



tridentacademy

empowering creative learners

TRIDENT ACADEMY
Student and Family Handbook
2010-2011

Empowering Creative Learners to Succeed

The mission of Trident Academy, a K-12 independent school for students with diagnosed learning differences, is to empower creative learners to succeed. At Trident Academy, success is (a):

Secure and nurturing environment

Uniquely individualized instruction with exemplary educators

Celebration of student strengths and encouragement of creativity

Confidence acquired in flexible settings

Emphasis on multi-sensory strategies for academic growth

Social and character building experiences

Service to the community through assessment, educational therapy, and informational programs

****DISCLAIMER****

**THIS STUDENT AND FAMILY HANDBOOK 2010-2011 IS NOT A CONTRACT,
EITHER EXPRESS OR IMPLIED.****

DISCLAIMER

****NOTICE****

****PLEASE READ THE DISCLAIMER AND THE STUDENT AND FAMILY HANDBOOK 2010-2011 CAREFULLY. IT CONTAINS SIGNIFICANT CHANGES.****

THE CONTENTS OF THIS HANDBOOK ARE PRESENTED AS AN OVERVIEW AND GUIDELINES OF THE CURRENT POLICIES AND PROCEDURES OF TRIDENT ACADEMY. THE POLICIES AND PROCEDURES SET FORTH IN THIS HANDBOOK REPLACE ALL PRIOR INCONSISTENT POLICIES, WRITTEN AND ORAL. FROM TIME TO TIME IT WILL BE NECESSARY FOR TRIDENT ACADEMY TO CHANGE, DELETE OR ADD TO THIS HANDBOOK.

THIS HANDBOOK IS FOR INFORMATIONAL PURPOSES ONLY AND IS NOT INTENDED TO CREATE, AND IT DOES NOT CREATE, A CONTRACT BETWEEN YOU AND TRIDENT ACADEMY. NOTHING IN THIS HANDBOOK BINDS TRIDENT ACADEMY TO ANY SPECIFIC PROCEDURES, POLICIES OR PRIVILEGES.

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2010-2011 CALENDAR OF EVENTS

Please visit our website for monthly updates

August 16	Teachers Return
August 20	New Student Orientation – 9:00
August 23	First day of school; ½ day (noon dismissal)
August 24	First day of Homework Haven
September 6	HOLIDAYS – Labor Day
September 9	Open House
September 29	½ Day for Students – Teacher Workday
October 6	College Fair
October 8-11	HOLIDAYS - Fall Break
October 14	1 st Quarter ends
November 20	Oyster Roast
November 23	Lower School Thanksgiving Play
November 23	Students dismissed at 11:32
November 24-26	Thanksgiving Holidays
December 10	Second Quarter ends
December 13-16	ACE for grades 6-12
December 17	Conference Day
December 18 – January 4	Christmas Break
January 3	Teacher In-Service Day – no students
January 4	School resumes
January 17	HOLIDAYS – MLK Day
February 2	½ Day for Students – Teacher Workday
February 18-21	HOLIDAYS – Winter Break
March 2	1/2 day for students – Teacher Workday
March 4	Third Quarter ends
March 5	Auction
March 28 – April 3	HOLIDAYS – Spring Break
April 1-3	Spring Break Continues
April 4	School resumes
April 13	1/2 day for students; Teacher Workday
April 22-25	HOLIDAYS – Easter Break
April 26	School resumes
April 29	STUDENT HOLIDAY –Academy of Orton-Gillingham Conference at Trident Academy
May 2-6	Teacher Appreciation Week
May 20-25	ACE for grades 6-12
May 26	MS Awards Day / 8 th Grade Closing Ceremony
May 27	High School Graduation

BELL SCHEDULE for 2010-2011

First Bell	7:50
Tardy Bell/Homeroom	7:53
1 st Period	8:00 – 8:45
2 nd Period	8:48 – 9:33
3 rd Period	9:36 – 10:21
Advisory Period	10:24 – 10:44
4 th Period	10:47 – 11:32
5 th Period – LS Lunch	11:35 – 12:20
6 th Period – MS/US Lunch	12:23 – 1:08
7 th Period	1:11 – 1:56
8 th Period	1:59 – 2:44

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MISSION STATEMENT

Empowering Creative Learners to Succeed

The mission of Trident Academy, a K-12 independent school for students with diagnosed learning differences, is to empower creative learners to succeed. At Trident Academy, success is (a):

- Secure and nurturing environment
- Uniquely individualized instruction with exemplary educators
- Celebration of student strengths and encouragement of creativity
- Confidence acquired in flexible settings
- Emphasis on multi-sensory strategies for academic growth
- Social and character building experiences
- Service to the community through assessment, educational therapy, and informational programs

Trident Academy SUCCESS in the Lower School

Our goal is to enhance a student's overall learning and self-esteem through the development of coping and learning strategies.

We define success:

- Secure and nurturing environment
 - *Small-sized classes meet in inviting settings.*
 - *Self-contained classrooms make use of learning centers to enhance skills and knowledge of subject matter.*
 - *Structure and consistency are provided.*

Uniquely individualized instruction with exemplary educators

- *Daily language tutorial allows instruction to be tailored to learning issues needing attention.*
- *Instruction is diagnostic, prescriptive, and individualized.*
- *Opportunities are provide for the student to learn at his or her own pace.*

Celebration of student strengths and encouragement of creativity

- *Frequent opportunities are taken to recognize and acknowledge student achievement.*
- *Celebration Assemblies, artwork displays, and project exhibits reflect student strengths and creativity.*

Confidence acquired in flexible settings

- *A variety of groupings are utilized to best address student developmental and learning needs.*

Emphasis on multi-sensory strategies for academic growth

- *Instruction based on the philosophy of the Orton-Gillingham approach is integrated throughout the curriculum.*
- *Teachers carefully match their teaching styles to student learning styles.*
- *Hands-on experiences are designed to make abstract concepts concrete.*

Social and character building experiences

- *Daily advisory allows time to explore social issues and to help develop and foster social skills.*
- *The building of responsible behavior is practiced throughout the school day.*
- *School-wide participation is evident in community service projects.*

Service to the community through assessment, educational therapy, and informational programs

- *Participation in school sponsored community events*

Trident Academy Middle School

Our goal is to achieve success in a highly structured environment designed to meet the developmental needs of early adolescents.

How we define success:

Secure and nurturing environment

- Small class size with few core teachers
- Simple but set dress code
- Weekly assembly for announcements and calendar issues
- Color coded binder system for organization
- Monitored homework assignment pad

Uniquely individualized instruction with exemplary educators

- Modified class work assignments
- Modified homework assignments
- Preferential seating in class rooms
- Assessments not based on traditional “grades”

Celebration of student strengths and encouragement of creativity

- Annual Poetry Fair highlighting student work
- Treasures from the Middle – literary magazine
- Student lead presentations and assemblies

Confidence acquired in flexible settings

- Inquiry based units of study
- Interdisciplinary curriculum
- Group and individual presentations

Emphasis on multi-sensory strategies for academic growth

- All material presented visually and orally
- ACE projects in lieu of exams
- Class and whole group field trips

Social and character building experiences

- Small group social skills instruction
- Advisory groups focused on friendship building
- Student sponsored holiday dances and parties

Service to the community

- Student council lead projects: Thanksgiving canned food drive, Down Syndrome Buddy Walk, MDA Shamrocks, Endangered Species adoption

Trident Academy High School

Our goal is to enhance a student’s development both socially and academically utilizing a college preparatory curriculum with appropriate accommodations and modifications thus preparing our students for independence, life-long learning, and active participation in school, family, and community.

How we create success:

Secure and nurturing environment

- Open door guidance policy
- Teachers become advocates
- Advisory period
- Homework haven
- Designated safe haven

Uniquely individualized instruction with exemplary educators

- Small classes
- LEAD/Writer’s Workshop

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- Flexible curriculum to fit individual needs
- Cross curriculum/ability grouping
- Schedules determined by abilities, not grade level

Celebration of student strengths and encouragement of creativity

- ACE's
- Shakespeare Day
- Awards Day
- Mardi Gras
- SC vs Clemson
- Sports Banquet
- Robotics program
- Rockets
- Egg drop
- Bridge building
- Art institute

Confidence acquired in flexible settings

- Small classes
- "outside" classes/joint classes/team teaching
- PSAT/SAT/ACT administered in small group settings with appropriate accommodations
- Project based learning

Emphasis on multi-sensory strategies for academic growth

- SMART boards
- Laptops in classrooms
- Interactive technology
- Orton-Gillingham training
- Projects/ACE's

Social and character building experiences

- Sports program
- Community service
- Advisory program class trips/overnights
- International school trips
- Prom activities

Service to the community

- Participating in and supporting community sponsored events
- Pennies for patients
- MDA
- Buddy Walk
- Christmas Commandoes
- Hugh O'Brien experience
- Youth Leadership Council in DC

GRADUATION REQUIREMENTS

A student begins earning credits in the 9th grade. In order to receive a regular diploma, the student must achieve a minimum of 24 units to include the following:

ENGLISH	4 units
MATH.....	4 units
LAB SCIENCE.....	3 units
FOREIGN LANGUAGE	1 unit
HISTORY (US History, Government and Economics)...	3 units
PHYSICAL EDUCATION	1 unit
COMPUTER.....	1 unit
FINE ART.....	1 unit
ELECTIVES	4-6 units
(LANGUAGE DEVELOPMENT.....)	2-4 units)
TOTAL	24 units

(Subject to Change with State Requirements)

** 24 units minimum are required for all students

TRIDENT ACADEMY GOALS

1. To provide each student with opportunities for successful learning.
2. To help each student to build a more positive self-image.
3. To provide an instructional program geared to meet each child's specific needs.
4. To encourage an environment of mutual cooperation and respect.

STUDENT CODE OF ETHICS IN SCHOOL:

- I will strive to advance my knowledge and ability as a student and a citizen.
- I will accept responsibility for my actions, for all that I do or fail to do.
- I will respect the opinions of all students and teachers even if I disagree.
- I will not cheat.
- I will not lie.
- I will not steal.
- I will respect and conform to the rules of conduct and behavior as announced by my teachers and the school authorities and encourage my peers to do likewise.

NON-DISCRIMINATORY ADMISSION POLICIES

Trident Academy admits students of any gender, race, color, religion, national and ethnic origin to all rights, privileges, programs, and activities generally accorded or made available to students at the school. Nor does it discriminate in the administration of its education policies, admission policies, scholarship and loan programs, and athletic and other school administered programs. Similarly, Trident Academy prohibits unlawful discrimination based on disability. However, consistent with the School's mission, it is Trident Academy's admission policy that to qualify for

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admission consideration, students must have diagnosed learning disabilities and be of at least average intelligence. Please see Academic Expectations that follow for additional information.

ACADEMIC EXPECTATIONS

Each student is expected to complete classroom and homework assignments in a timely manner and to maintain an acceptable level of achievement. While Trident Academy is a special needs school for children with certain learning disabilities, it is not equipped for students with lower than average intelligence or substantial behavioral/emotional disorders. Where accommodation is requested in an effort to meet the physical and learning needs of a student and the School has on file a current and appropriate medical, educational or other evaluation as requested, the School is willing to consider and make such reasonable modification of policies, practices, and procedures as would not fundamentally alter the nature of the academic program provided by Trident Academy or present an undue burden. Students are, however, required to take and successfully complete specific courses in order to graduate. Given the above, if the School determines it cannot successfully meet the needs of any student or recognizes that Trident Academy is not the appropriate educational situation for the student, it may recommend or require placement elsewhere.

ATTENDANCE

The scholastic achievement attained by any student is directly related to his/her pattern of attendance. Students are not excused from school without permission from the office. All work missed as a result of excused absences should be made up in order to receive full credit. It is the student's responsibility to obtain the assignments and complete them on a satisfactory basis. Parents are to notify the school in writing telling the reason for the student's absences. Students are given the opportunity to make up work missed due to absence provided they receive an excused absence slip from the office. Excuses not presented within two days result in the absence being considered unexcused. **Once the student receives eight unexcused absences, he/she may be required to meet with the Administration. Upon receiving 10 unexcused absences, the student faces mandatory summer school or a possible credit loss.**

Students are expected to attend all scheduled classes. If a student is absent from class and the name does not appear on the absence list, the teacher sends a report of this absence to the office. Cutting of classes is not tolerated and offenders receive one suspension for each offense (Friday School).

EXCUSED ABSENCES

The only acceptable excuses for absence from school are the following:

1. Personal illness: A note from the parents and/or a certificate of a doctor on return to school is required.
2. Illness in the family: All school work is to be kept current.
3. Death of a relative: The absence arising from this condition is limited to a period to be agreed upon by the family and the Headmaster.
4. College visitation (SENIORS ONLY): Seniors may miss up to, but NO MORE than, 3 school days while visiting colleges for tours, interviews, and/or orientation.
5. Any other reason is to be approved by the school prior to the absence. All work missed is expected to be made up within an appointed time.

TARDY (TO SCHOOL) POLICY

Be prompt in getting to school. Tardiness can become a habit. Students arriving after class begins are tardy and should report to the office for a late slip. Students are required to be in attendance a minimum of ½ day in which they participate in extracurricular activities sponsored by the school.

Tardiness is dealt with in the following manner:

1. Tardies after 8:20 a.m. result in an absence in that class.
2. A student who accumulates five unexcused tardies is required to attend Friday School. The tardy policy is started over at the beginning of second semester.

EARLY DISMISSAL

Students are to check with the Dean of Students before leaving. The student is responsible for having the early dismissal form filled out and signed by each of his teachers. The student is to bring the dismissal form by the office before leaving. The student's parents or assigned guardian is to physically present themselves prior to picking up the student. No other student may take the responsibility of picking up a student from school unless the student is a sibling with expressed written permission from the parents. Assignments are due as scheduled.

BEHAVIORAL EXPECTATIONS

Any behavior detrimental to the welfare of our students is not tolerated. Students and parents are expected to demonstrate respect for individuals, respect for property, honesty and respect for school policy and law. The Headmaster reserves the right to decline application of or dismiss any student who is determined, at the Headmaster's discretion, to be an undesirable associate for the other students.

SUSPENSION POLICY

Trident Academy's policy is to keep the student in class as much as possible. We offer Friday School, in addition to in-house suspension, in lieu of out-of-school suspension in order to prevent students from missing meaningful classwork. This does not mean that there won't be some instances which warrant out-of-school suspensions. For those students who have accumulated five or more detentions, attendance at Friday School is mandatory.

A Friday School is considered equivalent to a suspension. Friday School will be from 2:45 – 5:00 p.m. The student is charged \$35.00 in order to defray expenses for supervisory personnel and the school facility. This fee is to be paid in cash prior to or on the day of Friday School. The student is assigned to academic work or work detail during this time depending on the individual case.

More than three suspensions per year may result in expulsion absent extraordinary circumstances. Of course, progressive suspensions are not required prior to expulsion, which may be immediate upon the first instance of certain acts and which is always at the discretion of the Headmaster.

UPPER SCHOOL DETENTION POLICY

Detentions are given, and depending upon the circumstances, a Friday School could result. One detention equals one half hour after school either that day or the following school day. A student who accumulates five detentions will be required to attend Friday School from 2:45 until 5:00 p.m. Detentions accumulate if the student does not attend his or her after school requirements. The detention policy is started over at the beginning of second semester. A third Friday School results in parental meeting with the Headmaster and the Dean of Students.

SERIOUS OFFENSES AND PENALTIES

Each offense is dealt with on an individual basis.

Examples of serious offenses and penalties include, but are not limited to,

Cheating:	4 detentions on homework; Friday School for a Test
Plagiarism:	4 detentions
Hitting Another Student:	5 detentions – Friday School
Smoking:	5 detentions – Friday School
Cutting Classes or School:	5 detentions – Friday School
Stealing:	A minimum of 5 detentions; probationary status and/or may be dealt with by the Headmaster and the Dean of Students.
Alcohol and Drugs:	The use, possession or selling of alcohol or drugs (illegal,

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prescription or otherwise) on campus or any school event is strictly prohibited. Possession of or use of drugs or alcohol on or off campus may result in student expulsion and a report to the appropriate law enforcement agencies.

Possession of Firearms
or Explosive Devices:
Weapons:

Automatic Expulsion.

The possession of a weapon on campus or at any school event is not tolerated and results in automatic suspension with the possibility of immediate expulsion and reported to the appropriate law enforcement agencies.

It should be kept in mind that Friday School is equivalent to one suspension. If a student is suspended more than three times, expulsion is considered upon recommendations of the Dean of Students and at the discretion of the Headmaster.

DRESS CODE

This dress code is designed not to inconvenience you, but to keep distractions to a minimum. Students are notified of special days that are set aside for a more relaxed dress code. Students are notified of special occasions and are expected to "dress up" on designated days, such as Award Day, etc.

In instances that are not specifically covered in the dress code, the administration reserves the right to decide what is appropriate and what is not. Any student with five (5) dress code violations receives a Friday School.

Students are expected to maintain a neat, clean and conservatively attired appearance at school. Common sense attire and modest appearance are general guidelines required of all students. Students are checked for dress code violations daily.

Dress Code for High School Boys

- Polo shirts and traditional Oxford style collared shirts, any color, striped, prints and plaids acceptable. Long or short sleeve acceptable, sleeveless unacceptable.
- Solid colored sweatshirts worn with traditional button up collared shirts, Polo shirts or a turtleneck. (No insignia or writing allowed on sweatshirts.)
- Tailored shirts with tails are to be tucked in at all times. (Polo shirts with short tails may be untucked.)
- Any color pants/shorts; plaid and cargo acceptable
- Shoes and socks are to be worn at all times. No flip

flops or sandals.

- Hair is to be clean, well-groomed, above collar and bangs are to be reasonable in length (above eye brows).
- Well groomed facial hair acceptable.

Dress Code for High School Girls

- Polo shirts and traditional Oxford style collared shirts, any color, striped, prints and plaids acceptable. Long or short sleeve acceptable, sleeveless unacceptable.
- Solid colored sweatshirts worn with traditional button-up collared shirts, Polo shirts or a turtleneck. (No insignia or writing allowed on sweatshirts.)
- Shirts designed to wear untucked acceptable.
- Any color pants/shorts; plaid and cargo acceptable, skirts, skorts, jumpers worn with acceptable dress code shirt. (Skirts, skorts, shorts and jumpers cannot be shorter than **3" above knee**. Use a 3X5 index card at top of kneecap to determine appropriate length)
- Appropriate footwear – No flip flops, crocs, etc.
- Hair is to be clean and well groomed.

Dress Code for Middle School Boys

- Solid color white, sky blue or navy blue traditional **oxford style** shirt (long or short sleeve)
- Solid color white, sky blue or navy blue polo shirts.
- Solid color white, sky blue or navy blue sweatshirts worn with traditional oxford style shirt, polo shirt or turtleneck (NO INSIGNIA OR WRITING ALLOWED ON SWEATSHIRTS).
- Solid white, sky blue or navy blue sweaters.
- All shirts are to be tucked in at all times.
- Traditional khaki or navy blue slacks or shorts.
- Shoes and socks are to be worn at all times. No flip flops, crocs, etc.
- Hair is to be clean, well-groomed (no one length haircuts), above collar and bangs must be reasonable in length.
- Cleanly shaven.

Dress Code for Middle School Girls

- Solid color white, sky blue or navy blue traditional **oxford style** long or short sleeve shirt (no insignia).
- Solid color white, sky blue or navy blue polo shirts (no insignia).
- Solid color white, sky blue or navy blue sweatshirts worn with traditional oxford style shirt, polo shirt, or turtleneck (NO INSIGNIA OR WRITING ALLOWED ON SWEATSHIRTS).
- Solid color white, sky blue or navy blue sweaters.
- All shirts are to be tucked in at all times.
- Traditional khaki or navy blue slacks, skirts, skorts,

shorts, jumpers work with acceptable dress code shirts. (Skirts, skorts, shorts and jumpers cannot be shorter than **3" above knee**.)

- Appropriate footwear. No flip flops, etc.
- Hair is to be clean and well groomed.

Dress Code for Lower School Boys

- Shirts with collars.
- Slacks, such as the traditional Haggar, Dickie, Duckhead, cords, etc.
- All shirts are to be tucked in.
- Shoes and socks. No flip flops or sandals.
- Hair is to be clean, well groomed, above collar, and bangs are to be reasonable in length.
- Shorts, but not gym/nylon shorts.

Dress Code for Lower Grade Girls

- Traditional skirts, dresses, skorts, jumpers of suitable length (no more than 3" above the knee.)
- Appropriate footwear is required. No flip flops.
- Blouses and/or appropriate standard polo shirts.
- Slacks or cords, which are traditional in style, as described by the boys.
- Shorts, but not gym/nylon shorts.

Don'ts for All Students

BOYS AND GIRLS: No eccentric hair colors or hair styles.

GIRLS: No form-fitting blouses.

GIRLS: No form-fitting skirts or pants.

GIRLS: **No hip-huggers** or spandex slacks, shorts, skorts or skirts.

BOYS AND GIRLS: No untucked shirts/blouses. (See High School Dress Code for exceptions)

BOYS AND GIRLS: No cargo pants.

BOYS AND GIRLS: No sunglasses on body or clothing during school.

BOYS AND GIRLS: No hats are to be worn or brought into the building (leave at home or in the car).

BOYS: No shoes without socks. Socks must be worn.

BOYS: No sandals.

BOYS: Pants must be worn at waist...no hip-huggers

BOYS AND GIRLS: No flip-flops.

BOYS AND GIRLS: No body piercing (no earrings for boys).

BOYS AND GIRLS: No jeans or jean material of any color.

BOYS AND GIRLS: No tank tops or t-shirts.

BOYS AND GIRLS: No coats or jackets are allowed into classroom (you may wear sweaters or plain sweatshirts).

BOYS AND GIRLS: No headgear.

***NOTE: Students are denied admission to class if dress code is not followed.**

REPORTS OF STUDENT PROGRESS

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Report cards are processed at the end of each marking period. The student/parent conferences are held as noted in the school calendar. Deficiency reports are mailed to parents at mid-quarter for Middle and Upper Schools. All tuition, etc. is to be paid before final report cards or transcripts are issued to student, parents or schools.

PROGRESS REPORTS

All students receive quarterly reports reflecting progress made during the quarter. Only high school students receive letter/numeric grades.

HIGH SCHOOL GRADING SYSTEM

Quarterly Academic Grades – The grades for all academic courses are calculated as indicated below:

A+ = 98-100 B+ = 90-92 C+ = 81-83 D+ = 73-74
A = 95-97 B = 87-89 C = 78-80 D = 71-72
A- = 93-94 B- = 84-86 C- = 75-77 D- = 70
F = 0-69

FIELD TRIPS

Educational trips, and in some cases fun outings, are planned for classes during the year. If a permission slip signed by the parent or guardian is not returned to the School, the student cannot be permitted to go with the group.

CELL PHONES

Cell phones **MUST** be turned off and put away during school hours. They will be confiscated until the end of the school day if seen or heard by faculty/staff. On a second offense, they will be confiscated and only returned to a parent/guardian.

IPODS, MP3 PLAYERS, ELECTRONIC GAMES

IPods, MP3 players, and all hand held electronic games may not be used during school hours. They will be confiscated until the end of the day if seen or heard by faculty/staff.

CONCERN FOR PROPERTY

Students should consider it a privilege to attend Trident and, therefore, do all in their power to keep the building attractive and make the utmost use of all the facilities. Any student known to deface or destroy school property is assessed the full cost of repairs and is subject to possible severe disciplinary action.

SNACKS/SOFT DRINKS

Soft drinks and snacks are only permitted in the classroom during advisory period and may not be carried to or consumed in classrooms at any other time.

SENIOR PRIVILEGE

Seniors in good standing and with parental permission may leave campus for lunch.

VEHICLES

Students who drive are to observe safe driving practices and rules of courtesy. All vehicles are to be registered with the school. Students are issued parking passes. The campus speed limit is 5 mph. All student drivers are advised of specific rules concerning vehicle operation at Trident Academy. Students park in the student parking area. Students are not to enter the parking area during school hours, including lunch; nor are they to leave campus once they arrive. Students are asked to come inside the building as soon as they arrive at school. There is to be no loitering or smoking in vehicles or in the parking lot. The parking lot is considered campus. Students are responsible for the parking lot's upkeep. Administration reserves the right to suspend driving privileges.

PSYCHO – ED TESTING

Trident Academy requires that students maintain up to date testing on file in our offices. Testing should not be over three years old. Testing should include at least the following: WISC IV (or equivalent), achievement battery, behavior/emotional scales, and any other battery the psychologist feels appropriate. Trident Academy Outreach Office can assist with this process.

USE OF VIDEO/AUDIO TAPE RECORDERS

Teachers will provide for those whose Formal Education Plan (FEP) states the need for taping as an accommodation. Students whose FEP does not list taping as an accommodation may speak with his/her advisor or guidance counselor about having the accommodation added to the FEP. Students may not record classes without permission from the teacher/administration.

TEXTBOOKS

All textbooks are the property of Trident Academy and are assigned to students for their use. The student responsible for the care of his/her books is charged for any which are lost or willfully damaged. Students should make sure their name, grade and date assigned are written on the book label. Some textbooks may be sold to the students.

LUNCH PROGRAM

Students may bring a bag lunch from home. A catered lunch at a semester price is offered to all students.

SCHOOL ACCIDENT INSURANCE

School accident insurance is provided to all students at no additional cost. Information is forwarded to each student before school begins.

LOCKERS

A locker is assigned to each student as he/she enrolls in Trident Academy. This locker is for his/her use only and, as such, the sharing of lockers is not allowed. Lockers should be kept clean and neat at all times. Any damage which occurs to the individual locker is charged to the assigned student unless resolution of the problem may be found.

FACULTY LOUNGE

Students are not to be in Faculty Lounge unless accompanied by faculty and then only to assist faculty with supplies.

CHANGE OF ADDRESS, ETC.

When a parent and/or student changes his/her address, e-mail or telephone number, it is imperative that such changes be reported to the main office as soon as possible.

MEDICATIONS

Parents of students requiring medication during the day are to inform the office in writing. If your child takes medication during the day, the medication must be stored in the office safe to be distributed by authorized school personnel. Violation of this policy may result in the student's dismissal or expulsion from the School.

SCHOOL NURSE & MEDICINE STATEMENTS

Trident Academy does not employ a school nurse. Tylenol and other over the counter medications will be available to students with proper permission. (See STUDENT MEDICAL/ EMERGENCY INFORMATION form.) Prescription medications will be dispensed by a designated school employee daily. A completed medication form must be on file before medications are accepted. The prescription medication is to be brought to school by the parent/guardian in a properly labeled pharmacy container only.

INJURY & ILLNESS

Any injury or illness must be reported to the teacher in charge. The teacher will send for the appropriate personnel to assist students. If necessary, the parent or guardian will be called to come for the child.

EMERGENCY

In case of a serious emergency, 911 will be called first, then the parents will be notified, followed by the emergency contacts in order of preference. If the child must be transported to the local hospital prior to the parents arrival, they will be accompanied by a school representative. The school office has insurance forms available for the student/parent in case of injury.

DRUG TESTING

If Trident Academy has probable cause to believe a student to be under an influence, Trident Academy retains the option to have the student tested for possible drug or alcohol use at the expense of the family. Consent to such testing is a condition of remaining a student at Trident. A student and his/her family may refuse to consent to testing, but such refusal will result in immediate dismissal from the School. Trident Academy contracts with an independent contractor who provides drug dog searches of cars, lockers and bookbags several times during the course of the school year.

CAMPUS VISITORS

All visitors to our campus should report directly to the office and check in. Any person entering the premises of any school in this state shall be deemed to have consented to a reasonable search of his person and effects. School administrators and officials may conduct reasonable searches on school property of lockers, desks, vehicles, and personal belongings such as purses, bookbags, wallets, laptops and satchels with or without probable cause. School administrators or their designees may conduct reasonable searches of the person and property of visitors on school premises. (SC Code. Ann. §§59-63-1110, 59-63-1120, 59-63-1130)

HOMEWORK

Homework is a necessary part of the learning process and is assigned for the purpose of previewing or reviewing classroom material. It reinforces what has been presented and allows for outside research. Each student is assigned a homework notebook. This book is required in each class and is to be taken home each night for parent information regarding homework and projects.

HOMEWORK HAVEN

Homework Haven meets Monday through Thursday from 2:50 until 3:50. A Trident Academy teacher assists students with completing their homework in a structured setting. Most students are able to finish their work in one hour. The cost for Homework Haven is \$375.00 per quarter and is due **before** the quarter begins.

ATHLETIC ACTIVITIES

Basketball	Golf	Volleyball	Track
Soccer	Tennis	Cheerleading	

Students in grades 5-12 are encouraged to participate in one or more of the above sports (after school) activities.

The school building is opened at 7:30 a.m. each morning and closed at 4:30 p.m. Students remaining in the building after 3:00 p.m. in a special after school activity (club, organization, athletics) must report to a coach or teacher for supervision. The school cannot assume

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responsibility for students who are not picked up by parents after 3:00 p.m., except for those who are under the supervision of a coach or teacher.

Other organizations or activities include: Community Service, Student Government and club activities.

SCHOOL HOURS

Trident Academy does not provide any type of day care. The first bell rings at 7:50 a.m. and the dismissal bell rings at 2:45 p.m. Therefore, students should not be dropped off before 7:30 a.m. and are to be picked up no later than 3:00 p.m. unless they are participating in a supervised sport or Homework Haven.

SEVERE WEATHER

In the event of severe weather conditions that cause driving to be dangerous, Trident **will be closed if Charleston County public schools close.** Additionally, notification will be made on all major radio and TV stations as early as possible. If, because of severe weather, the School should need to close during the day, notification would be made on all major radio and TV stations. Phone calls are made if possible.

HARASSMENT/ABUSE

Harassment: Trident is committed to the goal of providing an environment free of harassment (a form of discrimination) or abuse of any kind. Sexual harassment and harassment based on gender, protected age, race, color, religion, national origin or disability are prohibited by law and are contradictory to the school's policy and philosophy. Inherent in Trident's belief in the worth of the individual is the principle that every individual, including each student, teacher or member of staff/administration, is due appropriate respect and freedom from harassment in any form. Therefore, harassment as defined in this policy may or may not be based upon a legally protected status; harassment may also be considered sexual or non-sexual in nature as set forth below. Abuse, as defined below, may or may not overlap with harassment; additional legal protections and requirements are provided under state law. **All forms of sexual harassment, other prohibited harassment and abuse as defined below, in or affecting the School environment to the extent it acts to create a hostile or harassing environment, are specifically prohibited.**

Sexual Harassment, Other Prohibited Harassment and Abuse

1. Definitions

The definitions are interpreted and applied by the School consistent with applicable law as well as accepted standards of mature behavior. While protected status protections may not be available to Trident students under

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current applicable law, Trident prohibits sexual/gender and non-sexual harassment of its students using the definitions below.

A. Harassment Based on Legally Protected Status

(1) Sexual/Gender Harassment (Protected Status): Sexual/gender harassment is defined consistent with sexual harassment law to include unwelcomed sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature, whether or not such conduct is legally actionable. Undesired physical contact, repeated, unwelcomed requests for social engagements, and questions or comments about sexual behavior or preference are included in this definition. Additionally, sexual harassment is behavior directed at an employee (whether faculty, staff or administration) or student because of his or her sex/gender when (i) submission to such conduct is made either explicitly or implicitly a term or condition of academic or other school related benefits or employment; (ii) educational or other school related opportunities/academic benefits, job benefits or other decisions affecting an individual's employment or educational or other school related opportunities are explicitly or implicitly granted or withheld based on submission to, or rejection of, unwelcome requests or conduct, based on sex/gender; or (iii) the academic or other school related and/or work environment is hostile, in other words, oppressive and/or has the purpose or effect of unreasonably interfering with a student's academic performance or an employee's job performance by creating a sexually intimidating, hostile, or offensive educational or work environment. Such harassment may also be based upon gender, despite lack of sexual advances.

(2) Other Protected Status Harassment (non-sexual): Harassment based on other protected status is defined consistent with the law to include conduct which has the purpose or effect of unreasonably interfering with a person's academic/school related or job

performance or creating or, for the School's purposes, tending to create, an intimidating, hostile, or offensive school or work environment on the basis of a person's legally protected status other than sex or gender, i.e. race, protected age, color, religion, national origin and/or disability.

(3) Examples of Protected Status

Harassment: For purposes of this policy, the following are examples of prohibited Sexual/Gender Harassment and of other protected status harassment as defined above. Harassing or offensive conduct in the school/academic environment or workplace, whether committed by regular members of Trident community (including students, faculty, staff, administrators) or third parties (e.g., parents, guests, vendors) in school related settings may include, but is not limited to:

- Unwelcome sexual advances or requests for sexual favors or other favors based upon stereotypes of race, color, religion, sex, gender, national origin, protected age or disability;
- Unwanted physical contact, including touching, pinching or brushing the body;
- Verbal harassment, such as sexual innuendoes, suggestive comments, jokes of a sexual nature, sexual propositions or threats; epithets; slurs; negative stereotyping (including "jokes"); or threatening, intimidating or hostile acts which relate to race, color, religion, gender, national origin, protected age or disability;
- Non-verbal conduct, such as display of sexually suggestive objects or pictures, leering, whistling, or obscene gestures; written or graphic material (including communications by computers) that defames or shows hostility or aversion toward an individual or group because of race, color, religion,

gender, national origin, protected age or disability and that is placed on walls, bulletin boards, or elsewhere on Trident's premises, or that is circulated in and affects the school community via e-mail, internet posting or otherwise; and

- Acts of physical aggression, intimidation, hostility, threats, or unequal treatment based on sex (even if not sexual in nature) or upon race, color, religion, gender, national origin, protected age or disability.

B. Non-Protected Status Harassment: For Trident's purposes, prohibited harassment in the academic environment not necessarily based on sex/gender or other protected status may be defined as follows: any harassing behavior in the school community, either verbal or non-verbal, where such behavior threatens a student's or an employee's safety and/or traumatizes the student or employee to a point that the student's or employee's performance in the academic/school environment or work environment is significantly affected.

C. Abuse: Trident prohibits and is committed to the prevention of any form of abuse, including physical, sexual, or psychological abuse. For Trident purposes, the term "abuse" can refer to any incident where any individual, adult or child, engages in conduct that harms or substantially threatens the physical, sexual or psychological well-being of any student. Such abuse can be subdivided into three areas:

- (1) physical abuse: non-accidental physical injury and/or extreme and/or repeated failure on the part of the caretaker to meet the child's physical needs;
- (2) psychological abuse: extreme and/or repeated conduct which is inhumane or otherwise unconscionable;
- (3) sexual abuse: sexual involvement between a child and an individual

who has greater knowledge, authority, power or resources.

2. Reporting Duties for All Types of Harassment and/or Abuse: Any student or employee who believes that a Faculty member's, Administrator's, school employee's, nonemployee's or fellow student's actions or words constitute harassment or abuse toward himself or another has a responsibility to report the situation immediately to the Dean of Students, or in the case of the Dean of Students's absence, conflict or other concern, to the Headmaster and, for students, any School teacher. In the case of conflict with the Headmaster, a report of harassment may also be made to the Board Chair. Thereafter, you may be asked to submit a written description to the Dean of Students. Reporting Responsibilities are detailed in the handbook section entitled "Reporting Responsibilities, Investigation and Complaint Resolution for Protected Status Discrimination and/or Harassment/Abuse."

3. Additional Duty in Reporting Non-School Related Child Abuse/Neglect

Trident strives to abide by South Carolina law, which dictates requirements for reporting child neglect or abuse, even when it occurs outside the school. Any school teacher, counselor, principal or assistant principal who has reasonable cause to believe that a child's physical or mental health or welfare has been or may be adversely affected by abuse or neglect as defined by state law is to immediately report it through school channels to the local DSS or other proper law enforcement agency. S.C. Code §20-7-510.

A Faculty member or Administrator who has reason to suspect abuse or neglect and fails to report it is subject to prosecution; however, the person making the report based on valid suspicion and concern is protected by law from both civil and criminal retaliation.

4. Cooperation: All school employees, students, and/or parents/guardians are expected to fully cooperate as requested in any investigation. If Trident determines that anyone involved in the investigation has intentionally withheld information or provided false information at any time, appropriate action may be taken.

5. No Retaliation: Retaliation against any student or employee for filing a complaint,

participating in or cooperating with an investigation is strictly prohibited. Trident does not tolerate adverse treatment of employees or students because they report any harassment or abuse or provide information related to such complaints. After a report, Trident may make follow up inquiries to determine that any prohibited activity has in fact ended and retaliation has not occurred.

6. Complaint and Investigation of All Types of Harassment and/or School Related Abuse: A complaint of alleged protected status harassment (including sexual/gender harassment) or student and/or school related abuse with all appropriate times, places, and dates should be submitted to the Dean of Students or, in her absence, unavailability or in case of other concern, to the Headmaster and, for students, any School teacher. In the case of conflict or other concern regarding reporting to the Dean of Students or Headmaster, such report may also be submitted to the Board Chair. The complaint and investigation procedure is detailed in this Handbook in the section entitled "Reporting Responsibilities, Investigation and Complaint Resolution for Protected Status Discrimination and/or Harassment/Abuse."

7. Confidentiality/Reporting

Information provided is kept as confidential as possible in keeping with an investigation that is as thorough as the School determines necessary and appropriate to the charge. Please see "Reporting Responsibilities, Investigation and Complaint Resolution For Protected Status Discrimination and/or Harassment" for details.

8. Discipline and/or Corrective/Responsive Action for All Types of Harassment and/or School Related Abuse:

Complaints Involving Students: Trident, at its discretion, may suspend or otherwise separate from regular classes any student accused or suspected of any type of harassment or abuse. The circumstances may be promptly investigated by the School and/or appropriate law enforcement agencies. Any student determined by investigation and at the sole discretion of Trident to have participated in any form of harassment, abuse or otherwise inappropriate behavior is subject to discipline and/or corrective/responsive action, up to and including immediate expulsion. Other disciplinary and/or corrective/responsive action or responsive action may include, but is not limited to, training, referral to counseling

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and/or disciplinary/corrective action such as a warning, reprimand, suspension, detention, transfer, community service and/or other requirements and/or penalties. Ongoing civil or criminal charges, pleas or other court related action will not impede Trident from making an independent determination to the extent it determines it has sufficient information to take such action as it deems appropriate.

Complaints Involving School Employees: At any time following notice of a complaint, Trident, at its sole discretion, may suspend with or without pay any school employee accused or suspected of abuse or harassment as defined herein. The circumstances may be promptly investigated by the school head and/or appropriate law enforcement agencies. Any school employee determined by its investigation and at the sole discretion of Trident to have participated in any form of abuse, harassment, or otherwise inappropriate behavior is subject to discipline and/or corrective/responsive action, up to and including immediate termination. Other discipline and/or corrective/responsive action may include, but is not limited to, training, referral to counseling and/or disciplinary/corrective action such as a warning, reprimand, suspension, transfer, demotion, removal of responsibility and related pay, community service and/or other requirements and/or penalties. Ongoing civil or criminal charges, pleas or other court related action will not impede Trident from making an independent determination to the extent it determines it has sufficient information to take such action as it deems appropriate.

REPORTING RESPONSIBILITIES AND COMPLAINT RESOLUTION FOR PROTECTED STATUS DISCRIMINATION AND/OR HARASSMENT

Any student or employee who believes that a Faculty member's, Administrator's, school employee's, nonemployee's or fellow student's actions or words constitute protected status discrimination and/or harassment toward himself/herself or toward another employee has a responsibility to report the situation immediately to the Dean of Students, or in the case of the Dean of Students's absence, conflict or other concern, to the Headmaster and, for students, any school teacher. In case of conflict with the Headmaster, a report

of harassment may also be made to the Board Chair. This reporting responsibility specifically includes supervisors or those in positions of authority to whom such a report may be made. Supervisors are to report any such concerns expressed directly to the Headmaster. After a verbal report, the student and/or employee may be asked to submit a written description of the details of his/her concerns. Trident Academy understands that such reporting may be embarrassing and makes every effort to handle the matter with sensitivity and discretion. Timeliness of reporting is extremely important; it may allow for a more complete investigation and better resolution and/or preventive measures.

Upon receiving a report, Trident Academy strives to promptly conduct an investigation of any allegations of discrimination and/or harassment based on sex (with or without sexual conduct), race, color, religion, national origin, age, disability, military obligation or protected activity (i.e., opposition to prohibited discrimination or participation in the statutory complaint process). Students and/or employees are expected to cooperate in any investigation. Information provided to the person or persons investigating is to be kept as confidential as possible in keeping with a thorough investigation. The resolution of any complaint is communicated to the parties involved. Any student, employee, supervisor, manager or third party who is found to be involved in protected status discrimination, harassment or activity which could be perceived as discriminatory or harassing of another employee is subject to appropriate disciplinary or corrective action to be determined at the sole discretion of Trident Academy.

Please know that requirements related to the filing of claims with any state or federal enforcement agencies, including time deadlines, are not changed by this internal reporting and resolution process. It is, however, Trident Academy's hope that all will access and find the internal procedure satisfactory. **Trident Academy asks that students and/or employees bring any difficulties in using the procedure directly to the attention of the Headmaster, or in the case of conflict or absence to the Board Chair as applicable.**

Any good faith report of concerns of discrimination and/or harassment, experienced or observed, should be made without fear of retaliation by Trident Academy. Retaliation against any student and/or employee for filing a complaint or participating in an investigation in good faith is strictly prohibited by law and cannot be tolerated. Any incident of retaliation as above should also be reported using this policy.

PLEASE SIGN AND RETURN AN
ACKNOWLEDGMENT FOR EACH
TRIDENT ACADEMY STUDENT IN YOUR
FAMILY. THANK YOU.

DATE:

STUDENT

PARENT/
CAREGIVER:

Please print name clearly.

GRADE _____

DATE:

ACKNOWLEDGMENT

We have read and understand the contents of the Student and Family Handbook 2010-2011. We understand that it is necessary for students and families to respect the policies and adhere to the procedures and routines of the School in order for the School to pursue its mission. We acknowledge and affirm the Student Code of Ethics in school as a fundamental value of Trident Academy. We acknowledge and affirm the academic and behavioral expectations and the reporting responsibilities described herein.

We have read and understand these policies and the Disclaimer that precedes them. We have signed the Disclaimers in duplicate and understand and agree that all signed documents (whether duplicate or not) will have the same force and effect.

We have read the Handbook and Disclaimer and acknowledge that this Handbook is a guideline and is not a contract with Trident Academy.

Signed:

STUDENT:

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TRIDENT ACADEMY

**STUDENT- PARENT HANDBOOK
COMPLIANCE STATEMENT**

Students and parents should read the student handbook and return this sheet to the homeroom teacher with the appropriate signatures.

This form is to be completed and returned on the first day of school.

COMPLIANCE STATEMENT:
I have read the rules and regulations (and penalties for their infraction) and agree to assist the school in seeing that my child abides both by the letter and by the spirit of them.

Parent's Signature
Date

Student's Signature
Date

PLEASE NOTE

THIS HANDBOOK IS SUBJECT TO REVISION AT ANY TIME.

It is the responsibility of the parent to notify the school office when there is a change of address, telephone number, place of employment, etc., so that our records and mailing lists are correct and current.

**CURRENT ADDRESS AND PHONE
NUMBER(S):**

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