



Student Conduct Policy Addendum Return to School 2020-21

We are all excited to be together again and enjoy the many friendships, opportunities and talents that are a hallmark of the Trinity community. To that end, we must remain mindful that these are unusual times and that truly: we are all in this together! Each and every Titan must do their part to nurture and protect these opportunities and the privileges they afford us. In order to do so we must make adjustments in the ways and means through which we experience our school on a daily basis. This document is intended to outline these adjustments.

General Guidelines

We will be respectful of each member of our community, the community at large and the educational opportunities that have brought us together.

We will continue to rely on our established values and expectations as outlined in the Student Handbook:

“Conduct at Trinity Episcopal School is based upon principles of community, honor, respect, courtesy, accountability, fairness and common sense. This Code of Conduct applies not only while on school premises but also at any school function.

Because Trinity prides itself on its diverse student body, faculty, administration and staff, the school expects its members to respect and honor one another as individuals and as important members of the community.”

The Trinity [Standard of Dress](#) will apply to all students, both when on campus and in virtual classrooms.

Addendum

On-Campus Students

Key Points:

- Must fill out a Daily Health Screening before arriving on campus.
- Face masks are required.
- Students must maintain appropriate social distancing.
- **Students are expected to have 2 to 3 masks, clearly labeled, each day as well as a sealable container for storing used masks.**
- Students may not share items (face masks, books, paper, pens, pencils, clothing etc.) or food.
- Campus boundaries have been adjusted during the pandemic.
- Students may want to bring a collapsible camp chair for outdoor use during breaks and lunch.
- Bathroom occupancy may not exceed the posted limit. Masks must remain on.
- **Lockers will not be available.** Backpacks or rolling cases with individual names clearly labeled on the exterior are recommended. We suggest a large baggage name tag (black and blue backpacks are ubiquitous).
- Students are encouraged to keep a raincoat, poncho or collapsible umbrella, in their book bag at all times.
- **Absolutely no eating in classrooms.**
- Students should bring snacks and lunch (if not purchasing through school), from home.
- Classroom buildings closed to all students during lunch to allow for sanitizing.
- **Classroom buildings will be closed after the last class of the day. Students must either depart campus immediately or report to the Travis Gym.**
- Athletic lockers may not be used. The rooms are for changing clothes only. Equipment may not be left inside.

Face Mask Policy

- **A face mask must be worn by students, faculty, staff, contractors, vendors and visitors AT ALL TIMES when indoors.** Face shields may be worn in addition to face masks but may not be used without a mask.

- **Approved face masks are two-ply cloth coverings specifically designed for COVID mitigation that securely and continuously cover the mouth and nose.**
- Masks must be solid, colored or abstract patterns (no lettering or images) and must be secured under the chin and fit snugly against the sides of the face. Trinity logo masks are acceptable and will be available from the Titan Closet.
- **Masks with vents, bandanas, scarves and gaiters are not acceptable for this purpose.**
- Provided that social distancing is maintained, face masks may be removed while outdoors or during lunch while eating in designated spaces.
- When required physical distancing cannot be maintained outdoors, face masks must be worn and cover the mouth and nose.
- In order to protect each and every member of our community, waivers for face masks inside will not be granted.
- **Face masks may not be shared at any time or under any circumstance.**
- Face masks must be cleaned daily.
- Each face mask must be labeled with the individual's name or initials on the exterior.
- Students should have at least 5 masks (we recommend purchasing 7-10) and have 2 to 3 masks with them each day: one in use plus spare(s). Students must have a sealable plastic bag or container for used mask storage.

Attendance

Attendance procedures and policies for all students remain the same and can be found in the Student Handbook with the following additions:

- **Each member of the community must submit a daily Health Screening Form.**
- **If a student leaves campus for any reason (appointments etc.) they may not return to campus or participate in afterschool activities that day. We strongly encourage families to schedule appointments for virtual days when the potential impact of lost instructional time is minimized.**

Campus Boundaries

- All members of the community are expected to abide by respective social distancing requirements at all times while on campus – both inside and outside of buildings.

- **The Academic and Science Building, as well as the Morgan Hall basement, are for classes only – students may not be in these buildings unless in class or transitioning between classes.**
- The Library is area closed to students, except those with a class in the CLC.
- The PAC Lobby is closed except for transitioning between classes.
- When not in class, if a student has Study Hall Sign Out, they may be in the Courtyard, Plaza, Kempton Garden, Travis or Auxiliary Gyms.
- Students may bring folding camp chairs, clearly labeled, for use outside during breaks and lunch. A storage location will be provided. Hammocks are not allowed.
- When outside in various seating areas a yellow bar indicates where a student may sit and be properly distanced. No indicator or an orange “X” means that students may not sit there.
- **During Lunch Only**, students may also utilize the sloped area directly behind Morgan Hall between the lower stairway (closest to the gate) and the stairway at the tree and circle bench.
- **Seniors only** may also use the Rock Garden area behind E-6.
- **Students may not be in any other location on campus unless directly supervised by a faculty/staff member.**

Bathrooms

- **Masks must remain on.**
- Occupancy may not exceed the posted limit and will be monitored.
- Certain fixtures are offline for proper distancing. They are clearly indicated and may not be used.
- No loitering of any kind.
- **Absolutely no changing clothes in ANY restrooms on campus** (this includes those in the Estes Athletic Center). Clothes may only be changed in Estes changing (formerly locker) rooms.
- **Water fountains may be used for touchless refills of water bottles only.**

Lockers (Academic Building)

- For the health and safety of all students, **lockers may not be used in the Academic Building.** Backpacks or rolling cases with individual names clearly labeled are recommended.

Breaks (Transition)

- **No eating in classrooms at any time.**
- Students must either exit buildings or proceed directly to their next classroom.
- No loitering in the halls of any building will be permitted.
- Provided that students are outside and adhering to social distancing requirements, masks may be removed during breaks.
- Provided they are outside or in a designated space and following social distancing requirements, students may eat during Breaks.
- Vending machines will not be available. Students should bring their own snacks.
- Food and drinks may not be shared.

Study Hall

- All traditional Study Hall rules apply.
- Study Hall will be held in the Travis Gym.
- When not in class, if a student has Study Hall Sign Out, they may be in the Courtyard, Plaza, Kempton Garden, or Auxiliary Gym.

Lunch

- **During the lunch period all students must exit the Academic, Morgan and Science Buildings to allow for cleaning.**
- Students may eat in the Courtyard, Plaza, Kempton Garden & Travis Gyms.
- Also, during lunch only, students may utilize the sloped area directly behind Morgan Hall between the lower stairway (closest to the gate) and the stairway at the tree and circle bench.
- In the event of inclement weather, all underclassmen will eat in the Travis Gym. (The Auxiliary Gym is reserved for seniors only.)
- **All students must follow the indicated entrance and exit routes for the Travis Gym.**
- Students may remove masks during lunch but must obey social distancing requirements and markers/indicators. When a student has finished eating, if they remain inside, masks must be put on.
- Absolutely no sharing of food, containers or utensils.
- **Other than school managed lunches, no deliveries of any kind are allowed during the day.**

End of Day

- After the last class of the day all classroom buildings will close. Student drivers not remaining on campus for after school activities must depart immediately. **All other students will be required to report immediately to the Travis Gym** until either their transportation arrives or staff members arrive to monitor and facilitate after school activities and/or use of locker rooms.
- **Drivers are to stay in vehicles** and should text the student(s) that transportation has arrived, at which time student(s) will be dismissed to meet the vehicle.
- **To allow for cleaning and sanitation, all students must be off campus by 5 pm.**

Locker Rooms (Athletic)

- Students will be brought to locker rooms from the Travis Gym in small groups supervised by staff.
- **Nothing may be left in lockers; all items must be taken with you when you leave. Items left behind will be removed.**
- Virtual students must arrive ALREADY dressed for activity and WILL NOT be allowed in the changing rooms.
- Changing rooms will be monitored by athletic staff.
- No music allowed.

Off-Campus or Virtual Students

Virtual Class Sessions

Virtual class sessions are an important component of remote learning. In large measure, they provide the needed interaction of a live traditional class. All participants in virtual class sessions are expected to adhere to the following rules and requirements in order to ensure the best possible learning environment. The best general guideline is to remember that the virtual classroom is just that, a classroom, and the same expectations apply regardless of where a student is physically located.

Key Points:

- Virtual classrooms are classrooms. The same expectations and rules apply.
- It is the student's responsibility to be prepared and on time for virtual classes.
- Any technical issues must be reported immediately to support@trinityes.org.
- Students must be seated at a table or desk while in class.
- The student's full face must be clearly visible in the camera frame.
- The Trinity [Standard of Dress](#) applies to virtual students as well as those on campus.

Attendance

- Attendance procedures and policies for all students remain the same and can be found in the [Student-Parent Handbook](#) (*login required*).

Preparation

- Students should know their respective schedule and allow enough time to be prepared for the start of class. This includes having the right sign-in link and checking that their audio and video are functioning properly prior to the start of class. If there are technical issues, students are required to email support@trinityes.org immediately.
- Students must provide and use their proper name at all times when engaged in virtual classes.
- Students must not enter, or attempt to enter, a virtual session using the name of another student, faculty or staff member.
- Student class meeting IDs/links are never to be shared with others outside of the class.
- Students must not enter a virtual session for a class that is not part of their schedule.
- Students must not enter a virtual session for a class at another school.
- Students must use their current location, not a virtual image, as their background. The environment must be appropriate and conducive to the educational process and offer enough light for the student's face to be clearly visible.

Participation

- Students should arrive on time for virtual class sessions and will enter into the “waiting room” before being admitted to the class.
- The student’s webcam is to remain on, with the student in frame, throughout the required class period.
- Posture before the camera must be conducive to active learning and participation. Therefore, **students must be seated at a table or desk while in class** unless specifically instructed otherwise by the teacher.
- The student’s full face must be clearly visible in the camera frame and may not be obstructed by clothing or other objects.
- Distracting or inappropriate behavior of any kind, in the classroom itself, via other devices, in chats or by other means, is prohibited.
- Taking screenshots or screen recordings of virtual classrooms without explicit permission from the teacher and class members is not allowed.

Disciplinary Action for Unacceptable Behavior (On or Off Campus)

- Failure to abide by on campus policies may result in suspension and/or removal from on campus instruction.
- Failure to abide by off campus policies may result in suspension or dismissal from virtual classes.
- Disruptions to a virtual session may lead to the removal of the student from all or part of the session.
- Students with an unexcused absence or who are removed from a virtual session for disruptive behavior may not receive credit for participation or the activity, class work or assessment that took place during their absence.
- Repeated or egregious violations of these or other school rules may result in suspension or dismissal.