

**Trinity
College East**



Saint Francis
Selflessly Serving
Our Community

Student's Handbook

2022

Our Vision

We are generating a liberal learning environment grounded in teamwork, committed to academic excellence, the all-round development of the student; and the encouragement of leadership and self-expression at all levels of the school system.

We are committed to the efficient and effective use of technologies at our disposal, and to continuous improvement of the curriculum which is designed to prepare the student for the world of work, and to lead a moral, spiritual and creative life as a responsible member of society.

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Introduction

Welcome to the Trinity College East family. We are excited to have you as one of our students and it is our hope that your years at the school will be meaningful and enjoyable.

We are confident that you will strive to reach your full potential while supporting others in their efforts to do the same.

We hope that this handbook will provide for you a useful guide as you settle in as a new student of this school.

Parents/Guardians

Welcome to the Trinity College East family. We hold the view that the intended outcomes of the secondary education process cannot be achieved without the optimum support of parents/guardians. The School Handbook is intended to provide a useful guide for you - the Parent/Guardian - as you embark on this important phase of nurturing and caring for your child/ward. We anticipate your full support and cooperation.

It is expected that changes may be made over time to the School Handbook. In general, these are unlikely to be substantial and you will be notified of any significant modifications.

Your School Handbook should be kept safely for frequent reference.

Brian W
Principal

Our Patron Saint, St. Francis of Assisi



We chose to be identified with St. Francis' view of the brotherhood of all God's creation and his well-known love, respect and reverence for nature.

St. Francis, who lived in Italy in the 13^h century, lived a life of poverty, wandering in communion with God's creatures.

In one famous story, Francis preached to hundreds of birds about being thankful to God for their wonderful clothes, for their independence, and for God's care. The story tells us that the birds stood still as he walked among them, only flying off when he said that they

could leave.

St. Francis' final years were filled with suffering as well as humiliation as poverty led to him becoming blind. His response was writing his beautiful Canticle of the Sun that expresses his brotherhood with creation in praising God.

St. Francis' feast day is observed on October 4th – the day of his death in the year 1226.

History of Our School

Trinity College East had its first intake of students in the school year commencing September 2001.

This school is part of a wider project initiative of the Anglican Diocese in Trinidad and Tobago for the provision of secondary education. It involved the construction and operation of two secondary schools namely Bishop Anstey High School East for girls and Trinity College East for boys. Each school has an optimum enrolment capacity of 875 students and is set in a suburban environment conducive to learning on a 15-acre parcel of land at Trincity.

In May 1998, the Anglican community identified the urgent need to: prepare more of our young citizens to lead a moral and spiritual life and make a greater contribution to society; to reverse the deleterious impact on society due to the reduced role of religious bodies in secondary education and to provide additional quality education opportunities for students along the East-West corridor where the situation was deemed critical.

The project was given impetus by Government indicating its interest in having denominational boards resume their traditional role in education, with the objective of promoting the maximum use of technology as effective teaching and learning mechanisms, as well as of preparing our citizens to operate in an information age so as to enhance the skill base of the work force.

To facilitate the foregoing objectives an alternative education financing mechanism was developed by the Anglican Diocese, which pooled its resources with those of Government and private sector organisations with the land and construction services procured for the project from Home Construction Limited.

On May 25, 2000, after two years of intense prayer, work and negotiations, the sod turning ceremony took place and construction commenced on June 29, 2000.

Administrative Structure

The Anglican Diocese has had a distinguished track record in secondary education from as early as 1921 due to the vision of Bishop Arthur Henry Anstey. It began with the founding of the Bishop Anstey High School, Port of Spain, then later on the Fyzabad Anglican Secondary School, St. Stephen's College-Princes Town, Bishop's High School-Tobago, Bishop's Centenary College and Trinity College-Maraval.

Graduates of these Anglican secondary schools have excelled in diverse fields such as science, business, medicine, finance, law, sports and the arts and continue to make outstanding contributions to the development of this country. We intend to replicate the sound education models of these schools at Trinity College East.

The School, a private school, is managed by a Board of management appointed by the Bishop of the Anglican Diocese in Trinidad and Tobago, through the Bishop Anstey Association, the Organisation for the management of Anglican secondary schools.

All staff are appointed by the Board, after extensive recruitment exercises, and are committed to the vision of the school. An Executive Director will coordinate the operations of the two schools with the respective principals while a full time Chaplain will head the pastoral function.

Funding for the school is based on fees paid by Government for the students placed. Replenishment of plant, technology refreshment and maintenance will be financed through leasing of the facilities, fund raising projects and donations.

Our Philosophy and Aims

In the tradition established by Bishop Arthur Henry Anstey, this school prepares our young citizens of all faiths and persuasions to lead lives made fuller by exposure to knowledge and skills and enriched by moral and spiritual values.

At Trinity College East we strive to accomplish our goals by focusing on these strategic areas represented by Six Pillars:

1. **Academic Excellence:** our disciplined and caring environment fosters self-confidence, intellectual curiosity and a lifelong love for learning that will enable our students to achieve their full academic potential.
2. **All Round Student Development:** through the provision of comprehensive academic programmes and a wide range of co-curricular and extra-curricular activities, our holistic approach aims to develop our students to excel in all aspects of life.
3. **Spiritual and Moral Grounding:** our ethos and practices develop and enhance moral and spiritual values espoused by the Anglican tradition, while teaching our students to value and respect the diversity of our country.
4. **Technology Leadership:** our teaching, learning and administration are enabled and enhanced by the integration of innovative technology.
5. **World of Work:** our holistic approach to education equips our students with the competencies, confidence and ethics needed as young professionals in their careers of choice, positively contributing to the betterment of society.
6. **Education for Sustainable Development:** through our teaching, facilities and day-to-day practices we strive to empower and inspire our students and staff to think and act sustainably
 - to care for themselves, care for others and care for the environment.

The Board of Management recognises that this will not be possible without the support and contributions of the parents, guardians, the Church and the community

Our values reflect “His Word”

A student of Trinity College East is expected to REPRESENT:

- **H – Honesty** in deed and word.
Honour in dress and behaviour.
- **I – Integrity** (a person who encourages appropriate principles).
Intellectual inquiry (promoting self-expression and sharing of experiences)
- **S - Service** to others and the community
Spiritual development (true wisdom comes to those who mature in faith)

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- **W – Work** (Time and effort sacrificed to bring rewards)
Willingness (nothing is impossible to a willing mind)
- **O – Obedience** (faithful to the school rules)
Open Communication (establishing a safe space where all can engage in valid self-expression without fear of retribution)
- **R - Respect** (listening to all points of view, responding to negative influence without violent aggression)

- **D - Discipline** (self-control and patience - virtues which mould us into admirable individuals)
Dedication (devotion of all your time and energy to achieve a goal or an outcome)

Home School Agreement

This Home School Agreement demonstrates the partnership between home and the school and is intended to meet the “Vision” of the school.

Together we shall:

- Encourage and support our children to develop as well-rounded citizens.
- Encourage and support our children to achieve the best they can.
- Provide mutual respect and support for our children.

Parents/guardians, should:

- Ensure the child attends school regularly, and punctually.
- Ensure the child has all the tools necessary for learning.
- Ensure that the child attends school in the full and correct uniform.
- Support the school’s policies and guidelines for behaviour and attendance.
- Ensure that the school is aware of any concerns or problems that may affect the child’s behaviour or academic performance.
- Attend parents’ meetings and parent-teacher conferences.
- Support cell group meetings and Parent Support Group meetings.
- Encourage the child to be responsible and accountable for his actions.

The School shall:

- Encourage your child to achieve academic excellence by providing a balanced curriculum that meets his individual needs.
- Support your child’s development socially, morally, spiritually, and physically whilst nurturing him to be a creative and artistic thinker.

- Endeavour to provide a safe, caring and stimulating environment.
- Keep you informed about school matters and your child's progress and achievements.
- Let you know of concerns or problems that affect your child's work or behaviour.
- Be open and welcoming, offering opportunities for you to become involved in your child's education.

The Student is expected to:

- Attend school regularly and be punctual.
- Display good behaviour at all times including on the way to and from school.
- Bring to school all the equipment needed every day (books, writing instruments, etc.).
- Wear the school uniform correctly and be tidy in appearance.
- Do all homework and class work as best as he can.
- Be polite and helpful to others, and not to physically, psychologically or verbally abuse others.
- Keep the school and school equipment free from litter or graffiti.
- Co-operate with adults and those in authority.
- **Be Honest, Be Courteous, Be Respectful To All.**

Students' Conduct

We believe that exemplary conduct is an important factor in establishing a healthy and orderly learning environment. We have therefore established the following guidelines for our students:

DRESS CODE

EXPECTED BEHAVIOURS-

School is a place of business and students are expected to wear their uniforms in a neat acceptable manner in school, in taxis and maxi taxis, at any school activity or along the roadways. The Trinity College East uniform distinguishes our students from all others and must be worn with the utmost pride.

- The shirt must be well ironed (no ironed designs) The top button (in front of the neck) must be buttoned. Shirts that carry no button at the top **MUST** be closed at all times.
- The tie must be worn in such a manner that must not be visible at the back of the neck. In front, the tie must cover the top button at the front of the neck. The lower end of the tie must make contact with the belt.
- Absolutely no printed T-shirts. All T-shirts worn under the school shirt must be plain white.
- Students must wear the prescribed navy blue school pants **UNADJUSTED**.
- Students' belt must be plain black with a simple belt buckle.
- Students must wear black or navy blue socks.
- Students must wear a plain, closed black shoe. Shoe laces must be tied properly through all designated holes in the shoe.
- The only allowed jewelry is the Trinity College East school ring (**ONLY FORM FIVE AND SIX**). **No Other Jewelry Is Allowed.**

Physical Education (PE) Uniform

The PE uniform in the colour of the House assigned is to be worn during PE class.

To ensure good hygiene practices, showers have been provided for use after PE activities. Students are required to bring a towel for this purpose.

All uniform pieces and towels should be marked or tagged with the student's name to avoid loss.

Students will not be permitted to attend PE classes and in turn pass the course without the proper uniform. The PE uniform is mandatory as part of the school uniform policy.

Accessories

Hair - Students are required to have their hair kept well-groomed at all times. Hair colouring, markings and designs are not allowed to head or eyebrows.

Earrings - No earrings are allowed.

Wristwatch - A simple wristwatch with a gold, silver, black or brown coloured band.

No chains, rings (except for a school ring), bracelets, anklets or other adornments will be permitted.

Attendance and Punctuality

Regular attendance is required. Absences will only be excused for the following reasons:

1. Personal illness

2. Doctor's appointment – Parents are encouraged to make arrangements for doctor's visits outside of school hours.

3. Family crisis

4. Family trip – School should be given at least one week's advance notice.

When a student is absent, a written excuse signed by the parent/guardian explaining the reason for the absence must also be presented on the day of the student's return to classes. A medical certificate signed by a doctor must accompany any absence due to illness that exceeds two days. A letter will be sent to Parent/Guardian when a student is absent for more than 6 days in one term.

Students are expected at school by 7:55 a.m. A warning bell is rung at 7:55 a.m. Any student reporting to the classroom after 8:00 a.m. will be recorded as late. Students who are late must bring a note, signed by a parent explaining the reason for the lateness. However, continuous and consistent tardiness will result in the parent being asked to attend a meeting with the respective dean.

OFFENCE	OCCURRENCE	MINIMUM	MAXIMUM
ALCOHOL & DRUGS	First Repeated	Suspension Suspension	Law Enforcement Law Enforcement
Using, possessing, selling, distributing, soliciting or being under the influence of alcohol, drugs, other intoxicants or any look-a-like substances. Possessing any drug paraphernalia.			
ARSON	First Repeated	Suspension Suspension	Law Enforcement Law Enforcement
Using fire to destroy or attempt to destroy property. The Fire Department and law enforcement will be notified of any incident.			
ASSAULT	First Repeated	Suspension Suspension	Law Enforcement Law Enforcement
Intentionally, knowingly or recklessly causing physical injury to another.			
BOMB THREATS FALSE ALARMS	First Repeated	Suspension Suspension	Law Enforcement Law Enforcement
Law enforcement will be notified of any incident.			
BULLYING	First Repeated	Parent Conference Suspension	Suspension Law Enforcement
Intimidating or abusing other by the use of force, coercion, or threat.			
DEFIANCE OF AUTHORITY	First Repeated	Parent Conference Parent Involvement	Suspension Suspension
Refusal to follow reasonable requests of any school adult and/or designated authority			

OFFENCE	OCCURRENCE	MINIMUM	MAXIMUM
DISORDERLY or DISRUPTIVE CONDUCT	First Repeated	Student Conference Parent Involvement	Suspension Expulsion
<p>Language or behavior which disrupts and/or interferes with the educational environment or process.</p>			
NON COMPLIANCE WITH DRESS CODE	First Repeated	Student Conference Detention	Detention Suspension
<p>The principal, staff and parents are responsible for determining the school uniform. Dress and grooming are primary responsibilities of students and parent/guardians.</p>			
EXPLOSIVE DEVICES	First Repeated	Suspension Suspension	Law Enforcement Expulsion
<p>The use, or threat of use, possession (carrying or concealing) or sale of explosive material or look-a-like devices. Violation shall result in referral to an appropriate law enforcement agency.</p>			
EXTORTION	First Repeated	Parental Conference Suspension	Suspension Law Enforcement
<p>Demanding money, or something of value (e.g. lunches) from another person in return for protection from violence or threat of violence.</p>			
FIGHTING	First Repeated	Parental Conference Suspension	Suspension Expulsion
<p>A hostile physical encounter between two or more individuals.</p>			

OFFENCE	OCCURRENCE	MINIMUM	MAXIMUM
FIRE STARTING EQUIPMENT	First Repeated	Parental conference Suspension	Suspension Expulsion
<p>Brining onto school property or possessing any of the following is prohibited: matches, lighters, fuses, or any other device capable of starting fires. Violation may result in referral to an appropriate law enforcement agency. (Approved materials for science or any such subjects are not included.)</p>			
FORGERY	First Repeated	Parental Conference Suspension	Suspension Law Enforcement
<p>Writing or giving false or misleading information to school officials by forging parent's, guardian's or any other person's signature on any letter or other school document, cheating, plagiarizing, turning in another person's papers, projects, computer programmes, etc., as the student's own, and/or any other misrepresentation of the truth.</p>			
GAMBLING	First Repeated	Parental Conference Suspension	Suspension Suspension
<p>Participating in games of chance for the purpose of exchanging money and other things of value.</p>			
LEWDNESS	First Repeated	Informal Talk Suspension	Suspension Suspension
<p>Indecent exposure and/or the use of obscenity, profanity, whether oral, written or gestured.</p>			

OFFENCE	OCCURRENCE	MINIMUM	MAXIMUM
INTIMIDATION MENACING	First Repeated	Informal Talk Suspension	Suspension Suspension
An intentional, serious threat by word or act (including physical and/or verbal bullying/threatening), which places another person in fear of imminent serious physical injury. This includes, but is not limited to, words or conduct directed toward person because of their race, gender, colour, religion, national origin or sexual orientation.			
SEXUAL HARASSMENT	First Repeated	Informal Talk Suspension	Suspension Suspension
Sexual harassment is prohibited conduct. It may be verbal, visual, written, or physical in nature and includes unwelcome sexual advances.			
SEXUAL MISCONDUCT	First Repeated	Parental Involvement Suspension	Suspension Law Enforcement Expulsion
Sexual misconduct refers to, but not limited to, all the offenses listed in the Sexual Offences Amendment Act.			
TOBACCO or Vaping	First Repeated	Parental Conference Parental Conference	Suspension Suspension
The use or possession of tobacco in any form.			
TARDINESS	First Repeated	Informal Talk Parental Conference	Suspension Suspension
Arriving late to school and/or class.			

OFFENCE	OCCURRENCE	MINIMUM	MAXIMUM
TECHNOLOGY USE	First Repeated	Informal Talk Parental Involvement	Suspension Suspension
Failure to comply with the school ICT Policy.			
THEFT	First Repeated	Parent Involvement Suspension	Suspension Law Enforcement
Taking, giving, or receiving property not belonging to you. Knowingly possessing any stolen property reported lost or missing.			
WEAPONS	ANY	Suspension & Law Enforcement	Law Enforcement Expulsion
Violation shall result in referral to an appropriate law enforcement agency.			
TRESPASSING	First Repeated	Informal Talk Parental Involvement	Suspension Suspension
Being present in unauthorized places or refusing to leave when asked to do so by the principal or designated authority, entering or remaining unlawfully in school buildings or on any part of school property or adjacent areas.			
UNEXCUSED ABSENCE	First Repeated	Informal Talk Parental Involvement	Parent Involvement Community Police
Any absence which has not been excused by a parent or legal guardian and/or appropriate school official.			

OFFENCE	OCCURRENCE	MINIMUM	MAXIMUM
<p>THREAT OF VIOLENCE</p>	<p>First Repeated</p>	<p>Parent Involvement Suspension</p>	<p>Suspension Law Enforcement</p>
<p>Communicating intent to commit serious bodily harm to others. Parents of threatened students are to be notified in writing. Violation may result in referral to an appropriate law enforcement agency.</p>			
<p>VANDALISM</p>	<p>First Repeated</p>	<p>Parental Conference Suspension</p>	<p>Suspension Law Enforcement</p>
<p>Intentionally damaging, defacing, (including tagging/graffiti), or destroying property. The student and the parent or guardians may be liable for the amount of the assessed damages not to exceed \$5,000 plus costs, if legal action is required.</p>			

STUDENT TARDINESS

Punctuality is a life lesson that goes a long way in promoting discipline. Students who are tardy for school must have a written excuse signed by a parent or guardian. Parents will be contacted by form teachers if your son is repeatedly late. The following is the school's policy in dealing with tardiness...

- 1st late – verbal warning
- 2nd late – written warning addressed to the parent
- 3rd late – form teacher to contact parents
- 4th late – parent to come in
- 5th late – suspension

All of the above refer to tardiness without written excuses or other communication from parents.

Assembly and Worship

Our normal school day begins with Assembly and Worship every morning at 8:00 a.m. All students are expected to be attentive and courteous during school assemblies. There will be a minimum of talking upon entering and leaving assembly, and all talking should cease when the person leading the assembly arrives at the lectern or podium.

Religious instruction, in accordance with the tenets of the Anglican Faith, shall be compulsory except where the parent/guardian notifies the school in writing that the student is not to receive such religious instruction. No attempt will be made to force any student to adopt the Anglican Faith.

A general exposure to contemporary social and moral issues as dealt with or interpreted by the major religions will form part of our curriculum.

Rules of the Library Media Centre

Conduct

- a. The School Library Media Centre (SLMC) is provided exclusively for the purpose of academic study, instruction, reading and research. Therefore, it is important that students' behaviour is suitable for the learning environment.
- b. Be considerate to others in the SLMC by:
 - Refraining from speaking loudly.
 - Refraining from running or playing in the SLMC.
 - Refraining from eating, drinking or chewing gum in the SLMC.
 - Taking care of all SLMC material.
 - Placing all bags, folders or parcels in the lockers provided in the SLMC.
- c. Please do not replace books on shelves. Place them on the trolleys provided and the Library Staff will re-shelve the books.
- d. When a book is borrowed at the Circulation Desk, be sure to return it at the Circulation Desk.
- g. Computer usage in the SLMC is restricted to academic and research work only. As such
 - Permission must be granted by Library Staff before accessing e-mail.
 - Chat sites, downloading or playing of games (or accessing cheat codes) is strictly forbidden
 - Transferring of videos, music files and listening or viewing of music and videos is forbidden.
- h. The library staff shall at all times have authority to maintain good order. The SLMC may exclude or suspend from it any user who breaks these rules. The librarian/ media specialist may report to the Principal any person responsible for serious breach of these rules.

Theft and Mutilation

The willful mutilation or defacement of library material, illegal removal of books or other library material, or the intentional misplacement of books in the library will be a major offence against the school. Any person who commits such an offence will be reported to the appropriate principal for serious disciplinary action, which can result in suspension.

Any breach of these rules by a user will render him liable to a fine or replacement of the material.

Science Lab Rules

1. Be DISCIPLINED and OBEY ALL RULES at all times.
2. Handle all equipment with CARE.
3. Learn about apparatus and equipment before use.
4. NO RUNNING or PLAYING in the labs.
5. Keep lab tidy at all times.
6. TURN OFF GAS when not in use.
7. LISTEN to the teacher or lab attendant attentively at all times.
8. DISPOSE of all chemicals properly.
9. DO NOT INHALE substances directly.
10. NO EATING OR DRINKING in labs.
11. DO NOT REMOVE any apparatus or furniture from lab.
12. DO NOT PLAYWITH or VANDALISE lab equipment or furniture.
13. DO NOT IGNORE SIGNS in lab.
14. DO NOT TOUCH ELECTRICAL OUTLETS WITH WET HANDS.
15. DO NOT TASTE ANYTHING in the lab.
16. DO NOT PUT FLAMMABLE MATERIALS near to open flames.
17. Tie hair back neatly while in the lab.
18. Do not enter unauthorized areas
19. Wear prescribed protective gear

Any apparatus broken must be paid for.

Computer Lab Rules

The purpose of these rules is to maintain a functional computing environment for **all** users. These rules apply to any computer system at these schools. Once you use any computer system on these premises you are subject to abide by these rules.

1. Users are required to start-up and shutdown your machines every morning and afternoon.
2. Users are not allowed to install software to any machine.
3. Users must not disclose password(s) to anyone.
4. There is to be **no** food or drink at or near to PCs.
5. Users should log-out after using the machine. Failure to do so can result in someone else accessing your files. Users should ensure that files and applications are properly closed before logging-off.
6. Users should not leave a machine unsupervised with a login active.
7. Users should not attach any hardware devices to any machine.
8. Users must keep the area around the machine as clutter-free as possible to prevent damage to the devices.
9. The facilities are provided for the Schools' administrative, instructional, research and business functions. Any other usage (personal usage) will be granted only if it does not interfere with the needs of other users.
10. Use of these facilities to gain unauthorized access to any other account, at this school or any other organization or individual is expressly prohibited.
11. The facilities may only be used for lawful purposes. Transmission of any material in violation of any current regulation is prohibited. This includes, but is not limited to: copyrighted material (unless authorized by the copyright holder), threatening or obscene material, or material protected by trade secret.

12. Use of other organization's networks or computing resources must comply with the rules for that network.
13. Consideration of other users is expected including, but not limited to, managing your time so as not to monopolize any computer, scheduling of large processes such as printing to run at night or the weekend, conserving resources like paper and desk space, promptly returning borrowed material, logging-out instead of using a screen-lock program, saving your work in the appropriate course/personal folder or diskette, etc.
14. The following activities are prohibited:
 - Storing, posting, or displaying obscene or offensive data in areas where one might view them passively or inadvertently.
 - Those activities which adversely affect the reputation or image of this organization.
 - Those activities that deliberately affect the function or integrity of these facilities.
 - Any usage, which benefit any political organization.
 - Any commercial use unrelated to school business.
15. Users are not allowed to open any machine or tamper with any computer equipment.
16. Users are expected to operate the machine and use the facilities with due care so as to prevent injury or harm to oneself and others and also to prevent damage to the equipment.

Failure to comply with these rules can result in inconvenience to you or other students, damage to equipment, violations of warranties and/or violations of software licenses.

Therefore, any user found violating these rules would be subject to Disciplinary Action.

As joint guardians of the facilities, students are expected to encourage other students to comply with these rules. However, should there be a deliberate breach of the rules, you are expected to immediately report the incident to a teacher for further action.

STUDENT'S ACCEPTABLE USE POLICY

Technology provides students with access to people and material from all over the world. We believe that information and interaction promotes educational excellence and are consistent with the goals of this institution.

At this institution, computer labs are provided for use in the day to day instruction of all our students. The use of these labs is a privilege, not a right. All students are requested to use these labs in keeping with the rules and regulations set out by the institution. Failure to do so will be dealt with accordingly.

The internet does include some material that is not appropriate for students. Efforts are taken to protect students from inappropriate materials, but it is impossible to completely protect students from material that is not consistent with the goals of Trinity College East. Students will use the computer labs and the internet within an educational activity, such as doing research, developing projects, and disseminating information.

The following rules and consequences will maximize the educational opportunities available to your child, while minimizing the risk of inappropriate use. The use of the Internet is a privilege, not a right. This privilege may be withdrawn if it is not used responsibly. Please discuss the following rules with your child. These rules will also be discussed in your child's classroom. When you believe your child understands these rules, both parent and child should **SIGN AND RETURN ON REGISTRATION**. Your child will then have access to the Computer Labs and the Internet when necessary.

If your child violates any rules, he may be subject to any one or all of the following consequences:

- a. Suspension from class
- b. Suspension from school
- c. Loss of computer privileges
- d. Recommendation for expulsion

Rules of Responsible Technology Behaviour

1. Be Polite. Never send messages that are unkind.
2. Respect the rights of others. Do not interfere with anyone's use of the computer. Do not access anyone's files without their permission.
3. Use appropriate language.
4. The use of technology is for educational purposes only.
5. Recreational games are prohibited. Technology will be used to promote learning of school-related subjects and support activities, as approved by the school board.
6. Be a responsible internet citizen. You are not allowed to send or collect obscene, abusive, or threatening material or activities supporting racism or sexism.
7. Help others to be responsible citizens. If you see anyone who does not conform to these rules, immediately tell the teacher or the adult who is supervising you.
8. Always use the internet under the supervision of a teacher or another member of staff.
9. NEVER give your address, phone number, or last name, or that of other students or staff.
10. Keep your password secure. Do not share your password with others. Do not allow others to use your account. Do not use other people's password or account.
11. Follow the rules of the school, the state and federal law (Federal Law governs the internet).
12. You must not use school technology for commercial, profit-making activities, except as specifically agreed to by the School.

Note: Publication

Student art work/writing/photo/video may be considered for publication. This may include publication on the Internet as part of our school's web page or other media during this school year. No student's full name, home address, telephone number, or email will be published on the School's Web pages. Group student photos can be published showing students working on projects and other activities. First names can be published with those photos. Students will not be identified by full name on any photo.

Chapel

Consistent with our commitment to the spiritual development of our students we have provided a chapel. It is located on the upper level of the school building and will be the place where services are conducted and staff, students as individuals or groups will go for prayer and meditation.

It is expected that the students will maintain a level of decorum appropriate for sharing in sacred moments of Worship. Thus, the student shall refrain from distracting behaviours.

Lockers

Students will be individually assigned lockers by their teachers, which they are required to keep neatly. A locker must be used in order to secure your books and other personal effects. The student is responsible for supplying a lock for the locker and a copy of the key should be lodged with the Form Teacher. Neither books nor food is to be left overnight. At the end of each term, students are required to clear their belongings and leave lockers empty and open.

Kindly report any defective lockers to your class teacher.

School building and property

Trinity College East is very fortunate to have new state-of-the-art facilities. Students should take pride in their school and do their part to reserve and maintain its appearance at all times. The defacing of school property is punishable by suspension and restoration charges.

Students are to display the highest regard and take utmost care in handling school equipment, furniture and general property.

Students are responsible for keeping their environment tidy and clean at all times. Disciplinary action will be taken in cases of students ‘littering.’

HOMEWORK

Homework is an integral part of the study programme. It provides valuable insights into students’ understanding of the subject matter.

Teachers will assign homework on any day giving the date on which it is to be presented. **Students are required to record the homework in a HOMEWORK NOTEBOOK (available at the school),** and have the completed homework signed by their parent/guardian. Students are also required to complete such assignments independently and with due care as the grades received may be used as part of your overall assessment.

Where a student is absent, it is the student’s responsibility to find out the homework which was assigned, from the subject teacher or from a classmate, and to complete it by the required date.

GRADING AND STUDENT EVALUATION

Students will undergo continuous assessment throughout each term. These assessment marks (referred to hereafter as Class Assessment), will together with official exams be reported to parents twice per term. Each term there will be a Mid-Term and an End of Term Report. There will be a minimum of five assessments per term.

All Mid-Term reports and the End of Term report for Term 2 will contain only Class Assessment marks. In Term 2 both Form Three and Form Five reports will contain examination marks. All other End of Term reports will have a combined Class Assessment and Examination mark for each subject.

A grade would be assigned to each subject and presented in a column next to the scores. Grades will be assigned as follows:

Grade	Percentage	Grade	Percentage
A+	90 - 100	C+	60 - 64
A	85 - 89	C	55 - 59
A-	80 - 84	C-	50 - 54
B+	75 - 79	D	45 - 49
B	70 - 74	F	0 - 44
B-	65 - 69	ABS	Absent

The reports will include data such as; Attendance & punctuality, Conduct, Number of subjects passed (Grades A to C), Overall Average, Discipline and Co/extra-curricular activities.

Accessing Student Reports

Student academic reports are generated by the School's Information Management System, PowerSchool, therefore student reports will be available online for each reporting period. The school's calendar of events will indicate when parent can access reports.

Academic probation

Students who receive less than 45% Average Pass Rate are exempt from the following activities until a mid-term review or the next reporting period:

- Field Trips
 - Athletic Teams & Art Programs
 - School events
 - Extracurricular clubs
 - Sports day, Walkathon, October Bazaar
 - Graduation Dance
- **Academic Probation List will be provided to cross reference attendance.**

Students who are on Academic Probation will:

- Be required to attend mandatory parent meetings with each Year group and a separate meeting with Underachievers (students on academic Probation)
- Sign a contract of understanding-any component of the contract that is breached will result in an automatic suspension
- Remain on suspension until contract is signed / parent conference with principal
- Remain on academic probation until the mid-term / next reporting period and grades have improved

Recommendation to Improve Academic Standing:

- Additional Lessons at TCE or outside sources
- Increase in Study time; Minimum of 2 hours per day
- Loss of home privileges
- In school counseling to address academic anxiety or lack of motivation
- Families in Action
- Meet with the Form Teacher
- Attending Parents Day for Interim parent teacher conferences
- Implementing a behavior/academic contract at home
- Creating a study plan for the courses that are at risk

- Maintaining a proper study environment conducive for structured studying at home
- Implementing a homework log with teacher signatures to increase lines of communication.

The Curriculum

In the first year of studies at Trinity College East students will be exposed to the following subject areas:

- Language Arts
- Mathematics
- Spanish
- French
- Social Studies
- Integrated Science
- Information Technology
- Art
- Music
- Theatre Arts
- Physical & Health Education
- Religious Education
- Personal and Social Development

At the Form Two level students will be exposed to more concepts and theories of the Social Sciences with the introduction of History and Geography. In year two Technology Education will be included as part of the core curriculum.

At the Form Three level students will no longer study Integrated Science but will be introduced to Biology, Chemistry and Physics as separate subjects.

REMEDIAL CLASSES

In some cases, (where the teacher considers it in the best interest of a student's academic performance), the student may be required to attend remedial classes in the particular subject area. This is in an effort to ensure that any gaps in knowledge acquisition are addressed in accordance with our teaching methods. We shall inform the parent, should any such classes be required outside of normal school hours. We ask that you support the school in this effort.

EXTRA-CURRICULAR ACTIVITIES

To support our academic curriculum and in our quest to mould a well-rounded citizen, a strong co- and extra-curricular programme exists. Every student is required to participate in at least 1 co-extra-curricular activity.

Through these programmes students can pursue athletic and cultural endeavors. This affords challenges and interaction with the wider population of the school as well as students of other schools.

Trinity College East students are encouraged to pursue their current non-academic interest or be introduced to new ones. Our activities include: Football, Cricket, Swimming, Basketball, Table Tennis, Scrabble, Chess, Track and Field, and Tennis. Students' academic performance and general decorum will influence their chance of being selected to represent the school at any of these activities.

IN-SCHOOL SUSPENSION

In-school suspension forms part of the school's response to indiscipline in the school and is used to change behaviour by providing an opportunity for the student to reflect and rethink his future response and/or reaction. Parents will be advised of the time and period of the suspension. It will be recorded but will not form part of the student's official record

In school suspension will involve:

- The student's removal from formal classes

- Community service to the school, which may require some form of physical activity, (a change of clothes may be required).

- Isolation from the student body, including during morning break and lunch.

- The student will be required to source and complete all his classwork and homework assigned.

HONOR ROLL

At the end of every term the top 3 students per form class will be acknowledged on the academic achievement board, at assembly, on the announcements, and with a mini honor roll luncheon.

This initiative will begin the acknowledgement of academic achievement and the promotion of hard work and discipline as the foundation for the school culture. The form class with the highest marks will also receive the 1st dress down coupon for their collective efforts. Students who receive 80% or above will receive Honorable mention at assembly.

The School Day

The school day commences at 7:40 a.m. and ends at 2:40 p.m. Each school day starts with an assembly. Classes begin at 8:00 a.m.

7:55 am	WARNING BELL
8:00 am	MORNING ASSEMBLY & WORSHIP
8:25 am	1 st PERIOD
9:00 am	2 nd PERIOD
9:30 am	MORNING BREAK
9:50 am	WARNING BELL
9:55 am	3 rd PERIOD
10:30 am	4 th PERIOD
11:05 am	5 th PERIOD
11:40 am	6 th PERIOD
12:10 pm	LUNCH
1:10 pm	WARNING BELL
1:15 pm	7 th PERIOD
1:50 pm	8 th PERIOD
2:20 pm	CLOSING PRAYER AND DISMISSAL

Warning Bells alert you to proceed to next assembly point.

Other Important Information

HOUSE SYSTEM

To provide opportunities for competition, leadership and student-led projects, we have established a house system. Your son has been placed in a house represented by a colour. The houses and their respective colours are:

Arcadia	-	Green
Beaulieu	-	Black
Dinsley	-	Blue
Montague	-	Maroon
Rowland	-	Red
Sunrise	-	Yellow

STUDENTS RECORDS

Students should be aware that the school maintains a record of their performance throughout their entire stay at Trinity College East.

The following information forms part of the record.

- Attendance and Punctuality
- Grades
- Conduct
- Participation in co/extra-curricular activities
- Outstanding achievement

At the start of each new academic year, Trinity College East will hold a prize giving ceremony, to recognize the outstanding achievements of our students.

PAID ACTIVITIES

For some activities, a fee will be charged. Students and parents will be notified of such a fee by a letter from the respective form teacher. If any fee causes your family financial inconvenience, either the Form Teacher or the Principal must be notified.

COUNSELLING SERVICES

Counselling services are available to help students enjoy a successful Trinity College East experience both in and out of the classroom.

In addition to speaking with your form teacher and dean a student may request an appointment with the school counselor to discuss personal, social or academic concerns. This is done through the form teacher. Staff members may also refer students. Counselling may be conducted on an individual or group basis and consultation is also accessible to parents/guardians, on a limited basis.

MEDICAL EMERGENCIES

Our matron, a qualified nurse is on staff to assist with the emergency medical needs of staff and students. Parents must furnish the school with any pertinent medical history that will enable the matron to assist their child if the need arises.

The information required includes any medication that the student may be taking, the dosage, the prescribing doctor and any known allergic reactions.

A network of medical support including that accessed through your school insurance coverage is available to support the matron in the event of a major incident.

It is recommended that you insure your son

CHANGE IN FAMILY ADDRESS &/OR PERSONAL CIRCUMSTANCE

Changes occur in families and these changes may affect your child. It is important that our records covering your child are kept up to date.

Should there be any changes of address, phone number or family circumstances including divorce or separation, we ask that you inform us in writing.

At the beginning and end of every term the form teacher will verify your child's information.

MOBILE HANDHELD ELECTRONIC COMMUNICATION DEVICES (MHECDs)

The policy of the Ministry of Education states that the use of MHECDs must support the effective and efficient delivery of education in schools and at school related activities. Devices must be used in a responsible, safe and legal manner at school and school related activities.

GUIDELINES FOR THE USE OF MHECD IN SCHOOL

Security for MHECDs is the responsibility of the adults and students bringing them on the school's compound and/or to a school-related activity. All MHECDs must be powered off before entering the school's compound or any school-related activity, unless permission is specifically granted by authorized school's personnel. Permission for the use of MHECDs on schools' compounds and at school-related activities should be clear and specific relative to the purpose of use.

In case of illness or other emergencies, the Form Teacher, Dean, Counsellor or Nurse will contact the parent/guardian.

VISITORS

Visitors must report to the school **office**. This includes **any parent or guardian**. **STUDENTS ARE ONLY ALLOWED TO MEET WITH VISITORS WITHIN THE OFFICE ENVIRONS.**

Parents are encouraged to meet their son's teachers. A note must be sent to the teacher in advance in order to make an appointment for an appropriate time. Parents are also encouraged to be active members of their son's class cell group.

LOST PROPERTY

While we expect that students will take particular care to secure their personal property, we have established a system for the collection/retrieval of lost property. We wish to encourage students who find items belonging to fellow students to give the item(s) to a member of staff.

EVACUATION DRILLS

The safety of students and staff is of great importance to us. Orderly evacuation of the premises in the event of an emergency will minimize injury. **Evacuation** drills will be conducted throughout the school year.

Students are to leave the building in a swift but orderly manner as directed by their teacher, when the alarm sounds. **Do not run!**

Once outside the building, go to the area designated for your Form and stay with the teacher who will take roll. You are to remain outside until you are instructed to return.

STUDENTS ARE REMINDED THAT IT IS ILLEGAL TO FALSELY ACTIVATE A FIRE ALARM

SCHOOL INFORMATION

Address: #35-51 Millennium Lakes, Trincity

Telephone/Fax: 640-8685/640-8468

E-mail: info@batce.edu.tt

Parents / Guardians Support

It is widely accepted that a student's chances of success and happiness at school increases with the level of parental interest, involvement and support.

It is important therefore that as a parent you convey to your child your appreciation of the school's vision and your willingness to work closely with the staff in helping him to achieve his highest potential.

Becoming thoroughly familiar with the rules of the school and ensuring that they are observed at all times is one way that as a parent you can support the work of the school and the development of your child.

It is important that you keep in touch with developments and events through informal discussion with your son and his friends. To assist you in this respect a School Calendar with the details and dates of school events will be sent to you at the start of each term.

Please ask for the calendar and inquire periodically whether any correspondence has been sent to you from the school.

One of the first steps to your child's academic achievement and success is the provision of the textbooks, equipment and supplies required by the schools. Of equal importance is the provision of meals that are regular, adequate and nutritious.

Members of the school support team are available to discuss with parents any difficulty they may have in providing for the material needs of the student.

Faithful attendance at parent meetings and conferences scheduled by the school is also of tremendous importance.

As a parent you must assist your son in managing his time so that adequate time is allocated for completion of homework assignments and personal reading.

To this end, it is your responsibility to provide a study space that is conducive and quiet time - free from distracting noise and activity.

Involvement in the Parent Support Group, established in the school, is important. In order for home and school to work harmoniously, it is necessary that you support all aspects of the school through the support group. The link between home and school is vital. Your faithful commitment to the class 'cells' is important, as parents and teachers need to work together to develop the vital partnership necessary for your son's education. **You must remember that education is a partnership between home and school.**

Finally, encourage your son to take increasing responsibility for his academic and personal development and show at all times your determination to accept, care for and love him regardless of the challenges he may present as he matures.



Parents are asked to ensure that their sons leave home in the full and correct uniforms. The uniform should be worn correctly until it is taken off at the end of the day; you can influence this by impressing on your son that their uniform should be worn with pride.

Daily Prayer

Praise be to You, Almighty God
Creator of the universe and all that is in it
We thank you, O Father,
for the opportunity which you are giving us
to increase our knowledge.

May Your Divine grace enable us
to study hard and use what we learn
for the good of our fellow citizens.

We pray that You will free us
from selfishness, lust, greed, anger and hatred.

Warm our hearts with love,
fill our minds with understanding
and strengthen our wills
in the face of all difficulties.

Help us, O Father, to make our beloved
country of Trinidad and Tobago
the kind of place You want it to be.
A place where human dignity is respected,
where equal rights are accorded to all citizens,
where hard work is encouraged and rewarded
and where You, O God, reign Supreme.
Amen.

GRACE BEFORE MEALS

Be present at our table Lord
Be here and everywhere adored
Bless these thy gifts and grant that we
May feast in Paradise with thee
For Christ sake
Amen

GRACE AFTER MEALS

We thank thee Lord for this our food, for life and health and every good
May manna to our souls be given, the bread of life sent down from
heaven Praise God from whom all blessings flow
Praise him all creatures here below
Praise him above angelic host
Praise Father Son and Holy Ghost
Amen

PRAYER OF SAINT FRANCIS

Merciful God, to you we commend ourselves
and all those who need your help and correction,

Where there is hatred, give love; where there is injury, pardon;
where there is doubt, faith; where there is despair, hope;
where there is sadness, joy; where there is darkness, light.

Grant that we may not seek so much to be consoled, as to console;
to be understood, as to understand; to be loved, as to love;
for it is in giving we receive, in pardoning we are pardoned
and it is in dying we are born into eternal life.

Amen.

B.A.T.C.E. SCHOOL SONG

“We Are One”

VERSE 1

Oh Lord You sent Your love into this world for us to keep
We cherish every moment; You have given us eyes to see
We ask that You would make us strong, withstanding every sin
To walk within the footsteps of our savior and our king

CHORUS

We are one
Selflessly serving our community
We are one
Standing side by side in unity
With dedication and sacrifice, like the one who knew no sin
We at Bishop and Trinity
East Good cheer and tiding
bring, cause we are one

VERSE 2

We praise our exemplars, role models, one and all
Attending to our needs and answering when duty calls.
We are not divided, great guidance is assured
Striving toward excellence, we cannot ask for more.

CHORUS

VERSE 3

Together we aspire to achieve our very best
One goal and one objective we will pass every test
As we walk throughout life's journey with strength in every hand
Great blessings sent from God above we'll spread throughout the land

CHORUS