



HTES Student and Family Handbook 2026-27

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All Holy Trinity Episcopal School faculty, administrators, students, families, and other stakeholders should be thoroughly familiar with the policies in the Handbook. This Handbook represents current HTES School Board policies and practices. The school and HTES School Board reserve the right to modify and/or amend the content at any time.

Our Mission

Holy Trinity Episcopal School is a ministry founded and sustained by Holy Trinity Episcopal Church in Fruitland Park, Florida. We offer a faith based education program in the Episcopal Tradition in an inclusive school community for students with learning challenges in grades 6 through 12. Our curriculum, aligned to the identified needs of our students, in an environment that values good citizenship, sound character, and scholarly learning, provides the opportunity for each student to achieve their individual potential.

Introduction

Holy Trinity Episcopal School (HTES) is a non-profit private school located in Fruitland Park, Florida. We serve students in grades 6 to 12 who experience learning differences related to Autism Spectrum Disorder, ADHD, Dyslexia, Dyscalculia, Dysgraphia, and other learning disabilities. Our philosophy is rooted in research-based, inclusive, and personalized educational practices. We are responsive to each student's individual learning needs and preferences, while providing high quality instruction based on state standards. This education is supported by specialized instruction in identified areas such as Foundational Reading and Math, Executive Functioning, Social Understanding, Character Formation and Spirituality.

Office Hours

Monday-Thursday, 8am-4pm
Friday, 8am-1pm

2201 Spring Lake Road
Fruitland Park, FL 34731

Phone: (352) 787-8855

Fax: (352) 805-4447

Email: office@htepiscopalschool.org

Website: www.htepiscopalschool.org

Summer Office Hours

By appointment

School Hours

7:45am-8:00am – Morning Assembly, Monday-Friday

3:30pm – Dismissal, Monday-Thursday

12:05pm – Dismissal, Friday

HTES School Board

Dan Curtis - Chairperson
Deb Holliday - Marketing, Communications, & PR
Terry Osborn - Acting Vice Chairperson
Robin Brown - Curriculum Specialist
Naomi Aldrich - Secretary
Jeanette Rodenbaugh - Finance
Scott Pennington - Holy Trinity Vestry Liaison
Dr. Odett Stanley-Brown - Pediatric Advisor
Susan Mitchell - Strategic Planning Specialist

HTES Administration

Becca Coulter, M.A. - Head of School
Rev. Samuel Nsengiumva - Rector
Michelle Dozier - School Counselor
Jordan Droira - Extended Transition Program Coordinator
Joanne Knight - Office Administrator

HTES Faculty

Sherry White & Michelle Sprada - Exceptional Student Education Program Specialists
Sonya Cuyler - Math, Spanish
Sarah Santana- English Language Arts, Writing
Elizabeth Haire - English Language Arts, World Religions, Study Skills
Jan Gaines - Science
Pam Hull - Art, Keyboarding/Computer Applications, Practical Skills
Orlinda Littlejohn - World Cultures, Reading, Music Appreciation, Health and Nutrition
Doris Brennan - History, Economics
Rev. Jamie Jones - Christianity Studies, Psychology
Deacon Art Hollows - Personal Finance, Episcopal Worship, Gov. and Econ.
CJ Berge - STEAM, Theater, and P.E.
Roger Osorio - Instrumental Music, Worship Music, Chapel
Ashley Kirkland - Paraprofessional
CJ Berge - Paraprofessional
Chris Hall - Extended Transition Program Paraprofessional

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HTES Schedule Guide

Middle School (School Board Policy 2010)

Sixth Grade Course of Study:

6th Grade ELA, 6th Grade Math, Earth Science, Ancient History

2-3 Electives or Foundational Reading/Math as needed

Seventh Grade Course of Study:

7th Grade ELA, 7th Grade Math, Life Science, Civics

2-3 Electives or Foundational Reading/Math as needed

Eighth Grade Course of Study:

8th Grade ELA, 8th Grade Math, Physical Science, American History

2-3 Electives or Foundational Reading/Math as needed

High School – Florida State 24 Credit Standard Diploma Requirements (School Board Policy 2010)

4 Credits ELA (*ELA 9, *ELA 10, *ELA 11, *ELA 12)

4 Credits Math (*Algebra I, *Geometry, Personal Finance, Algebra II)

3 Credits Science (*Biology, Physical Science 10, Earth and Space Science

3 Credits of History (*U.S. History 10, *World History, *Government and Economics, World Cultures, Introduction to Christianity

1 Credit Fine and Performing or Practical Arts (Art, Music Appreciation)

8 Electives (Woodworking, Spanish, Introduction to Computers, etc.)

*Required

Possible Schedules:

Ninth Grade Course of Study:

9th Grade ELA, Algebra I, Biology, World History

2-3 Electives or Foundational Reading/Math as needed

Tenth Grade Course of Study:

10th Grade ELA, Geometry, Physical Science 10, American History 10

2-3 Electives or Foundational Reading/Math as needed

Eleventh Grade Course of Study:

11th Grade ELA, Earth and Space Science, Government and Economics, Potentially Algebra II or Writing

2-3 Electives or Foundational Reading/Math as needed

Twelfth Grade Course of Study:

12th Grade ELA, Personal Finance, Potentially Writing or Dual Enrollment

2-3 Electives or Foundational Reading/Math as needed

Electives will be scheduled for students with consideration of:

- Student interest and preferences
- Academic support needs

- Diploma requirements
- Class capacity and schedule restrictions

A list of available elective classes and topics will be provided in your student enrollment packet. Please note, some electives may not be available all year. Indication of interest does not guarantee placement into a specific elective. However, the administration will do their best to place students according to indicated interests.

High School – Deferred Diploma

Most students at Holy Trinity Episcopal School qualify for a “Deferred Diploma” option. This option gives the student up to four additional years of High School enrollment to achieve the standard 24 Credit requirements, or to pursue extended High School-based independent living and career prep education at our Extended Transition Program. This option is available to students who have consulted with their parents and the School Counselor, and have agreed on an active continuing education plan.

HTES Extended Transition Program (School Board Policy 2060)

Students seeking to build life- and job-related skills may join the HTES Extended Transition Program for up to four (4) years. Transition students will explore job opportunities and career options including a variety of trades, technology fields, and higher education tracks. Students will have access to dual enrollment classes at Lake Sumter State College and Lake Technical College, while maintaining the support and structure of classroom learning. Transition students will also have access to a variety of supplementary programs like Driver’s Ed, Vocational Rehab, and Florida’s Work Ready program. The goal of this program is to explore interests, build skills, increase employability, and enable independent learning beyond the High School setting. This program is available to students who have consulted with their parents and the School Counselor, and have agreed on an active continuing education plan.

Exceptional Student Education

Evaluation and Individual Learning Plans (School Board Policy 2020)

Each student starting at Holy Trinity Episcopal School should have an IEP or 504 Plan documenting known disabilities and learning challenges and needs of the student. If a student does not have an IEP or if their IEP is out of date, parents will be directed to contact their zoned school district to begin the evaluation process. HTES does not perform IEP evaluations and renewals. Once started, HTES will provide support, information, and guidance to parents throughout the process.

To further specialize and differentiate instruction, Holy Trinity Episcopal School will work with each student to develop an Individual Learning Plan over the course of their enrollment. This plan, which addresses learning needs in the areas of academics, executive functioning, social emotional regulation, and transition, will be designed to respond to the unique learning styles and preferences of each student, and will provide specific strategies, interventions, and accommodations to be integrated into instruction. These plans will be developed based on evaluation, parent input, IEPs, and any prior evaluations that parents want to share.

Behavioral Support (School Board Policy 2050)

When behaviors which stem from a student’s disability hinder their ability to benefit reasonably from instruction, a Functional Behavioral Assessment (FBA) will be conducted. This assessment gathers information about concerning behaviors—whether academic, social, or emotional. Based on the FBA, a Behavior Intervention Plan will be developed. This plan includes specific instructions and strategies aimed at supporting students with challenging behaviors. It outlines how to teach and reinforce positive or adaptive behaviors intended to replace interfering behaviors. While HTES includes ESE staffing, we

do not provide specific Emotional/Behavioral staffing or programs.

Religious Studies and Chapel

Worshiping Community (School Board Policy 2030)

Holy Trinity Episcopal School is a worshiping community that gathers regularly for prayer, reflection, and celebration. Holy Trinity Episcopal School welcomes, affirms, and supports the spiritual development of students of all faiths or no faith at all.

Regularly scheduled Chapel services are intended to build and embody community life, and are at the heart of our identity. Specifically, our Episcopal Worship class teaches students the building blocks of a typical Episcopal worship service. The students in this class help plan the weekly Chapel service, and frequently participate in the presentation of various worship elements. This builds student participation and community both in and out of class, and encourages a deep exploration of religion.

Holy Trinity Episcopal School is committed to providing chapel programs that are creative, inclusive, and that draw fully upon the liturgical resources of the Episcopal Church. Beliefs, practices, and traditions may at times be enriched by sacred or secular texts or music from a variety of religious traditions, languages, and cultures. Care is taken to prevent misuse, misappropriation, or stereotyping of other faith traditions when this happens.

Holy Trinity Episcopal School embraces religious diversity within its educational community. Religious studies are an integral part of our rigorous curriculum, offering meaningful, academically substantive, and age-appropriate content. Traditions from other faiths are presented in classes with respect and sensitivity, providing valuable learning experiences.

Chapel services and religious studies will also sometimes address moral and ethical issues we face in daily life. This is intended to help students negotiate their childhood and adolescence in forthright ways. When this happens, real problems and moral complexities that teach us something about ourselves will be explored in age-appropriate ways that are considered universally acceptable and helpful for healthy moral and social development.

Grading and Assessment

Standardized Testing (School Board Policy 2040)

The Adaptive Diagnostic Assessment of Math (ADAM) and the Diagnostic Online Reading Assessment (DORA) will be administered in the fall, winter, and spring of each year to all students in Grades 6-12. These are given primarily to provide an indication of student progress and to assess individual strengths and weaknesses. Additionally, the scores provide data that the school uses to assess curriculum and instruction. Parents will receive the results as soon as scores are finalized and recorded.

Formative / Curriculum-Based Assessment

The purpose of Formative or Curriculum-Based Assessment is to inform student progress, which in turn informs instruction. These progress monitoring tools and assessments may consist of tests, pre-post tests, quizzes, probes, observations, and anecdotal notes. They are implemented at the discretion of each teacher.

Homework (School Board Policy 2050)

Homework is given as a means of practice and serves as a review of concepts taught in the classroom. Individual teachers will determine the scope of homework for the course. Any assigned homework is to

be written by the student in their planner each day to help build self-management and responsibility skills. Students will be provided with timely feedback on homework assignments.

Homework, which is due the next day, may be assigned Monday – Thursday, according to the following schedule:

- Monday and Wednesday – Math and Science
- Tuesday and Thursday – English Language Arts and Social Studies

Longer term assignments (such as reports, reading assignments, special projects, etc.) can be assigned at the teachers' discretion, with a reasonably extended due date.

In the event of an absence, planned or otherwise, it is the student's responsibility to obtain, complete, and submit all missed classwork and homework in accordance with the classroom teacher's expectations. Work may be in physical paper format or online via digital resources like IXL, Google Classroom, or posted in the Family Portal. Due to the interactive nature of the classroom setting, it is not always possible for a teacher to gather makeup work prior to a student's planned absence.

Report Cards (School Board Policy 2050)

The school year is divided into four (4) marking periods – or quarters - approximately 9 weeks each. Progress reports will be posted to FACTS Family Portal mid quarter, and report cards will be posted to FACTS Family Portal at the end of each quarter. Final report cards will be available in early June, after all fees, library books, textbooks, and technology are current and accounted for. It is the responsibility of the parent to review report cards with their student.

Attendance

Attendance Policy (School Board Policy 4040)

Daily and on-time attendance is expected. Frequent tardies and absences will impact your student's learning, and may impact their ability to advance or graduate if the required number of class hours and instructional readiness are not achieved. The State of Florida Truancy Law (Section 1003.01) may also come into effect if your student has five (5) unexcused absences in 30 calendar days or fifteen (15) unexcused absences in 90 calendar days. Excessive absences may also impact your student's scholarship eligibility.

The 2026-27 HTES school calendar is largely aligned with the Lake County Public School calendar, and is in compliance with Florida Department of Education requirements for days of attendance. Still, school vacations at Holy Trinity are generous in number and length. As such, HTES expects parents and students to adhere to the school attendance and vacation schedule. **It is essential for all enrolled students to attend daily on all instructional days.** The Head of School will speak to families personally if absences become excessive.

Tardy Sign-In

Attendance is taken daily at Assembly (7:45 to 8:00am). Any student who arrives after 8:00am must be signed in at the school office by a parent or guardian. Parents/Guardians must come into the school office to sign tardy students in. Students who are not in the classroom by 8:00am will be marked tardy.

Early Sign-Out

If a student must leave school during the school day, a note (email is acceptable) or phone call advising the school office of the reason and time of dismissal is required. The student must be signed out by a parent or guardian at the office. If the student returns to school before dismissal, they must be signed back in by a parent or guardian at the school office. Any work missed by the student for an early

dismissal is the responsibility of the student.

Attendance, tardies, and early dismissals are all documented in compliance with Florida Department of Education requirements.

Drop-Off and Pick-Up

Drop-off and pick-up procedures are implemented to promote student safety and for the convenience of other motorists.

Drop off should occur at the Parish Hall for Assembly by 7:45am. Please see Tardy Sign-In above for late arrivals.

Dismissal times are:

3:30pm, Monday-Thursday

12-Noon, Friday

Students being picked up via car line must wait on school property by the school office. Students are not permitted to walk to the road to meet their car.

If you have arrived before dismissal and are waiting to pick up, please pull into the school driveway between the school and parish hall (right hand entrance) and continue all the way around the loop to the stop sign to reduce blockage out on the road.

Students who walk or bike home (students under the age of 16 must wear bike helmets in compliance with state law) must have a permission note on file with the school office. They must also check out at the school office to let staff know they are leaving.

Early Drop Off Fee

Due to the costs of staffing early drop off supervision, there is a nominal fee required of \$5 per day. This must be paid through the FACTS Family Portal, using the Early Drop-Off prepaid account. In addition, parents who opt to use Early Drop-Off will be automatically enrolled in Incidental Billing Auto-Pay.

Start Time: 7:15am

This is the earliest time at which drop off is available. **Students may not be dropped off and left unattended before this time.**

End Time: 7:35am

This is when regular drop off begins and has no charge associated from that point on.

Fees:

\$5 – per family, per day

Note: We are capping the cost to parents at \$20 per week. If your student attends early drop off all five days, your total cost for the week will only be \$20.

Payment:

Payment must be made via the Early Drop-Off prepaid account on your FACTS Family Portal. We recommend you maintain a minimum balance of \$20 in your prepaid account. Your account will be charged weekly, on Friday, according to the early drop-off attendance record.

Payment must be made by end of day on the immediately following Monday to be eligible for drop-off. (i.e. charged on Friday, 10/10, for school week 10/06-10/10; payment must be made by end of day Monday, 10/13.)

Families with negative prepaid account balances will be blocked from early drop-off until the outstanding balance is paid. If early drop-off is attempted with a negative balance, parents will be instructed to park

and wait in the parking lot with their student until 7:35am. It is the responsibility of the parent to maintain an eligible account balance and verify their student is eligible before attempting to drop off early.

High School Drivers

High School students who are driving themselves must have a driver's contract on file, including a copy of their current auto insurance. Students driving motorcycles must wear helmets in compliance with state law.

If students will be riding together, parental consent from both the driver's parents and the rider's parents must be communicated directly with the school office prior to the students leaving school grounds. Messages sent via students are not accepted as valid parental consent.

School Uniforms

HTES School Uniforms (School Board Policy 4060)

Holy Trinity Episcopal School provides a productive learning environment that includes a safe and modest standard of dress. Our dress code policy serves to focus on learning and teaching, while demonstrating a visible high standard of excellence to our community.

Uniform Standard: **Students are expected to wear a school uniform on all school days, Monday-Thursday. Uniform consists of an HTES uniform polo or t-shirt, and khaki, black or navy bottoms (see below). Footwear should be closed-toe shoes with a back appropriate for active learning.** Hair should be neat in appearance and worn out of the eyes. All clothes should fit properly and be clean and free of rips or tears. **Fridays are free dress days but clothing must still be school appropriate attire.**

Uniform Requirements

1. Tops:

- Current or recent school uniform polo shirt
- Sweaters, sweatshirts, hoodies, or jackets may be worn, but they must be a school uniform sweatshirt or in navy blue, black, or the school's designated colors with minimal logos. HTES reserves the right to evaluate attire and request certain items bearing unacceptable logos or slogans be removed.
- Midriff, bosoms, and undergarments must be covered at all times

2. Bottoms:

- Navy blue, black, or khaki trousers, shorts, skirts, or skorts
- Skirts or skorts should be below fingertips when hands are at side
- Shorts should be below fingertips when hands are at side
- Undergarments and private areas must be covered at all times
- No tight fitting or revealing bottoms

3. Footwear:

- Street shoes only
- No slippers, sandals, or flip flops

4. Accessories:

- A simple belt may be worn if needed
- Jewelry should be minimal and not distracting
- Hats or head coverings may only be worn if not a distraction in the classroom and must be removed for prayer, chapel services, and the national anthem. Students are to respect teachers' requests regarding hats and hoods in the classroom.

Prohibited Items

- Ripped or torn clothing
- Inappropriate logos or images such as those that refer to illegal or immoral substances or items (if a tattoo it must be kept covered)
- Gang related clothing
- Sandals, flip-flops, crocs, or high heels

Enforcement

Students who are out of compliance with the uniform policy will be given a reminder and asked to correct their attire. Students not wearing a school uniform shirt must borrow a uniform shirt from the school to be worn the remainder of the day and then washed and returned the following day. Students may be required to call home for an appropriate change of clothing. Continued unexcused non-compliance of 3 or more occurrences per semester or 3 concurrent days may result in disciplinary action including, but not limited to, in-school suspension.

Sensory Needs

HTES is aware that many of our students have sensory needs which may make dressing in uniform challenging. In these cases, we will do our best to find an acceptable compromise with the student and their parents. However, wearing school uniforms is essential to school pride and student safety. As such, unless previously directly discussed with school staff, students are expected to dress in uniform.

Special Dress Days

HTES Student Council may plan and schedule special dress days with approval of the Head of School. These may be themed, dress-down, or activity-oriented dress days. Students are welcome either to observe the special dress day or to wear their uniform.

Uniform Sources:

Uniform shirts and jackets can be purchased at Read's Uniforms in Leesburg. Please visit www.htepiscopalschool.com or call the school office at 352-787-8855 for more information regarding uniforms.

Health and Wellness

Health Policy (School Board Policy 4050)

A student who becomes ill during the day will be taken to the front office. Parents will be notified and asked to pick up the student. Parents will be called if your student:

- Has a fever of 100 degrees or higher
- Has diarrhea
- Begins vomiting
- Has head lice or nits
- Displays symptoms of communicable disease, including one or more of the following:
 - Heavy green discharge
 - Reddened eyes
 - Persistent sore throat and/or headache
 - Abdominal pain
 - Suspicious rash
 - Unusually lethargic behavior.

Students who have a fever, diarrhea, or vomiting must be kept home until they are symptom free for 24

hours without medication.

It is the parent/guardian's responsibility to notify the school if the student is sick. A doctor's note is required if a student is out two or more days due to illness. Parents/guardians must advise the office if a student is diagnosed with a contagious disease. The school will follow CDC, state, and local guidelines with regard to Covid, flu, and other communicable disease outbreaks. The school will work with families to provide homework or online work during lengthy absences due to illness, provided a doctor's note has been provided.

Allergies

It is the parent's responsibility to notify the school if the child has any allergies. We will make every reasonable effort to create a safe place for those children with specific food allergies or dietary restrictions.

Immunization

Florida State Law requires that all children enrolling in any public, private, or parochial school must show evidence of immunization to communicable diseases, e.g. measles, whooping cough, diphtheria, mumps, rubella, and polio. Parents are to present immunization requirements that satisfy forms DH680 (for immunization) and DH3040 (for health examinations) at the time of admittance on the first day of school. Any waiver to the requirements must be documented on DH form 680-Part B.

Over the Counter Medication

No medication, oral or topical or otherwise, will be administered by any school personnel without a signed copy of the Over the Counter Medication Authorization on file. All medications must be held and dispensed in the office.

Over the Counter Dispensing Procedure

- Medication must be delivered to the school office in its original container and labeled with the student's name.
- Medication must be in a sealed bottle or box (never opened).
- Medication dosage will be given as needed per the package instructions.
- All equipment necessary to administer the medicine, including a medicine cup or spoon, must be labeled with the student's name and provided to the school office.
- When medication is discontinued, or at the end of the school year, medication that is not picked up by the parent within three (3) business days will be destroyed.

Prescription Medication

It is a parent/guardian's responsibility to promptly notify the school office if their student will require prescription medication on school grounds. Students are not permitted to carry prescription medication on campus. Medication will be kept locked up and dispensed from the office by designated personnel, and each instance must be logged into the student's file. Only the Head of School, Office Administrator, or School Counselor will be permitted to dispense medication. Only these approved personnel are designated to make the decision whether a student provided medicine on an "as needed" basis shall be given the medication according to the doctor's orders. No prescription medication will be administered by any school personnel without a signed copy of the Administration of Prescription Medication Consent on file.

Exception

Students are permitted to carry their prescribed inhaler on their person.

Prescription Dispensing Procedure

- All prescription medication must be delivered to the school office in its original prescription bottle
 - Labelled with the student's name
 - Labelled with the medication name and dosage
 - Labelled within current date (no expired bottles).
- Medication dosage will be given per the prescription label, as prescribed by the doctor.
 - Changes in dosage or timing must be promptly reported to the office in writing by the prescribing doctor or the student's guardian. These updates will be saved in the student's file.
 - Prescription medication for school administration will not be transported between home and school daily.
- School personnel will keep parents apprised of current at-school medication stock and will send a request when a refill is needed. It is the parent/guardian's responsibility to respond promptly to these requests.
- All equipment necessary to administer the medication, including a medicine cup or spoon, must be labeled with the student's name and provided to the school office.
- When medication is discontinued, or at the end of the school year, medication that is not picked up by the parent within three (3) business days will be destroyed.

Prohibited Substances

The School Board is committed to maintaining a safe, healthy, and drug-free learning environment. The use, possession, distribution, or being under the influence of prohibited substances by students is strictly prohibited on school property, in school vehicles, and at any school-sponsored event.

Prohibited Substances

Students shall not possess, use, distribute, sell, or be under the influence of the following substances:

1. **Alcoholic beverages**
2. **Illegal drugs or controlled substances** as defined by Florida law
3. **Prescription or over-the-counter medications** unless authorized and administered in compliance with school policy
4. **Electronic smoking devices**, tobacco, nicotine products, and any form of vaping device
5. **Marijuana** in any form, including medical marijuana, unless administered in strict accordance with School Board policy
6. **Look-alike substances** or products misused for intoxicating effect (e.g., aerosols, edibles, tinctures, synthetic drugs)

Drug-Free Zones

School campuses and surrounding areas within 1,000 feet are designated as drug-free zones. Violations may result in enhanced penalties and disciplinary actions.

Illness or Injury

Any type of illness or injury that occurs at school is to be reported immediately to the school office. If it is a minor illness or injury, it will be treated by the office staff and the student will be returned to class. If the illness or injury is serious, the parent or guardian will be contacted and asked to pick up the student immediately. If the school is unable to reach the student's primary contacts, then the emergency contacts will be called. If the illness or injury warrants immediate medical attention, 911 will be called first. The School will continue to attempt to contact the student's primary and emergency contacts.

Emergency Contact

Parents and guardians are required to complete a new emergency contact and authorization form each year. This information must be updated with any changes to ensure contact can be made in the event of illness, accident, injury, incident, or emergency dismissal of school. The authorization form ensures that school administration can seek emergency medical assistance as needed for each student.

Mental Health

Holy Trinity Episcopal School seeks to continuously foster a school culture that promotes resilience, self-care, and emotional well-being. To that end, all students will have access to a Florida state certified School Counselor. HTES has a continuum of services, including prevention, early intervention, and crisis management.

Early Intervention and Support

- HTES has a morning advisory group that meets daily and is designed to ensure that every student has a healthy connection with and can get assistance from an adult on staff. This advisory class is called RISE (Respect, Inspire, Serve, Empower) and is required for all students.
- During the daily RISE class students will work with the teacher in small groups to learn about organization/executive functioning skills, reflection/self-advocacy skills, goal setting skills, life skills, character traits, self-care/mental health topics, transition skills, community service, etc.

Support for Students in Crisis

HTES will follow this protocol:

- Students can self-report or parents can report mental health concerns to the School Counselor. Teachers, paraprofessionals, school leaders, and volunteers may also report mental health concerns to the School Counselor.
- School Counselor will discuss the referral with the student, parent, or staff member, whomever made the referral.
- School Counselor will provide counseling services individually or in a small group whichever she/he deems appropriate. If the counseling service is individual and ongoing, the School Counselor will inform the parents/guardians of the student in accordance with FERPA laws.
- The School Counselor will handle all mental health crises/emergencies. The School Counselor will inform and collaborate with the Head of School during any mental health crises/emergency. When the situation is controlled and at the first opportunity, the School Counselor will contact the parent/guardian of any student involved in the crises/emergency according to FERPA law.
- The School Counselor will refer and confer with any outside mental health care providers as deemed appropriate by a team composed of the School Counselor, the Head of School, and the student's parents/guardians and in accordance with FERPA law.
- The School Counselor will oversee the training for staff on how to recognize and appropriately respond to students experiencing a mental health crisis. This training will include topics such as Crisis Prevention, Trauma Informed Care, Suicide Prevention, etc.

Confidentiality and Privacy

All mental health services provided within the school will maintain the confidentiality of students as required by law. Information will be shared with external agencies only with the explicit consent of the student's parents or guardians, except in cases where there is an immediate risk of harm to the student or others

Emergency Procedures

Emergency School Closures (School Board Policy 7010)

Holy Trinity Episcopal School generally follows Lake County School district with respect to the closing of schools due to inclement weather or other emergencies. Independent campus-specific decisions to close may be made under the advisement of the Head of School or law enforcement. Parents are required to pick up their children promptly if a closure is issued during the school day.

Holy Trinity staff will make every effort to notify families of school closures. Emergency communication will be issued via text message, the FACTS Family Portal, and via email. Having the FACTS app on your phone with notifications on will be the best way to stay apprised of urgent communications. Please also monitor Lake County School District's Facebook page during inclement weather periods.

Days lost due to emergency closures may be made up before the end of the school year, at the direction of Florida Department of Education and HTES Leadership.

Crisis Management

All students and staff will participate in regularly scheduled Fire Drills and other Safety Drills in accordance with state regulations. Holy Trinity Episcopal School has a crisis plan in place to address crisis or emergency situations. All faculty and staff are fully informed and will activate the appropriate procedures should it become necessary.

Home and School Partnerships

At Holy Trinity Episcopal School, we strive to foster strong Home and School Partnerships. We share the common goal of nurturing the education of our future leaders and citizens to the highest levels they can achieve. Research shows students learn best when there is an established, collaborative, and supportive relationship between home and school.

In an effort to encourage family collaboration and participation, we periodically host parent information meetings, open forum meetings with school administration, parent/teacher conferences, and fun events like Field Day and the Annual Picnic. Parent information meetings are particularly important, as we use those times to review current education practices, introduce new curricula and technologies, and host how-to sessions for parent resources like Step Up and FACTS. We ask that all families participate in these events to the best of their ability. When parents/guardians have a concern about a classroom situation we kindly request that it is addressed first with the teacher and only elevated to the Head of School if it is not resolved with the teacher. It is imperative that teachers are given the courtesy of addressing classroom concerns first and that they are treated with respect.

Visitors

Visitor Procedures (School Board Policy 3050)

All visitors must check in at the school office prior to visiting any instructional space on campus. Visitors who do not have a fingerprint on file must be escorted by a staff member at all times. Classroom visits can only be made by appointment with the teacher and must have prior approval from the Head of School. Visitors are expected to observe all school rules, including appropriate attire.

Communication

Parent Communication (School Board Policy 4090)

The primary method of communication at Holy Trinity Episcopal School is via the FACTS Family Portal. Parents with the FACTS app will be able to receive direct notifications to their phone. If you do not have the app, you will need to login to the portal on your browser to check communications. We recommend all parents and guardians download the app to stay up to date.

Communications may include calendar updates and event reminders, permission slips and other paperwork requests, direct communication with teachers regarding your student, or other school-related communications. It is the parents' responsibility to respond promptly to all communications, signature requests, and paperwork updates.

Students may also be sent home with school-related information or paperwork requiring parent signature. Please be sure to check in with your student at the end of each school day.

If there is an urgent need to speak with a parent regarding their student, a phone call to the listed contact will be made. School-wide emergency communications will be pushed through text message, the FACTS family portal, and email. Phone calls will be made if time and circumstances allow.

Publicity Policy

Photography Policy (School Board Policy 4090)

Making use of photographs in school publicity materials can increase student motivation and help parents and the local community identify and celebrate student achievements. This policy applies to the use of photographs in school materials which are publicity printed, including yearbook, newsletters, flyers, brochures, and school advertisements, as well as in digital media including the school website, school social media feeds, and other online press outlets. For the purposes of this policy, the word "photograph" includes any kind of still or moving image with or without sound and whether stored and/or transmitted electronically or as hard copy.

Consent

Parents are asked to sign a consent form for the use of their students' images in school publicity materials as defined above. Parents may at any time withdraw their consent for the use of student images. Any such request must be made to the Head of School, and an updated consent form will be required. Holy Trinity Episcopal School respects the right of parents and guardians to withhold consent from their child's photographs being used in school publicity materials.

Taking Photographs

Staff, volunteers, and community members at Holy Trinity Episcopal School (including the affiliated church) may take photographs to support educational initiatives, such as for classroom displays or projects. Everyone, including students and parents must consult with the teacher prior to taking photographs during classes, to ensure the disruption of instruction is minimal. Photographers must ensure that the students are appropriately dressed and are actively engaged in activities that are intentional and consistent with the instructional learning goals and standards.

Publishing, Posting, Sharing of Photographs

Only with parental consent can photographs of students be used in school publicity materials including yearbook, newsletters and flyers, brochures, on digital media, school website, school social media, and in the press. Photographs of students or staff may not be published without their consent.

Except for the yearbook and school ID Badges, no publication will use personal details (including the name) of any child or adult in a photograph in association with the photograph without explicit permission from the parent or guardian (see Consent Form above). The exception being as follows: Each student's name and grade will be stated in the school yearbook.

Technology Policy

School Provided Technology (School Board Policy 4030)

The school will supply any technology resources and other electronic equipment or devices necessary for participation in the educational program. All technology resources provided by the school are the responsibility of the student to maintain in good condition throughout the school year. The school retains the right to charge a repair or replacement fee for any damages to school technology equipment. The

charges for repair/replacement of technology equipment will be shared in the HTES Student/Family Technology Agreement form.

Technology Use – General Restrictions

Students may not use school technology or personal electronic devices in ways that:

- Cause physical harm (e.g., shining lasers at others).
- Create fear, humiliation, harassment, or intimidation.
- Transmit or display:
 - Threatening, obscene, or disruptive material
 - Sexually explicit content (including sexting)
 - Harassment or disparagement based on race, national origin, sex, age, disability, religion, or political beliefs
- Engage in any form of sexting (sending, viewing, or possessing sexually explicit images or messages).

Discipline and Confiscation Guidelines

Students are strictly prohibited from using devices to:

- Capture, record, or share test answers, confidential academic content, or engage in cheating or fraud.
- Record or photograph other students, staff, or individuals at school or school events without prior notice and explicit consent.

Violations will result in disciplinary action, confiscation of the device, and may be reported to law enforcement or child protective services as required by law.

Use of Artificial Intelligence (AI) Tools

The school recognizes the educational value of responsible AI use. Students may use AI tools such as ChatGPT for educational purposes only when directed or permitted by a teacher. AI-generated work must be properly cited and may not be submitted as original student work unless explicitly allowed.

The use of AI tools to bypass academic expectations, plagiarize, or complete assignments dishonestly is prohibited and will be treated as a violation of the academic integrity policy. Students may not input personal, identifying, or confidential information into AI tools. All use of AI must comply with the school's Acceptable Use and Data Privacy policies.

Wireless Communication Devices (including cell phones, smartwatches, iPads, or similar devices) (School Board Policy 4020)

Unless explicitly authorized by a teacher or school administrator, students may not use WCDs - Wireless Communication Devices (including cell phones, smartwatches, iPads, or similar devices) during class/instructional hours or at school-sponsored events. This includes, but is not limited to:

- Capturing, recording, or transmitting images, audio, or video of any student, staff member, or visitor.
- Listening to or recording conversations or instruction without permission.
- Using devices in a manner that disrupts instruction or invades privacy.

Improper use of a WCD may result in disciplinary action and confiscation of the device. In cases of suspected illegal activity, the device may be turned over to law enforcement. Cell phones may be permitted on field trips per the discretion of the Head of School and HTES staff members.

Cell Phones and Daily Use Parameters

- **Middle school students (grades 6, 7, and 8) are not permitted to have WCDs (including cell phones, smart watches, iPads, etc.) on the school property during school hours.**
- **High School students (grades 9, 10, 11, and 12) are allowed to have wireless communication devices (cell phones, smart watches, iPads, etc.) on school property during school hours but not in the learning environment. WCDs belonging to high school students must be stored in students' backpacks or lockers or collected by the teacher in the classroom. The following applies to high school students only:**
- WCDs must be silenced and stored out of sight in a backpack or place designated by the teacher during class/instructional hours unless explicitly permitted for educational purposes by a teacher or administrator.
- High School Students may not retrieve their devices during class or transitions without permission.
- High School Students only may use WCDs and earbuds/headphones before and after school, during breaks, and during after-school activities (e.g., school events, clubs). Use during other school times must be explicitly approved by a teacher or administrator.
- Devices may not be used to access social media on school internet unless expressly directed by a teacher for educational purposes.
- High School Students may not access websites or download applications that are otherwise blocked on the school network. Students may not use hotspots on their WCD to bypass the protections of the school network.
- Use of WCDs during instruction is permitted only for explicitly educational purposes (e.g., note-taking, recording lessons, accessing approved educational apps) when and as directed by the teacher.
- High School Students may not use earbuds or headphones in classrooms unless specifically instructed to do so for educational purposes by school staff members.

Behavioral Support Policies and Procedures

Behavior Policies (4070)

Holy Trinity Episcopal School is an institution of learning therefore a safe and respectful learning community will be maintained at all times. Staff and students share a vision of an academic community based on the love of God and respect for oneself and others. We call this the "Holy Trinity Way which means:

- Staff and students affirm the above commitment by demonstrating a strong work ethic, embracing other's uniqueness, encouraging a spirit of cooperation and promoting a sense of fairness.
- In keeping with our motto of, "character, faith, and knowledge", students are expected to have strong character and follow the school rules consistently.
- Time for spiritual reflection is valued and wisdom, compassion, and humility are intentionally taught.
- Peaceful community is valued and we believe that it is strengthened by honest and respectful dialogue across lines of disagreement and difference.
- Students are expected to demonstrate character traits such as honesty, kindness, integrity, courtesy, respect for self and others, cooperation, and generosity.
- Human reason is valued and used critically in the pursuit of knowledge.

Holy Trinity Episcopal School strives to ensure that our students are supported and receive specialized

instruction to meet their needs, including their disability-based behavior. Consistent with Federal Special Education guidance, Individuals with Disabilities Act - IDEA, and State Exceptional Student Education policies, staff will work collaboratively to understand the function or purpose underlying a student's behavior and develop a plan to teach and support the use of acceptable alternative behaviors. Holy Trinity will, however, respond to emergency circumstances by taking appropriate, nondiscriminatory steps to maintain safety and to support students in learning to be accountable for the impact of their actions on others. Students may not behave in ways that interfere with the right of others to receive an education.

Student Responsibilities

- Adhere to the guidelines set forth in the school handbook and these policies.
- Attend all classes daily and be punctual.
- Come to class with all necessary materials and be prepared to learn.
- Treat other people and property with respect.
- Maintain academic and social honesty
- Follow the classroom rules and complete all classroom assignments, homework, and projects/reports as outlined by the classroom teacher.
- Refrain from using profanity or inflammatory statements.
- Refrain from touching others or property that does not belong to you.
- Refrain from fighting, bullying, sexual conduct, and use of drugs, alcohol, or tobacco on campus
- Students are not allowed to bring weapons of any kind on school grounds
- Driving to school is a privilege which can be revoked if a student visits his/her car during the day, drives recklessly on or near school property, plays their music loud enough to be heard outside of the car.
- Adhere to the discipline policy of Holy Trinity Episcopal School.

Classroom Management

Teachers and staff are entrusted with maintaining a safe, orderly, and Christ-honoring learning environment. They are responsible for the behavior of students under their care and are expected to model and encourage self-discipline, respect, and responsibility.

Teachers will implement common classroom rules consistent with the "Trinity Way" to include being productive, respectful, responsible, and prepared.

Productive

Students are expected to work during class time and complete classwork and homework to the best of their ability. Students are expected to have a good work ethic and take pride in their work.

Respectful

The School will post and teach students what "Trinity Way" expectations look like in every school setting such as classrooms, hallways, Parish Hall, Chapel, outside areas, etc. Teachers may also require students to create and follow classroom compacts.

Responsible

Classrooms at Holy Trinity Episcopal School are communities of learning and distractions will be limited in as much as is possible. Students will not be allowed to bring stuffed animals, toys, blankets, video games, etc. into the learning environment. If students bring these items to school they must remain in their backpacks or lockers during class time. **Middle School Students (grades 6, 7, and 8) are not allowed**

to have wireless communication devices (cell phones, smart watches, iPads, etc.) on campus during the school day. High School students (grades 9, 10, 11, and 12) are not allowed to have wireless communication devices (cell phones, smart watches, iPads, etc.) in the learning environment. WCDs belonging to high school students must be stored in students' backpacks or lockers or collected by the teacher in the classroom.

Food is not allowed in the learning environment unless expressly permitted by a teacher or faculty member for a special purpose. Water bottles only will be permitted in the classroom. Any other drink or snack must be brought from home and consumed during breaks or lunch. **Students should bring their own water bottles every day. A water bottle refill station is provided.** Plastic, non-reusable water bottles will not be provided.

Prepared

Students are expected to come to class prepared to learn. Students should have and use the planner and laptop that the school provides in all classes. Students should use their charger and ensure that their laptop is charged and ready to use in class. If they need to charge their computer during the day, students may use the chargers in the classrooms. Students may not take an extra charger home. Additionally, students should come to each class with the necessary pencils, pens, paper, notebooks, etc. that will be needed according to the supply list and teacher directions. The school will assist with school supplies in the case of need if at all possible.

Academic Honesty

Purpose

In accordance with our mission to nurture students in truth and righteousness, the school affirms the importance of academic honesty. All students are expected to complete their work with integrity, reflecting personal effort and Christian character.

Expectations

Students shall not engage in any form of academic dishonesty, including but not limited to:

- **Cheating:** Using or attempting to use unauthorized materials or assistance on assignments, tests, or projects.
- **Plagiarism:** Presenting another's work, words, or ideas as one's own without proper acknowledgment.
- **Fabrication:** Inventing or falsifying data, sources, or information.
- **Facilitating Dishonesty:** Helping others to cheat or plagiarize by sharing unauthorized information or materials.

Responsibilities

- Students are responsible for understanding what constitutes academic dishonesty and for seeking guidance if unsure.
- Teachers shall clearly communicate expectations and support students in learning how to work with integrity.
- Parents are encouraged to partner with the school in promoting honesty as a core virtue.

Consequences

Violations of this policy may result in academic penalties, loss of credit for the assignment or assessment, and/or additional disciplinary measures as deemed appropriate by administration. Repeated offenses may result in more serious consequences, including suspension or removal from leadership positions.

Zero Tolerance

Failure to adhere to these codes of conduct will result in appropriate disciplinary action. The School Board has an equally applied zero tolerance for conduct that poses a threat to school safety. Students committing offenses that are violent or disruptive may be expelled by the Head of School after review by the School Board. The school leadership team (composed at minimum of the Head of School, the School Counselor, and Rector) will conduct a threat assessment the results of which will be shared with the School Board and the parents of the school.

Harassment

Harassment has the effect of substantially disrupting the orderly operation of a school. Harassment includes any conduct directed at a specific person that causes substantial emotional distress in such a person and serves no legitimate purpose. The term 'harassment' includes verbal or physical conduct that denigrates or shows hostility or aversion towards an individual (student or teacher).

Bullying

- Is any conduct directed at a specific person that causes substantial emotional distress in such a person and serves no legitimate purpose.
- Is any verbal or physical conduct that denigrates or shows hostility or aversion towards an individual (student or teacher).
- Is an unwanted or aggressive behavior that involves a real or perceived power imbalance and is repeated over time.
- Has the effect of substantially disrupting the orderly operation of a school.

HTES has a zero tolerance policy for bullying. Anyone participating in bullying behavior will be addressed immediately with the intent to educate and improve behavior, while protecting and advocating for other students and staff. Offenders may be subject to suspension or expulsion.

Weapons Policy (School Board Policy 4080)

In accordance with State law and in keeping with our calling to create a safe and peaceful learning environment (Romans 12:18), the possession of weapons or firearms on school property or at school functions is strictly prohibited.

Infractions/Interventions (School Board Policy 4070)

Listed below are the four (4) levels of infractions and the disciplinary interventions for each. Interventions that will be applied for an infraction will be determined by the Head of School. The Head of School will use a step system to track the level of each discipline incident per student and respond to each incident accordingly. The Head of School will contact a student's parent/guardian any time the student is referred to the office regarding a behavior incident or concern.

Level I Infractions

- Attendance rules violation
- Defacing property
- Disrespect
- Inappropriate Conduct or Behavior (including but not limited to minor incidents of cheating, stealing, swearing, etc.)

Disciplinary Interventions – Level I

- Loss of privileges

- Detention
- Restitution
- Work assignment/Work detail
- Parent conference/contact
- Warning/Verbal reprimand
- In School Suspension
- Threat assessment
- Other appropriate interventions as determined by administration

Level II Infractions

- Abusive, profane, obscene language/materials
- Careless or malicious actions
- Defiance of authority, willful disrespect, or interference with school authority
- Disrespect of students, administrators, teachers, tutors or other staff
- Inappropriate Conduct or Behavior (including but not limited to significant incidents of cheating, stealing, etc.)

Disciplinary Interventions: Level II

- Loss of privileges
- Detention
- Restitution
- Work assignment/Work detail
- Parent Conference/Contact
- Behavior Contract
- Suspension
- Threat Assessment
- Law enforcement intervention
- Other appropriate interventions as determined by administration

Level III Infractions

- Aggressive behavior such as causing physical harm or fighting or attempting to fight another student or a staff member.
- A threat to use a dangerous instrument on school grounds, on school sponsored transportation, or at any school sponsored activity is prohibited.
- Any threatening, insulting, or dehumanizing gesture, use of data or computer software, or written, verbal, or physical conduct that (1) places a student or school employee in reasonable fear of harm to his or her person or damage to his or her property, (2) has the effect of substantially interfering with a student's educational performance, opportunities, or benefits, or (3) has the effect of substantially disrupting the orderly operation of a school including any course of conduct directed at a specific person that causes substantial emotional distress in such a person and serves no legitimate purpose, any willful and/or deliberate word or act (including racial comments) of a serious nature based upon race, color, religion, sex, gender, age, national or ethnic origin, political beliefs, marital/family status, disability or disabling condition, social or family background, or harassment for any other reason.
- Threat/Intimidation that would cause physical or emotional harm to another person with or without the use of a weapon that includes all of the following elements:

- Intent – an intention that the threat is heard or seen by the person who is the object of the threat
- Fear - a reasonable fear or apprehension by the person who is the object of the threat that the threat could be carried out
- Capability – the ability of the offender to actually carry out the threat directly or by a weapon or other instrument that can easily be obtained or to place another person in fear of bodily harm through verbal threats without displaying a weapon or subjecting the person to actual physical attack. Threatening any school employee shall be considered a Level IV Infraction. Threats and implied threats, verbal or written, even if within an academic assignment or stated in humor, will be taken as an actual threat.
- Continuous, intentional, malicious level I or II infractions

Disciplinary Interventions: Level III

- Loss of privileges
- Detention
- Restitution
- Work assignment/Work detail
- Parent Conference/Contact
- Behavior Contract
- Suspension
- Threat Assessment
- Expulsion from school after review of the School Board
- Law enforcement intervention
- Alternative disciplinary placement
- Other appropriate interventions as determined by administration

Level IV Infractions

- Threat/Intimidation/Harassment/Retaliation toward

Employees/Volunteers – any threat or statement of retaliation by a student through word or act, to do violence to a school employee/volunteer on or off campus, or damage to property of a school employee/volunteer, coupled with an apparent ability to do so, and creating a well- founded fear in the school employee or volunteer that violence is imminent - By statute, criminal penalties may also be imposed. Retaliation is knowingly engaging in conduct that causes bodily injury of a school employee/volunteer or damages the tangible property of a school employee/volunteer, or threatens/attempts to do so, with the intent to get revenge against the school employee/volunteer.

- Threatening Use of Dangerous Instruments – the threat and use of, or the control of any dangerous instrument (as defined in Level III), paraphernalia, or object (other than a firearm or weapon) which could be used to inflict harm on another person or used to intimidate any person and is not being used for the purpose for which it was normally intended.
- Continuous, intensifying, intentional, malicious level I, II, III infractions

Disciplinary Interventions: Level IV

- Loss of privileges

- Any student found to have committed a Level IV infraction on school property, school-sponsored transportation, or during a school-sponsored activity shall receive a ten (10) day suspension.
- Expulsion from school after review of the School Board
- Law enforcement intervention
- Alternative disciplinary placement
- Other appropriate interventions as determined by administration

The School Board will adhere to the provisions of F.S. 1006.13 to protect students, staff, and volunteers, who were victims of violent crimes, from any further victimization.

The School Board has identified offenses warranting mandatory expulsion as including but not limited to those listed below. Florida law requires that students found to have committed one of the following offenses will be expelled, with or without continuing educational services, from the student's regular school for a period of not less than one (1) full year:

- A. bringing a firearm or weapon, as defined in F.S. Chapter 790, to school, to any school function, or onto any school-sponsored transportation, or possessing a firearm at school and in addition, students will be referred to mental health services and the criminal justice or juvenile justice system; or
- B. making a threat or false report to throw, project, place, or discharge any destructive device such as a bomb, an explosive, or a weapon of mass destruction, or concerning the use of firearms in a violent manner as defined by F.S. 790.162 and 790.163, respectively, involving school or school personnel's property, school transportation, or a school-sponsored activity and in addition, students will be referred for criminal prosecution and mental health services for evaluation or treatment, when appropriate.

Due Process for Suspension (School Board Policy 4070)

A student accused of a Level II, III, or IV offense which, in the opinion of the Head of School/designee, would require suspension from school or school transportation, shall be afforded the following due process procedures:

- The student (and parent/guardian) will be told by the Head of School/Designee of the reason(s) for the suspension.
- The student will be given the opportunity to present his/her side of the matter either verbally or in writing.
- The Head of School/Designee shall make a determination as to whether or not the student is guilty of the misconduct and, if so, the terms of the disciplinary response. The student (and parent/guardian) will be informed of the determination.
- If the determination is to impose suspension, the notice of suspension shall be in writing. The following information will be included in the written notice of suspension to the student, parent/guardian.
 - Nature of the offense, the date of the offense, the beginning date of the suspension, and the date on which the student may return.
 - Any condition involving the suspension, such as a possible reduction of the suspension, requirements such as a written apology, restitution or other as deemed by the Head of School/Designee.

Due Process for Expulsion (School Board Policy 4070)

A student accused of a Level III or IV offense which, in the opinion of the Head of School, would require expulsion from school or school transportation, shall be afforded the following due process procedures:

- The student and parent/guardian will be told by the Head of School/Designee of the reason(s) for expulsion.
- The student will be given the opportunity to present their side of the matter either verbally or in writing.
- The Head of School/Designee will report in writing to the student's parent/guardian that the student has been suspended for ten (10) days and that a recommendation for expulsion is being considered.
- Within ten (10) days of the second incident the Head of School/Designee shall review the case with the School Board and determine whether or not the student will be expelled.

Discipline and Behavior Confidentiality (School Board Policy 4070)

Holy Trinity Episcopal School respects the right to privacy for all families involved with any disciplinary issues. The school will communicate and discuss with the families everything that is pertinent to their student. Discipline for students of other families will be held in confidence. Requests for information about other students will not be granted. The school takes seriously its responsibility to be consistent and discrete in the handling of discipline policies.

FACTS Family Portal

FACTS Family Portal Procedures

Holy Trinity Episcopal School uses the FACTS Student Information and Billing system. The Family Portal allows parents access to academic information specific to their students, while protecting their information from others. Parents must have an internet-capable device to view information such as:

- Attendance
- Grades
- Progress Reports
- Transcripts
- Discipline
- Homework
- School Calendar
- School Announcements
- Staff and Faculty Directory
- Account Balances with Online Payment Services
- Auto-Pay Billing
- Make Payments

FACTS has created a five-minute overview video to introduce new users to the system. Please visit: <https://vimeo.com/126932181> and use password Portal to access the video.

Parents are required to maintain active FACTS accounts while their student is enrolled at Holy Trinity Episcopal School. The Family Portal is the primary method of communication used at HTES. Parents are strongly encouraged to download the FACTS app on their phone, and to enable push notifications. This will ensure that all parties are consistently up to date on communication, events, and urgent information regarding our students. Please see "Communication" for more details.

Each student account must be enrolled in a payment plan for the student tuition balance. Please see "Tuition and Fees" for more details.

It is the responsibility of the parent to keep student demographic, medical, permissions, and contact information up to date in the Family Portal. This information can be updated via the Student Enrollment Packet under the Web Forms tab.

Please take a minute to get familiar with the portal and all the resources available.

Accessing the Family Portal

1. From <https://FACTSmgmt.com> go to Log In Here, then click Family Portal Login
 - a. We recommend bookmarking this page for easy access in the future!
2. Enter the District Code: HT-FL
3. Enter your Email Address
4. Click Create Account
 - a. An email will be sent with a link to create your Family Portal Login. This link is active for 6 hours.
5. Click the Create your Family Portal Login link in the email.
6. Enter a Username and Password
7. Click Create Account
8. Click Back to Log In and use your new username and password to log in
 - a. Don't forget the District Code!

Accessing FACTS Billing

FACTS Billing is integrated through the Family Portal. This integration allows parents to view balances, enroll in payment plans, manage payment methods, and pay incidental expenses directly through the portal.

To access Billing:

1. Login to the Family Portal
2. Click on Financial in the left menu
 - a. Here parents will see a simple overview of payment plan and incidental expenses
3. Select Financial Home to view details, set up auto pay, make payments, and manage payment plans
 - a. This will open the FACTS billing interface in a new webpage

To Set Up Auto Pay

1. Go to Financial Home
2. Click Actions and then Enroll in Auto Pay
3. Choose an existing Payment Method or Add a New Account
4. Click Enroll

To Make a One-Time Payment

1. Go to Financial in the Family Portal
2. Click Make a Payment
 - a. This will open the FACTS billing interface in a new webpage
3. Click the balance to be paid
 - a. Note: Past-due payments must be paid first
4. Click Next-Payment Method
5. Choose an existing Payment Method or Add a New Account
6. Click Pay Now

Tuition and Fees

Financial Responsibility (School Board Policy 4010)

As part of the student enrollment to HTES, a parent or guardian will have signed the Financial Responsibility Agreement. This agreement designates the signer as the party responsible for all financial obligations. This person is responsible for the full tuition (meaning tuition and all fees), regardless of assumed scholarship funding. However, the student's tuition payment plan will be calculated based on total responsibility minus awarded scholarship funding and any initial deposit made (see below).

Payment Plan Options:	Amount:
1. Full-Sum Payment (due date variable)	1. Full total
2. Two equal payments (due on the 1st of September and the 1st of March)	2. Total divided by 2
3. Ten equal payments (due on the 1st of each month, August to May)	3. Total divided by 10

Split Households

If there is any specific division of financial responsibility, whether legally established or good-faith agreement between parents, please notify the school office. A copy of the custody agreement (if relevant), including any specified financial arrangements will be requested for documentation purposes. Each responsible party will be given an independent billing account with the appropriate percentage of responsibility assigned.

Payment Policy

Every student account is required to enroll in an auto-payment plan in the FACTS Family Portal upon enrollment for each school year. Holy Trinity Episcopal School processes and tracks all payments via FACTS Family Portal. Parents will be able to view payments made, outstanding balance, and upcoming payments in the portal. Parents will also be able to make advance payments and incidental payments as desired.

Timely payments in compliance with the selected payment plan are the responsibility of the financially responsible party as per the Financial Responsibility Agreement. This responsibility includes the timely parent/guardian approval of quarterly scholarship disbursements in the Step Up EMA portal.

Payment Options

Payment options include credit/debit card or ACH (direct deposit). If a parent wishes to make a payment with cash or check, instead of credit/debit card or ACH, the payment must be delivered to the office a minimum of three business days before the payment scheduled date. Otherwise, the scheduled autopayment will be debited as scheduled.

Returned Payments

Returned or "bounced" payments are subject to a one-time \$30 penalty fee. The payment will be reattempted 15 days after the initial attempt. If the payment returns a second time, the payment will be reattempted 15 days after the second attempt with no penalty. This pattern will continue until the payment clears.

If a second scheduled payment occurs while the first is still being attempted, and the second payment also returns, that second payment will be subject to a one-time \$30 penalty fee and will begin the same reattempt pattern as the first returned payment.

Parents and guardians will be notified immediately of all returned payments and reattempt occurrences via FACTS Management.

Delinquent Accounts

Any accounts which are delinquent for more than 35 days, with an outstanding balance of \$50 or more, will receive phone calls every other week from FACTS Management until the delinquency is corrected. Please note, delinquent accounts may result in delayed or withheld report cards or delayed or denied re-enrollment applications. For senior students, delinquent accounts may result in withheld diplomas until the balance is paid in full.

Incidental Expenses

Throughout the school year, opportunities may arise for your student to participate in activities which require an admission fee. Participation in these opportunities will be optional, but please be aware that declining may result in your student being unable to attend school on the day of the activity (i.e., a whole school field trip). Incidental expenses will be charged and processed via the FACTS Family Portal. Timely payment will be essential to allow your student to participate in the activity.

Service Hours

Holy Trinity Episcopal School Service Hours will benefit the Holy Trinity Episcopal School general operating budget, in the form of fundraising activities and provision of school supplies. Opportunities to earn service hours will be organized by the HTES Parent Teacher Group, in coordination with the Head of School. A member of the HTES office staff will track service hours and will apply them to the student accounts in FACTS family portal.

To support HTES in our commitment to small class sizes and individualized learning, it is necessary for parents to give at least 20 hours of service to the school during each school year. This is a 20-hour commitment per family, not per child.

The Light the Path Thrift Store is an outreach of HTES to help increase school income for instruction and building projects, keep tuition lower, and share information about the school and its mission in the community. It also provides a supportive work environment for participants in our Extended Transition Program. **The HTES School Board and Leadership encourage and appreciate parents earning service hours by helping sort, clean, price, shelve inventory, etc. at the Light the Path Thrift Store located at 619 N. Dixie Ave. in Fruitland Park.**

Service Hour forms (downloadable from the website under Student Resources) must be signed and submitted to the front office **within ONE week EACH TIME a family member completes a service time**. An HTES staff member will track and apply earned hours to each family account. Grandparents or older siblings may work toward fulfilling their immediate family's hours. NO OTHER transfers are allowed. Extreme situations may be discussed with the administration.

All Service Hours must be completed by May 15th. **Any hours not completed by May 15th will be billed at a rate of \$20 per hour.** Any hours performed after May 15th will be applied to the next school year.

NOTE: All persons involved with children in any manner must complete the fingerprinting and background check requirements. Instructions and packets may be picked up in the office.

Earning Service Hours

The Parent Teacher Group will be responsible for organizing most service hour opportunities. The administration is open to parental suggestions as to creative service ideas. **The types of activities that may**

constitute serving are: helping with fundraisers (including the Golf Benefit in the fall and the Light the Path Banquet in the spring); helping with special projects or school events; organizing classroom and project materials for teachers; and attending PTG meetings.

Assisting with field trips, class parties, and/or Parliament functions can count toward up to five (5) Service Hours.

Families will receive one hour per family for attendance at Open House, Parent Workshops, and PTG meetings. A parent must sign in before the beginning of the meeting. The sign-in sheet will be collected at the 15-minute mark of the meeting. No credit will be given to parents who fail to sign in or arrive 15 minutes late. Parents may only sign in for themselves. **Up to ten (10) hours of the required yearly twenty (20) can be earned by attending these meetings.**

Parents may buy hours at the rate of \$20 per hour before May 15th. Every \$20 of pre-approved donated school items equate to one hour of service. All donated items must be pre-approved by school administrators. The original purchase receipt must be provided in addition to the service hour form detailing which staff member requested the items and what the items are for (i.e., class supplies, woodworking project, drama production, etc.)

Scholarship & Financial Assistance

Family Empowerment Scholarships

Holy Trinity Episcopal School accepts Florida's Family Empowerment Scholarship through Step Up for Students. Our students may use either the Private School Scholarship or the Unique Abilities Scholarship to help cover tuition. For more information about scholarship qualifications and application, please visit: <https://www.stepupforstudents.org/>

HTES has knowledgeable staff on hand to assist with the scholarship application process if a parent needs assistance. Step Up also has support staff available via phone or their Facebook Messenger. If a parent would like HTES to assist with a specific issue with Step Up, it is the parent's responsibility to contact Step Up first and obtain a ticket number. This ticket number can then be passed to HTES for follow up. Please note, Step Up will not communicate directly with the school regarding any parent-side issues without a ticket number.

It is imperative parents remain active and involved with their Step Up accounts to maintain full and timely funding. Funding must also be approved quarterly by the responsible parent or guardian prior to disbursement to the school. Timely approval of these disbursements is the responsibility of the parent. Delinquent approvals can impact a student's eligibility for re-enrollment or graduation.

HTES Needs-Based Financial Assistance (School Board Policy 4010)

We recognize that not all students will receive full funding from Step Up, and for some students the remaining balance may create undue hardship. There is an application process for financial aid, and each application is evaluated first-come-first-serve on an individual basis. This assistance is intended to mitigate true hardship and is not available for general application. In order to receive tuition assistance, parents/guardians must complete an application for financial aid. Supporting documentation will be required. Even if awarded financial aid, all parents must make a minimum payment of 5% of the annual cost of tuition and fees or their remaining balance after all scholarships have been credited to their account, whichever is less. The school board may make exceptions due to unusual hardship or multiple students in a family on a case-by-case basis when presented with a petition from the Head of School.

Thank you for your partnership and support in your student's educational journey.

Holy Trinity Episcopal School
2026-2027
Student Calendar

School Month	Date		Student Days
AUGUST	August 10	First Day of Classes / First Grading Period Begins (Monday)	16
SEPTEMBER	September 7 September 18	Labor Day / Student Holiday (Monday) Non-Student Day / Teacher Professional Learning Day (Friday)	20
OCTOBER	October 9 October 12 October 13	End of First Grading Period (Friday) Non-Student Day / Teacher Work Day (Monday) Classes Resume / Second Grading Period Begins (Tuesday)	21
NOVEMBER	November 11 November 23-27	Veterans Day / Student Holiday (Wednesday) Thanksgiving Holiday / Student Holiday (Monday-Friday)	15
DECEMBER	December 18 December 21-31	End of Second Grading Period (Friday) Winter Break / Student Holiday (Monday-Thursday)	14
JANUARY	January 1 January 4 January 5 January 6 January 18	New Years Day / Student Holiday (Friday) Non-Student Day / Teacher Work Day (Monday) Non-Student Day / Teacher Professional Learning Day (Tuesday) Classes Resume / Third Grading Period Begins (Wednesday) Martin Luther King, Jr. Day / Student Holiday (Monday)	17
FEBRUARY	February 15	Presidents' Day / Student Holiday (Monday)	19
MARCH	March 4 March 5 March 8 March 22-26	End of Third Grading Period (Thursday) Non-Student Day / Teacher Work Day (Friday) Classes Resume / Fourth Grading Period Begins (Monday) Spring Break / Student Holiday (Monday-Friday)	17
APRIL	April 16	Non-Student Day (Friday)	21
MAY	May 27	Last Day of Classes / End of Fourth Grading Period (Friday)	19
		<i>Storm make-up days will be determined as needed</i>	179



Confirmation of Student/Family Handbook

All students and parents must sign below to indicate that they have received and read this Student/Family Handbook in its entirety.

Parent/Guardian Signature

Date

Parent/Guardian Printed Name

Student Signature

Date

Student Printed Name