







2026-2027

K-8 Charter Student & Parent Handbook

www.trinitysfc.org

*THIS HANDBOOK MAY BE REVISED THROUGHOUT THE SCHOOL YEAR AS POLICIES AND PROCEDURES ARE UPDATED. (8/10/26)

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A CREDO FOR TRINITY SCHOOL FOR CHILDREN

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

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

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

Lucy Sprague Mitchell

Founder of Bank Street, College of Education, 1916
Adopted by Trinity School for Children, 1999

MISSION

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

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

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

HISTORY & PHILOSOPHY

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

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

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

THE SEVEN TRINITY TRUTHS

01

Respect/Reflect:

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

02

Attachment/Belonging:

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

03

Intrinsic Motivation:

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

04

Self-Regulation:

What are my responsibilities?
How do my actions affect others?
Can I respectfully manage my emotions?

05

Adaptability:

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

06

Collaborate:

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

07

Contribution:

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

EXECUTIVES

Jennifer Cisneros, Principal, K-8
Nicole Morgado, Director of Development & Strategy
Dr. Madeline O'Dea, Founder & President Emeritus
Joseph Sansonetti, CEO

ADMINISTRATION

Lindsey Beal, Assistant Principal of Student Life and School Operations
Hollie Collins, Assistant Principal of Assessment & Achievement
John Cummings, Director of Facilities
Nicole Cummings, Director of Finance
Kristian Givens, Assistant Principal of Conduct & Citizenship
Gabrielle Guadagnino, Assistant Principal/Greco Hall Building Administrator
Jessica O'Brien, Director of Professional Services
Michelle Perez, Director of Admissions
Josh Tegeler, Director of Instructional Technology
Kara White, Director of Athletics/PE Teacher

SUPPORT STAFF

Frank Cueto '03, Alumni Engagement/EDE
Alyssa Detres, Finance/Development
Yvette Gonzalez, Events & Special Programs Coordinator
Irma Hernandez, Greco Hall Clinic
Donna Lumia, Receptionist-Main Office/Data Processing Clerk
Angie Morton, Administrative Assistant to the Principal
Maria Patterson, Administrative Assistant
Evelisa Stokes, Extended Day Coordinator
Raquel Tapia, Spoto Hall Clinic
Sandy Tegeler, Administrative Assistant

EDUCATIONAL SUPPORT STAFF

KD Acosta, Exceptional Student Education 5th-8th Teacher
Liz Butler, Student Services Teacher
Ryan Hess, Student Services Coordinator
Amanda MacDonald, Gifted Teacher
Kathy Perez, Behavioral Health Specialist
Tara Rubin, Student Services Teacher
Kimberley Ruff, Academic Success Coach 5th-8th
Sonia Spoto, Math/Science Instructional Coach

CULTURAL ARTS/PHYSICAL ED/ ELECTIVES

Catie Cueto '04, Cultural Arts: Humanities
Orloff Civil, Physical Education Teacher
Heather Linville, Cultural Arts: Music/ Team Lead
Louis Martinez, Physical Education Teacher/ Team Lead
Ryan Morton, Physical Education Teacher
Chris Rubin, Physical Education Teacher

GRECO HALL

Kindergarten – 4th Grade

Kindergarten	Shelby Groner Brittany Marcantoni Stephanie Moxley Trina Urso
Grade 1	Nicolette Barbato Daniela Febles ‘14 Annalys Gonzalez Noelle O’Regan
Grade 2	Erin Fernandez Maya Lucas Amanda Rigby Davi Steward
Grade 3	Laine Franklin Abby Greenier Ioana Laine Megan Tague
Grade 4	Sara Betancourt Samantha Nelson Marissa Newsome Mikayla Zerance
K-4 Assistants	Windy Beaudry Ansley Lamb Kaitlyn O’Meara Cathe Poveda Megan Ramos Madeleine Testaverde

SPOTO HALL

5th– 8th Grade

Grade 5

Brandon Cespedes (Math/Science)

Sariah Evjen (Math/Science) Team Lead
Griffin Fetherolf (Language Arts/Social Studies)

Lorissa Gotsch (Language Arts/Social Studies)

Grade 6

Truman Daniels (Science)

Kristen Frain (Language Arts/World Geography)

Saran Hofman (Language Arts/World Geography)
Jen Longley (Language Arts/World Geography)

Rena Marcantoni (Math) Team Lead

Grade 7

Rolando Acosta (Science)

Jake Karant (Language Arts/Civics)
Jack McLoughlin (Language Arts/Civics) Team Lead

Joely Valenti Gillen (Math)

Grade 8

Stan Kosmoski (Science)
Celia Meyer (Language Arts/US His.) Team Lead

Logan Walchshauser (Language Arts/US His.)

Eliana Zepeda (Math)

Kindergarten – 8th Grade
2026- 2027

ARRIVAL AND DISMISSAL

ARRIVAL

HOURS OF OPERATION

K – 4th School Office Hours:	7:30 AM – 3:00 PM
5th – 8th School Office Hours:	7:30 AM – 3:00 PM

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

5th– 8th Grade, students report to school **NO EARLIER than 7:30 AM.** Trinity School for Children does not provide supervision for upper school students before this time.
Students not in their Homeroom by the 8:00 AM bell are tardy.

LATE ARRIVAL & EARLY STUDENT PICKUP PROCEDURES

To preserve instructional time, minimize classroom disruptions, and maintain a safe and orderly dismissal process, families are encouraged to schedule appointments outside of school hours whenever possible. When a late arrival or early pickup is necessary, please follow the procedures outlined below.

Late Arrival Procedures:

1. Students arriving late to school must report to their building's front office
    - A parent or guardian must walk the child to the appropriate front office to complete the sign-in process before proceeding to class.

Early Pickup Procedures:
All early pickups must be communicated through the appropriate front office as well as your child's teacher to ensure a smooth and safe pickup process.

K-4 - Greco Hall (Ms. Donna)
5-8 - Spoto Hall (Ms. Angie)

Families needing to pick up a student early must notify the school in advance so appropriate accommodations can be made to ensure a smooth and safe pick-up process. For the safety of the student, please ensure that students are only being picked up by a parent, legal guardian, or prior authorized individuals.

For all early pick-ups, please:

1. Email the school's designated Absent Email *(absent@trinitysfc.com)* to notify the school of the anticipated pickup date and time.
    - Copy your child's classroom teacher to communicate the expected pickup time.
2. Include your child's full name, grade, authorized individual if other than parent/guardian, and anticipated pickup time in your communication.
3. Upon arrival, report to the appropriate front office to complete the student checkout process.

Advanced communication allows teachers and staff to plan accordingly, particularly when students are participating in specials/elective, outdoor activities, or other scheduled programming.

Please Note: If your child is attending a special/elective or P.E. class in the Athletics & Arts Center (AAC), additional retrieval time may be necessary. A staff member will need to escort your child back to the appropriate building before checkout can be completed.

Important Checkout Procedures:
All parents, guardians, and authorized individuals must follow these steps when picking up a student early:

Step 1: Park and Report to the Front Office
- Park in an available parking space. Overflow parking is available at the church.
- Report directly to the appropriate front office: Greco Hall (K–4) or Spoto Hall (5–8).
- Do not go directly to classrooms, instructional areas, P.E., or the AAC to retrieve students.

Step 2: Provide Student Information
- Provide your child's full name and grade level.
- Present identification if requested to verify pickup authorization.

Step 3: Complete Checkout Documentation
- The authorized adult must complete and sign the required checkout documentation.
- Students will not be called from class until the checkout process has been completed.

Step 4: Allow Time for Student Retrieval
- Office personnel will notify the appropriate staff member once checkout is complete.
- Please remain in the designated waiting area until your child arrives.
    - Students participating in P.E., electives, or activities in the AAC may require additional time
    - to return to their building.

Afternoon Dismissal & Carline Reminders:
- Parents and guardians should not enter the afternoon car line before 2:15 p.m.
- Once the school's dismissal process begins, routine early pickups will not be accommodated through the early checkout process. Families must follow established dismissal procedures.
- Emergency requests and extenuating circumstances will be reviewed by school administration on an individual basis.

Important Reminders:
- Advance communication for early pickup is especially important to facilitate an efficient pickup.
- Students may not be retrieved directly from classrooms, P.E. areas, or other instructional locations.
- Calling ahead does not replace the required in-person checkout process.
    - Please allow additional retrieval time when students are participating in activities in the AAC or other outdoor areas of campus.

Thank you for your cooperation and partnership in helping Trinity maintain a safe, organized, and consistent process while protecting valuable instructional time.

DISMISSAL

Upon exiting the building, students must remain in the dismissal area until they have a teacher's permission to leave. **FOR THE SAFETY OF YOUR CHILD(REN)** parents are requested to remain in their vehicles in a single line following all parking lot procedures.
Please display the family name tag provided by the school, or on a white sheet of paper at the driver's side front window. This will help expedite the pick-up procedure. **Please do not get out of your vehicle; a member of our staff will direct your child to your car. The Upper School (5th-8th) Building's gate and front doors will close at 1:40 PM and will not reopen until dismissal at 3:00 PM.**

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

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

EARLY RELEASE DAY DISMISSAL

Parents/Guardians may not check their child out after 11:00 AM on Early Release Days.
K - 4th: School Day ends at 11:30 AM
5th - 8th: School Day ends at 12:00 PM

RAINY DAY DISMISSAL

A Trinity Blast e-mail and text message will be sent out if a Rain Day Dismissal is necessary. Remain in your car and be patient during rainy day dismissal. You should have your family name card easily visible in the window or on the dash board. Walkers will **not** be called once a Rainy Day Dismissal alert is sent out.
**If lightning is detected within a 3 mile radius during normal dismissal, walkers will be held in Spoto Hall and must be picked up in normal carline.

EXTENDED DAY EDUCATION PROGRAM (FEE-BASED)

Regular Hours:	K-4th, 2:30 PM – 5:30 PM
	5th – 8th, 3:00 PM – 5:30 PM
Early Release Dismissal Hours:	K-4th, 11:30 AM – 5:30 PM
	5th – 8th, 12:00 PM – 5:30 PM

Closed: Day prior to Spring Break & Last day of school
(Also closed on rare 3:00PM Dismissal Occurrences, Dates TBD)

PLEASE NOTE DATES ON SCHOOL CALENDAR.

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

In accordance with Florida Statute 1002.33(20)(c), student transportation is provided by Parent or Guardian.

ATTENDANCE POLICIES

Florida Statute 1003.26 requires all public schools to implement an attendance plan to promote and enforce regular school attendance.

TARDIES

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

Excused Tardies include:

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

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

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

Tardiness will not be tolerated, as it disrupts the classroom schedule. Excessive tardiness in K-4th (20+) will be addressed by Administration and brought to the Trinity School for Children Board of Directors, and may affect your child's placement at Trinity School for Children. Students in 5th-8th may receive disciplinary action through the Student Code of Conduct due to excessive tardiness per quarter (please see Code of Conduct section).

ABSENCES

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

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

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

EXCUSED ABSENCES:

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

Excused Absences Include the Following:

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

UNEXCUSED ABSENCES:

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

- **10 Unexcused Absences:** Absentee Concern generated by Trinity Administration.
- **15 Unexcused Absences per school year:** School Attendance Intervention Form completed, parent(s) is contacted, and the School Board may be notified.

MAKE-UP WORK

It is the sole responsibility of the student to obtain make-up work after an absence. It is also expected that FACTS (and Google Classroom) be checked for daily homework updates. Work that was assigned prior to a student's absence must be submitted on the day of return. Please check the class syllabus for more information (6th-8th).

ATTENDANCE PLAN

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

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

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

Students are expected to be in school at least **4** hours of the school day in order to participate in same day Trinity sponsored after school curricular activities (Athletics, Clubs, Musical, etc.)

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

HEALTH POLICIES

SICKNESS POLICY

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

KEEP YOUR CHILD AT HOME IF HE/SHE HAS:

Temperature over 100° F in the morning. A child may not return to school until he/she has been free of fever for 24 hours, without a fever reducer (Tylenol or aspirin).

Conjunctivitis, which is an eye infection commonly referred to as "pink eye". The eye is generally red with some burning, and secretes yellow mucus.

Rashes that you cannot identify, or have not been diagnosed by a physician. If your child has been sent home with an unidentified rash, he/she may not return to school without a doctor's note stating s/he is not contagious.

Impetigo of the skin. Impetigo starts as red pimples. These eventually become small vesicles surrounded by a reddened area. When the blister breaks, the surface is raw and weeping. The lesions occur in moist areas of the body such as the creases of the neck, groin, the underarm, the face, or hands.

Ringworm is a fungal infection of the skin and must be covered at all times while at school, even if treated.

Diarrhea. We must send children with diarrhea home, to prevent contagion and maintain sanitary conditions. Student must be absent of symptoms for 24 hours before returning to school.

Vomiting. Student must be absent of symptoms for 24 hours before returning to school.

Lice Hillsborough County School District has a "no nit policy". Any student that has nits and/or lice will not be permitted to attend school. A student that has had lice must provide proof of treatment and must check in with the clinic before being allowed back into the classroom.

Severe cold and fever, sneezing, and nose drainage. If your child's nose is draining greenish mucus with no other signs, s/he may not return without a doctor's note.

With **contagious diseases,** a child must be kept home. Some of these are measles (red or German), chicken pox, mumps, and roseola.

If your child **seems really sick** without obvious symptoms, please keep him/her at home. In this case, a child may look and act different. He/she may be unusually pale, irritable, tired, or uninterested. If your doctor places your child on an antibiotic, the **child may not be brought in until he/she has had medication for at least 24 hours.**

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

All families are encouraged to provide medical documentation/release for every pre-existing health conditions to minimize loss of instructional time.

IMMUNIZATIONS

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

MEDICATION (as of 8/1/2023)

Students are NOT to carry medication of ANY kind, prescribed, or over-the-counter. This includes cough drops, vitamins, Tylenol, allergy medication, etc. Exceptions can only be made with a health care plan on file; please contact the Clinic Team. Only prescribed medication can be accepted at school. This medication must be submitted directly to the School Health Aide. Before medication can be administered during school hours, a Medication Permission form must be completed in the Health Clinic, with a copy to be given to the teacher. Medications must be brought to the Health Clinic in the original prescription container and will only be dispensed as directed by the prescription.

FIRST AID

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

EMERGENCY NUMBERS

It is imperative that Trinity School for Children have a current telephone number where parents may be reached at any time during school hours. The school must be immediately notified as changes occur. An emergency number must be on file in the school office. It is the parent's responsibility to keep emergency numbers correct, up to date and filed with the Trinity School for Children's administration office. An accurate emergency information card must be on file in the main office. When students become ill at school, every effort shall be made to notify parents, guardians, or an emergency contact person. Students will be released to persons on the emergency card **ONLY** unless otherwise notified by the parent in writing. **It is your responsibility to pick up your child within one hour of being notified if s/he becomes sick during the day.**

MEDICAL EXCUSES FROM PHYSICAL EDUCATION

Physical Education (PE), an important part of the school curriculum, and is concerned not only with students' physical development, but also with their mental, emotional, and social development. **Excuses from participation in Physical Education for medical reasons will be reviewed by Administration.** Be sure the physician lists the types of activities the student can, or cannot, take part in and how long the medical condition will last. Students with arm casts/braces will be permitted to walk laps during PE and Recess and students with leg casts/braces will remain inside for PE and Recess per each individual student medical plan.

This policy applies to Extended Day Education Program and other extracurricular activities.

Students are NOT allowed to excuse themselves from PE without proper medical Documentation. Students found purposely skipping a PE class is a violation of the Code of Conduct and will result in disciplinary action.

WATER BOTTLES FOR PHYSICAL EDUCATION:

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

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

PARENT PARTNERSHIP AND VISITOR EXPECTATIONS

We expect all parents/guardians on our campus to act in a respectful, appropriate manner. By choosing to send your child(ren) to Trinity School for Children you are agreeing to:

- **abide by our policies,**
- **attend Teacher-Parent conferences,**
- **attend community meetings,**
- **turn in paperwork in a timely manner,**
- **complete your parent hours by the deadline,**
- **and thoughtfully participate in your child's education as defined by the administration.**

The parent partnership is a powerful one and can only succeed if you are actively engaged in your child's education. Our philosophy demands your respectful participation. We retain the right to dismiss families that fail to follow all policies contained within this handbook; including the documents, you returned and signed for the first day of school.

TEACHER/PARENT COMMUNICATION

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

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

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

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

Extended Family We encourage families to share information with extended family and caregivers as they see fit. To ensure clarity, privacy and consistency, Trinity School for Children communicates directly with the student's legal parent(s) or guardian(s). This includes, but is not limited to:

-Phone calls and emails from teachers or administration

-Report cards and academic progress reports

-Medical or emergency decisions

-Permissions and consent forms

-Behavior concerns or disciplinary actions

-Enrollment or withdrawal discussions

-Any matters requiring official parental consent or involvement

Teacher/Parent Conferences are held at scheduled times during the school year and available upon request. Please refer to the "Student Progress and Development" section of the parent handbook for detailed information. Conference forms will be recorded by the teacher when a conference is held and parents may request a copy at the conclusion of the conference. The use of audio, recording and video devices are **prohibited.**

FACTS (K-8th) website should be reviewed daily for homework, grades, and other important information.

Google Classroom is another tool that may be used in class and at home to post and submit assignments, notes, and other class work. Students are responsible for obtaining and submitting their Google Classroom assignments according to the teacher's instruction and established due dates.

TELEPHONING YOUR CHILD

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

CLASSROOM SUPPLIES

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

FAMILY COMMUNITY SERVICE PROJECT

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

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

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

VISITOR BADGES

For the protection of the students, all parents and visitors to Trinity School for Children must register in either the Greco Hall or Spoto Hall main office, with a valid I.D. and wear a green visitor's name tag to remain on school grounds and enter the buildings when attending a conference or campus event. If you need to speak with your child's teacher, please make arrangements in advance. All parents and visitors must have a scheduled time confirmed by the teacher if coming in to volunteer. **Teachers cannot stop classroom activities to hold parent conferences.**

Please note, all visitors on campus are required to complete a Level 1 Background Check.

PARENT/VISITOR PARKING

When visiting Trinity School for Children, parents and visitors are asked to park in either a 'Visitor' or an unmarked parking space. Parents are **NOT** permitted to park in EC parking spaces. If you are a parent with a child in EC, you may not use the EC spaces while visiting for K-8 purposes.

NO ONE IS EVER TO PARK IN THE FIRE LANE IN FRONT OF THE BUILDING OR RESERVED SPACES. YOUR CAR MAY BE TOWED AT THE OWNER'S EXPENSE AND/OR YOU MAY BE ASKED TO APPEAR BEFORE THE BOARD. FAILURE TO COMPLY WITH SCHOOL POLICY IS GROUNDS FOR DISMISSAL FROM THE SCHOOL. RESPECT OUR NEIGHBORS AS THEY MAY TOW CARS THAT ARE ILLEGALLY PARKED IN THEIR LOTS.

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

PARENT HOURS

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

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

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

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

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

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

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

SERVICE HOUR YEAR

The service hour year for the 2026-2027 school year is May 29, 2026 through May 27, 2027. The minimum service hours must be **completed and entered** into the Parent Hour website for approval no **later than May 27, 2027.** Hours earned after May 28, 2027, will count towards the 2027-2028 school year. **Parent hours do not roll over year to year.**

BENEFITS OF PARENT HOURS

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

PARENT HOUR GUIDELINES

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

ITEMS ELIGIBLE FOR PARENT HOURS:

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

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

Class Parties and Events:

Volunteering time for a school-generated party earns parent service hours. (Examples: Time spent making cupcakes for a class party; time volunteering in the classroom assisting with the party; time spent gathering and organizing materials). Please remember our school has a strict **no food sharing** policy due to allergy concerns.

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

Sporting Events:

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

Volunteering:

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

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

Parents/Guardians and all other visitors without a background check **by September 8, 2026** will not be considered for chaperoning during the 2025-2026 school year. Parent/guardians may submit two parent hours for completing their background check.

To access the online Volunteer

- Navigate to the following link:
  https://secure.safevisitorsolutions.com/Safe/Volunteer/TrinitySchool/volunteer
- Follow the prompts to complete the application.
- Input your payment information
- Click "Submit"

Making Items for Sale (Bake sale; PPA Holiday Gift Shop):
Your time to make the item is eligible for parent hours.

Special Events:
Volunteering your time at school events earns parent service hours.

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

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

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

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

Volunteer Dress Code:
All volunteers must dress appropriately while on campus or at school sponsored volunteer events. Trinity School for Children teaches very young children. All explicit dresswear is prohibited.

ITEMS NOT ELIGIBLE FOR PARENT HOURS:

Parties

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

Sporting Event Attendance

The time for attendance at a sporting event is not eligible for parent hours.

Special Events (Winter Show, etc.)

Time spent at the event in a non-volunteer capacity does not earn parent hours.

Meetings

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

TSC Students

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

Logging Parent Hours

The time spent entering parent hours does not earn parent hours.

Purchases

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

Voluntary Donations

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

FIELD STUDIES

Field Studies are an integral part of our school's philosophy and curriculum. They serve as an important extension of classroom learning and are included as part of students' participation grades in Kindergarten through 8th Grade. We ask that families make attendance on field studies a priority and carefully follow all expectations outlined below.

Students are required to complete academic assignments associated with most field studies. Attendance is expected for all local field studies that are provided at no cost. Students who do not attend a paid field study are expected to attend school and complete the alternative assignments and activities provided by their teachers.

PERMISSION SLIPS

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

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

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

REFUNDS

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

PARENT HOURS

Chaperoning a field study earns parent service hours. In order to be able to earn parent hours for a field study, parents must be willing to chaperone/transport additional students. However, If you transport/chaperone only your child and it's due to the teacher's determination, you may still earn parent hours. It is the discretion of the teacher to determine the necessary number of chaperones. The number of hours earned is based on the length of the field study, **not the number of children in the car.** Please be sure your vehicle is on the approved list—refer to the Field Study section of this handbook.

CHAPERONES

Parents are expected to assist with supervision and transportation.

- Chaperones are to supervise the group to which they are assigned.
- Chaperones must wear appropriate clothing. Clothing depicting nudity, adult language, and/or illegal activities for minors is prohibited.
- Chaperones are expected to fulfill their commitment. Cancellations may result in you losing your privilege to attend in the future.
- It is important that we model the behavior we expect of our children.
- The field studies have been carefully planned by your child's teacher. Comments regarding a field study you have been on should be discussed with your child's teacher in a respectful manner and appropriate setting.
- If you chaperone a field study, **you must start and end your day at the school.** Please do not make arrangements to meet at the field study or leave the location of the field study without permission from the teacher.
- Head counts will be taken upon arrival at the location and prior to departure.
- Teachers will provide you with a contact number to be used during the Field Study for emergency purposes. This number is **ONLY** for use during the field study and is **NOT** to be used for any other reason.
- A chaperone may only drive to the locations outlined on the permission slip. Stops at other locations (grabbing food/snacks, getting gas, etc.) are not permitted. Make every effort to be prepared to drive on a field study prior to arriving on campus.
- Parent hours are earned in accordance with the Parent Hour Guidelines.
- Chaperones must be **at least 21 years of age.**
- A valid driver's license and Proof of Insurance is required when permission slip is due, with **each** Field Study.
- According to Florida law, if you plan to chaperone a field study, you must have an approved Level 1 background check through Safe Visitor on file (completed online).
- According to Florida law, if you plan to attend an overnight field study you must be fingerprinted through Trinity's vendor/ system.
- Only approved vehicles are permitted; please review on the last page of this handbook.

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

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

Field Study uniforms are designated for health and safety reasons.

APPROVED VEHICLES

In accordance with Florida statute approved vehicles include most vehicles designed to transport fewer than ten people. Students must be transported in designated seating positions and must use the occupant crash protection system provided by the manufacturer (Occupant protection systems are the built-in safety features of a vehicle.)

- Each passenger must properly use a manufacturer-installed seatbelt.
- All seats must be forward-facing.
- Vehicle model year must be 2008 or newer
- Open-body vehicles are not permitted.

The driver of an authorized vehicle transporting students must maintain a valid driver license and must comply with the requirements of Trinity School for Children's safe driver plan, which includes review of driving records for disqualifying violations and proof of insurance. Please provide Trinity with a copy of the driver's license and insurance.

Student Code of Conduct & Expectations August 2026

PRINCIPAL'S DISCIPLINE MESSAGE

Trinity School for Children faculty and staff support the Mission and Credo on a daily basis. We are responsible for providing engaging instruction, developmentally appropriate teaching and effective management. These responsibilities are necessary in our classrooms, buildings, field studies, athletics and community events. We realize that students will make mistakes. It is up to us to help them take accountability and learn from those mistakes.

Teachers will remind students of classroom expectations. If a student struggles with meeting those expectations, a Citizenship Concern will be given. The Citizenship Concern (CC) will document a Level 1 Concern. Level 2 Concerns will be addressed by Administration. Level 3 Concerns will be addressed in my office.

Teachers, Building Teams, and Administration will work closely with the student and family at all levels of this process. Consequences will be determined based on the grade level and developmentally appropriate expectations. Examples of Levels of Citizenship Concerns and Consequences are detailed below.

Thank you for your continued partnership,
Ms. Jennifer

LEVEL 1 CITIZENSHIP CONCERNS:
Demonstrate a lack of personal responsibility, a disruption to the classroom teacher, other students and/or the classroom.

In Greco Hall (K-4), responses to these types of concerns can follow two verbal warnings, followed by a "take five" outside of the classroom. If those immediate responses are not effective an email to a parent or guardian is the next step. In addition, a Citizenship Concern Form (CC) will be filled out and given to the Assistant Principal of Conduct and Citizenship at the end of the school day.

In Spoto Hall classrooms (5-8), a Citizenship Concern may be given immediately.

Level 1 Examples:

- Tardy and/or not prepared for class
- Uniform violation
- Excessive talking, lack of body control
- Accessing personal devices during instructional time
- Nonverbal disrespect (i.e., rolling eyes, walking away)
- Noncompliance when asked to do something
- Verbal Disrespect/Talking back to teacher
- Food/Drink Consumption (other than Lunch and teacher-designated snack times)
- Chewing gum (monitored in classroom; see individual teacher syllabus)

Level 1 Consequences:

- Verbal warning (x2)
- "Take five"/Removal from classroom
- Cellular Device taken and held in office until end of day (parent may need to pick up)
- Email/FACTS Notification to parent
- Citizenship Concern (CC) form
- Lunch Detention
- Afterschool Detention (After 3 Level 1 CCs)
- Multiple (3) Level 1 Offenses = Move to Level 2 Consequences*

LEVEL 2 CITIZENSHIP CONCERNS: DISRUPT THE COMMUNITY IN A LARGER GROUP

Level 2 Examples:

- Academic dishonesty (i.e., cheating/ plagiarism on assessments or other assignments)
- Play fighting/horseplay
- Swearing and/or using offensive language (graphic, racial, or other)
- Inappropriate displays of affection
- Inappropriate bathroom behavior
- Inappropriate hallway behavior
- Inappropriate behavior during emergency drills
- Inappropriate use of school technology or social media use associated with school
- Multiple Level 1 offense

Level 2 Consequences:

- Citizenship Concern Form
- "0" on assessment or assignment
- Removal from classroom
- Email/FACTS Notification to parent or call from Administration and/or Team Member
- Conflict mediation with Counselor, Team Member or Principal
- Loss of social lunch, recess, PE, elective class, technology
- Afterschool Detention
- Change in Community Conduct Grade
- Community Service
- Athletic Eligibility Suspension
- Multiple Level 2 Offenses move to Level 3

LEVEL 3 SERIOUS OFFENSES OR REPEATED LEVEL 2 CONCERNS: THESE VIOLATE THE RIGHTS OF OTHERS, ARE ILLEGAL, OR DANGEROUS.

Level 3 Examples:

- Instances of violence
- Destruction of property, theft or vandalism
- Possession of dangerous or illegal items
- Possessing or accessing inappropriate material
- Computer hacking/ tampering with school network
- Tampering with another's personal property
- Bullying/harassment/sexual harassment
- Disrespecting the school's name, faculty and/or staff

Level 3 Consequences:

- Internal or off campus suspension
- Meeting with family and Principal
- Replacement of property and/or expenses
- Community service hours
- Trust and transition plan
- Report to local authorities
- School or community probation
- Change of course, placement
- Loss of technology privileges
- Removal from athletic team, club or community event such as field studies
- Recommendation for expulsion

Administration reserves the right to update and adjust accordingly throughout the academic year.

STUDENT EXPECTATIONS

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

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

Students are expected to:

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

6th-8th grade students are expected to have an "A" in Conduct to be considered for induction into NJHS.

PERSONAL ITEMS

Florida Statute § 1006.07(2)(f): Elementary and middle school students may not use a wireless communications device during the school day.

All electronic devices, including but not limited to: cell phones, laser pointers, electronic games, earbuds, mobile devices, smart watches, smart glasses, air tags or any other personal devices are not permitted during class time (unless permission is given by teacher for instructional purposes). Students bringing any of these items to school will be solely responsible for them. Trinity School for Children is **not** responsible for any lost or broken items of any kind that belong to the student.

Personal devices pulled out during school day will be confiscated and may be returned to a **parent** at a later date, as stated in our Code of Conduct. **Trinity School for Children is not responsible for personal property of any kind.**

DRESS CODE/UNIFORM POLICY

Trinity School for Children is a uniform school. The purpose of uniforms is to avoid distractions and support our learning environment. Students must be in proper uniform to attend. Students may wear uniforms available through Risse Brothers. Uniform khakis may be purchased from the uniform section of **any** outside store or vendor. Trinity branded athletic apparel is also available to purchase and wear on appropriate uniform days. The Trinity branded athletic apparel can be purchased in Greco/Spoto Halls or Flash Sales sent via email. It is the parents' responsibility to ensure that their student(s) are in proper uniform. Students not in proper required uniform will receive a Level 1 Citizenship Concern and after multiple offenses be asked to stay in office until parent/guardian brings correct uniform or result in other forms of disciplinary action as stated in our Code of Conduct.

2026-2027 UNIFORM SCHEDULE

Kindergarten-4th Grade: PE uniform 3x/week & Polo/Khaki Uniform 2x/week
5th & 7th grade: PE uniform 2x/week & Polo/Khaki Uniform 3x/week
6th & 8th Grade: PE uniform 3x/week & Polo/Khaki Uniform 2x/week

Please note the following:

- Reproduction of Trinity's uniforms and logos without approval is prohibited, including printing, embroidery, etc. All Trinity uniforms must have been produced from approved Trinity vendors, with the exception of uniform khakis, which may be purchased from any outside store or vendor and worn without a Trinity logo.

- **Winter Uniform Wear**: All students are permitted to wear Trinity sweatpants for their winter PE uniform during cold weather only in Q2 (10/13-12/18) and Q3 (1/5-3/19) on PE days. On Elective days, students are permitted to wear Khaki pants or Trinity sweatpants/joggers in lieu of khaki shorts. Only Trinity logo outerwear is permitted inside the building. Non-Trinity jackets/coats may only be worn outside. Students must layer appropriately for temperature changes during the day. Teachers reserve the right to ask students to remove sweatshirts/jackets before going outdoors on warm days all throughout the year.

- Long sleeve gray, black or white solid-colored shirts may be worn under short sleeve polos or P.E. shirts, when weather-appropriate. Solid colored tights/leggings (preferably Dri-Fit in warm weather), in gray, black, or white, may be worn under uniform bottoms/dresses. The dress uniform should not be worn as a tunic/shirt, and shorts/leggings must be worn underneath.

- Uniform khaki shorts and skorts must be of appropriate length, no less than half-way between knee and upper thigh. **Do not push these guidelines;** a CC may be

given if not followed.

- Shoes: All children will wear **athletic** shoes (rubber-soled bottom) every day. Slip-ons, light up shoes, and character shoes are not permitted. Socks are required and must be no higher than mid-calf.

- Nail length must be kept clean and at a reasonable length in order to ensure safety during school activities. (See new personal care & hygiene policy)

- Students may wear a watch and conservative jewelry (see p.37 about SmartWatches)

- Hats are only permitted outside to cover the face from sun exposure.

- Field study attire will differ depending on the requirements of the trip and included with each study's permission slip.

- Financial Help - If a student or family is having difficulty paying for any or all of the school's uniforms, please notify the school immediately. The school will help you obtain your student's uniform. A student will not be penalized or disciplined in any fashion for financial hardship.

- Medical Concerns - A family may request an accommodation for their student with a medical issue or disability. Please provide a written request to our Clinic Director or Health Aide. Medical documents may be required in accordance with state guidelines and laws.

- Religious Exceptions - If adhering to the school uniform policy presents a student with violation of their personal religious beliefs, an exception to the uniform policy can be made. Requests should be made to the Principal in writing for this exception.

PERSONAL CARE/HYGEINE POLICY

To support a healthy and respectful learning environment, all students are expected to maintain good personal hygiene and grooming habits. These standards help promote wellness, safety, and comfort for everyone in the school community.

1. Personal Hygiene

- Students should come to school clean and well-groomed each day.
- Daily hygiene practices should include:
    - Regular bathing or showering.
    - Use of deodorant or antiperspirant as needed.
    - Brushing teeth at least twice daily.
    - Wearing clean clothes appropriate for school activities.

- Students are encouraged to wash their hands frequently, especially before eating and after using the restroom.

2. Hair and Grooming

- Hair must be kept clean and neat.
- Hairstyles should not obstruct vision or create a distraction in the classroom.
- Hair accessories should be safe and school-appropriate.

3. Nail Length and Care

- Fingernails must be kept clean and trimmed to a safe and reasonable length.
- Long or sharp nails are not allowed, as they can pose a safety risk to the student and others.
- Nail polish, if worn, must be neat and non-distracting.
- Press-on nails are prohibited.

4. Fragrances

- Strong perfumes, colognes, or scented sprays should be avoided as they can cause allergic reactions or discomfort to others.

5. Skin Care

- Skin-Colored pimple patches on the face can be worn. Colorful pimple patches are not permitted.
- Personal skin care products shall be left at home.

6. Compliance and Support

- Staff will address hygiene or grooming concerns with sensitivity, care and respect.
- If a student needs support accessing hygiene products or facilities, they are encouraged to speak with a school counselor, nurse, or administrator.
- Parents/guardians may be contacted if hygiene or grooming issues persist.

K-4 SPIRIT DAY UNIFORM ATTIRE

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

ACADEMIC INTEGRITY

Trinity School for Children's Mission and Credo encourage all students to act as curious citizens improving society. Students are expected to practice Academic Integrity at all times. Please refer to class syllabi for additional guidelines.

In certain situations and assignments, teachers may approve the use of artificial intelligence (AI). The unapproved use of artificial intelligence (AI) or other automated writing tools to complete assignments is strictly prohibited. Any evidence of the use of AI without consent from the teacher will be considered a violation of academic integrity and will be met with a failing grade for the assignment and may result in further disciplinary action. Each student is responsible for ensuring that all work submitted for class is their original work, written and completed without the unapproved use of AI or other automated writing tools.

PERSONAL MOBILE DEVICES/ CELLULAR PHONES/SMART WATCHES/SMART GLASSES/AIR TAGS/ELECTRONICS

The use of these devices is not permitted on campus (unless a medical exemption is issued by the Principal or Clinic). All devices should be turned off and stored in a backpack or locker. Trinity School for Children is not responsible for lost or stolen devices.

PARENT RESPONSIBILITIES

Do not text your child during the school day. Outside of school, please monitor the use of internet, websites and all forms of social media. Trinity School for Children is not responsible for events or instances involving student social media accounts that happen outside of school hours unless it occurs at a Trinity event or our name and likeness are used.

ZERO TOLERANCE FOR HARASSMENT, WEAPONS, DRUG, TOBACCO AND ALCOHOL

- Harassment (sexual, sexual advances, or other forms of religious, racial, physical or emotional harassment, and bullying) by any pupil, visitor, teacher, administrator, or other school personnel, which create an intimidating, hostile or offensive environment will not be tolerated under any circumstance.
- Firearms, knives, or any other object including toy weapons that may be used with intent to harm any pupil, teacher, administrator, other school personnel, or visitor is absolutely prohibited.
- Trinity School for Children is a drug and alcohol-free zone and a smoke and

tobacco-free environment including e-cigarettes. Smoking, tobacco use of any kind, CBD products, and e-cigarettes are strictly prohibited anywhere on school grounds, or at school events including those held off campus. Illegal drugs on campus are absolutely prohibited.

FORTIFY FLORIDA

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

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

STUDENT LIFE

HOLIDAYS

Trinity celebrates that strength lies in our differences, and therefore we respect that every family has its own individual way to celebrate holidays. Please discuss with your child's teacher any concerns that you may have regarding holidays in advance. Honoring family requests regarding the celebration of holidays is only possible when teachers are given the time to prepare appropriately.

BIRTHDAYS

Birthdays are celebrated on each child's date of birth whenever possible. Birthday celebrations include the following:

- Individualized recognition during Morning Meeting
- A small goody bag, token gift, or small individual treat for each child can be brought into class and will be distributed at the teacher's discretion.
- No birthday parties in class.
- Decorations/outside entertainment/outside food drop off will not be distributed or used in the classrooms. Please reserve these items for home celebrations.
- Food delivery services are not permitted to be used to deliver birthday goodies/treats.

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

SNACK

All students are permitted to have a **nutritious** snack. Please check with the classroom teacher and syllabus for specific guidelines. Candy, soda, energy drinks/coffee and other

sugar-based snacks are not permitted. Students will be asked to dispose of these items if brought into the building.

LUNCH

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

Students are NOT permitted to share food with other students due to allergy concerns!

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

Lunches brought to the school after 8:30 AM will not be allowed.
When a lunch is forgotten, an emergency lunch will be provided and billed to the parent. Fast food/to-go orders is not permitted. Students may not receive lunch via food delivery (including UberEats, DoorDash, etc.)

WATER BOTTLES

Students are **required** to have a refillable sealed water bottle daily, with their name on it.

BACKPACKS

We ask that you provide a backpack for your child.

Backpacks that are oversized, have wheels, lights and/or sounds are not permitted.

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

TEXTBOOKS AND SUPPLIES

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

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

LOCKERS (5th-8th GRADES)

Trinity School for Children is a lock-free school. All students will be assigned an open locker. Students are not permitted to change lockers unless permission is granted by administration.
Under no circumstances are students permitted to touch the contents of another student's locker. Any abuse of the open locker will subject the student to a fine for damages, the

loss of the open locker, or other consequences.

Lockers are the property of Trinity School for Children and must be kept clean and neat. Lockers may be subject to search at the Administration's discretion.

STUDENT PLANNERS

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

BRINGING THINGS FROM HOME

Non-curricular items are not permitted to be pulled out during class time unless the teacher specifies for a special event. Personal items, toys, accessories and hygiene products pulled out during class time will be confiscated and may be returned to a parent at a later date.
Trinity School for Children is not responsible for personal property.

LOST AND FOUND

All items brought to school should be boldly labeled with the student's complete first and last name. This includes all uniform pieces. Should you lose anything, check in the Lost and Found Bin. For sanitary and health reasons lunch boxes left on campus will be disposed of when found. **All lost and found items must be claimed by the end of each calendar month.** Any items left at that time will be donated to the PPA for the used uniform sale.

ATHLETICS: 5TH-8TH GRADES ONLY

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

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

The following forms are required for participation:

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

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

The Trinity School for Children Athletic Eligibility Committee is responsible for overseeing the eligibility of students to participate in Trinity's athletic program, as well as monitoring the academic progress and behavioral conduct of our student athletes. The committee will collaborate and work together to ensure student athletes abide by the Trinity Truths and Credo at all times while representing Trinity in our athletic programs. There will be two sub-committees responsible for two areas: Academics/Attendance and Citizenship/Conduct. Each sub-committee will be responsible for that area of focus for our student athletes as outlined in the committee responsibilities. This committee will continue to grow and evolve to ensure academic excellence and outstanding citizenship within our school's athletes.

Student Athlete Eligibility Requirements

Prior to trying out for an athletic team, a student athlete must meet the following requirements. The student athlete is also responsible for meeting the requirements while on the team:

- Must maintain at least a 2.5 Cumulative GPA, including no "F" grade in any classes
- Must be within meeting Quality Points for each subject area for each semester.
  -Semester 1 (Quarter 1 and 2)
  -Semester 2 (Quarter 3 and 4)
- Failure to meet these requirements may result in ineligibility or being placed on Academic Probation pending review by the Review Board.

Special Conditions may apply for improvement in letter grade toward earning required quality points for the semester.

- Athletes must not earn more than 3 Citizenship Concerns in one week in the Level 1 CC categories. A severe "physical" incident, severe "verbal" incident, or any other Level 2 or 3 CC may result in immediate suspension of athletic eligibility or removal from the team on a case by case basis.

Athletic Eligibility Committee Responsibilities

- **Rostering/Monitoring of Student Athletes**
  - At the beginning of each season for all sports, a Try-Out list will be given to each sub-committee to look over for academic/behavioral concerns prior to try-outs.
  - Each sub-committee will be responsible for overlooking academic grades/behavioral concerns each week. A weekly report highlighting athlete concerns in these areas shall be due to the athletic director by Friday of each week. This will allow for student athletes to improve week by week to earn eligibility back.

  Teachers will update grades weekly to the best of their ability to use for athlete eligibility purposes.

- **Teacher/Coach Communication**
  - Contact information for coaches of all Trinity teams shall be available for direct concerns for the committee. This will allow for "day of" practice or game concerns to be immediately communicated to coaches should an incident occur in school that same day that would affect their eligibility for play.
  - While the committee will monitor overall grades and conduct, teachers who wish to communicate a concern to the coaches may inform the Athletic Director or other member of the Committee. The Athletic

Director will address and communicate "day of" academic or behavioral concerns with the coaches on the day of practices or games.

- **Community Responsibilities**

Administration

- The Committee will determine athletic eligibility. The Principal and/or Athletic Director has final say on eligibility
- The Athletic Director will communicate concerns with coaches and guide coaches on appropriate consequences.
- Review "special circumstances" that may determine eligibility or ineligibility of an athlete at a specific point in time.

Teachers

- Ensure grades are as up-to-date as possible by Thursday night of each week
- Submit CCs
- Communicate specific concerns with the Committee

Coaches

- Communicate player expectations with the Committee and team-specific consequences with the Athletic Director.
- Coaches may apply more restrictions with Athletic Director's approval

Parents

- Uphold Trinity's high standards of sportsmanship, character and academics.
- Please note, you have signed a "No Rescue" contract. You will not receive a refund for any weeks your child is ineligible.

Students

- Maintain cumulative 2.5 GPA
- Conduct self and represent Trinity in a respectful manner.
- Understand that being a member of a team is a privilege.
- Use practice to develop skills and team camaraderie.
- Playing time in a game is not guaranteed regardless of eligibility status.
- Be present at all practices and games (with the exception of illness/excused absence).

Academic Probation

- Students who fail to meet the academic requirements outlined may be placed on academic probation by the AEC Review Board or by another member of administration. (ex. Dip in letter grades "F", cumulative GPA, enrollment in Florida Virtual School, etc.)

- Athletes placed on academic probation will be notified as well as the parents/guardians of the athlete.
- A student-athlete placed on probation will work with a faculty mentor of their choosing for guidance and direction to improve academic standing. The faculty mentor will report to the entire committee the progress of the student under probation to determine continued eligibility in the sport played.
- The student will attend after-school study hall in lieu of practice for the duration of their academic probation.
- The student will be eligible to continue participating after requirements are met.

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

Students are expected to respect their commitment to a Trinity extracurricular group. Students will not be permitted to participate in multiple Trinity extracurriculars if commitment time conflicts (i.e. a spring sport and Trinity's musical). **If a student athlete quits an athletic team at any point during the season, he/she may be unable to try-out for another athletic team during the same academic year. Administration reserves the right to make a final decision.**

Athletic eligibility is impacted by student attendance, conduct and academic performance. The goal of the Athletic Department at Trinity School for Children is to add to the development of the whole child by providing a competitive, ethical and enjoyable experience in athletics.
Accomplishing this task incorporates hard work on the field as well as in the classroom. As our credo states, our goal in the athletic department is to nurture and develop the entire student athlete. The Athletic Eligibility Committee will determine eligibility on a case-by-case basis each week.

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

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

Athletics & Arts Center (AAC) Event Expectations

- All students must be accompanied and actively supervised by a parent/guardian throughout the event.
- Students must follow the Student Code of Conduct while in attendance at an event.
- Spoto Hall "Walkers" must leave campus at dismissal and cannot return for an event without a parent/guardian.
- Students may not call home during the instructional day to make plans for an after school event.
- Students and parents will leave campus promptly after an event has ended.
- Parents and visitors must follow the designated Fan Rules/Expectations posted in building.

Any student, parent or visitor in violation of these expectations and facility rules will be removed from the event. Students may be subjected to consequences listed in the Code of Conduct and parents may be referred to the School Board Disciplinary Committee if found in violation of the rules and expectations posted here and throughout the facility.

STUDENT PROGRESS & DEVELOPMENT

ASSESSMENTS

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

State required standardized testing is administered three times a school year in order to monitor student achievement throughout the school year.

TEACHER-PARENT CONFERENCES/ "BRIDGE-BUILDING"

Teacher-parent conferences are held after the first quarter ends. This is a time to exchange information and set goals, as well as report on your child's progress. **The student must be present during conferences for 5th - 8th Grades. Parents are obligated to monitor their student's progress via the school's on-line grade management system in FACTS. K-4 will host Spring Forward conferences to discuss achievement, placement, and summer goal- setting.**

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

ACADEMIC GRADING SCALE (K-2)

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

Grade	Explanation
E	Above Expectations 90% of the
Time VG	Above Expectations 50% of the
Time S	Meets Expectations
N	Below Expectations
U	Does not Meet Expectations

ACADEMIC GRADING SCALE (3-8)

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

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

HOMEWORK

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

Please note, you have signed a "No-Rescue Contract." It is the job of the student to be responsible for homework and personal items. Students are **highly encouraged** to utilize their planners to write down their homework and reminders for upcoming tests, quizzes, project due dates, etc.

REPORT CARDS

Report cards will be distributed quarterly. It is the parent/guardian's responsibility to sign and return the report card envelope.

- **1st Quarter report cards** will be shared with the parent/guardian at Bridge Building. The report card will not be sent home if the parent did not attend a scheduled bridge building conference.
- **2nd Quarter report cards** will be sent home with the student, approximately three (3) after the quarter ends.
- **3rd Quarter report cards** will be sent home with the student, approximately three (3) after the quarter ends.
- **4th Quarter report cards:** K-8th will be mailed home.

HONOR ROLL (6-8TH)

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

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

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

PROMOTION/RETENTION POLICY

K-5th grade retention is determined by a child's development in conjunction with state mandated benchmarks. The state mandates all 6th– 8th graders to meet specific criteria in order to be promoted between 6th, 7th and 8th grades, and into high school. Retention is not confirmed until a formal conference with the Principal.

THE NATIONAL JUNIOR HONOR (NJHS) SOCIETY SELECTION PROCEDURES
TRINITY CHAPTER

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

Students in the second semester of the sixth grade and in grades seventh and eighth are eligible for membership. For the scholarship criterion, **a student must have a cumulative GPA of 3.5** or better on a 4.0 scale. Those students who meet this criterion are invited to complete a Student Activity Information Form that provides the Faculty Council with the information regarding the candidate's leadership and service, and a short essay must be submitted (candidates must score at least a 90% based off the given rubric). A history of leadership experiences and participation in school and/or community service is also required.

To evaluate a candidate's character, the Faculty Council solicits all faculty members to gain input regarding the candidate's service activities, character, citizenship, and leadership. A student is expected to have As in Conduct to be considered for NJHS. This information and the Student Activity Information Forms are carefully reviewed by the Faculty Council to determine membership. Candidates are notified regarding selection, or non-selection, according to a predetermined schedule.

Following notification, an induction is held to recognize all the newly selected members. Once inducted, new members are required to maintain the same level of performance (or better) in all five criteria that led to their selection. This obligation includes regular attendance at chapter meetings held during the school year, and participation in the chapter service project(s).
Students or parents who have questions regarding the selection process or membership obligations can email NJHS@trinitysfc.com.

EMERGENCY WARNINGS

INCLEMENT WEATHER

Trinity does not serve as an emergency community shelter, depending on our campus circumstances, our closure and reopening times could be different from Hillsborough County Public Schools.

We do not post closures on our website. We currently use: E-mail, Text Alert, and social media.

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

COMMUNICATION DURING AN EMERGENCY

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



Extended Day Education Program
2026-2027

EXTENDED DAY EDUCATION POLICIES & PROCEDURES

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

Citizenship Expectations

Proper student behavior is essential to our school community. Students and parents are expected to follow all policies outlined in the Parent/Student Handbook. Consistent or prolonged unsatisfactory behavior could result in a student's dismissal from the Trinity School for Children Extended Day Education Program. The final decision will rest with Trinity School for Children's Administration. We expect all parents/guardians on our campus to act in a respectful, appropriate manner. By choosing to send your child(ren) to Trinity School for Children's Extended Day Education Program, you are agreeing to abide by our policies outlined in the handbook.

CONTACT INFORMATION

Director: Ms. Gabrielle Guadagnino (813) 874-2402
EDE Coordinator:Ms. Evelisa Stokes (813) 874-2402
EDE Support: Mr. Frank Cueto (813) 874-2402

Hours of Operation - <u>Extended Day Education Starts August 10, 2026</u>

Extended Day Education hours begin at the end of the school day and run through 5:30 PM, unless otherwise noted. *Please text 813-351-0810* with your student(s) name and grade to expedite the pick-up process. Please be advised that once your student(s) has(have) been picked up, re-entry will be prohibited.

REGISTRATION PROCESS

Step #1: Create an account via the FACTS Family Portal

Step #2: Set up your payment plan via the Financial tab In FACTS

Payment Information
The Extended Day Education tuition rate is $240.00 per month (per student) for the 2026-2027 school year.

Monthly payments will be auto-processed on the 10th of each month using the credit or debit card provided on your payment plan in your FACTS parent account.

NOT REGISTERED WITH EXTENDED DAY EDUCATION?

Due to traffic, weather etc., the duration of dismissal could vary from day to day. Therefore, we are providing a (billing) grace period until 3:15 PM. Per minute charges will begin at 3:15 PM.

Per minute charges will begin at 12:00 PM on all early release days.

You will be billed $0.35 per minute ($21 per hour) based upon when your student is checked out of the Extended Day Education Program. The Extended Day Education Program ends at 5:30 pm. A late fee of $2.00 per minute will begin at 5:31 pm for contract and non-contract families.

The incurred charges will be placed on your FACTS parent account on a weekly basis. You will receive a correspondence from FACTS to make your payment. All balances must be kept current in order for your child to utilize the Extended Day Education services.

SIGN-OUT PROCEDURE

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

Students may not check themselves out of Extended Day Education (EDE) to attend an after-school game, practice, performance, or other event. A parent or authorized adult must sign the student out and assume supervision of the student for the duration of the event.

You must text the Extended Day Education cell phone (813-351-0810) on your way to pick-up your child(ren). Failure to comply with proper pick-up procedures will be handled by the Disciplinary Committee of our School Board, and may result in possible dismissal from the Extended Day Education Program.

PARKING

Fire lane and all other parking rules must be adhered to during Extended Day Education Program hours.

School Board
2026-2027

TAMPA SCHOOL DEVELOPMENT CORPORATION

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

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

SCHOOL BOARD 2026-2027

President	Brad Abbey
Secretary	Debbie Morales
Treasurer	Marco Mendoza
Board Members	Ronald D. Darrigo, Esq. Dana Dowsett Liezette Felicione Celeste Greco

Name and contact for the representative to facilitate parental involvement:
Yvette Gonzalez, 813-874-2402, Yvette.gonzalez@trinitysfc.com

MISSION STATEMENT

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

SCHOOL BOARD

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

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

HISTORY

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

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

GOVERNANCE

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

MEETINGS

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

PUBLIC ACCESSIBILITY

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

These documents include, but are not limited to:

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

CONFIDENTIALITY

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

DISCIPLINARY PROCEDURES

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

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

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

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

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

INFRACTIONS THAT MAY RESULT IN IMMEDIATE DISMISSAL OF YOUR CHILDREN FROM TRINITY:

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

INFRACTIONS THAT MAY BE ADDRESSED BY THE DISCIPLINARY COMMITTEE INCLUDE:

1. Violating the school's parking policies.
2. Violating the school's drop-off and/or pick-up procedures
3. Bouncing checks to the school and failing to correct the matter immediately.
4. Failure to keep your accounts payable to the school in good standing.
5. Failure to follow the rules established by individual teachers for Field Study experiences.
6. Failure to procure a Visitor's Badge when asked to do so by staff or Board members.
7. Failure to attend mandatory teacher conferences or classroom meetings.
8. Failure to complete the required number of parent hours.
9. Repeated failure to support/respect our philosophy and/or our mission.
10. Failure to act in accordance with the Parent Handbook.
11. Providing inaccurate information when asked to provide your name to a staff or board member.
12. Failure to comply with reasonable requests made by a staff or board member.

GRIEVANCE PROCEDURE

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

1. Schedule a time with your child's teacher to discuss the issue.
2. If further action is needed, schedule an appointment with Administration to discuss the issue.
3. If further action is still needed, schedule an appointment with the Principal to discuss the issue.
4. If further action is still needed, schedule an appointment with the CEO to discuss the issue.
5. After the above four steps are taken and you feel your issue has not been handled to your satisfaction, you may contact the School Board President, Brad Abbey, at Brad.Abbey@trinitysfc.com.

This procedure has been set up because your concerns are important to us. Thank you for your cooperation in this matter.

SPECIAL MAGISTRATE PROCEDURE

If none of the above steps are successful you may email TSFCSpecialMagistrate@trinitysfc.com to seek relief using the following Special Magistrate School Procedure.

6A-1.094125 Special Magistrate for Unresolved Student Welfare Complaints.

(1) Purpose. As an alternative to filing a declaratory judgment action in court against a school district, a student's parent may request a Special Magistrate be appointed to address a parent's dispute involving the requirements described in s. 1001.42(8)(c), F.S. The purpose of this rule is to provide information about the process to request appointment of a Special Magistrate.

(2) Definitions. In this rule, the terms have the following meaning:

(a) "Days" means business days and excludes state, federal and school district holidays;

(b) "Department" means the Florida Department of Education;

(c) "Parental Request for Appointment of a Special Magistrate" or "Parental Request" means the written form adopted by and incorporated into this rule.

(d) "Parent" means the definition of that term provided in s. 1000.21, F.S.;

(e) "Parties" means the parent who submitted a request for appointment of a special magistrate and the school district;

(f) "Special Magistrate" means an administrative law judge provided by the Division of Administrative Hearings under s. 120.65(6), F.S., or a person appointed by the Commissioner of Education who is a member of the Florida Bar in good standing with a minimum of five years of administrative law experience;

(3) Parental Obligations. In order to request appointment of a special magistrate, a parent must:

(a) Complete the form entitled "Parental Request for Appointment of a Special Magistrate;"

(b) Describe the nature of the dispute;

(c) Describe the resolution or relief sought at the school and school district level;

(d) Describe the resolution sought from the special magistrate and the State Board of Education;

(e) Demonstrate that before filing for the appointment of a special magistrate, resolution of the dispute was sought by the parent with the student's principal and subsequent to that, resolution was sought by the parent at the school district level, all in accordance with the procedures adopted by the school district for resolution of the dispute; and

(f) Provide and maintain accurate contact information such as an email address, telephone number and mailing address for the parent.

(4) School District Obligations. Each school district must:

(a) Designate at least one person responsible for responding to Departmental inquiries regarding a request for appointment of a special magistrate and notify the Department of the name and email address of the individual;

(b) Within five (5) days of receipt of notice that a parent has requested the appointment of a special magistrate as described in subsection (3), provide to the Department a statement addressing whether any of the grounds for dismissal as described in paragraph (5)(b) of this rule apply to the parental request for appointment of a special magistrate; and

(c) Expeditiously contract for payment of a special magistrate appointed by the Commissioner of Education and notify the Department within no more than twenty (20) days after receiving notice of the appointment of a Special Magistrate that an agreement has been reached for payment with the appointed special magistrate.

(5) Department of Education Obligations.

(a) Review of "Parental Request for Appointment of a Special Magistrate." Upon receipt of the form entitled "Parental Request for Appointment of a Special Magistrate," the Department will:

1. Review the form and provide an opportunity for the parent to provide missing or supplemental information within twenty (20) days of receipt of a Departmental notice that missing or supplemental information is needed;

2. Notify the school district of receipt of the Parental Request for Appointment of a Special Magistrate;

3. Provide written notice to the parent and school district that the request has been provided to the Commissioner of Education for consideration or provide notice of dismissal of the Parental Request.

(b) Dismissal of Parental Request for Appointment of Special Magistrate by the Department. The Department will dismiss a Parental Request under the following circumstances:

1. The parent notifies the Department that the dispute has been resolved or withdrawn;

2. The Parental Request form has not been substantially completed, after the opportunity to provide missing or supplemental information has been provided;

3. The parent has not demonstrated full and complete use of any school and school district procedures adopted by the district under s. 1001.42(8)(c)7., F.S., for resolving the dispute;

4. The matter in dispute falls under the Individuals with Disabilities Education Act, as amended, and its implementing regulations, or under s. 1003.56, F.S., and rules adopted by the Department to implement s. 1003.56, F.S., or is otherwise outside of the scope of the student welfare requirements set forth in s. 1001.42(8)(c)1.-7., F.S.; or

5. The parent has failed to maintain accurate contact information with the Department or the Special Magistrate.

(c) Obligations Post Appointment of Special Magistrate. Upon appointment of a special magistrate by the Commissioner under subsection (6) of this rule, the Department will:

1. Provide the parties notice of the appointment of a Special Magistrate and advise the parties of the following:

a. the name and contact information of the special magistrate;

b. the time frame when the special magistrate is expected to provide a written recommendation to the State Board of Education; and

c. the requirement to maintain accurate contact information with the Department and the Magistrate;

2. Provide to the Special Magistrate the following:

a. The Parental Request and any supplemental information received by the Department upon review of the Parental Request; and

b. In order to allow sufficient time for review by the State Board of Education of a recommendation rendered by the Special Magistrate, the time frame(s) when a recommended

decision is expected to be provided by the Special Magistrate to the parties and the State Board of Education. This timeframe may be extended by agreement of the parties.

(6) Commissioner of Education. The Commissioner of Education will review each pending completed Parental Request and decide whether to appoint a special magistrate utilizing the following factors:

(a) Whether there is authority and the ability to provide effective relief to the parent through the special magistrate process;

(b) Whether the parent is seeking or has already sought relief in court;

(c) Whether due to a change in circumstances, such as a change in a student's school or grade level or a change in procedures or training, the dispute is moot or not ripe; and

(d) Whether grounds for dismissal of the Parental Request, as described in paragraph (5)(b) of this rule, are found to exist.

(7) Special Magistrate Procedures.

(a) Where an administrative law judge provided by the Division of Administrative Hearings is available and assigned to act as the Special Magistrate, proceedings before the Special Magistrate will be held in accordance with the rules of the Division of Administrative Hearings, except where inconsistent with this rule or s. 1001.42(8)(c), F.S.

(b) Where a Division of Administrative Hearings administrative law judge is unavailable or the Commissioner appoints the Special Magistrate, the following procedures apply:

1. The special magistrate shall set and notify all parties of the time and place of the hearings.

2. Any party directly involved in the proceeding may appear at the hearing with or without counsel or by other representative.

3. The parties or the magistrate may call, examine, and cross-examine witnesses and enter evidence into the record. Witnesses shall be examined under oath. Evidentiary matters before the special magistrate shall be governed by the Administrative Procedures Act.

4. The magistrate may permit the submission of written memorandum by the parties.

(c) Following the close of the hearing, the Special Magistrate shall prepare a recommended decision, determining whether a parent has demonstrated a violation of the requirements of s. 1001.42(8)(c), F.S., by the school district. The Special Magistrate's recommended decision shall be based upon the evidence presented and argument made before the special magistrate. The recommendation shall include findings of fact and recommendations for resolution of the dispute by the parties.

(d) The Special Magistrate's recommended decision is due within thirty (30) days of the date a parent request is received by the special magistrate from the Department. The 30-day time frame can be extended upon agreement of the parent and school district. A party may be deemed to have agreed to an extension if unavailable for hearing at the date and time set or where a party fails to timely respond to scheduling orders issued by the magistrate.

(8) The following form is incorporated by reference and may be obtained at https://www.fldoe.org/schools/k-12-public-schools/: Parental Request for Appointment of a Special Magistrate, Form No. SM-1 (effective September 2022).

Rulemaking Authority 1001.02(1), (2)(n), 1001.42(8)(c), FS. Law Implemented 1001.42(8)(c)7.b., FS. History - New

Parent Partner Association

PPA

2026-2027

PARTNER ASSOCIATION (PPA)

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

MISSION STATEMENT

The purpose of this PPA is to provide programs and fundraisers that enhance educationally related opportunities for our students, our teachers, and the community.

2026-2027 PPA EXECUTIVE OFFICERS

President	Jillian Anderson
Past President	Jennifer Crisafulli
Vice President	Ashlee Odom
Treasurers	Bethany Muldowney Lindsay Procopio
Recording Secretary	Courtney Geoghegan

PPA BOARD MEMBERS

Annual Giving Fund	Jillian Anderson
Community Events Coordinators	Ashley Fox Amanda Maddocks Jessi Losado Brandi Maniscalco
Holiday Shop Chair	Debbie Morales
Homeroom Parent Coordinators	Abbey Ahern - 5th-8th Ashlee Odom - K-4th Lindsay Seel - EC
Lost & Found Coordinator	Katy Smith

Marketing / Branding	Danielle Sherwin
Read-A-Thon Chairs	Deviney Haley Alexa Leto Natalie Rivera Danielle Salgado
School Supplies Chairs	Jennifer Bush Rebecca Larrea
Teacher Appreciation Coordinators	Joana Lopez Brittany Williams Jenna Whiteside
Parent Hour Coordinators	Ciara Calitri Marley Wilkes
Used Uniform Chairs	Jillian Anderson Jaqueline Benoit Bethany Muldowney

MEETINGS

PPA Meetings will be announced via the PPA weekly blast. Parents are encouraged to take part in these meetings and become an active members of our school community. You can earn parent hours by attending meetings.

FUNDRAISING

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

COMMITTEES

Annual Voluntary Giving Fund Committee

This committee is responsible for setting the rollout and collection of the Annual Voluntary Giving Fund during the beginning weeks of each school year. This committee must work closely with Development to organize and track the collections and receive the list of contributors' names.

Community Events Committee

This committee is responsible for scheduling and coordinating community-wide events with the PPA Executive Board and Administration. The committee will create advertisements for the events, coordinate with the Treasurer in the collection of any monies, and solicit and organize volunteer efforts, if applicable. After each event, the committee will report volunteer hours to the Parent Hour Coordinators for timely credit.

Holiday Shop Committee

This committee is responsible for coordinating the Holiday Shop with the PPA Executive Board and Administration. This committee will have a PPA Chairperson(s) to spearhead this event. The committee will collect crafts and donations to display on campus for students to purchase. The committee must work with the teachers to create a shopping schedule for the students. The committee must coordinate with the PPA Treasurer to obtain a cash box, ensure proceeds are properly deposited and accounted for, and submit daily cash box proceeds to the accounting office (Greco Hall). Additionally, the committee must clean up the room used, and return unsold items to the PPA closet. After the event, the committee will report volunteer hours to the Parent Hour Coordinators for timely credit.

Lost and Found Committee

This committee is responsible for the lost and found bins at each building. The committee will ensure the bins stay organized and look presentable by performing a monthly clean out. The committee will organize items into trash, donate or return piles. The committee will create sign-ups to get parents involved with these responsibilities and offer parent hours.

Marketing & Asset Committee

This committee works with Development and the PPA Executive Board in marketing and advertising all Trinity PPA events. They are responsible for developing visual marketing ideas to utilize in announcing and advertising specific school events in our community. The committee will report any volunteer hours to the Parent Hour Coordinators for timely credit.

Read-A-Thon Committee

This committee is responsible for working with Development to schedule start and end dates for the fundraiser and the kick-off assembly date. This committee will have a PPA Chairperson(s) to spearhead this event. The committee will assist with advertisements for the fundraiser, propose incentive prizes to the PPA Executive Board for approval, and send fundraiser packets/flyers to the community. Throughout the fundraiser, the committee will respond to inquiries and questions in a timely manner. At the end of the fundraiser, the committee will report volunteer hours to the Parent Hour Coordinator for timely credit.

School Supplies Committee

This committee works with Administration to compile grade level lists of common school supplies needed for each grade. This committee will have a PPA Chairperson(s) to spearhead this event. The committee will coordinate and organize community supply areas on campus during the month of June, and as needed prior to the new school year starting. The committee may recruit parent volunteers and report volunteer hours to the Parent Hour Coordinators for timely credit.

Teacher Appreciation Committee

This committee coordinates with Administration to plan ways throughout the school year to thank our teachers for their wonderful work and dedication to our student body. The committee will solicit volunteers and communicate approved information to Homeroom Parents regarding the official community celebration of our teachers. The committee must report volunteer hours to the Parent Hour Coordinators for timely credit.

Used Uniform Committee

This committee is responsible for scheduling Used Uniform Sales events with Administration and the PPA Executive Officers. This committee will have a PPA Chairperson(s) to spearhead these events, typically two sales per year. The committee will collect donated uniform items, task committee volunteer assistants to ensure items are in “for sale” condition, and store said items before and after each sale. The committee must also coordinate with the PPA Treasurer timely manner to obtain a cash box, ensure proceeds are properly accounted for, and submit cash box proceeds to the accounting office (Greco Hall) or to an Executive Board Member for deposit. Additionally, the committee must clean up the location utilized for the sale and remove unsold items immediately after each sale event. At the end of the sale, the committee will report volunteer hours to the Parent Hour Coordinators for timely credit.