinic procedures, contact the TVS Nurse Amy Coats at 817.321.0132 or coatsa@trinityvalleyschool.org.

TVS Athletic Trainers manage athletic injuries, 817.321.0173. The training room is located on the second floor of the Athletic Complex above the North Gym.

Communicable Diseases

Health conditions that may require temporary or permanent isolation of a student or an employee of the school must be reported to the nurse who will inform the Head of School.

Health Forms and Screening

Current immunization records for all TVS students must be on file in the clinic prior to attendance. A complete record of all shots given must be furnished on state-approved forms and must be signed by a doctor or public health personnel. For a list of required immunizations see <http://www.dshs.state.tx.us/immunize/school/default.shtm>. If you have questions about your child's status, please contact TVS Nurse Amy Coats at 817-321- 0132 or coatsa@trinityvalleyschool.org.

The State of Texas mandates that all new students and those in grades 1, 3, 5 and 7 must be screened for vision and hearing. Students in grades 6 and 9 or 5 and 8 must be screened for scoliosis. Students in 1, 3, 5 & 7 will be screened for acanthosis nigricans. New students must provide screening results upon entrance to TVS. Current students will be screened by the school nurse or trained volunteers. If preferred, parents may provide results of screenings done privately for the students' health record.

COUNSELORS

Trinity Valley School offers a School Counseling Program which is based on the national standards created by the American School Counselor's Association (ASCA). The school counselors are available to all members of the TVS community and are a valuable resource for information regarding developmental milestones/phases, community resources, and student/family support when the going gets tough. The counseling offices are located in the Health and Wellness Center found just off the main courtyard.

School counseling services are delivered to the students through individual student counseling, guidance lessons in the classrooms, large and small issue-specific groups, and supporting teachers as they differentiate their instruction for a student's learning style.

As confidentiality is at the core of the counseling relationship, student and family privacy is of the utmost importance. Generally, the individual level of confidentiality increases as the student's age

increases. TVS believes that student issues are best solved with the family involved and depending on the age/need of the student, the counselor will either share with the parents that their student has visited or will encourage the student to share with their parents that the two have met. If a student is in danger of being harmed or harming himself or others, the counselor is legally obligated to share this information with the appropriate persons (parents/guardians, Division Heads/Head of School or state agency).

TVS has two counselors serving the following grade levels; Kindergarten-8th grade students and 9th grade -12th grade students. For more information on our counseling program at TVS, please visit the school counselor's Web page or contact the appropriate school counselor.

Karen Peninger, M.Ed School Counselor K-8th, peningerk@trinityvalleyschool.org, 817-321-0126
Kellie McLarty, M.Ed., LPC, LCDC School Counselor 9th -12th, mclartyk@trinityvalleyschool.org, 817-321-0197.

GLOBAL INITIATIVES MISSION STATEMENT

The Mission of the Global Initiatives Program is to prepare our students to become globally-connected, conscientious citizens and leaders through virtual and in-person exchanges. By celebrating our diversity, hosting international guests in our homes and on our campus, joining Trojans Abroad Programs, and exchanging knowledge and understanding with people around the world through live and recorded videos and blogs, we are preparing our students to thrive in an increasingly interconnected world. Our K-12 programs foster the global competencies of cross-cultural communication, cross-cultural empathy, cross-cultural understanding, and self-awareness.

These programs align with Trinity Valley School's Mission by promoting scholarship on topics and peoples across the globe, broadening students' interests to include cross-cultural experiences, fostering informed global citizenship, and enhancing spiritual and moral development through exposure to an array of world views.

CLUBS AND ACTIVITIES

Clubs must fulfill the mission of the school. Additionally, all clubs must have a faculty sponsor. An updated list of division clubs and activities may be found by selecting Student Life>Enrichment on the TVS Web site.

SCHOOL CLOSING DUE TO INCLEMENT WEATHER

Trinity Valley School will be closed if we believe travel or conditions at school are unsafe for our students, faculty or staff. This information will be immediately available on the TVS Web site. Closing information will be carried on KXAS-TV (Channel 5). We will keep you informed about school closings by updating our Web page and using the Parent Alert Emergency Notification System in a timely manner. You will also be notified electronically (text or voice) through RenWeb. If you have any questions, contact Sherry Duncan at duncans@trinityvalleyschool.org. A recording will be on the TVS main number to keep you informed.

PARENT ALERT EMERGENCY NOTIFICATION SYSTEM

INSTRUCTIONS FOR PARENTS

To ensure that parents are notified in case of school emergencies and closings, please take a moment to set parent emergency notification preferences in the RenWeb Parents' Web.

Log in to the Parents' Web as usual. For login instructions, see the Parents page of the TVS web site (under TVS Community.)

Click on Web Forms (under School Information.)

Click on the Family Demographics form.

Look under Custodial Parents. Check this information for each custodial parent.

Check to make sure we have the correct phone numbers on record. Then, scroll down to the bottom of the page and look under Preferences. There are four Parent Alert preferences as explained below.

Parent Alert Home Phone – click Yes to receive alerts on this phone

Parent Alert Cell Phone – click Yes to receive alerts on this phone

Parent Alert Work Phone - click Yes to receive alerts on this phone

Parent Alert Do Not Want Text – click Yes to NOT receive alerts via text message.

Click Save. Emergency notifications from the school are now set.

If parents decide not to bring their student to school because of bad weather and school is open, students will still be responsible for the work done during this absence and should call a friend or the division for class assignments.

EMERGENCY PROCEDURES

In case of an emergency procedure (weather, lock down, fire, etc.), Trinity Valley School Faculty and Staff have been trained to respond quickly and efficiently while taking the necessary actions to meet the main objective -- student safety. Teachers will accompany the students and direct them to safety using the guidelines outlined in the school's Crisis Management Plan. Parents will be notified using one of the Parent Alert preferences above.

VEHICLES

Striving to provide a safe environment for our TVS community begins with the implementation of the following requirements while driving onto and throughout our campus.

General Rules of the Road

- The posted speed limit on campus is 10 mph.
- Parking in visitor or handicapped areas is prohibited unless authorized by Security or Administration.
- Windshield permits are to be displayed properly at all times while on campus.
- All vehicles that are driven on campus must be reported to the Security Office for record-keeping purposes as well as to insure the safety of our campus.
- The permit holder will be held responsible for any infraction on campus involving his/her vehicle.
- Cars to be left on campus overnight must be reported to Security personnel and should be

parked in the space assigned to the driver.

- Security personnel and Administration reserve the right to re-assign parking spaces or to temporarily move assigned spaces if deemed necessary.
- Cells phone usage while driving on campus is prohibited by law.

VISITORS

Students will not have visitors during school hours unless pre-approved by the appropriate division head. All visitors must stop at Security for a campus pass and stay with his/her host throughout the duration of the guest's visit. Student hosts are responsible for the behavior and conduct of their guest.

STUDENT SAFETY

There is nothing more important to Trinity Valley School than the physical and emotional safety of its community, in particular its students. It is the responsibility of the professional staff to have in place all reasonable procedures and resources necessary to achieve this highest of priorities. It is the responsibility of all other members of the community, including students, parents, alumni, and friends, to adhere to these procedures.

ATHLETICS
PROCEDURES AND POLICIES

ATTENDANCE/PARTICIPATION

Students in grades 7-12 must be in school for four academic classes on the same day to participate in any extracurricular activity (including sports practices, games, and plays).

ATHLETIC & GENERAL HEALTH FORMS

All students 7-12 and their parents need to update their TVS Medical History and Athletic Medical History forms through RenWeb on an annual basis prior to participating in TVS Athletics, TVS Dance or PE programs. Parents need to review and update the questions as well as acknowledge the policies stated on these electronic medical records through renweb.com. These electronic medical records have important health history such as general medical, orthopedic and concussion information that will improve the quality of care provided by all members of the TVS Medical Staff.

To better align ourselves with a healthy lifestyle and preventative medical care all students 7-12 need to have an annual physical performed by a physician. The Pre-participation physical exam needs to be submitted to the Athletic Training Staff prior to participation in TVS Athletics, TVS Dance or PE programs.

A Medical Emergency Authorization Form must be completed and on file in the Clinic each year before school starts for students to participate on athletic teams, in physical education, field trips and campouts.

This form grants the school's authorized representative to seek medical advice or treatment. Information to be listed on this form includes:

- Medical conditions
- Physician's name, address and telephone
- Hospital/clinic name, address and telephone
- Insurance company and policy number (see below)
- Parents/Guardians name, address, home telephone and work telephone

MEDICAL INSURANCE REQUIREMENT

Students who are not covered by insurance will not be able to participate in any athletics. Parents must furnish the school the name of the insurance company and the policy number on the Athletic Authorization Form.

EXPECTATIONS AGREEMENT

Parents and Athletes must sign the "Expectations for Athletes, Coaches, Parents and Fans Who Participate in TVS Athletic Programs" prior to the beginning of their first season of participation each year.

TVS Athletes are expected to abide by the guidelines published in the Athletic Handbook. Some of those guidelines include:

- All TVS student athletes, coaches and parents will acknowledge and support the fact that athletics is an enrichment program offered to enhance the academic experience of TVS and aid in the implementation of the school's mission to provide a wide range of constructive interests.
- TVS student athletes will be good clean competitors known for their sportsmanship and

integrity as competitors. Students who represent TVS in this manner will be encouraged to participate in our athletic program. Students who cannot promote this high level of sportsmanship and integrity will not be associated with our athletic program.

- TVS students, parents and fans will be known for enthusiastic support of our teams while exhibiting sportsmanship and integrity. Students, parents and fans who bring embarrassment to our school by acts of poor sportsmanship will not be allowed to attend our athletic events.
- TVS student athletes and parents will receive, sign and return a copy of the SPC Code of Conduct and the Expectations for TVS Athletics prior to the season.
- TVS administrators, faculty and coaches will enforce the SPC Code of Conduct at all TVS events.
- TVS coaches will always be willing to listen to and discuss parental concerns in the proper setting. Coaches will not address these concerns after contests or at any time when they have a supervisory role with students.
- TVS coaches will be role models in every sense of the word. Student athletes will be treated with respect.
- TVS coaches and athletes will not use inappropriate language.
- TVS coaches will begin building support and participation for their middle and upper school programs while serving as teachers and friends to younger students in the school. Head coaches are responsible for administering their sport from middle school through upper school.
- TVS coaches will assist faculty in working to enhance success in both academics and behavior of student athletes.
- The Athletic Director will coordinate and conduct an extensive orientation and monitoring program for part-time and full-time TVS coaches. All veteran coaches are expected to assist with this orientation and mentoring of new and part-time coaches as assigned by the Athletic Director.
- TVS will be a school where administration and coaches encourage and work to make it comfortable for students to participate in multiple sports. No TVS coach will promote single-sport specialization by any TVS athlete.
- A TVS student athlete's athletic ability will not earn playing time when other portions of these expectations are not met. Rules will be applied uniformly and not be based on athletic ability.
- TVS middle school coaches will provide significant playing time to all team members in at least 50% of the scheduled games when logistically possible. Skill development is the primary purpose of the middle school program.
- TVS upper school coaches are solely in charge of the decisions regarding playing time. Coaches will provide significant playing time for all team members where circumstances allow for participation. Coaches will always be mindful of the positive effects on student athletes who are rewarded with playing time for consistent efforts during practice.
- TVS coaches and Athletic Director will enthusiastically provide all information necessary to aid in generating media exposure for our students, sports programs and school.
- TVS coaches will advise and be actively supportive of student athletes who have an interest in pursuing intercollegiate athletics.

LOST AND FOUND

All lost and found items can be found in bins in the locker rooms. Valuables such as cell phones, jewelry, glasses, etc. are turned in to the Athletic Office. All unclaimed items at the end of the month will be donated to Parents' Club for resale or a local charity.

**LOWER SCHOOL
PROCEDURES AND POLICIES**

ATTENDANCE NOTIFICATION

A student should have a note of explanation from his/her parent/guardian when returning from an absence. The note should be taken to the classroom teacher. If you wish to request your child's assignments, call the Lower School Administrative Assistant, 817-321-0120, by 9 a.m. Assignments and books may be picked up from the Lower School office at 3:30 p.m. We ask that any absence other than illness be presented in writing/email to the Head of Lower School prior to the missing of days.

TARDIES

The student should report to the Lower School office with a note of explanation upon arrival at school.

EARLY DISMISSALS

A note requesting an early dismissal should be delivered to the classroom teacher by the student at the beginning of the school day. The note, signed by the parent/guardian, should state the time of dismissal and anticipated time of return. The parent should pick up the student at the classroom for the dismissal and accompany the student to the classroom when returning to the campus.

EMERGENCY CALLS FROM HOME

In case of emergency, we ask that parents of children in grades K-4 contact Head of Lower School Ms. Sandy McNutt, 817.321.0120.

ACADEMIC COURSE OF STUDY

Grades K-4

English/Language Arts, Mathematics, Science, Social Studies, Spanish, Chinese, Art/Music, Technology

GRADING SYSTEM

Kindergarten

The kindergarten grading system is reported through the utilization of a rubric. Co-curricular subjects receive alphabetical marks for assessment.

Kindergarten marks:

- Skill has not been introduced
- Skill has been introduced and is being practiced
- Skill can be performed most of the time

Kindergarten co-curricular subjects markings: M - Meets Expectations; D - Developing

Grades 1-4

Academic marks on daily work, quizzes, and tests vary by grade level. All lead to assessments, which report progress on concepts taught each quarter. Quarterly reports reflecting student progress in each area of study is communicated through checklists and narrative comments.

Core Subject Areas:

- M Meets/Exceeds expectations
- A Approaching expectations
- N Needs consistent support

Co-Curricular Areas and Physical Education:

- M Meets expectations
- D Developing

Work and Study Skills and Social Development:

- E Exemplary
- S Satisfactory
- N Needs improvement

SCHOOL POLICY REGARDING WORK AND STUDY SKILLS AND SOCIAL DEVELOPMENT

Lower School students receive quarterly Work and Study Skills and Social Development progress results on the report card: S = Satisfactory; N = Needs Improvement.

CELL PHONES AND OTHER DEVICES

Students at TVS are allowed to have a cell phone during the school day. LS student phones need to remain off and in their back packs. Students in K-4 are not allowed to use their phones between the hours of 8:10 am and 3:30 pm. If an emergency arises, students are to ask an adult for special permission to use their cell phone; this request may not always be granted as students may use the school phones as well.

If a student uses his or her cell phone or hand-held device inappropriately during the restricted hours, an adult may take the phone and bring it to the division office, where the student can retrieve it at the end of the day. If this happens a second time during the year, the student may lose the privilege to carry the cell phone during the school day for a period of time to be determined by the division head. The student's parent will be contacted for a discussion of an appropriate plan.

LOWER SCHOOL LIBRARY RULES

- The Lower School library is primarily for use by students in grades K-4.
- Library books may be borrowed for TWO weeks and can be renewed two times. No fines are charged, however, a student may not check out another book until all overdue books are returned. A student must pay replacement costs for any book that is lost or damaged.
- Each Lower School class is scheduled for a regular library time where students engage in the sharing of stories, participate in lessons and activities covering a wide variety of topics and information, check out books, and more. Scheduled classes have first priority in the LS Library.

- During the day, students may visit the library with teacher permission. Students may also visit the library before and after school, if accompanied by a parent.

ADVISORY PROGRAMS

In grades K-4, the homeroom teacher is the student's advisor. During the course of the year, there are many problems and questions which confront a student. For this reason, students should have someone in whom they can confide and with whom they can discuss any problem, whether it is of an academic or a personal nature. The faculty advisor will be available for consultation at any reasonable time.

LOST AND FOUND

All lost and found items should be turned in to the Lower School office. Items with names on them will be returned to students. All clothing without identification and unclaimed at the end of the month is donated to Parents' Club for resale or to a local charity. Valuables should be turned in to the LS Office.

SCHEDULES

Lower School starts at 8:15 a.m.; Kindergarten dismisses at 2:45 p.m.; Grades 1-4 dismiss at 3:30 p.m.

BEFORE/AFTER SCHOOL CARE

To ensure the highest level of student safety, lower school students on campus after 3:30 p.m. must be supervised by a parent, adult care-giver, or Trinity Valley School faculty or staff member. Any unsupervised Lower School students must attend after school enrichment programs or the Trojan Extended Day (TED) program. Subsequently, parents will incur the standard daily rate fees for these services.

LS families needing before- or after-school care on campus should contact Nicole Forbes at forbesn@trinityvalleyschool.org. For more information and to access the registration form, please visit the Student Life section on TVS Web site.

**MIDDLE SCHOOL
PROCEDURES AND POLICIES**

ATTENDANCE NOTIFICATION PROCEDURES

A telephone call from the parent or guardian to the Middle School Administrative Assistant, 817-321-0130, is requested as early as possible on the day of an absence. A student must attend school at least four academic periods to be eligible to participate in that day's extracurricular activities such as plays, sports, etc. Students who are absent are expected to contact their teachers by e-mail or access the student Portal/Learning Management System in order to stay current on schoolwork.

TARDIES

The student should report to the Middle School office with a note of explanation. The student is responsible for obtaining any assignments from the teachers for any missed classes. School starts at 8:10 a.m. Extensive tardies are disruptive to the educational experience of students and their classmates and may jeopardize students' academic standing.

EARLY DISMISSALS

As early as possible during the school day, the student should present a note requesting an early dismissal to the Middle School office. The note, signed by the parent/guardian, should state the time of dismissal and anticipated time of return. Students are responsible for collecting assignments from the teachers of any missed classes. Students should sign out in the Middle School office before they are picked up in front of the Middle School office. Students are to report to the Middle School office when returning from an early dismissal.

EMERGENCY CALLS FROM HOME

In case of emergency, we ask that parents of children in grades 5-8 contact Head of Middle School Dr. Mike Kris, 817.321.0130.

STUDENT SAFETY

During the school day, Middle School Students must remain in areas of the campus that are designated for their use. These areas include the Middle School classroom areas, the performing and visual arts area, the cafeteria, the library, the nurse/counselor suite, and the athletic complex. Unless specific permission has been given by a faculty/staff member, Middle School students are not permitted to be in any parking lot, the Lower or Upper School campuses, any athletic field, or the TOE building.

ACADEMIC COURSE OF STUDY

Grades 5-8

Grade 5

English/Language Arts, Math, Science, Ancient & Medieval History, Exploring Language (Spanish and Mandarin Chinese), Art/Music Rotation, The Skills for Tomorrow, Physical Education

Grade 6

English, Intro to Pre-Algebra or Pre-Algebra, Life Science, Global Studies, Spanish, Mandarin Chinese, Art/Music Rotation, The Skills for Tomorrow, Physical Education

Grade 7

Pre-Algebra* or Algebra I*, Earth Science, Humanities, Latin I-7, Spanish I-7** or Chinese I-7, Art/Choir/Drama Rotation, Selectives, Physical Education or Sports

Grade 8

Algebra I* or Geometry*, Integrated Physical Science, Humanities, Latin I-8, Spanish I-8** or Chinese 1-8, Art/Choir/Drama Rotation, Selectives, Physical Education or Team Sports

*The Head of Middle School, working with other members of the math department, will make the appropriate placement of students, depending upon the level of course work completed and the results of comprehensive testing. **Students in grades 6, 7, and 8 can choose Spanish or Mandarin Chinese to fulfill their three-year MS language requirement.

GRADING SYSTEM

Academic marks are: A=Exceptional; B=Good; C=Average; D=Poor; F=Failing. Only letter grades (with “+” or “-”, if appropriate) are used and recorded on report cards. It is up to the discretion of individual teachers whether to grade individual quizzes, tests, papers, etc. with letter grades or with percentage grades. The correspondence between letter grades and number grades follows:

A+ 97%-100%	A 93%-96%	A- 90%-92%
B+ 87%-89%	B 83%-86%	B- 80%-82%
C+ 77%-79%	C 73%-76%	C- 70%-72%
D+ 67%-69%	D 63%-66%	D- 60%-62%
F below 60%		

MIDDLE SCHOOL INTERIM REPORTS

In Middle School, we are committed to helping children develop strong academic habits and skills, and we know parents are our partners in this process. Through a combination of progress reports, quarter grades/updates, and semester grades, parents directly receive reports of their child’s academic standing eight times per academic year. In addition, the Middle School provides access to student grades via a Learning Management System called Canvas. Students, advisors, and parents have the opportunity to review student progress in real time. The goal is to help students become responsible and independent. Parents are encouraged to reach out directly to teachers and advisors when they have questions or concerns.

SEMESTER EXAMS

Semester exams make up 15% in grades 7-8.

GRADE STANDARDS FOR CREDIT, RE-ENROLLMENT AND ACADEMIC RECOGNITION

If a student completes a semester’s work with two or more D’s or one or more F’s, he/she will be placed on the Academic Concern List. Failing in one or more subjects or completing the year with two or more D’s may result in dismissal from TVS. Students on the Academic Concern List may be required to successfully complete a course in summer school.

SCHOOL POLICY REGARDING DISCIPLINE AND EFFORT GRADES

Discipline and effort grades are given to provide parents an accurate picture of their student’s behavior. Discipline and effort grades will be based on the definitions in the two previous paragraphs.

Lower School students receive quarterly Work and Study Skills and Social Development progress results on the report card. (Discipline grades are given in grades 5-8 and effort grades are given in Grade 5.)

1 - Excellent; 2 - Good; 3 – Needs Improvement; 4 - Unsatisfactory. Teachers will not give a 3 or 4 in discipline on a quarterly report card without prior parental contact.

E-MAIL

It is expected that Middle School students will check their TVS e-mail on a daily basis and reply promptly when a reply is warranted.

CELL PHONES AND OTHER DEVICES

Students at TVS are allowed to have a cell phone during the school day. Students in MS may have phones on their person but they must be off or placed on silence. Students in 5-6 are not allowed to use their phones between the hours of 8:10 am and 3:30 pm. In contrast, students in seventh and eighth grade are allowed to use their phones after 2:45 pm due to their participation in sports. If an emergency arises, students are to ask an adult for special permission to use their cell phone; this request may not always be granted as students may use the school phones as well.

If a student uses his or her cell phone or hand-held device inappropriately during the restricted hours, an adult may take the phone and bring it to the division office, where the student can retrieve it at the end of the day. If this happens a second time during the year, the student may lose the privilege to carry the cell phone during the school day for a period of time to be determined by the division head. The student's parent will be contacted for a discussion of an appropriate plan.

MIDDLE SCHOOL/UPPER SCHOOL LIBRARY RULES

- The library is a place for research, reading and study. Students are expected to be considerate of others and to conduct themselves in an adult manner while using the library.
- The school's Responsible Use Policy applies to all library computers.
- Library books (except Reserve and Reference books) are borrowed for three weeks, and can be renewed if no holds are pending. Students can log on to manage their library account at destiny.trinityvalleyschool.org. Automated emails are sent to assist students with reminders when books are nearly due and past due. Parents are notified of overdues when there is no student response to automated emails.
- Reference books may be checked out overnight.
- Students with books past due, or unpaid charges are asked to clear up those issues before checking out other books.
- Students are responsible for replacement costs for lost or damaged materials.

DANCES/SCHOOL PARTIES

Dances and school parties are designed to build school spirit and support the social development of our students in accordance with the school's values and standards. These social events are opportunities for our students to use good judgment and practice appropriate etiquette and decorum.

- Attire must be proper. Modesty is a virtue that will be reinforced at TVS functions.
- Once a student enters the dance or party, he or she is expected to stay and enjoy the festivities.
- Students may not return if they leave the building.
- Any rude, discourteous, or inappropriate behavior is grounds for removal from the dance and may result in additional disciplinary consequences.
- Students who are not enrolled at TVS may not attend the dances unless accompanied by a current TVS host student and only if the host student has requested and been granted permission to bring a guest in advance of the event. Guests must stay with the host student and the host assumes responsibility for his/her guest.
- Middle School dances will end by 10 p.m.

ATHLETICS

Students in grades 7-12 must be in school for four academic classes on the same day to participate in any extracurricular activity (including sports practices, games, and plays).

Additional details regarding the TVS Athletic program can be found on page _____.

ADVISORY PROGRAMS

The Middle School advisory program nurtures self-advocacy, community-mindedness, and adaptability in all of our fifth through eighth grade students. Our advisors provide students with strong personal connections that balance guidance and independence while emphasizing the importance of dignity and empathy in interactions with others. Advisors offer the blend of academic and social support that students need during this critical developmental period. Advisors also serve as an important communication link between families and the school.

Our advisors are guided by an intentional curriculum that builds with each grade level, offering engaging activities that focus on character values, digital citizenship, collaboration, organization, personal responsibility, community service, and awareness of others. As a result, advisory groups develop a mindset of camaraderie and constant encouragement.

Throughout the Middle School years, TVS advisory helps students develop a greater sense of community and recognition that they are each a part of something larger than themselves.

LOST AND FOUND

The lost and found is located in the Main Dining Room. Items with names on them will be returned to students. All items without identification and unclaimed at the end of the month will be donated

to Parents' Club for resale or to a local charity. Valuables such as cell phones, jewelry, glasses, etc. are held for one week in the appropriate division office before the item is turned in to the Central Administration Office.

SCHEDULES

The Welcome Bell signals the start of each day at 8:10 am. Students report to their first period by 8:15 am. Academic classes end at 3:30 pm for grades 5-6. Grades 7-8 attend Athletics at 2:45 pm and end the day at 3:30 p.m. (PE) or around 4 p.m. (sports). Each day in the Middle School looks a little different. On Mondays and Fridays, students meet in every class for 45 minutes. On Tuesday through Thursday they attend each class two additional times for 55 minute blocks. Students also have time for Recess, Advisory, Assemblies, Study Hall, and The Skills For Tomorrow (5-6) and Selectives (7-8).

TROJAN SUPERVISED STUDY PROGRAM (TSS)

Trojan Supervised Study begins at 3:45 p.m. and concludes at 5:45 p.m. each full day of school. Students who are not in afternoon sports and who have not left campus at dismissal must report to the TSS rooms by 3:45 p.m. Seventh and eighth graders in sports should either dismiss at the end of practice or report to TSS. Students who have not already signed up for TSS will be assessed a \$15/ day drop-in fee. For more details on this program or to sign up, please contact Nicole Forbes at forbesn@trinityvalleyschool.org or visit the Student Life section on the TVS Web site.

Middle School After-School Supervision Procedures:

- Students should sign in promptly at 3:45 pm unless they are involved in the Athletic Program. These students should sign in immediately upon dismissal from athletics. The school cannot be held responsible for a student who neglects to sign in.
- Each student must sign in for himself/herself.
- Students will remain in the designated TSS room until they are picked up by a parent/ caregiver OR unless students, with permission, sign out to meet with a teacher, do research in the library, attend an athletic game on campus, or work in hallway (a 7th and 8th grade privilege only).
- It is expected that students will be picked up by 5:45 pm.

Please read the procedures carefully and discuss them with your child. We will strictly enforce these rules because it is crucial for us to know each student's whereabouts at all times in order to ensure their safety.

UPPER SCHOOL
PROCEDURES AND POLICIES

ATTENDANCE NOTIFICATION PROCEDURES

A telephone call from the parent or guardian to the Upper School Administrative Assistant, 817.321.0140, is requested as early as possible. A student must attend school at least four academic periods to be eligible to participate in that day's extracurricular activities such as plays, sports, etc.

Students who are absent are expected to contact their teachers by e-mail or access the teachers' Web sites in order to stay current on school work. In the case of a planned absence, the student is responsible for contacting each teacher for assignments that will be missed, PRIOR to being absent.

TARDIES

The student should report to the Upper School office with a note of explanation. Tutorial ("T") period starts at 8 a.m. Classes start at 8:45 a.m. In grades 9-12, students who are habitually tardy will be referred to the Assistant Head of Upper School. T-period attendance is voluntary; however, students must be in attendance by 8:45 a.m.

EARLY DISMISSALS

The student should present a note requesting an early dismissal to the Upper School office prior to the start of first period. The note, signed by the parent/guardian, should state the time of dismissal and anticipated time of return. Parents may also communicate early dismissals via an e-mail to the US Administrative Assistant. If necessary, students should be picked up in front of the Upper School office. Students are to report to the Upper School office prior to leaving campus and upon return from an early dismissal.

Students will not be dismissed early from school without parental permission unless an emergency occurs and special permission is granted from a school administrator.

EMERGENCY CALLS FROM HOME

In case of emergency, we ask that parents of children in grades 9-12, contact Head of Upper School Dr. John O'Reilly, 817.321.0140.

STUDENT SAFETY

During the school day, Upper School Students must remain in areas of the campus that are designated for their use. These areas include the Upper School classroom areas, the performing and visual arts area, the cafeteria, the library, the nurse/counselor suite, and the athletic complex. Unless specific permission has been given by a faculty/staff member, Upper School students are not permitted to be in any parking lot, the Lower or Middle School campuses, any athletic field, or the TOE building.

UNDER NO CIRCUMSTANCES ARE UPPER SCHOOL STUDENTS ALLOWED TO BE ANYWHERE ON THE EAST SIDE OF CAMPUS, UNLESS UNDER THE DIRECT SUPERVISION of a TVS faculty or staff member.

ACADEMIC COURSE OF STUDY

Each Spring, the Upper School publishes a course catalog that includes the current listing of course offerings along with an explanation of each course.

ADD/DROP PROCEDURES

If a student would like to make a course change, this request should be made as early in the semester as possible. Students should be mindful that adding a course after the start of a semester will require that the student recaptures any missed course work as prescribed by the teacher. All course changes must be approved by the Assistant Head of the Upper School. Course changes for seniors require the approval of their college counselor.

Requirements for Graduation

4 credits English

4 credits Math

3 credits Natural Science (Biology, Chemistry, Physics)

3 credits Foreign Language (Must be the same language.)

5 courses Social Studies (Eastern & Western Civilization, Modern World History, United States History, Economics and Government)

1 credit Fine Arts

2 credits P.E. or Athletics

UPPER SCHOOL COURSE CREDIT

TVS students complete their official coursework at Trinity Valley. In exceptional cases, students who are interested in taking a required course at another school or online should consult with the Head of the Upper School prior to enrollment in the course. Credit earned from these courses will count towards graduation requirements but will not be used to calculate the TVS cumulative grade point average.

ADVANCED PLACEMENT COURSES

Students in the Upper School may elect to enroll in Advanced Placement (AP) courses. These courses are regulated by The College Board (www.collegeboard.org/ap). Students enrolled in an AP course are required to take the College Board AP examination in May. These examinations cost \$92 and are administered at TVS.

GRADING SYSTEM

Grades 9 – 12

Progress reports and semester grades will be computed by individual teachers as the average of work accomplished during the particular period. In computing a student's Grade Point Average based on the four-point system, the following conversion is used:

A+, A, A- = 4.0

B+, B, B- = 3.0

C+, C, C- = 2.0

D+, D, D- = 1.0

F = 0.0

In the case of Accelerated Pre-calculus /Calculus, Advanced Calculus and all Advanced Placement (AP) courses, an additional .5 will be added to the semester letter grade value. In computing a student's Grade Point Average, the following conversion will be used for those courses:

A+, A, A- = 4.5 B+, B, B- = 3.5 C+, C, C- = 2.5 D+, D, D- = 1.5 F = 0.0

UPPER SCHOOL INTERIM REPORTS

TVS understands that parents play a vital role in their child's academic and personal development. The School also believes that parents are best positioned to support their child's successful development when they have periodic grade reports. In order to engage parents in their child's academic experience while encouraging each child to ultimately assume personal responsibility for his or her own success, the Upper School division head establishes a developmentally appropriate program for routinely sending interim grade reports to students and parents. **Daily gradebooks will be made available to the students electronically.**

Parents are encouraged to review their child's progress with them regularly and invited to contact individual teachers about their child's standing.

SEMESTER EXAMS

Semester exams make up 20% of the final semester grade in grades 9-12. Seniors in the spring semester who have a 80% course average or higher will be exempt from taking a final exam.

GRADE STANDARDS FOR CREDIT, RE-ENROLLMENT AND ACADEMIC RECOGNITION

If a student completes a semester's work with two or more D's or one or more F's, he/she will be placed on the Academic Concern List. Failing in one or more subjects or completing the year with two or more D's may result in dismissal from TVS. Students on the Academic Concern List may be required to successfully complete a course in summer school.

In addition to these standards, Upper School students are expected to maintain a cumulative G.P.A. of 2.0 or higher for continued enrollment. In terms of course credit for graduation requirements, D is considered passing; an F receives no credit. TVS may require that a student repeats course work for a course in which he/she has made a D; and, TVS will require that a student repeats course work for a course in which he/she has made an F.

When students complete coursework through other credit-bearing institutions to satisfy a deficient grade, that coursework will not be included on the TVS transcript. However, the College Counseling Office will incorporate transcripts from other institutions in a TVS student's portfolio.

COLLEGE COUNSELING

Throughout the school year, the college counselors host events for upper school students and their families. Major aspects of the college admissions process (applying to college, factors affecting college admission decisions, financial aid/scholarships, attending college fairs, etc.) are included in the presentations. Each September, juniors and seniors are transported to the Fort Worth Private School Fair at FWCD. Families are encouraged to attend any college fairs in the immediate Dallas-Fort Worth area (College Previews, NACAC, etc.). Approximately 140 college representatives visit TVS each year, typically during the months of September and October. The representatives are given 45 minutes to visit with interested juniors and seniors. Students may miss class to meet with the representatives if given permission by their teachers.

In August, seniors are required to attend a college counseling workshop to discuss the application process, deadlines, and other timely topics. Seniors are strongly encouraged to make individual appointments with their college counselor to discuss their college list early in the fall semester. The college counselors are available to review applications, college essays, activity resumes, and other documents the students are often required to submit to the colleges. Each January, the college counselors schedule individual meetings with junior families. Prior to the conference, juniors and their parents complete extensive questionnaires to assist the college counselors in understanding the individual wants and needs of both the student and parent(s). During the junior conference, the college counselors discuss the importance of finding the right college fit as well as reviewing the student's grade point average, senior year curriculum, standardized testing, possible college majors, and a list of colleges to which a student may consider applying.

Upper School families have access to Family Connection in Naviance to assist in the college search and application process. It is a comprehensive web site that enables students and parents to conduct college searches and make decisions about college and careers. All Upper School students are given a personalized registration code and are encouraged to check the site often for the latest college counseling news and updates of upcoming events. Seniors may also coordinate the various aspects of the application process through Naviance.

All recommendation letters written by the college counselors, faculty, administrators and staff of TVS for current or former TVS students are confidential and will not be shown to the students or their family members. Students will be asked to sign a statement waiving access to any and all recommendations written on their behalf. To the recipients of the recommendation letters, this waiver strengthens the opinions and insights of the writers by ensuring greater validity and objectivity.

The confidentiality of your information is of utmost importance to us. What you share with College Counseling will be kept confidential, unless it is necessary to be shared with someone on the Upper School Administration team or your teachers. However, there are a few other limits to your confidentiality. Examples of when we may be required to share your information:

- When you give us permission to share information;
- When you request that we submit a letter or recommendation on your behalf to colleges and universities, or when we speak to college admission representatives to advocate for you;
- If you request accommodations on the SAT and/or ACT; or
- When we are required to release information by a school policy, state law and/or the code of ethics for counselors (such as ASCA Code of Ethics or the LPC Code of Ethics).
- If we believe, or you tell us, that you are at risk of harming yourself or others.
- If we believe someone is trying to or is currently hurting you.
- If a judge orders us to provide information in court.

TRANSCRIPTS

Transcripts are available for students in grades 9-12. Semester grades are included on the transcript and submitted to colleges. To request an official transcript be sent to a college or university, students should contact the College Counselors or the Upper School Registrar.

Coursework completed outside of the Upper School curriculum will not be included on the TVS transcript; however, the college counselors will include a transcript from another institution during the application process.

While official transcripts are not given to current students or their parents in order to ensure accuracy and validity, students may acquire an unofficial copy of their transcripts from the above resources at any time.

Students and their parents are advised that many colleges and universities ask applicants and school officials about students' records with respect to incidents of academic dishonesty or other disciplinary infractions resulting in suspension, probation or expulsion. TVS expects school officials and students to be fully forthcoming and accurate in representing their experiences at TVS when completing applications. The school will also report any changes in a student's status between the time of recommendation and graduation.

TVS recognizes that students do make mistakes and often grow from an appropriate resolution to these mistakes. With that in mind the Upper School administration and College Counseling Office are always available to help students communicate most effectively with colleges and university concerning these matters.

SENIOR PRIVILEGES

Senior privileges are granted by the Head of Upper School. Senior privileges are earned; they are not automatic. Senior privileges are rewarded to students who are in good academic standing AND who have completed all of the community service requirement. Information regarding senior privileges will be sent to seniors and parents in the spring.

VALEDICTORIAN

The graduating senior who excels in a highly rigorous course of study, demonstrates mastery at the highest level, and consistently produces his/her best work will be named the Valedictorian. The student who performs at the next highest level in a similarly rigorous course of study will be named Salutatorian. To be eligible for consideration as a Valedictorian or Salutatorian, a student must be enrolled at TVS for at least six consecutive full semesters. The School may name co-valedictorians within a graduating class when more than one student performs at the highest level throughout the entirety of his or her Upper School career within the most rigorous course of study that is traditionally available to students. In academic years in which two or more Valedictorians are named, the school is unlikely to name a Salutatorian. The appointments of the Valedictorian and Salutatorian will be made by a committee consisting of the Head of School, the Head of Upper School, the Assistant Head of Upper School, the Director of the College Counseling, and the Department Chairs.

UPPER SCHOOL COMMUNITY SERVICE

The purpose of the Community Service Program at Trinity Valley School mirrors the mission itself, that is, to prepare each student to become a responsible, active citizen. To that end, the program strives to instill in each an awareness of the multiple needs of the community, a sense of moral obligation to help those less fortunate, and the desire to make one's community a better place to live. The completion of 60 hours of volunteer service is one of the graduation requirements and must be fulfilled before senior privileges are fully granted sometime in the spring semester. Community service may accrue beginning with the summer prior to the ninth grade year. Students new to the school in ninth grade are required to complete 60 hours; tenth grade, 45; eleventh grade, 30 hours; and twelfth grade, 15 hours.

Students are made aware of community service opportunities on a continuous basis throughout the school year. Opportunities are posted on the Community Service section of the TVS Web page. Service is not limited to the options presented at school but must be approved by the TVS Coordinators prior to the activity. Students MAY NOT complete more than 50 percent of the required hours at the same organization.

Students shall provide proof of community service from the sponsoring organization preferably on letterhead documenting the name of the organization, description of service performed, date(s) and number of hour(s) of service, and signature and title of the supervising adult representative of the organization. Forms may be obtained from the TVS Coordinators or from the TVS Web site. Forms must be returned NO LATER THAN two weeks after the volunteer service has been completed.

E-MAIL

It is expected that Upper School students will check their TVS e-mail on a daily basis and reply promptly when a reply is warranted.

CELL PHONES AND OTHER DEVICES

Students at TVS are allowed to have a cell phone during the school day. Students in US may have phones on their person but they must be off or placed on silence. In Upper School, students are to use their cell phones in a way that does not disrupt the learning environment and adheres to rules that are set by classroom teachers.

If a student uses his or her cell phone or hand-held device inappropriately during the restricted hours, an adult may take the phone and bring it to the division office, where the student can retrieve it at the end of the day. If this happens a second time during the year, the student may lose the privilege to carry the cell phone during the school day for a period of time to be determined by the division head. The student's parent will be contacted for a discussion of an appropriate plan.

UPPER SCHOOL LIBRARY RULES

- The library is a place for research, reading and study. Students are expected to be considerate of others and to conduct themselves in an adult manner while using the library.
- The school's Responsible Use Policy applies to all library computers.
- Library books (except Reserve and Reference books) are borrowed for three weeks, and can be renewed if no holds are pending. Students can log on to manage their library account at destiny.trinityvalleyschool.org. Automated emails are sent to assist students with reminders when books are nearly due and past due. Parents are notified of overdues when there is no student response to automated emails.
- Reference books may be checked out overnight.
- Students with books past due, or unpaid charges are asked to clear up those issues before checking out other books.

- Students are responsible for replacement costs for lost or damaged materials.

DANCES/SCHOOL PARTIES

Dances and school parties are designed to build school spirit and support the social development of our students in accordance with the school's values and standards. These social events are opportunities for our students to use good judgment and practice appropriate etiquette and decorum.

- Attire must be proper. Modesty is a virtue that will be reinforced at TVS functions.
- Once a student enters the dance or party, he or she is expected to stay and enjoy the festivities. Students may not return if they leave the building.
- Students may not enter an Upper School dance after 10:30 p.m..
- A breathalyzer test will be administered to all students before entering and exiting Upper School dances. School rules regarding alcohol and other drugs are in effect at school dances and parties even if the event occurs off campus.
- Any rude, discourteous, or inappropriate behavior is grounds for removal from the dance and may result in additional disciplinary consequences.
- Students who are not enrolled at TVS may not attend the dances unless accompanied by a current TVS host student and only if the host student has requested and been granted permission to bring a guest in advance of the event. Guests must stay with the host student and the host assumes responsibility for his/her guest.
- Upper School dances and parties will end no later than ½ hour before the city's curfew hour.

ATHLETICS

Students in grades 7-12 must be in school for four academic classes on the same day to participate in any extracurricular activity (including sports practices, games, and plays). Requests for special exceptions may be directed to the Head of Upper School.

Additional details regarding the TVS Athletic program can be found under the section entitled "Athletics."

ADVISORY PROGRAMS

Upper School advisors support their advisees by offering guidance, being active listeners, and by being adult advocates for students on campus. Students are welcome to talk with their advisors about academic performance, matters of school life, school engagement and their general well-being.

Advisory meetings occur on a bi-weekly schedule in the Upper School during the flex period. Some meetings will have a specific agenda, and other meeting times will simply allow students an opportunity to relax and reflect in the presence of an adult who is invested in their success.

Advisors may help facilitate communications among students, parents, teachers and administrators.

LOST AND FOUND

The lost and found is located in the Main Dining Room. Items with names on them will be returned to students. All items without identification and unclaimed at the end of the month will be donated to Parents' Club for resale or to a local charity. Valuables such as cell phones, jewelry, glasses, etc. are held for one week in the appropriate division office before the item is turned in to the Central Administration Office.

SCHEDULE

T- Tutorial/Study Time/US PE	8 – 8:40 a.m.		
Period 1	8:45 - 9:30 a.m.	Lunch	12:30-1 p.m.
Period 2	9:35-10:20 a.m.	Period 5	1:05-1:50 p.m.
FLEX	10:20-10:50 a.m.	Period 6	1:55-2:40 p.m.
Period 3	10:55-11:40 a.m.	FLEX	2:40-2:55 p.m.
Period 4	11:45-12:30 p.m.	Period 7	3-3:45 p.m.
		Athletics/Fine Arts	4:15-6:15*

Some events may require the school to use an alternate daily schedule to accommodate special programming.

*All practices are limited to two hours. These practices are typically held from 4:15 p.m. – 6:15 p.m. Changes to the typical schedule will be communicated by the coach.

UPPER SCHOOL T-PERIOD

T-period is an opportunity for students to prepare for the school day. Students are invited and encouraged to use this time to finish homework, attend review sessions, do research, work on collaborative projects, receive additional help from teachers and attend club meetings and other activities.

Approved Activities during Upper School T-Period:

During T-period, students are invited and encouraged to:

Be in a teacher's room getting additional help;

Be in the library for a structured study period;

Be involved in an activity approved and supervised by a TVS faculty/staff member; or

Be involved in an activity/club that is approved by the administration.

CLUBS AND ACTIVITIES

Clubs must fulfill the mission of the school. Additionally, all clubs must have a faculty sponsor. A current listing of clubs and activities may be found on the TVS Web site. A wide variety of club experiences is available in the Upper School and these offer excellent opportunities for students to become involved and develop their interests. Club offerings can change from year to year in response to student and faculty interest. A Club Fair is held each year to inform students of the existing clubs and encourage their participation. A Club can be formed after a proposal is presented to and approved by the Upper School Head and a sponsor is secured.

STUDENT PARKING

Purchasing Student Parking Permits

Students who plan to park on campus will buy a new permit for each school year. The fee for parking is \$175 for the full year. The prorated fee will be \$17.50 per month for students who apply for a parking permit after the beginning of the school year. Spots cannot be reserved unless full payment is received or payment arrangements have been made.

All students purchasing parking permits should bring with them to the Upper School Administration Office:

- Completed “STUDENT PARKING REQUEST” form with a parent/guardian signature on the permission statement;
- Non-refundable cash, check, or money order for the full fee;
- A valid driver’s license; and the
- On-Campus Parking Rules and Regulation form with parent and student signatures. The form is available on the Web site.

Student Rules of the Road

- Students should always be in control of their vehicle. (i.e. spinning tires, excessive speed, passenger endangerment, etc. are not acceptable.) Reports of wreckless behavior or unsafe driving may result in loss of campus parking privileges.
- Students should not be in or around automobiles or in the parking lots during school hours. When returning from an early dismissal or for a sporting or drama event, students should park in their assigned spaces if not already occupied.
- Students should not drive their vehicles in the south parking lots (middle school, lower school and tennis court parking lots) during school hours (8 a.m.-4 p.m.), unless picking up or dropping off for carpool.
- Students are expected to park in the spaces assigned to them. They may not occupy another student’s assigned parking space.