Trinity-Pawling School

Community Handbook

Standards for the Trinity-Pawling School Community

2021-2022

(Updated March 10, 2022)

A Message to Parents and Students,

Please read this handbook carefully — it will give you a good idea of Trinity-Pawling's philosophy about student life and some of the requirements, rules, and policies that have stemmed from this philosophy, as well as updated measures that have been implemented to be compatible with the health and safety demands associated with COVID-19.

Then, sit down together as a family and discuss these policies, assuring yourselves that you are in complete understanding.

When parents understand the School's philosophy and policies, they will be in a much stronger position to reinforce the School's efforts and thus assure their son the maximum opportunity to reach his potential in this environment. Trinity-Pawling's objectives are well defined but not easily attained without the full understanding and support of all involved.

Please do not hesitate to call the School at any time when you are uncertain of a particular policy. Similarly, if you feel that your son may be having difficulty understanding what is expected in this environment, please notify his advisor. Cooperation and communication are essential if your son is to have a positive and productive experience at Trinity-Pawling.

Life at a boarding school involves many responsibilities and, like any other community, there must be a certain number of agreed-upon standards in order to make it possible for a large group of people to live and work together successfully. Every individual shares the responsibility for making the community an effective place in which to live and to learn. It is expected that discourse with one another is civil, even when disagreements arise. Developing an individual's sense of self-discipline is one of our major goals. Particularly in a major health crisis, it is the responsibility of each member of the community to protect the common health of the community as well as build its common good.

A school is not simply bricks, mortar, trees, and grass. A school is people: students, faculty, and all the members that make up its community. We are all here for a specific purpose — to create the best possible environment in which to live and to learn. There is no place for dishonesty, cruelty, harassment, racism, anti-semitism, sexism, homophobia, alcohol, or drugs in such an environment. If anyone is in doubt over a potential situation, one should ask for advice before acting and causing unnecessary complications.

One of Trinity-Pawling's greatest assets is its community. For students, this can prove to be of tremendous value in a variety of ways. Teachers, for example, are available 24/7 to provide academic help and advice to the students. Students should take full benefit of this opportunity as it is a distinct advantage of being at Trinity-Pawling. Another advantage is the potential for strong relationships with advisors and dorm masters who are always available for help and guidance as students work toward reaching their full potential. Learning how to live in community with one another, we find opportunities to teach both individual responsibility while, at the same time, emphasizing mutual goals for building and protecting the common good.



Onward,

William W. Taylor, Headmaster

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Mission Statement

(Adopted by the Board of Trustees, September 25, 2021)

Trinity-Pawling School will provide an educational experience that makes a transformational difference in the lives of its students by enabling them to discover and pursue their distinctive gifts and talents.

Core Values

EXCELLENCE

CHARACTER

COMMUNITY

CURIOSITY

Statement of Philosophy

Trinity-Pawling School is a community of students, faculty, staff, trustees, parents, and alumni. This community is committed to its students and their development as whole human beings in mind, body, and spirit. We believe such growth is education in its fullest sense, and that it takes place in the context of the School's daily life. It happens through the relationships of students, faculty, and administration, all with each other, whether it be in the classroom, the dormitory, on the playing field, or in Chapel.

This philosophy, which is rooted in the values and beliefs of the Judeo-Christian tradition, was given to the School by its founder, the Reverend Frederick L. Gamage, D.D. in 1907. These roots are reflected by Chapel—which has always been at the center of school life— pointing students and faculty alike to the One who gives them their own dignity and self-worth and calls them into a community of mutual growth.

It is the School's strong belief that an appreciation of one's own worth can best be discovered by experiencing the worth of others, by understanding the value of one's relationships with others, and by acquiring the self-confidence that comes from living and working competently at the level of one's own potential. This growth is supported by tradition and structure with emphasis on accountability and recognition of effort.

Trinity-Pawling respects the differences in individuals and recognizes the different processes necessary for attaining their own potential. Thus, the goal for each student is the achievement of his highest level of moral, social, academic, and athletic development. It is by realizing this greatest good for each student that the School fulfills its mission.

Trinity-Pawling School admits students of any race, color, national or ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the School. Trinity-Pawling does not discriminate on the basis of race, color, national or ethnic origin in administration of its educational policies, admission policies, scholarship and loan programs, and athletic and other school-administered programs.

The School Motto: FIDES ET VIRTUS

The School motto Fides et Virtus was selected by Dr. Gamage when he founded the Pawling School in 1907. As is often the case with Latin "tags", this one is not easy to translate. Fides literally means faith, but it may also mean belief. Since Dr. Gamage was an Episcopal clergyman as well as a classics scholar, he probably had in mind Belief in God as the meaning of Fides. Virtus is more difficult, since it has many different meanings according to its Latin context—the English word virtue being only one of them. Again, what we know of Dr. Gamage leads us to moral excellence as the best English equivalent. His educational philosophy was built around those two elements - Belief in God and Moral Excellence.

Alma Mater

Pawling, hear thy sons who love thee Sing in worthy praise.
Pledging to our Alma Mater Loyal hearts always.
Faith and courage, thy foundations,
Spread a-far thy fame;
We revere thee, Alma Mater Honor'd be thy name.
Green the fields on which we triumphed;
Strong the friendships made.
Sunset o'er the western hillsides;
Pond in which we played.
Blazer, tie, crest worn with honor,
Boys now and always.
Chapel bells rang out the hours,
Cherish we those days.
Those who go from out thy portals,
Hallowed mem'ries bear
Of the days of earnest striving
For thy glory there.
Here we gather strong in spirit
Singing joyfully.
Ever steadfast in devotion,
Pawling, Hail to Thee!

The School Hymn

For all the saints, who from their labors rest,
Who thee by faith before the world confessed,
Thy name, O Jesus, be forever blest.
Alleluia, alleluia!

Thou wast their rock, their fortress and their might:
Thou, Lord, their Captain in the well-fought fight:
Thou,in the darkness drear,the one true light.
Alleluia, alleluia!

O may thy soldiers, faithful, true and bold,
Fight as the saints who nobly fought of old,
And win, with them, the victor's crown of gold.
Alleluia, alleluia!

PORTRAIT OF A GRADUATE

(Adopted 2018)

A Trinity-Pawling graduate will be an effective communicator. He will:

- Use active listening strategies to enhance understanding and respect.
- Use reading strategies with a variety of material in order to comprehend literal meaning, to draw inferences and evaluate information.
- Speak purposefully to inform, to influence, to motivate, or to entertain.
- Employ writing as a process that involves generating and organizing ideas, connecting with an audience, revising for content, and editing to create an appropriate product.
- Apply technological skills and current digital tools judiciously.

A Trinity-Pawling graduate will be a thoughtful collaborator. He will:

- Engage with others thoughtfully towards a positive action.
- Be capable of working interdependently with a group by shouldering responsibility, trusting others, and sharing ideas to achieve common goals.
- Construct and deconstruct arguments and positions to develop and to appreciate a multiplicity of perspectives.
- Apply feedback loops and performance critiques as a part of continually developing iterations.

A Trinity-Pawling graduate will know what it means to be an ethical citizen of the School and the world. He will:

- Develop cultural competencies by acknowledging and fostering divergent points of view regarding local, national, and global issues.
- Exhibit a strong moral compass as a constituent of a variety of communities.
- Act responsibly as a steward of the Earth's resources.
- Demonstrate respectful, empathetic, compassionate, and mindful behavior regarding actions and intentions with oneself and with others.
- Actively seek to engage in opportunities to serve and to lead others.

A Trinity-Pawling graduate will be a creative and critical thinker. He will:

- Desire to understand "why" through problem solving, inquiry, design, and iteration.
- Celebrate healthy intellectual risk-taking through persevering by failing forward.
- Perceive, comprehend, evaluate, and innovate ideas, information, and media for validity and relevance.

- Synthesize analysis, interpretation, casual relationships, and point of view with original curiosity and passion.
- Share the products of intellectual acumen willingly and confidently.

A Trinity-Pawling graduate will be a self-aware young man. He will:

- Seek to find ways to connect with his community and the environment.
- Learn to articulate his feelings and thoughts to others.
- Work to identify his strengths, gifts, and talents as well as recognize areas for growth.
- Act with a mature approach to situations.
- Discover how he learns best by being exposed to many approaches to teaching and learning.

HONOR AT TRINITY-PAWLING

Honesty and Integrity

As an educational community, Trinity-Pawling School is constructed on a foundation of honesty and integrity. As such, these principles exist to form the parameters within which decisions are made and actions are directed. Honesty and integrity are the foundations of a healthy, successful life. From such a strong foundation, an individual's self-confidence and respect for self and others will mature and flourish. Such a foundation becomes the basis for responsible decisions and will encourage accountability, maturity, and leadership.Accordingly,honesty and integrity are expected norms in this school community. Trinity-Pawling School stands firmly on this foundation, and each member of the school community bears a responsibility to strengthen this foundation. Dishonesty in any form weakens this foundation for both the individual and the larger school community. Therefore, dishonesty is regarded as a serious breach of responsibility and will impact a student's status at Trinity-Pawling.

Honor Code

The Honor Code: Honesty and integrity live at the heart of the School. Behavior inspired by faith and virtue creates honor in the community and allows us to live by the principles of the Trinity-Pawling Honor Code: My effort, preparation, and presentation is at all times honest.

Affirmation of Honor: The Trinity-Pawling Brotherhood is responsible, respectful, supportive, honorable, and proud.

Academic Pledge: On My Honor,as a member of theTrinity-Pawling Community, I pledge that I have neither given nor received any unauthorized or unapproved outside assistance on this assessment.

The School's commitment to honor is placed in the trust of the Honor Council, whose members promote a community of integrity and adjudicate cases when trust has been violated. The Honor Council is formed by select members of the student body and faculty. Its purpose is to nurture a community that fosters character and mutual trust. When necessary it will hear cases involving dishonorable behavior and make recommendations to the Headmaster regarding disciplinary consequences. Generally, any violation of a major school rule would be considered to be dishonorable behavior. Finally, the Honor Council holds the Trinity-Pawling Honor Code in trust for all future and past students, faculty, and alumni. Thus, the members of the council have subscribed to this philosophy in an effort to create an educational and proactive group.

School Expectations and Behavior of Trinity-Pawling Students

All situations that may arise in a student's life here are not — and are not intended to be — covered in this handbook. By taking their work seriously and respecting themselves and all others in the community, students have the responsibility to make the School the best possible environment. The School reserves the right to amend the policies covered in this handbook if it deems necessary to do so.

As is the case with any community, certain rules serve as necessary boundaries. Violation of these boundaries is viewed seriously. Attendance at Trinity-Pawling is a privilege, and the School reserves the right to suspend or dismiss any student for any reason whatsoever involving behavior on or off campus. Any student whose actions on or off campus bring discredit to the School may be required to withdraw.

A student is considered to be under School jurisdiction at all times when School is in session (unless the student is under the direct supervision of his own parents), when traveling to and from the School, while participating in school-sponsored trips, and when temporarily off campus. Any time a day student is off campus in the presence of another student, he is considered to be under School jurisdiction and therefore responsible for adhering to all School policies.

Personal Responsibility

Trinity-Pawling expects all students to develop and to accept a high degree of personal responsibility. Everything that a student does each day and all the pieces that come together to make his day successful are the responsibility of the student. While we obviously have different degrees of expectation for students of different ages, we do expect that all students accept a certain level of responsibility and then learn to become more responsible over time. Moreover, we expect students to treat all members of the community with respect, dignity, and compassion, and to make progress throughout the school year and throughout the years a student is enrolled at Trinity-Pawling.

Life in a boarding school affords students and all members of the community an opportunity to engage with one another and to learn from others who have different backgrounds, experiences, perspectives, and opinions. When disagreements arise, there is opportunity for discourse and learning. It is the responsibility of each member of the community to maintain civility with one another, especially when differences of opinions arise. At no time will language be tolerated that is hateful, cruel, or derogatory toward another person based on race, religion, sexual orientation, gender, socio-economic background, age, or ideology.

A student is responsible for getting himself up in time for breakfast, to be in Chapel and classes on time, to be appropriately dressed for classes and athletics, and to have his work prepared. A student is responsible for his personal items and should not leave them carelessly around campus which might allow items to be damaged or lost. In the event that personal items (electronic equipment, cash, jewelry, etc) should be lost or stolen, the School will not be held responsible for its replacement. Similarly, a student is responsible for school-owned athletic, academic, and activity equipment. When things do go awry, it is our hope that each student learns to solve life's problems himself with the assistance of those adults who are closest to him: his advisor, his dorm master, his teachers, and coaches.

As parents and teachers, we are doing a student a disservice by simply solving problems for him without teaching him to deal with life's challenges. Developing a sense of personal responsibility is one of the great advantages of attending a boarding school.

COVID-19 Protocols

Use of Face Coverings *(updated March 10, 2021)*:

In light of the New York State Governor's announcement on Sunday, February 27, and in accordance with recent face mask guidance from the CDC, Trinity-Pawling shifted to a mask-optional policy effective on Wednesday, March 2, 2022.

Students and faculty are encouraged to wear masks if they are more comfortable doing so, but masks are no longer a requirement on campus.

As has been the case throughout the pandemic, the School's mask policies can and will change if the conditions of the virus in Dutchess County or the surrounding area worsens. All students should maintain a supply of masks, should we be required to change the mask policy.

Trinity-Pawling will continue to pursue a layered approach to mitigation strategies, such as improved ventilation, cleaning procedures, hand-washing/sanitizing, and staying home/isolated when sick with symptoms of infectious illness including COVID-19.

Hygiene:

All members of the community are expected to be mindful of their responsibilities with regard to hygiene. All members of the community must abide by the following hygiene standards: wash and sanitize their hands frequently, especially before and after entering or leaving communal spaces such as classrooms, Cluett, or dorm common areas; and covering coughs and sneezes. All community members may be required to wear face coverings, in the event that COVID-19 conditions worsen.

COVID-19 Testing:

The School will continue to encourage all community members to be tested for COVID-19 if they develop cold or flu-like symptoms. Prior to returning to campus, after an extended leave, all students are strongly encouraged to take a rapid COVID-19 antigen test to ensure their own health and safety, and the health and safety of their classmates, when arriving on campus.

Major Offenses

The following list is not meant to be inclusive. It does, however, specify the principles that serve as boundaries for student behavior. Serious misconduct or unsatisfactory academic work could result in probation, suspension, or dismissal. Where applicable, the following rules are also implicit in the School's Acceptable Use Policy covering the use of computers and the School's network.

- Dishonesty in any form including lying, cheating, plagiarism, or theft
- Any action that threatens the health and safety of another, including sexual misconduct; hazing or any form of disrespect; harassment; hateful, cruel, or abusive treatment of another person or property
- Possession, use, or sale of any alcoholic beverage or illegal substance in any amount
- Possession of drug paraphernalia including, but not limited to, pipes, vaporizers, and rolling papers
- Returning to campus under the influence of alcohol or drugs
- Abuse of prescription drugs and over-the-counter drugs
- Possession of fireworks, firearms, ammunition, knives, or weapons of any type, size or amount, including BB guns and firearm replicas
- Creating open flames, including lighting matches, on campus unless under the direct supervision of a faculty

member

- Leaving School bounds without permission of the Headmaster, Associate Headmaster, Dean of Residential Life, or Dean of Students
- Possession, garaging, renting, riding in, or operating any motor vehicle at the School or in the vicinity without permission of the Headmaster
- Possession or use of any tobacco products and electronic or artificial cigarettes
- The presence of unauthorized guest(s) in a dormitory room
- Failure to use the bridge to cross Route 22
- Failure to abide by regulations pertaining to swimming and boating on campus
- Vandalism to School, personal, or other people's property
- Any action on or off campus that brings discredit or embarrassment to the School community
- Electronically transmitting any images of a sexual nature or offensive sexual content.
- Violations of this rule may result in the notification to law enforcement.
- Failure to abide by COVID-19 policies and protocols

The School reserves the right to take possession and investigate the content of a student's room, backpack, cell phone, and computer with regard to the investigation of any disciplinary issue.

A student who breaks a major School rule may be sent to the Student/ Faculty Honor Council at the discretion of the Headmaster or Associate Headmaster. This group, which comprises three faculty members and two students, will determine consequences and consider extenuating circumstances. Recommendations from the Honor Council will be sent to the Headmaster who may uphold or modify the Honor Council decision. At times, due to the nature of the infraction or other circumstances, the Headmaster or Associate Headmaster may forego the Honor Council and render a final decision.

Any suspension will be immediately reported to all colleges to which a student is seeking admittance to during the application process. Additionally, Trinity-Pawling students are expected to report all major infractions in their college applications as mandated by the individual colleges and/or common application. For underclassmen, Trinity- Pawling will also report disciplinary consequences to future schools that the student is applying to for admission.

Drugs and Alcohol

The use of drugs, which includes alcohol, steroids, synthetic marijuana and bath salts, and the abuse of prescription or over-the-counter medications, is a deterrent toward the mission of Trinity-Pawling and the education of its students. The problems associated with drug use are manifold. Not only do drugs cause physical and emotional damage, they

create a distance and ultimate barrier between the student and the adults who are working with him. There is no place for illegal drugs in any educational environment.

Trinity-Pawling has always believed that the best defense against the use of drugs is through a sound offense which combines both education and discipline. There are many opportunities for a student to obtain more information about drugs or to receive confidential counseling.

If a student is suspected of using drugs, such concerns will first be raised to the appropriate people (advisors, administrators, etc.) as well as directly with the individual student.

When warranted, the School's response to suspected drug use could include a hair or urine drug test and/or room search. This response would be authorized only with the consent of the Headmaster, the Associate Headmaster, the Dean of Residential Life, or the Dean of Students. Such a measure would be taken in conjunction with the concerns raised to the student and his parents.

The student body will not be tested randomly. If a student tests positive for the presence of drugs, he will be suspended to undergo an evaluation outlined by the Dean of Residential Life. Upon his return, the student will be placed on probation. As part of his probationary status, he must attend weekly drug counseling sessions and undergo random monthly drug testing at a cost to the student. Another incident involving drugs and/or alcohol, or a positive drug test, could lead to expulsion, whether such use was on or off campus.

Customary with the School's effort to foster honesty and encourage integrity, a situation in which a student comes forward and acknowledges use of drugs before it becomes a disciplinary incident will be regarded as a health issue and will be kept confidential. In a situation where a student's health may be in immediate jeopardy, a student can acknowledge the use of drugs by himself or another and it will be addressed as a health issue. Such a measure could include weekly counseling, probationary status, and/or a drug and alcohol evaluation outlined by Dean of Residential Life. Parents with concerns about their son's potential use of drugs or who notice changes that might indicate drug use should contact the Dean of Students or Dean of Residential Life. This would also be considered a health issue.

The School's policy toward the distribution of drugs and alcohol to other students is explicit; any student caught distributing drugs or alcohol to others may be immediately expelled from Trinity-Pawling.

Illegal drugs fracture a community as they destroy trust and relationships. While Trinity-Pawling recognizes the widespread problem posed by drugs to society, it is the School's sincere and firm conviction that its overall policy—with its shared emphasis on education, health, and discipline—will work to augment the educational environment. Our aim is toward a healthier school community which can develop and flourish without the impediments caused by the use of drugs.

Respect

The Trinity-Pawling community is based on a high level of mutual respect. The School will not tolerate disrespect of any kind. Examples of disrespect could include the use of inappropriate language; the use of the property of others without permission; offensive ethnic, racial, religious, or sexual statements or actions; bullying; and the use of physical confrontations to resolve conflicts. We expect each student to respect one another and to respect oneself. Any form of disrespect is a major violation of school rules.

Employee Code of Conduct:

Healthy relationships between school staff and students help students learn and grow in an emotionally safe environment. It is the School's expectation that all faculty and staff follow the behavior standards outlined in our Code of Conduct. All employees must:

Learn, work, and live together in accordance with the highest ethical and professional standards;

Put the interests of the community and those we serve ahead of our personal individual interests;

Take personal responsibility for our actions, decisions, and behavior;
Work hard, with persistence and resilience, to accomplish our shared goals;

Maintain a positive attitude in our work and in our interactions with students, parents, and colleagues;

Be dependable, collegial, and motivated in our work, study, and life;

Recognize the inherent dignity of all human beings, treating each other with courtesy and maintaining healthy boundaries at all times;

Promote the interests of the students by being a good role model, establishing and reinforcing clear boundaries, encouraging student's autonomy and independence and acting in a transparent manner;

Actively supporting each other in the effort of all to meet these behavioral standards.

Community Expectations

Adolescence is a time of tremendous physical, psychological, and emotional growth and change, and the expectations for Trinity-Pawling students reflect the capabilities of adolescents at this developmental stage and the aspirations the community has for them.

All Trinity-Pawling students are expected to behave in ways that support the well-being, health, and safety of themselves and others. To this end, students should be respectful in their interactions and relationships and learn to recognize how their actions and speech affect others. Students should aim to be courteous, kind, and inclusive, and accept constructive feedback and criticism as being essential parts of learning and membership within the community. **Students are expected to adhere to the COVID-19 protocols that are applied at any point in time.**

As an educational community, Trinity-Pawling recognizes that social-emotional development, as any other subject, takes time to master, and involves mistakes and missteps. As such, adults in our community are charged to help students reflect upon their behavioral choices, especially when these choices hurt or deny the rights of others. However, students will be subject to disciplinary action in cases of severe or repeated negative behavior that may be considered harassment, hazing, bullying, or abusive.

Statement on Campus Discourse

Trinity-Pawling thrives as an intellectually inclusive environment. As we foster a community of learners, the School encourages meaningful dialogue and active listening. The School's goal is not only to teach students how to articulate and express their ideas but to also develop listening skills whereby they expand their knowledge. Members of our community will engage in meaningful speech both as the speaker and as the listener. While the School celebrates a diversity of opinions, when disagreements arise all discourse must remain civil. Trinity-Pawling will not tolerate any form of discourse intended to cause harm, injury, or disrespect toward any member of the community.

Prohibited Behavior

Harassment:

Harassment may include unwelcome verbal, non-verbal or physical conduct that denigrates or shows hostility or aversion toward an individual because of his or her race, color, religion, sex, national origin, sexual orientation, age, disability or any other category protected by law or that of his or her relatives, friends or associates, and that is severe or pervasive enough to create an intimidating, hostile, or offensive environment for a reasonable individual. Harassing conduct includes, but is not limited to:

Physical assault including rape or any other coerced sexual behavior;

Pressure to participate in sexual activity including propositions;

Epithets, slurs, quips, or negative stereotyping that relate to race, color, religion, sex, national origin, sexual orientation, age, disability, marital status or any other category protected by law;

Threatening, intimidating or hostile acts that relate to race, color, religion, sex, national origin, sexual orientation, age, disability, marital status or any other category protected by law;

Written or graphic material (including graffiti) that denigrates or shows hostility or aversion toward an individual or group because of race, color, religion, sex, national origin, sexual orientation, age, disability, marital status or any other category protected by law and that is placed on walls, bulletin boards, or elsewhere on the school's premises, or circulated or displayed in the workplace; or "Jokes", "pranks" or other forms of "humor" that are demeaning or hostile with regard to race, color, religion, sex, national origin, sexual orientation, age, disability, marital status or any other category protected by law.

Bullying:

Bullying is any unwanted, aggressive, repeated activity that:

Causes physical or emotional harm to the student or damage to the student’s property;

Places the student in reasonable fear of harm or damage to the student’s property;

Creates a hostile environment at school for the student;

Substantially disrupts the education process or the orderly operation of a school.

Bullying includes a variety of behaviors, but all involve a person or group trying to take advantage of the power they have to hurt or reject someone else. These behaviors can be carried out physically (hitting, kicking, pushing), verbally (calling names, threatening, teasing, taunting, spreading rumors), electronically, sometimes called “cyber-bullying” (posting defamatory remarks or photos, sending threatening emails, creating fake profiles, taking over an account and posing as someone else) or in other ways (such as leaving a person or people out of activities, not talking to them, stealing or damaging their things, making them feel uncomfortable and scared, and making faces or obscene gestures).

Hazing:

Hazing is any activity or method of initiation, usually but not exclusively into a student organization, whether on public or private property, that could reasonably produce undue mental or physical discomfort, harassment, and ridicule, or endanger the participants. An activity may be considered hazing regardless of consent or willingness to participate in the activity. Hazing behavior can include:

Compelling the use of alcohol or drugs;

Hitting, paddling, shoving, tackling, or branding;

Creation of excessive fatigue; physical or psychological shocks;

Degrading games and activities; exposure to uncomfortable environments.

Scope of Coverage:

The School prohibits anyone from engaging in such conduct. Such conduct is prohibited at the School, at School-related functions, or outside of the School if such conduct affects the School environment.

Reporting and Complaint Procedure:

All members of the School community are responsible for helping to ensure that fair and respectful treatment is afforded to everyone. A community member who believes that (s)he is a victim of violations covered by this policy can seek help from or file a complaint with the Dean of Students, Dean of Resident Life, Dean of Counseling or the Headmaster. Individuals can also report complaints or concerns by contacting the School's anonymous hotline. To access the hotline, please visit TrinityPawling.EthicsPoints.com or call 844-302-0435.

Any community member who is aware of or suspects violations covered by this policy must report concerns to the Headmaster.

Investigations:

The School will conduct a prompt, thorough, and fair investigation of the circumstances or the complaint. It is the responsibility of all members of the Trinity-Pawling community to cooperate with any investigation. Although confidentiality cannot be guaranteed, every effort will be made to protect the privacy of those involved and limit the sharing of information to a need-to-know basis.

Upon receipt of a complaint, the Headmaster will conduct an immediate review of allegations; and take any appropriate actions. If an investigation indicates that an inappropriate or unlawful act has occurred, appropriate disciplinary action (including contacting the necessary authorities) will be taken.

Students are prohibited from filing a false complaint or providing false information in connection with the investigation.

Retaliation:

Individuals who make good-faith reports of possible inappropriate behavior or who cooperate with investigations are protected by the School. Retaliation can be any action that would prevent a student or employee from coming forward to make or support a complaint of harassment. Any perceived retaliation should be brought immediately to the attention of the Headmaster. Any individual found to have retaliated against someone for reporting a perceived violation of this policy or for participating in an investigation shall also be subject to disciplinary actions.

Statement on Consensual Sexual Behavior:

Trinity-Pawling School recognizes that the desire to be intimate with another person can be a normal part of human development. At the same time, given the complicated personal emotional and legal issues surrounding sexual intimacy, the school does not endorse or condone intimate sexual activity among students on campus.

Sexual Misconduct Policy:

Trinity-Pawling School provides a safe and supportive environment where students may learn and grow. All forms of sexual misconduct interfere with this goal and will not be tolerated. Trinity-Pawling School will take appropriate action to prevent and correct behavior by both employees and students that violates this policy.

Trinity-Pawling School does not tolerate sexually inappropriate behavior of any kind between adults (faculty, administrators, staff, and other employees) and students, regardless of age, including all forms of sexual activity and sexual harassment. The faculty, staff, and other employees of Trinity-Pawling School occupy a position of authority and influence over the students and must always ensure that this authority and influence are not abused. Sexually inappropriate interactions of any kind, between any member of the Trinity-Pawling School faculty or staff and any student are improper, strictly prohibited, and a basis for immediate dismissal of the faculty or staff member from the school. Such relationships or activities may also constitute a crime. Any report of suspected abuse of a minor will be shared with law enforcement, and, when appropriate, may also be shared with child protective services and/ or the New York State Education Department.

Any student who is, or has been, involved in a sexual or romantic relationship with any faculty or staff member is strongly encouraged to report the matter. Students may report to any trusted adult on campus or directly to the Headmaster. Any adult who receives such a report from a student shall immediately notify the Headmaster or the Director of Human Resources. To encourage such reports, Trinity-Pawling School provides amnesty to student victims of sexual misconduct or bystanders who provide information in order to help student victims. Those students will not be disciplined for violations of major offenses, including drug and alcohol use that may have taken place at the time of the sexual misconduct they are reporting.

Acceptable Computer Use

Trinity-Pawling's communication and information Network is intended to support legitimate and authorized academic, instructional, research, and administrative purposes. Trinity-Pawling's Network is intended to be a forum in which positive and meaningful educational and professional growth can occur provided individuals use the Network in a mature and responsible manner. Although Trinity-Pawling will do its best to maintain the computer Network, it does not guarantee that it will function at all times. In addition, Trinity-Pawling will provide access to the Internet, but we do not guarantee the accuracy of information found on the Internet.

All users (defined as any student, faculty, guest, or staff member) must acknowledge that any time they are using Trinity-Pawling's Network for communication, research or recreational purposes, their behavior must comply with the standards of appropriate behavior as outlined below. While accessing the Network, users also acknowledge that they represent Trinity-Pawling School and are expected to behave in an appropriately dignified manner.

Personal Information:

All users are instructed not to give out their social security number, credit card numbers, home address, phone numbers, passwords, or other personal information over the Network.

Login IDs and Passwords:

All users of the Network will at times be required to use a login ID and password to access various School resources. These passwords need to be kept confidential and cannot be shared with other users. The use of someone else's login ID (with or without permission) is not allowed. When using these resources, remember that you are responsible for all activity conducted while your account is active. For this reason, please remember to log out of shared resources when you are done with them.

Email:

Every student will be given a Trinity-Pawling email address, which they will use for communicating with faculty and one another. For most students, their email address is their first initial, last name@trinitypawling.org. (For example, John Smith jsmith@trinitypawling.org).

Email is a major means of communication on the Trinity-Pawling campus. For this reason, students are required to retrieve their email from their School account at least twice per School day when School is in session. Any use of the Network that violates the letter or spirit of School policy towards harassment, hazing, gambling, plagiarism, dishonesty, privacy, software piracy, copyright infringement, or vandalism is strictly forbidden. Further, use of the Network for any sexual or illicit purpose is expressly prohibited. Users of this Network are representatives of the Trinity-Pawling community and strict adherence to all School rules and policies is required.

Cell Phones/Headphones/Earbuds:

While permitted, cell phone usage is regulated based on the needs of a healthy community. Phones may be used in the dormitories. Public use is limited to areas that will not interfere with normal, interpersonal interaction around campus. For example, phones/headphones/earbuds should not be used when walking to and from commitments, in chapel, in the dining hall, in the academic building, or during assemblies. Phones are not to be used during the academic day, during study hall, or after designated lights out, unless specific permission has been granted by a teacher or dorm parent. Abuse of these rules will result in the loss of the cell phone and cell phone privileges.

Personal Computers and Electronic Devices:

We encourage the use of laptops, which allows a student to take his computer to work in the Gardiner Library, the Dann Classroom Building, or other areas on campus.

Important: Technology is a tool and a resource. It should not be used as an excuse. As such, the faculty does not accept “computer” problems as the cause for the late submission of assignments. Students must take responsibility for problems that arise and accept the responsibility for finding solutions.

Most students opt to bring their personal computer or digital device to School. The sharing of Network access, knowingly or unknowingly, via a wireless card is prohibited and the use of wireless cards by students is restricted to the same operational time frames as the School's internal Network.

Trinity-Pawling strongly encourages the use of computers as an academic tool, but also recognizes that many students also enjoy their use for recreation. Computer games are permitted, but must be of an appropriate content and their use is at the discretion of the dorm parent or other faculty member.

Access to a personal computer or other electronic device could be restricted by the dorm master if its use jeopardizes a student’s academic commitments or if its content is considered inappropriate.

Harassment and Hazing:

To the greatest extent possible, all users of the Network will be protected from harassment or unwanted contact. Behavior in the electronic environment of the School will be subject to the same standards as all other environs of the School. Behavior and language within the Network must conform to the School’s general guidelines for personal interaction among students, faculty, and the community at large. Profanity or obscenity in written communication over the Network is inappropriate, as it is in all other areas of School life.

Plagiarism:

The use of someone else’s words or ideas, whether obtained from print or electronic sources, without appropriate attribution is plagiarism. This includes, but is not limited to, software, photographs, artwork and scholarly research downloaded from the Internet, as well as information obtained and used from another user’s email. If you have questions about proper use, consult a library staff member.

Privacy:

All users of Trinity-Pawling’s Network are responsible for all transactions made using their login and passwords. Users also agree to respect the privacy of each user with access to the Network. Toward this end, users may not

intentionally seek or provide confidential information on, obtain copies of, or modify data files, email, or passwords of any user of the Network. Users may not, in any way, attempt to gain unauthorized access to private information on the School's Network or any network or organization located outside the confines of Trinity- Pawling School. While we do grant the right to privacy, all users are reminded that impersonation and anonymity are not permitted. Trinity-Pawling reserves the right to monitor your activity while utilizing its Network.

Software Piracy and Copyright Infringement:

All commercial software is a form of literary expression and is included in the Copyright Act. According to Title 17 of the United States Code, it is illegal to make or distribute copies of copyrighted material without authorization. There is no justification for the use of illegally obtained software from any source. This includes file sharing.

The Copyright Act also applies to software, photographs, artwork, music, movies, and scholarly research downloaded from the Internet. Copying Network software to your personal computer is also a violation of the Copyright Act. Any violation of the Copyright Act is considered theft. Disciplinary action will be taken against individuals suspected of piracy or copyright infringement.

Vandalism:

Vandalism is defined as any malicious attempt to harm or destroy software, hardware, or data of another user, organization, or network including all outside networks as well as all portions of the Trinity-Pawling campus. The School's computer facilities are available for student and faculty use during the academic day. Therefore, it is imperative that these computers remain operational for all to use. Since the well-being of all users depends on the availability and integrity of the Network system, any defects discovered in system accounting, system security, or system use should be reported to the Director of Technology.

In addition, users shall not intentionally develop or use programs that harass other users of the facility or infiltrate the system and/or damage the software or hardware components of the system. This includes, but is not limited to, the creating, uploading, downloading, or distribution of malicious software or hardware. To reduce the risk of inadvertently spreading viruses, users are advised not to import files from unknown or disreputable sources, or add any software to the Network.

Changing the settings or adding software files to Network computers is forbidden. The School's Network must remain consistent and stable so that students and teachers can prepare assignments.

Information from the Internet:

While Trinity-Pawling cannot effectively restrict the content of information obtained by students via the Internet, obtaining material that is explicitly labeled as not intended for minors will be considered a form of dishonesty.

Further, making public or passing on any material that is pornographic, violent, or otherwise hurtful will be considered a sign of disrespect and a form of bullying and will be treated accordingly. Disseminating the Internet address of sites containing such material can also be cause for disciplinary action. The use of any Network resource for gambling is also forbidden.

Safety:

Making the Internet available to students carries with it the potential that users may encounter information that some have identified as controversial and of potential harm. Because information on the Internet appears, disappears, and changes, creating a "safe environment" is impossible, and implying that it is being done is a disservice to community members and parents. The School's focus is on providing the understanding and skills needed to use the Network in ways appropriate to a student's educational and recreational needs rather than controlling the environment. Any user believed to be in violation of the above guideline grants the Director of Technology the right to inspect any and all private files, including the user's computer. When possible and/or appropriate, an attempt will be made to notify the user before such an inspection occurs.

Prohibited:

The use of personal VPN/Proxy is strictly prohibited while on campus. Access to remote (off-site/hosted) computers is strictly prohibited.

Consequences and Penalties:

Any user of Trinity-Pawling's Network who violates the letter or spirit of School policy with regard to harassment, hazing, bullying, plagiarism and dishonesty, privacy, software piracy and copyright infringement file sharing, or vandalism, including but not limited to, damaging or theft of hardware, software, or the operating system of any network will face cancellation of privileges, loss of one's computer, and disciplinary actions in accordance with School rules as deemed appropriate by the Headmaster, Technology Department, and the Disciplinary Committee.

Technology

Hardware:

For computers, we recommend either a Windows 10 laptop or an Apple Laptop. Each operating system works with all of the applications that we utilize on campus. Students may choose their device based on cost, familiarity, or personal preference. We do recommend certain minimum specifications for the hardware, including:

- Intel Core i5 (or better)
- 8GB Memory (or better)
- 256GB SSD Hard Drive (it is preferred to go with a 512GB SSD drive, but a 256 would work, anything lower than 256 will result in the computer constantly running out of storage space).
- Video Card is at your discretion

If you have any questions about your son's technology, or you need assistance accessing a device, please reach out to the Director of Technology, at bturner@trinitypawling.org

Required Software:

- Windows 10 or Mac OSX

Anti-Virus Software - PC Computers Only:

All students must have Windows Defender working on their computers. This program is already on all computers that have Windows 10. If you have purchased a different anti-virus it must be valid until the end of the school year. The School will help to make sure Windows Defender is working. (Mac laptops are not required to have anti-virus software installed at this time.)

Computer Games:

Computer games are permitted, but must be of an appropriate content and their use is at the discretion of the dorm master. Access to a personal computer or other electronic device could be restricted by the dorm master, if its use jeopardizes a student's academic commitments or if its content is considered inappropriate.

Remote Learning Honor Code:

Students attending classes remotely are expected to agree to the following:

- I will be physically present, with my camera on, in all TEAMS classes for the entire meeting time, unless I have made alternative arrangements with the teacher prior to the class.
- I will not disrupt the learning environment for myself and others in any way.
- I will ensure that I attend TEAMS classes in the appropriate dress and in an appropriate learning environment that will minimize distractions for myself and others.
- I will not engage in cyber-bullying in any form or fashion.
- I will not share TEAMS links with those not in the class, nor record without permission. I understand recorded classes will be made available.
- I understand that the Acceptable Use Policy signed at the beginning of the year continues to apply to my use of technology.

Personal Appearance

Common sense and good taste should guide one's daily dress, no matter what the situation. Garments and face coverings must not include language or imagery that may be disruptive to the standards of the community and the overall learning environment.

Clothes, hair, and general appearance should be neat and clean at all times. Students are expected to be cleanly shaved. Extreme hair styles are not acceptable; hair should be neat, clean, and combed. If the length of hair compromises its neat appearance, then it must be cut. Earrings may not be worn with a jacket and tie. No other body piercing is acceptable at any time. The use of coarse, derogatory, or obscene language including general swearing is also unacceptable.

The purpose of a dress code and for maintaining one's personal appearance is to provide guidance to students and parents as to appropriate attire for school and at any school function. In addition, the dress code is a primary means of helping Trinity Pawling students learn how one's attire reflects one's respect for a given task or situation, a skill which is required for success throughout life. Students not adhering to dress code and personal appearance guidelines will be asked to address these issues until expectations are met.

Please note the following dress requirements:

School Dress:

To be worn to graduation, formal chapel services, some school trips, and other special events. Students not complying with the dress code will be asked to return to their rooms to put on proper attire.

- Blue blazer with School's crest (Blazer may be purchased at any men's clothing store; for new students, the crest will be mailed in August.)
- Charcoal gray dress slacks worn with belt and shirt tails tucked in
- White dress shirt
- Tie
- Leather dress shoes

Class Dress

To be worn to chapel services when not in “Blues and Grays”, during the academic day when there is chapel, off campus academic trips, and when otherwise announced.

- Sport coat or blazer
- Suitable slacks, worn with belt
    - Work pants, cargo pants, denim jeans, athletic pants, sweat pants, or baggy trousers are not permitted.
- Bermuda length shorts are permitted in the months of September and May.
    - “Cutoffs” shorts, work shorts, cargo shorts, denim shorts, painter’s shorts, athletic shorts, or baggy shorts are not permitted.
- Pants and shorts are worn at the waist and with a belt.
- Dress shirt (shirts may be of any color with long or short sleeves) with shirt tails tucked in
- Necktie (regular or bow)
- Leather shoes
    - Athletic shoes,* slippers, and sandals are not permitted
- Boots are permitted when the weather dictates
- Hooded sweatshirts are not permitted.

*When permitted, canvas shoes may be worn.

Informal Class Dress:

To be worn on class days when chapel does not meet and during most trips off campus.

- Pants in good condition, worn with a belt
    - Denim jeans are not permitted.
- Polo, sport, or dress shirt that is tucked in
- Sweater or three-quarter zip may be worn over shirt.
    - T-shirts are not permitted.
    - Hooded sweatshirts are not permitted.
- Bermuda length shorts are allowed during classes in September and May.

- Shoes, in good condition, which could include sneakers
- Open-toe footwear (sandals, flip flops, etc.) is not permitted.

Neat and Casual Dress:

Worn at other times not listed above, including dinners Monday - Saturday; Saturday lunch; and trips from School for vacations and weekends. Athletic attire is not appropriate. General appearance should be neat and clean.

- Collared sports shirt or sweater — long shirt tails must be tucked in.
    - T-shirts are not permitted.
- Pants must be in good condition and may include denim jeans.
- Bermuda length shorts are allowed.
- Shoes, in good condition, which could include sneakers , sandals, or flip flops

Dormitory Living

Trinity-Pawling emphasizes the importance of the residential community. The environment in each dormitory is at its best when respect for others is the guiding principle of behavior. Respect for one's self, roommate and all others in the dorm should guide the actions of each student.

In most cases, the dormitory and room you have been assigned as of this date will remain the same upon your arrival at Trinity-Pawling. One frequent exception to this is for students who are living in double rooms which have been temporarily assigned "single room" status. In the coming weeks or months new students will be admitted and will be placed in these rooms. It is imperative that students and parents understand this. In all likelihood, students who have been assigned a single room in the following dorms: Hastings North & South, Owen House, East Dorm, Starr Hall, Dunbar North & South, Barstow, Cluett II North & Center, and Cluett III North & Center will be assigned a roommate.

Dormitory Guidelines:

- Use of dorm televisions or entertainment or game equipment is not allowed during the academic day or assigned study periods, with the exception of students in Group 1.
- **No pets, knives, laser pointers, electric blankets, halogen lamps, sun lamps, refrigerators, television sets, hair dryers, cooking or heating appliances, air conditioners, water coolers, decorative or Christmas lights, couches, futons. At the discretion of the dorm master, the dormitory television may be used for video games. No exceptions due to fire codes and NY State laws.**
- The school provides television sets in the common areas of the dormitories. Additional television sets only serve as unnecessary distractions.
- For reasons of fire safety, extension cords are not permitted. Instead, students should use an outlet strip with a minimum of a 15-amp circuit breaker, available at the school store. Fire codes prohibit use of more than one outlet strip per room occupant.
- Gaming devices are not recommended. While not forbidden, they can detract from the social and academic goals of Trinity-Pawling students.

- Computer monitors should be no larger than 32".

- Prescription medication, over-the-counter medication, sleeping aids, etc. are forbidden in the dormitory unless specific permission is granted by the Dean of Residential Life and the Health Center Staff.

- Please note that all substances banned by the NCAA are also forbidden in student rooms. All medication must be dispensed through the Trinity-Pawling Health Center. If circumstances warrant an exception to this rule, arrangements must be made with the Dean of Residential life and the Trinity-Pawling Health Center. (will be viewed as a drug/alcohol violation).

- Rooms should be neat and clean at all times; beds should be made, trash should be emptied, and the room should be organized.

- Students are responsible for any actions which occur in their room while they are present. Students may be held responsible if they are in a room where illegal activities are taking place. If students witness something they know is wrong, dangerous, or against School policy, it is in their best interest to leave immediately and seek help.

- Students may not enter another student's room without permission from that student.

- Students may not be in a locked room between 7:00 AM and bedtime.

- "Borrowing" someone's belongings without permission is considered theft.

- Abuse of or tampering with the emergency communication systems or fire safety equipment is considered vandalism and a disciplinary offense.

- No one may be off dorm after 10:00 PM Sunday - Friday and 11:00 PM on Saturday without permission of the dorm parent.

- Students are charged for breakage and for the repair of damage to dorm rooms or other school property. When a boy assumes possession of his room, he should report any damage to his dorm parent. Otherwise, he will be held responsible for its condition.

- The fire alarm will sound periodically. It may signal a drill, an errant alarm or a real fire. Each time it sounds, no matter what time of day or night, students must respond as if it were a real fire and leave the dormitory immediately according to the instructions they have been given by their dorm master.

- While permitted, cell phone and headphone/earbud usage is regulated based on the needs of a healthy community. Phones may be used in the dormitories. Public use is limited to areas that will not interfere with normal, interpersonal interaction around campus. For example, phones/headphones should not be used when walking to and from commitments, in chapel, in the dining hall, in the academic building, or during assemblies. Phones are not to be used during the academic day, during study hall, or after designated lights- out, unless specific permission has been granted by a teacher or dorm master. Abuse of these rules will result in the loss of the cell phone and cell phone privileges.

- Lost keys and key cards must be immediately reported to the Director of Residential Life and the Director of Facilities and will be replaced at the student's expense.

Guidelines for Room Decoration:

- While not creating a cluttered atmosphere, students may bring rugs in good condition, an easy chair (usually one per room at the discretion of the dorm master), a sound system, computer, computer table or end table,

fan, clock, and desk lamp. Halogen lamps are not permitted.

- Couches and futons are not permitted.
- Posters and wall hangings (of fire-proofed material only) are to be of tasteful content.
- Posters and wall hangings must be hung only from the tack bar in each room and must not cover electrical switches or outlets.
- Liquor bottles and beer cans are not acceptable decorations.
- Decorative lighting, including, but not limited to, lava lamps, festive holiday string lights, and black lights, are not permitted. LED strip lights are permitted, but any damage caused by the adhesives will be charged to the student account at the end of the year.
- All decorations are at the discretion of the dorm masters.

Day Students & Car Policy

Because Trinity-Pawling is primarily a boarding school, day students are expected to participate in as much of the School's community life as possible, including the academic opportunities and extracurricular programs during the evening.

Guidelines for Day Students:

- At a minimum, day students should be on campus from 8:30 AM until 5:00 PM Monday through Friday. Day students may leave campus after their last commitment on Saturday, but not before noon.
- All-school events, rehearsals, athletic practices and games, meetings, or special classes are examples of extracurricular commitments that take place in the evenings. Day students should inform their parents of the need to remain on campus.
- Day students are welcome to eat breakfast and/or dinner with the community.
- A day student may not leave campus during the hours indicated above without specific permission from the Headmaster, Associate Headmaster, or Dean of Students.
- Day students may stay overnight in a dormitory with permission of a parent and the Dean of Residential Life.
- When school commitments are missed (class, chapel, required meals, etc.) work hours, Saturday or Friday Evening Study Hall, or weekend detention may be assigned by the Dean of Students. All students must attend supervised evening study hall during the week from 8:30-9:30 PM if they are on Academic Probation.
- If a student will be absent from school, parents should contact the School via the main number, the Health Center, or the Dean of Students Office between 8:00-9:00 AM. Upon a student's return to school, he should hand in a note to the Dean of Students, signed by a parent explaining his absence (mandated by the State of New York and required for our records). We ask that appointments (doctor, dental, or otherwise) not be scheduled during school commitments.

- If transportation is an issue during inclement weather, day students are welcome to stay on campus after they have notified the Dean of Residential Life.

- Day students are welcome to spend the night on campus in the room of a boarding student with the permission of the Dean of Residential Life. On weekends, day students are encouraged to participate in campus life by visiting friends or attending games and social activities.

Cars:

- Day students may commute by car with the permission of the Dean of Students.

- Day students' cars must be registered with the Facilities Office and Dean of Students and a letter of parental permission is required for registration. Please fill out the Vehicle Registration form located on the Parent Portal. Returning day students must re-register each year.

- All vehicles must display a “Trinity-Pawling Parking Permit” on the left rear bumper or window.
- Day students may carpool. Written permission from parents must be provided to the Dean of Students.

- Day students may not garage or keep the cars of boarding students.

- Students are not allowed to gather inside any vehicles while on campus. Furthermore, no boarding student can be allowed in a day student's vehicle.

- The use of a vehicle is considered a privilege which is contingent on responsible driving and adherence to school rules and policies. Further restrictions pertaining to cars are as follows:

- Day students must park their cars in the area designated by the Dean of Students.

- A day student may not move or drive the car until he is ready to go home after athletics.

- Day students may not drive their cars during the day without permission of the Headmaster, Associate Headmaster, or Dean of Students.

- Boarding students may not be driven in a car by a day student or drive a day student's car.

- Day students may not provide transportation to other non-sibling day students without the express permission of the Dean of Students, Assistant Headmaster, or Headmaster, as well as written permission from both boys' parents.

- Speeding or reckless driving on or off campus can result in a suspension or revocation of driving privileges.

- Violations will be subject to a disciplinary response:

  Parking

  1st Offense: Warning
  2nd Offense: Loss of driving privilege for one week
  3rd Offense: Loss of driving privileges indefinitely Unregistered Vehicle
  1st Offense: Warning
  2nd Offense: Loss of driving privilege until registration properly completed
  Improper use of Vehicle
  Disciplinary response from the Dean of Students, Assistant Headmaster or Headmaster

- “Loss of Driving Privileges” means the student may not drive any motor vehicle on, to, or from the campus during a specified punishment time frame, nor may a vehicle be stored or parked within one mile of the

campus for use by student.

Attendance

Trinity Pawling is a school. As such, great emphasis is placed on the importance of attending all commitments. Being present to obligations, therefore, is expected of all students. Unexcused absences for any School commitment are termed “cuts”. Each “cut” may warrant an immediate consequence. Depending on the status of weekend and day leave privileges due to COVID-19, further unexcused absences in a given week may result in weekend service hours and a loss of weekend privileges; including scheduled weekends off campus. Repeated violations will warrant a letter home to parents, a meeting with the Dean of Students and Associate Headmaster, and potentially an appearance in front of the Honor Council.

In addition to attending all classes, students are expected to meet various other commitments each day. Morning chapel, class meetings, athletics, among others are all important aspects of a Trinity-Pawling education. It is our belief that students who embrace these programs will gain the most from their school experience and are best prepared for success at school and throughout their adult lives. Meeting one’s commitments each day is a responsibility, which we expect all students to embrace.

Absences

There are legitimate reasons for a student to be absent from school. Illnesses which are serious enough to prevent learning are obvious. Funerals of loved ones are times for families to gather and share in their grief. Special once-in-a-lifetime events such as a sibling’s graduation or weddings in the immediate family are also important. Even with these obvious situations, the wrong message is received by your son if too many days are requested when one or two will suffice. Convenience should not be part of the request. Students missing 10% of academic days risk not earning academic credit for the year. Seniors risk not graduating.

College Visitations

We are cognizant of the need to visit colleges, particularly while students are on campus, but we also know that the most important single factor determining college acceptance is academic performance. If travel is allowed, while your son may only miss a few days, if each of the 16 students in each classroom did this, minimal academic progress would occur. Our compromise is to allow two days away from school for college visits during the senior year.* Colleges outside of driving range can be visited during our lengthy vacations.

*Subject to the conditions and protocols associated with COVID-19

Leaving Campus*

Specific times and procedures exist for students to leave campus for town visits, weekends, and vacations. Leaving school bounds in violation of these procedures is considered a violation of school policy and will warrant a disciplinary response. Using Uber, or similar company, to leave campus is forbidden unless express permission is provided from both parents and the School.

Guidelines for Village Visits:

- Before leaving campus and upon returning to campus, students must sign out and in, using the School Suite app. Students may go to the Village of Pawling after last commitments:

  Wednesdays - 12:30-5:00 PM
  Fridays – until 6:30 PM (Seniors)
  Saturdays - 12:00 Noon-5:00 PM
  Sundays - 10:00 AM-5:00 PM

- The bridge and Coulter Avenue must be used for visits to and from the village. The cemetery and other side streets are off limits when traveling to the village.

- The Village is an area defined by the shopping areas of CVS or Main Street and Charles Colman Boulevard only. To go outside of this area requires special permission of the Headmaster, Associate Headmaster, Dean of Students, or Dean of Residential Life.

- Neat and Casual Dress should be worn (see page 23)

Guidelines for Weekends:

All special permission and weekend permissions need to be completed using the School Suite app.

Weekends are considered a privilege. They are subject to academic standing and citizenship, including attendance. A teacher, coach, dorm parent, and/or advisor will not sign a weekend slip if a student has an unexcused absence, owes work, or has shown unacceptable behavior.

- Weekends commence after a student's last commitment (academic and athletic) on Saturday and end at the time determined by his group rating on Sunday.

- Seniors in Groups 1 and 2 are entitled to unlimited Saturday weekends. All other students receive a specific number of weekends according to their TEC Group Rating status.

- Students may not be excused from athletic practices or games in order to take a regular weekend.

- Parents should work to ensure that school rules are followed during the course of the weekend.

- Weekend permission will be granted after parental permission has been received by the Dean of Students through the School Suite app and the weekend permission has been authorized.

All details must be in order by 3:00 PM on Fridays:

- Parental permission must include specific location of the intended destination and the means of transportation. This should be provided via email through the School Suite app.

- If a student is planning to spend the weekend with another student, his parents must also specify such intention in a letter or email, including transportation plans.

- Telephone permissions are only accepted in an emergency and, when accepted, must be followed by a letter or email. Please note: it is not acceptable to leave a permission on an administrator's voice mail.

- Upon return from a weekend, a student must check-in with his dorm parent immediately upon return to campus.

- A Student who has left campus for the weekend may neither return to campus before the end of the weekend nor attend a School function during the weekend.

- A student who has class or an appointment absence during the week prior to their weekend may have their weekend permission cancelled.

- A student may not leave campus with anyone other than an adult family member or a designated guardian, unless written parental permission is received and approved by the Dean of Students.

Special Permissions: Requests granted that exceed the normal procedures are rare exceptions:

- Routine doctor and dentist appointments should be scheduled during normal vacations. Doctor and dentist appointments that require missing any school must be authorized by the Health Center.

- Special requests should be reserved for rare occasions and are possible by special arrangement only. Requests should be made well in advance to the Headmaster or the Dean of Students. Permission is required from the Dean of Residential Life, Dean of Students, Associate Headmaster, or Headmaster.

- College visits should be made during school vacations. If this is not possible, two days may be taken by Seniors for college visits* but may not be used to extend a scheduled vacation. This must first be approved by the Office of College Counseling.*

- A special permission counts as one of the student's weekends.

Guidelines for Day Leaves:

- There are no day leaves to New York City, unless accompanied by a parent.

- Day leaves are possible on Sundays and begin at 10:00 AM. Students on day leave must return to campus by 7:30 PM.

- A student may not leave with anyone other than an adult family member, unless written parental permission is received and approved by the Dean of Students by the preceding Friday.

- All students on day leaves must sign out using the School Suite app.

- Returning after 7:30 PM on Sunday will result in a disciplinary response.

- Day leaves are possible on Saturdays by special arrangement only - permission is required from the Dean of Residential Life, Dean of Students, Associate Headmaster, or Headmaster.

- All day leaves require parental permission to the Dean of Students or Administrator on duty.

*All campus leave is subject to the conditions and protocols associated with COVID-19. If deemed necessary, guideline changes will be communicated to students and parents.

Note: Leaving campus without all the appropriate permissions is a major offense - violations will be subject to a disciplinary response.

Boarding Students & Families

It is Trinity-Pawling's policy not to allow students to leave early for vacation or return late to campus after vacation. It is important, therefore, that air travel be arranged to meet the School's published calendar.

Note for International Students: If there are visa or passport requirements which must be addressed, we request that this be done before a student arrives at Trinity-Pawling or during one of the vacation periods. After school has begun, it will not be possible for a student to miss class to travel to New York City to facilitate such needs.

Visitors to Campus

Due to COVID-19, visitors to campus will be modified as we begin the Fall Term. Any visitors to campus must have advanced permission from the Dean of Students, Dean of Residential Life, Associate Headmaster, or Headmaster and must follow the protocols established for the individual visit.

When the campus more fully opens to visitors, the following guidelines will apply:

- Visitors are welcome to the campus after classes until 10:30 PM on Saturdays, and from 11:00 AM until 5:00 PM on Sundays. Visitors on campus should not interfere with the commitments of a student.
- Students must receive permission from the Dean of Residential Life to invite a guest on campus.
- All visitors must register at the receptionist desk in Cluett on Saturdays and Sundays.
- Guests are expected to follow all School rules, and their hosts are responsible for the behavior of their guests and must remain with him/her at all times during the visit.
- Guests should not roam the campus unescorted.
- Guests are not allowed in dormitory rooms, corridors, or dormitory common rooms. Students and their guests are invited to visit the Smith Field House, the Cave, or the Gardiner Library and Learning Commons.
- Guests visiting overnight must have permission from the Associate Headmaster, Dean of Residential Life, or Dean of Students.
- Authorized guests may visit overnight on Saturday in the homes of faculty members. Such arrangements must be coordinated in advance.
- Hosting unauthorized visitors or failure to follow these specific guidelines are considered a violation of School policy.

Effort and Academics

The Effort Challenge (TEC) is our unique approach to inspiring and measuring student growth. It assesses students in multiple dimensions: academics, dorm life, athletics, work program, and extracurricular involvement. Through The Effort Challenge, we challenge young men to become ambitious, well-rounded students and people in all aspects of life. We prepare them to be in charge of their own learning and their future accomplishments.

The Effort Challenge fosters a profound self-awareness that allows students to recognize the areas where they need to grow, while at the same time opening their eyes to talents and aspirations they never thought possible. Every six weeks, student effort is evaluated by each faculty member with whom there is a direct relationship: classroom teachers, dormitory masters, coaches, and extracurricular advisors.

Notice that group placement is not solely based upon academic achievement, as with a traditional academic honor roll, but upon effort. These figures are totaled and students are then placed in one of the **four** effort groups. The greater the overall effort, the greater the privileges and independence. All students will begin the 2021 Fall Term without a Group Rating. New 9th and 10th grade students will be assigned to daytime study hall for the first group rating period.

Effort Groups Fall Term 2021

Level of Effort

1. Superlative

2. Commendable

3. Acceptable

4. Poor

Weight Factors

1. Academic Effort — 30%

2. Academic Achievement — 20%

3. Dormitory — 15%

4. Work Program — 10%

5. Attendance and Discipline — 10%

6. Athletics — 10%

7. Activities — 5%

Groups

Group 1. Superlative - Rating average 1.00-1.75

Group 2. Commendable - Rating average 1.76-2.50

Group 3. Acceptable - Rating average 2.51-3.25

Group 4. Poor - Rating average 3.26- 5.00

Privileges for each effort group:

Group 1 — Superlative

- Optional Breakfast
- No Day Time Study Hall
- Optional evening study hall
- Unlimited Weekend Leaves per Group Rating period*
- Cave privilege at 9:00 PM

Group 2 — Commendable

- Optional breakfast
- No day time study hall
- Evening study hall in dormitory
- Three Weekend leaves per Group Rating period.*
- Cave Privileges at 9:15 PM

Group 3 – Acceptable

- Optional breakfast
- No day time study hall
- Evening study hall in dormitory
- Two weekend leaves per Group Rating period*

Group 4 – Poor

- All meals required
- Required day time study hall
- Supervised evening study hall in dormitory
- One Saturday weekend leave per Group Rating Period*

*The School reserves the right to amend weekend and off-campus privileges based on conditions related to COVID-19. This includes town and Sunday day leaves.

Middle School

Our Middle School curriculum is built on five themes that will help boys gain a deeper understanding of their self-awareness, creativity, character and honor, and their place in an ever-changing world.

Our small classes allow teachers to get to know the real boys. They will guide them on a journey of self-discovery to uncover their gifts and talents, and lay the foundation for future success.

Similar to Upper School students, Middle School students will earn effort grades for their work throughout our community. Those effort grades (academic effort, academic achievement, dormitory/citizenship, service program, attendance, athletics, and activities) will determine their privileges within our community.

Consistent with Trinity-Pawling's mission, the Middle School is designed to help boys grow and develop as students and citizens. Middle school students will have the following structures to help facilitate success in all facets of their life at Trinity-Pawling:

8th Grade Boarding Expectations

Our 8th grade boarding program is developmentally appropriate, individualized, and intentionally designed to nurture Middle School boys in preparation for the Upper School. Students in the 8th grade will be engaged in a dynamic and comprehensive boarding school experience. Young scholars will immerse themselves in the boarding program and take part in a selection of vigorous activities which allow boys to experiment and explore— arts & innovation, science & math, and cultural field trips. Boys will also be able to benefit from an array of athletic opportunities, including access to higher- level competition if appropriate and warranted.

The 8th grade Boarding Students will have several additional residential life requirements throughout the course of the day. These structures are intended to help our younger students find greater success and instill the habits found in our most successful upper school students. Each residential 8th grade student will have the following expectations:

- Required breakfast check-in
- Students may only return to the dorm during the academic day with expressed permission of The Middle School Coordinator or a faculty member
- Required dinner check-in
- Required check-out with dorm parent to leave dorm during Evening Study Hall
- Lights out at 10:00 PM
- No video consoles permitted in dorm rooms

Academic Report Periods and Grades

The school year is divided into three academic report periods:

Fall Term — September 10 - November 19, 2021

Winter Term — November 29, 2021 - March 4, 2022

Spring Term — March 27 - June 1, 2022 (Grades 7, 8, 9, 10) June 4, 2022 (Grades 11 and 12)

Preliminary grades are issued in early October to students so that they can see how the school year has begun. Term examinations or projects in each course are given at the end of the Winter and Spring Terms. Grades, effort reports, and teacher comments are available on the School's website. Students are graded for achievement and effort on the following basis:

Achievement

85+ High honors

80+ Honors

60+ Passing

Effort Marks

1. Superlative

2. Commendable

3. Acceptable

4. Poor

Commendations are awarded by the faculty at the end of each term for Improvement, Notable Effort, and Effort and Achievement as compared to previous work. They constitute the Effort Honor Roll.

Headmaster's List

A student who achieves a term academic average of greater than 90 and an academic effort average of below a 2.0 will earn a spot on the Headmaster's List.

Academic Probation

A student will be placed on academic probation when he receives a failing grade, two poor academic effort marks, or an unacceptable academic effort mark. Students on academic probation are subject to the following restrictions:

- Suspension of all weekend and group rating privileges;
- Required supervised daytime and evening study hall

Note: Habitual placement on academic probation could result in a student's suspension or dismissal pending faculty review.

Student Life

Athletics:

Trinity-Pawling maintains a policy of compulsory athletics and afternoon programming for all students as a means to ensure regular physical exercise and emphasize the importance of self-discipline and sportsmanship. Students are required to participate in an afternoon activity each of the 3 trimesters. As gentlemen, Trinity-Pawling students are expected to behave in a sportsmanlike manner in every practice or game, regardless of the attitude or behavior of the other players.

Each student has a wide variety of sports and activities from which to choose and at levels appropriate to the student's ability. Each season, students may participate in the following sports:

Fall: football, soccer, cross-country, farming, mountain biking, disc golf, strength and conditioning

Winter: basketball, hockey, squash, wrestling, strength and conditioning

Spring: baseball, golf, lacrosse, tennis, track and field, farming, strength and conditioning

Students are expected to wear the practice gear, team uniform, and warm-ups without additional decoration or exposed clothing.

Sportsmanship

Trinity-Pawling School competes in the Founders League, comprising 11 schools, ten of which are in the state of Connecticut. **By mutual agreement of the Founders League schools, all unvaccinated students, coaches, and trainers are required to follow face covering protocols.**

It is an association of excellent schools with similar educational missions and athletic philosophies. As a league, it aspires to hold students and teachers to standards of behavior that reflect the highest values in society. Athletic competition should exemplify these standards and serve the broader purpose of education within our schools. We are committed to providing students with a full, rich, and balanced athletic program. Important lessons are taught through athletics. Like the classroom setting, games and practices are forums for our teachers to teach.

We acknowledge that students, coaches, parents, and other spectators can, on occasion, be caught up in the intensity of a particularly heated athletic contest. This, however, is no excuse for disrespectful behavior. Just as we demand civility and self-control in the classroom and in the dormitory, we must expect it on the athletic field. Sportsmanship and healthy competition must prevail. Accordingly, the following guidelines have been established by the Headmasters and Athletic Directors of the Founders League Schools: It is the responsibility of the Headmaster to ensure adequate faculty supervision at athletic contests.

- The Headmaster of each school (or his/her delegate) will speak to the full faculty and student bodies about sportsmanship and spectator responsibilities at the start of each athletic season.
- Spectators will watch games only from those areas defined by each school as spectator areas.
- Spectators must not:
    - Run up and down sidelines;
    - Call to players, coaches, or officials in an unsportsmanlike manner;
    - Go onto the field of play;
    - Stand near opposing teams for the purpose of taunting or heckling;
    - Engage in cheers that are profane or mocking;
    - Deface, destroy, or remove property;

- Spectator buses will have faculty chaperones who will be responsible for the behavior of the students both on the bus and at the athletic contest.
- Use of alcohol, tobacco, or drugs at athletic contests will not be tolerated.
- Spectators who abuse the above guidelines will be subject to school action. Violations should be reported to the Athletic Director.

The Pond

The pond on campus serves as both a classroom and recreational space for students throughout the seasons. Whether it is science experiments in the fall, pond hockey in the winter, or fishing and swimming in the spring, the pond is a great place for hands-on learning and fun. Students must follow these pond guidelines at all times:

- Swimming is ONLY allowed during set hours and while a lifeguard(s) is/are on duty.
- Swimming at any time without a lifeguard present will result in a disciplinary response.
- The use of a boat/canoe on the pond may only happen with the permission of the Dean of Students, Dean of Residential Life, Associate Headmaster, AO on duty, or Headmaster.
- Permission must be obtained each time you wish to use a boat/ canoe.
- No boat/canoe may be used between sunset and 8:00 AM every day.
- Life jackets must be properly worn at all times while in a boat/canoe. If a life jacket is not available, you may NOT use a boat.
- No more than 3 students at a time are permitted in a boat and no more than 2 in a canoe.
- No jumping in or out of the water is allowed from a boat/canoe.

Chapel

All Saints' Chapel stands as the symbolic center of the School and the gathering place for the school community. Because of its origin and history in the Episcopal Church, Trinity-Pawling emphasizes spiritual, moral, and ethical growth in addition to intellectual and physical development.

Chapel will be held several mornings per week; in small groups; utilizing a variety of settings around campus; and consists of a hymn, a reading, a short talk by students or faculty; and announcements. Students are expected to be on time and encouraged to participate. Additionally, students wishing to attend alternative services at the Jewish Temple, Muslim Mosque, or Roman Catholic Church may due so subject to the protocols associated with COVID-19.

Clubs and Organizations

Students are encouraged and expected to participate in some of the extracurricular activities that offer opportunities to explore special talents and interests. Many of the clubs, organizations, and activities are initiated and directed by

students. A part of the effort group rating is based upon extracurricular participation. Visit our website for a complete list of the extracurricular options.

Commencement Awards

Each academic department acknowledges distinction in its course of study with major awards given at Commencement. In addition to these distinctions, the following major awards are also given at Commencement:

- **The Gamage Award for General Excellence** is given to the member of the senior class whose achievements throughout school life are considered to be superlative.
- **Matthew E. Dann Award for General Excellence** is given to the member of the junior class whose achievements throughout school life are considered to be superlative.
- **The Wells Award** is given to a student who combines outstanding performance and growth in all areas of school life. Character, a concern for and service to others, loyalty, and dedication to the established traditions of the school are among the criteria for selection.
- **The McCollum Award** is given to the senior prefect.
- **The Kevin Neal Acrish Award** is given to the junior prefect.
- **The Citizenship Prize** is given to a member of each class whose citizenship to the school community is considered exceptional.
- **The Hastings Award** is given to the member of the sophomore class who has achieved demonstrative improvement during the course of the year.
- **The Colhoun Award** is given to the member of the freshman class who demonstrates the greatest improvement during the year.
- **The Dunbar Award for Service** is given to a member of the School community in recognition of his or her service to the School.
- **The Eugene O. Colley Award** is given to a senior who serves as a role model and leads quietly behind the scenes.
- **The Weeman Athletic Award** is given to a member of the senior class whose contributions to the athletic program and whose sportsmanship and leadership are considered to be exemplary.
- **The Creighton E. Gatchell, Jr. Sportsmanship Award** is given to a Senior in recognition of his outstanding sportsmanship.
- **The Tennant Drama Award** is given to a student each year by Mrs. John S. Tennant whose sons graduated in 1950 and 1954. Four of her grandsons are also Trinity-Pawling graduates.
- **Norwood L. Pinder Prize in Journalism** recognizes the outstanding contribution of a student to the journalistic enterprise on campus. Named after the first editor of The Phoenix in 1908, the original literary

journal and yearbook of the Pawling School, this prize honors Pinder's legacy of giving voice to the life of the School.

- **The Archibald A. Smith III Mandarin and Chinese Studies Award** is presented for excellence in the study of Mandarin and Chinese Studies.

- **The Colgate Book Award** is given to a member of the junior class who has achieved high academic distinction by ranking in the top 10% of the class. (provided by Colgate University)

- **The George Eastman Young Leaders Award** is given to a member of the junior class who possesses qualities for being a young leader of today. (provided by the University of Rochester)

- **The Mayflower Award** is given to a student for his proficiency in the study of United States History and is made possible by the Society of Mayflower Descendants in the State of New York.

- **The Harvard Prize Book** is given to a member of the junior class who exemplifies excellence in scholarship and high character combined with achievement in other fields. (Provided by the Harvard Club of Boston Foundation)

- **The Bausch and Lomb Award** is given to a member of the junior class who excels in science. Criteria include participation in classroom lectures as well as experimental work in the laboratory. (provided by the University of Rochester)

- **The Rensselaer Medal** recognizes a member of the junior class for superlative academic achievement in mathematics and science. (provided by Rensselaer Polytechnic Institute)

- **The Frederick Douglass and Susan B. Anthony Award** recognizes a member of the junior class who shows a commitment to understanding and addressing difficult social and humanitarian issues. (provided by the University of Rochester)

- **The Xerox Award for Innovation and Information Technology** honors a member of the junior class for pursuing innovations and appreciating the possibilities of technology. (provided by the University of Rochester)

- **The Headmaster's Award** is presented at the discretion of the Headmaster.

College Counseling

As a college preparatory school, Trinity-Pawling assists its students in gaining admissions to a college or university equal to their potential. Finding a school and preparing the application to gain admission is the objective of the student and the Office of College Counseling. The process of selecting colleges— researching, applying, visiting, and interviewing can be stressful—however, the Office of College Counseling strives to make the process efficient, focused, and rewarding. Trinity-Pawling and the students utilize Naviance and College Kickstart, interactive websites that help manage the process. The process begins in the ninth grade. Freshmen and sophomores are exposed to a college preparatory atmosphere. The Director of Teaching and Learning selects each student's courses commensurate with the boy's ability and interest. Sophomores and juniors take the PSAT in October.

The college process jumps into high gear in junior year, beginning with the College Launch Day* held on the Wednesday preceding students' departure for Christmas Break. The program is designed to introduce both the juniors and their parents to the college process. The Director of College Counseling begins the day with an informative presentation, followed by a panel of college admissions administrators discussing the application process

with a lively Q & A session. Parents are introduced to Naviance thereby seeing how they can stay involved in the process. Parents are encouraged to meet one-on-one* with the director whenever they plan to be on campus.

During the winter, juniors meet individually with the directors and begin to focus on individual college objectives. Students create a personalized list of potential colleges which will be placed on each student's College Kickstart account. College Kickstart then analyzes each student's list based on their academic achievement and will produce a rough estimation of how the student fits within each school's typical applicant pool. College Kickstart also has a search feature where students can search for schools which they are a good academic match for. Students' lists are also put into their Naviance account, thereby allowing both the student and parents 24-hour access to the personalized college list and each school's data. Juniors start preparing for the SAT, SAT Subject and/or ACT exams — all of which are administered numerous times throughout the year at Trinity-Pawling.

The summer preceding the senior year is busy. Summer offers the optimum time for drafting one's college essay and taking college visits. The directors work throughout the summer communicating by email, phone and/or in person with rising seniors about their essays. Numerous drafts are written and edited. The goal is to have the essay ready to be used in the Common Application upon returning to school. At the same time, students are encouraged to visit colleges during the summer break, as class absences are discouraged for college visits. If necessary, two days may be taken with the permission of the Headmaster, Dean of Students, and Director of College Counseling. A college visit counts as a weekend if taken on a Friday or Monday. During the fall, numerous colleges visit Trinity-Pawling both in person and virtually to meet the seniors. These visiting schools conduct group sessions and often conduct one-on-one interviews.*

As the seniors learn about their prospective colleges, their individual lists are culled, amended, and fine-tuned. Discussions with the directors throughout the fall strategize on applying early decision, early action, priority, rolling, and/or regular decision. New colleges are added if necessary. The fall is a lively time as the process kicks into overdrive. Applications are polished and completed in October and electronically filed before each individual deadline. Although the process can be stressful, students learn to take responsibility for their college process and find the entire exercise a growing experience. The senior spring is filled with excitement as seniors select their final choice from a menu of college options, and a plethora of college t-shirts can be seen around the quad as seniors look forward to their next academic endeavor. Students who plan to participate in collegiate athletics work with the Office of College Counseling contacting coaches and registering for the NCAA Clearinghouse.

*Subject to the conditions and protocols associated with COVID-19

Community Service

Grounded in the School's philosophy is a strong belief that we gain a better understanding of ourselves through service to others. By helping others in the community, Trinity-Pawling students gain greater insight into the value of service and the importance of strengthening relationships between people. Trinity-Pawling students are encouraged to complete community service throughout the year. These hours may be accumulated through service projects at School or at home.

The Gardiner Library and Learning Commons

The Gardiner Library & Learning Commons is the academic heart of the institution. Containing nearly 10,000 volumes and a variety of media, it is the source of both academic and leisure reading. Access to a large base of information through trained use of the Internet, databases, and other materials expand the horizons of the students far beyond the confines of the campus.

The Learning Commons is a welcoming place for anyone wishing to do research, homework, or read in a comfortable and pleasant atmosphere, but also for collaborating with classmates on a project or challenge—it is not the silent

library of yesteryear! On the first floor, the Gardiner iSite and Innovation Lab is an active center of learning, creating, and ideation.

All new and most returning students are given formal instruction in the use of the space as well as on a variety of research skills. Instruction with regard to specific research projects is scheduled on an on-going basis throughout the year. Questions are encouraged; the Learning Commons staff is always available for guidance and information, either in person or via email.

Meals

Like any situation that draws a community together, and especially during a health crisis, extra effort is required for all meal times to function smoothly and be relaxing for all. Thinking about others first, demonstrating the appropriate hygiene, along with good table manners, punctuality, and appropriate dress are expected of all students during meal times.

Health Services

The Trinity-Pawling Health Center provides comprehensive 24/7 health care to the students. These on-campus services include care by the School physician, the School nurses, and the athletic trainers. The staff provides care for illness, injuries, disease prevention, and health promotion. There is no charge for these services; however, there is a charge for an overnight stay in the Health Center. Mental health staff are available by appointment for psychiatric and psychopharmacologic evaluation, treatment, and referrals. Parents are billed separately for these services.

Specialist services are available with a referral from your primary care provider or our School physician, as indicated by your insurance. You or your insurance will be billed by the specialist for the services. Students should go to the Health Center any time they have a medical problem. Absence from classes, athletics, and other school appointments because of medical reasons require permission from the nurse. Without approval from the nurse, these absences will be considered unexcused. The Dean of Residential Life and Dean of Students are responsible for monitoring Health Center attendance.

The School reserves the right to request counseling and/or educational testing if it is considered to be in the best interest of the student and/or the school community. Furthermore, the School reserves the right to initiate a medical leave of absence for a student who is not compliant with a prescribed course of treatment including compliance with counseling and/or prescription medication.

Medical Forms

Please complete the required student medical forms through Magnus Health on the Parent Portal.
100% compliance – all required documents must be uploaded by the parents — the Health Center staff cannot upload on your behalf. If you have difficulty uploading your documents to Magnus, they have recently developed a mobile app that is very simple to use. You can learn more about the mobile app and access all Magnus Health information in the Parent Portal at www.trinitypawling.org/portals/parent-portal
If you have any questions, please contact the Health Center at 845-855-4848.

Guardianship

All students, both boarding and day, are required to have a designated emergency contact who lives within 300 miles (five hours) driving distance from school. This local guardianship must be established prior to the start of school. The guardian must be willing to take responsibility for your son in the event he is required to leave campus because of COVID-19 illness. The name and contact information of your established guardian must also be recorded in the Magnus Health portal. Should you need assistance establishing guardianship for your son, Student Health Advocates

offers this service for boarding school families. If you have any questions, please reach out to the Dean of Residential Life at dkeel@trinitypawling.org

Health Support Services

Ensuring that all of your son's health needs are met is the School's highest priority. Accordingly, the School maintains excellent medical support for our students. The School operates a Health Center and medical services are available on a 24-hour basis.

No matter what a student may be dealing with, there are resources available both on and off campus.

On Campus:

- A student may ask any trusted friend or adult for help
- Go to the Health Center and ask for a counselor
- If it is urgent, during the night, call Tami Harrah, Head Nurse: 845-855-4837

Off Campus:

- If you can't reach out on campus but feel you are in crisis or feeling suicidal, please call a confidential, toll-free lifeline for support, 24 hours a day, 7 days a week.
- National Suicide Prevention Lifeline: 1-800-273-TALK (8255) Live chat and help: www.suicidepreventionlifeline.org Help is available for anyone in suicidal crisis or emotional distress.
- The Trevor Project Lifeline: 1-866-488-7386 Live chat and help: www.thetrevorproject.org This leading national organization provides crisis intervention and suicide prevention services to LGBTQ young people, ages 13-24.
- If dire and urgent, call 911.

Dr. Michael Grill is the School Physician. He is available for consultations in the Infirmary two mornings a week.

Katheryn (Katie) Allen Berlandi, MSW is the School's Dean of Counseling. She is available for individual counseling, review of educational and psycho-educational testing, and crisis management. She also serves as a comprehensive resource for all mental health issues. Mrs. Berlandi is also a member of the Class Dean's weekly meeting and the Executive Skills Program's weekly meeting discussing any concerns about individual students. Mrs. Berlandi can be contacted directly or through Mr. Keel or the Health Center.

Marilyn Lashlee, DNP, CPNP-PC, RN is the Director of Health and Wellness. She is responsible for the oversight of day-to-day clinical operations of the Trinity-Pawling Health and Wellness Center, ensuring the delivery of high-quality health services for students. She provides direct care as a pediatric nurse practitioner to the Trinity-Pawling student population, prioritizing their holistic well-being. She has in-depth knowledge and experience in pediatric primary health care, including well-child care and prevention/management of common pediatric acute illnesses and chronic conditions. She is also responsible for all clinical operations, organizational oversight, strategic planning activities,

developing and overseeing wellness programs, and for maintaining communication with the School leadership, parents, students, and staff.

Tami Harrah, RN, BSN is Trinity-Pawling's Director of Nursing. She provides health care to students by evaluating and assessing health conditions, referring students to appropriate resources, and rendering care in accordance with regulations and the Nurse Practice Act. She also manages the administration of daily medications by complying with doctor's orders, initiating appropriate follow-up and documentation, and collaborating with parents, dorm parents, and appropriate senior leaders.

Christine Williamson, LCSW has a private practice in Pawling, NY and comes to campus to meet with students. She is available for individual, group, and family therapy as well as crisis intervention. Requests/recommendations regarding Ms. Williamson's services can be made through the Health Center, Mr. Keel, or Mrs. Berlandi.

Shari Ward, NP-PSY, a psychiatric nurse practitioner, works for the Health Center with medication management. She is also available for occasional counseling services. Meetings with Shari Ward are arranged through the Health Center.

The School Chaplain, Father Daniel Lennox has extensive counseling experience and is available as a counseling resource. He is in charge of on- campus pastoral care. He should be contacted directly or through a faculty member. Students may wish to discuss both spiritual and non-spiritual issues with Father Lennox.

All students are treated with respect regardless of their ethnicity, religion, age, sexual orientation, national origin, or physical challenges.

Medical Leave Policy

Occasionally, a physical or psychological issue arises which requires a student to be off campus for an extended period of time. As part of Trinity-Pawling's commitment to the health and well-being of each student, if a situation arises in which a student cannot fully participate in the academic, athletic, and community life at school and would need further medical and/or psychological attention, a parent may request or the School may require a student to be placed on medical leave.

Expectations while on medical leave:

While a student is on medical leave, he is still a student of Trinity-Pawling. Therefore, he should continue to work on his academics, as possible. Remote learning (synchronous or asynchronous), for those who cannot be on campus but can engage the academic schedule remotely in real-time, is encouraged. Communication is essential during this time, as there may need to be modifications made for a student who is off campus. These modifications should be made on a case-by-case basis in coordination with the Director of Studies, the advisor and the individual teacher. The student may not participate in other school activities unless granted explicit permission.

Conditions of return from medical leave:

The duration of a medical leave will be determined by the circumstances of the individual and will need to be evaluated on a case-by-case basis. When a student, his parents, and the medical professional who is treating the student feel he is ready to return, a formal request must be made by the parents to the school. As part of this request, the appropriate member of the school community will need permission to speak to the doctor or psychiatrist (or both, if indicated) who has been treating the student to gauge their readiness to return to school and to develop a plan for the resumption of school activities. Only after that discussion has occurred and explicit permission has been granted may a student return from a medical leave. The school reserves the right, if it feels the student is not prepared to return from medical leave, to request an extension of the medical leave or to suggest a withdrawal from the school.

Medical leave due to COVID-19:

Any student who tests positive to COVID-19 must return to their home or to a designated guardian who resides within a five-hour driving distance from the School, and must be isolated for at least 10 days. Students must be symptom free and show documentation from a doctor that the student is not contagious or documentation of a negative COVID-19 test taken 4-7 days before reintegrating into the school community.

The parameters of this policy are subject to change based on the conditions of COVID-19 and CDC policy.

Confidentiality/Disclosure Policy

Medical records will be kept in the Health Center and should be updated whenever a change to the student's health status occurs. It is required to notify the appropriate persons at the School, should there be a change to your son's health status. This may include an advisor, a faculty member, an administrator, the nursing staff or the Director of Counseling. Additionally, it is important to share any previous issues with mental health, even if they appear to have been resolved. As a student matures, previous issues may resurface. Being able to quickly recognize when issues are arising is important to maintaining the health and safety of our students. Therefore, families must report any significant previous issues involving drug or alcohol abuse, suicidal thoughts, or other psychological challenges to the Health Center, to the Director of Counseling, or to an appropriate administrator. This can be done when completing the school medical forms or in a private conversation, but failure to do so may result in a student being dismissed from the School.

While health information will be kept private, there are times when the safety and well-being of a student necessitates the sharing of health information. This information will only be shared on a need-to-know basis.

In the event that a member of the School community tests positive for COVID-19, the Health Center will notify the local health department immediately upon being informed of a positive COVID-19 test result by an individual within school facilities or on school grounds.

Accommodations

Some students may request accommodations as a measure of support. It is imperative that any request be considered reasonable. A reasonable accommodation is one in which undue burden is not placed on the School financially or administratively. Additionally, reasonable accommodations will not substantially alter the academic curriculum, the community, or the values of Trinity-Pawling. Requests for accommodations should go through the appropriate departments. For example, requests for medical accommodations would be submitted to the Health Center or requests for academic accommodations would be submitted to the Director of Studies office. The school will respond to the requested accommodations on an individual basis, in a timely manner.

Special Support

Occasionally the School has specific concerns about a student's ability to function in the School community. In such cases the appropriate advisor, or faculty member will inform the student and his parents of the School's concern. After meetings with appropriate faculty members and the headmaster, a support plan will be determined and the student will be expected to meet all expectations of that plan. Parents may also be asked to attend the meeting. Assessments and recommendations from outside professionals may be included. The student's progress will be monitored closely, the student will be evaluated periodically, and at the end of the school year. Final evaluation may result in a change or termination of the plan, or temporary or permanent dismissal from the School.

Student Life Support Services

The Advisor/Dormitory Master relationship is the most crucial aspect of a student's experience here. They assist with issues such as grades, attendance, behavior, family matters, athletics, and emotional concerns. Students and parents should contact them directly.

Form Advisors are all members of the Residential Life Committee that meets each Friday morning to discuss student concerns. Students can address form advisors at Wednesday class meetings or any other time. Parents may call them directly.

There are four Form Advisors - one assigned to oversee each class of students:

Jay Kellogg - Freshmen

Jim McDougal - Sophomores

Frank Fritts - Juniors

Chris Gillman - Seniors

Change in Family Life

In the case of a major change in your family which may affect the emotional or academic situation for your son, please call Headmaster Bill Taylor or Associate Headmaster Tom Morris at any time to work out a course of action so that the School can support him.

Change of Address and Parent Travel

If you change your home or business address or telephone numbers during the year, please notify Assistant to the Headmaster Ms. Donna Bellini

If you are planning a trip that will take you away from home for more than two or three days, please notify Associate Headmaster Tom Morris and provide your itinerary and the name of a person who can act on your behalf in the event of an emergency.

The Service Program

Part of the education at Trinity-Pawling is to emphasize that each person must contribute to the well being of the community for it to be successful, rewarding, and pleasant. With this goal in mind, each underclassman participates in the Service Program. While caring for the daily needs of the campus, the program emphasizes responsibility, initiative, and democracy.

Chores are divided equally among all underclass students. In addition to caring for one's own room, students will be asked to assist with specific tasks in the routine maintenance of the buildings and grounds. Older students and the faculty supervise the program. Effort and performance are evaluated and are included in THE EFFORT CHALLENGE. Most Service Program jobs are completed in the morning prior to Chapel.

Student-Faculty Senate

Consistent with the philosophy of the School that everyone is here to serve others, and in an effort to do all we can to promote good communication among all segments of the community, the Student-Faculty Senate was formed to initiate, encourage, and coordinate services and activities beneficial to all. The Senate, an advisory but not

policy-making body, is composed of freshmen, sophomores, juniors, and seniors elected by their dormitories; the senior prefects; and a faculty advisor.

Prefects

The Prefects are seniors who are chosen by the student body and faculty and are the formal student leaders of the School. They work closely with other students as well as with the faculty and administration. Each Prefect is also a chairman of a sub-committee of the Student-Faculty Senate.

The Prefects for the 2021-2022 academic year are:

Head Prefect Joseph Porto

Junior Prefect Robbie Accomando

Francisco Bendezu

Mason Clark

Tony Gao

Mikey O'Rourke

Ryan Walker

Student-Faculty Communications

An internal notification platform, Parent Square has been implemented school-wide for the purpose of student-faculty communications. The platform is a private mobile messaging app that enables teachers, parents, students, and administrators in schools to communicate with each other. Both 1-way and 2-way messages come from the platform phone numbers — not personal mobile numbers.

With the implementation of this platform messaging system, Trinity-Pawling faculty and staff will no longer be using their personal mobile phone numbers for purposes of text messaging students and parents. Accordingly, parents and students should use the app messaging system to communicate with faculty and staff.

The Parent Square app will also be utilized for submitting daily health screenings throughout the Winter Term.

All messages to user accounts are saved. Teachers, students, and parents can access a complete message history at any time, and this record can not be edited or deleted within an account. Verified administrators can also request transcripts when needed.

Please Note: Rule and Policy Updates

We may change our rules and policies from time to time. If we do, we will post any changes on the website: www.trinitypawling.org/portals/parent-portal

Trinity-Pawling Academic Calendar 2021-2022

FALL TERM 2021

September 4	Early Sports Athletes Arrive
September 10	Students Return *(New and Returning Boarding Students Arrive)*
September 10-12	Student Orientation *(Day and Boarding)*
September 13	Classes Begin
September 21	Middle School Parents' Night
October 22-23	Parents' Weekend
October 23	Long Weekend Begins for All - 4:00 PM
October 25	Long Weekend Ends for All - 9:00 PM
October 26	Classes Begin
November 15-19	Assessment Week
November 19	Students Depart for Thanksgiving Break - 12:00 Noon

WINTER TERM 2021-2022

November 29	Students Return - 9:00 PM
November 30-December 15	Wintersession Academic Term
December 12	Candlelight Service - 5:00 PM *(Parents and Community)*
December 14	Candlelight Service - 5:00 PM *(Students and Faculty)*
December 15	Vacation Begins for Grades 7, 8, 9, 10, and 12 - 11:00 AM
December 15	Junior Parents' College Program - 9:30 AM-12:45 PM *(Mandatory for all juniors)*
January 3	Students Return - 9:00 PM
January 4	Classes Begin
February 3	Mid-Winter Break Begins for All - 11:00 AM
February 7	Mid-Winter Break Ends for All - 9:00 PM
February 8	Classes Begin
March 4	Students Depart for Spring Break - 11:00 AM

SPRING TERM 2022

March 27	Students Return - 9:00 PM
March 28	Classes Begin
April 16-18	Easter Weekend *(No academic programming)*
May 27	Upper School Stepping Up - 3:00 PM
May 27	Senior Parent Dinner
May 28	Commencement - 11:00 AM
May 26-31	Assessment for Underclassmen
May 31	Middle School Stepping Up - 7:00 PM
June 1	Underclassmen Depart for Summer - 12:00 Noon
June 1-3	Senior Leadership Program for Class of 2023
June 3	Class of 2023 Departs - 12:00 Noon

Please note: All dates are subject to change due to NYS guidelines and health protocols.

Telephone Information

School Office Hours are M-F, 8:00 AM - 5:00 PM and Sat. 9:00 AM - Noon

Main Office	845-855-3100
Fax	845-855-3816
Voice message system	845-855-4880

Emergency home phone numbers for after-business hours:

William Taylor, Headmaster	845-855-4804
Tom Morris, Associate Headmaster	845-855-4805
Josh Collins, Dean of Students	845-304-7187
Roberta Lidl, Dean of Teaching and Learning	845-494-1848
Dutch Keel, Dean of Residential Life	508-360-5127
Todd Hoffman, Middle School Coordinator	845-527-9418
Health Center	845-855-4848