

# TRINITY SCHOOL at MEADOW VIEW

## STUDENT HANDBOOK

2019 - 2020

*To those who come here to learn, to study, and to make progress, Trinity School has a responsibility to provide an environment which is decent, cultured, peaceful and safe.*

### **Mission Statement**

The mission of Trinity Schools is to impart basic ordered knowledge about the world and to train students in basic intellectual skills and qualities of mind so that they might be of use to God in the wise care and governance of his creation and in the building of his kingdom. We accomplish this by establishing a culture marked by the discovery of truth, the practice of goodness, the creation of beauty and the development of intellectual and aesthetic habits of mind. Trinity School is a community of learners characterized by the rigorous exploration of reality, the free and disciplined exchange of ideas and active participation in the fine arts.

## **PRAYER**

As a Christian school, we begin each day with common prayer. This prayer consists of Scripture reading, recitation of the Psalms and praying for personal intentions. Each class of instruction also begins with prayer. Each student is expected to behave respectfully during prayer.

## **SCHOOL DAY**

West Hall is open to students each day at 7:30 a.m. The locker areas are opened by 8:00, Morning Prayer begins at 8:15 and the first class at 8:30. The last class ends at 3:00. Students should only remain on campus after 3:30 if they are part of an organized activity or at study hall. They may not remain outside on the school grounds after 3:30 p.m. (This is addressed in the section called Study Hall and Study Hall Policies.)

### **Daily Schedule**

7:30 a.m.	West Hall opens
8:00 a.m.	Other buildings open
8:15-8:25	Prayer
8:30-9:25	Period 1
9:30-10:25	Period 2
10:30-11:25	Period 3
11:30-12:25	9 <sup>th</sup> -12 <sup>th</sup> Grades: Period 4
11:30-12:00	7 <sup>th</sup> -8 <sup>th</sup> Grades: Lunch
12:05-1:00	7 <sup>th</sup> -8 <sup>th</sup> Grades: Period 4
12:30-1:00	9 <sup>th</sup> -12 <sup>th</sup> Grades: Lunch
1:05-2:00	Period 5
2:05-3:00	Period 6
3:05-3:50	Detention on days prescribed by deans
3:30-5:00	Study Hall Monday-Friday

## **ATTENDANCE**

Consistent attendance is essential for academic progress, and absences should be kept to a minimum. If the absence is foreseeable the front office should be notified in advance. Students are responsible for making up missed work and for scheduling missed exams.

Parents should contact the office before 8:10 a.m. to notify the school each day of a student's absence. The school is required by law to have this information. If parents do not contact the school, the staff must contact the parents to gather this information.

If a student misses more than ten class periods for a given subject(s) in a semester the school reserves the right not to grant credit in those respective classes. When a student reaches five or more absences in a semester for any course/s, the respective dean will send a notification to the parent/s.

Truancy is a major breach of Trinity School rules and can result in suspension or expulsion.

Students absent from school more than one half of the school day are not allowed to participate in athletic practices or games on that day.

Students tardy to school should report directly to Morning Prayer. If they arrive at any time after 8:25 a.m., including during the lunch period, they must first report to the front desk in the Administration Building to sign in and obtain a tardy pass before going to class. Parents must contact the school office to excuse a tardy. A pattern of unexcused tardies may result in appropriate disciplinary action.

Parents must come to the front desk in the Administration Building to sign out students who need to leave school at any time other than regular dismissal, which is between 3:00 p.m. and 3:30 p.m. Student drivers need a written note/email/phone call from a parent to the front office verifying the need for the student to leave school.

Although there is a last day of classes, the official school year continues through oral exams, labs and Honors Night. All students will be scheduled for final oral exams and are expected to attend

Honors Night. All students in ninth through twelfth grade will also be scheduled for final labs. Students are expected to be available for labs and oral exams at any time during the school days set aside on the calendar for labs and orals. These days are considered part of the school year for attendance purposes.

## **AUTOMOBILES**

Permission may be given for junior and senior students (and others by exception) to drive any motorized vehicle (car, motorcycle, moped, etc.) to school. Parents should complete the Student Driver/Passenger Permission Form and submit it to the school office. A parking tag will be issued and must be hung on the mirror of any car driven to school.

Students may not park vehicles on campus. The vehicles must be parked on neighborhood streets according to the deans' instructions.

Students are not allowed to go to their cars or other vehicles during school hours without the permission of a faculty member.

These parking regulations are in force the entire year. Students are not permitted to park on campus without permission from the respective dean. This applies during sports practices, drama rehearsals, meetings for extracurricular activities, etc.

## **BASIC RULES**

There are a number of fundamental rules which are basic to the smooth functioning of Trinity School. Infractions of these rules usually merit a detention after school. Repeated infractions merit a more serious response.

1. Students must be in their classrooms when the bell rings for class.
2. Students must be in study hall or off campus every day by 3:30 p.m.

3. Gum chewing is forbidden at school, on school grounds and on school field trips.
4. Students may not run in the hallways.
5. Weapons are never permitted at school, on school grounds or at any school-sponsored event.
6. Personal electronic devices, including smart watches, cameras, video cameras, pagers, radios, and iPods are not permitted at school, on school grounds or on school field trips. Cell phones are the general exception. See section on TELEPHONES. Cameras are sometimes permitted on field trips.
7. Normally, students are not allowed in classrooms before 8:10 a.m., at lunchtime or after school without specific permission from a faculty member. The exception to this is for students on the second floor in West Hall from 7:30 until Morning Prayer.
8. The use and possession of tobacco, nicotine products or vaping products in all of their forms is forbidden at school, on school grounds or at any school-sponsored event.
9. Because of the possibility of personal injury and property damage from fire, any student who brings a lighter or matches to school may be suspended.
10. Eating and drinking are permitted only in the locker room and the rooms designated for lunch. Covered water bottles are permitted in all classrooms.
11. Students are not allowed to leave campus or to enter any off-limits area of the Meadow View facility without permission from the appropriate dean.
12. Announcements may not be posted on the walls or bulletin boards of the school without the permission of the appropriate dean.

## **BICYCLES**

Students may ride bicycles to school but may not bring skateboards, rollerblades, etc. Bicycles are to be parked at the bike rack behind South Hall and must be locked.

## **CAMPUS**

The campus of Trinity School extends throughout the entire grounds of the facility. This includes the area on the perimeters of the property, including Meadow View Road. All school rules and regulations apply in this area. Certain areas of the campus are off limits to students unless they are assigned to an area by a teacher. The off-limits area includes the Lee Highway office building and all areas to the north of the Lee Highway office building.

## **DESTRUCTION OF SCHOOL PROPERTY**

The destruction of school property is considered a very serious matter. In the case of willful vandalism and destruction of property, the student will be disciplined and the parents will be held financially liable for the cost of repair or replacement of the property.

## **DISCIPLINE**

Peace and order are essential to learning. Further, the practice of virtue and civilized Christian behavior is essential to a learning community. Trinity School supports a moral way of life.

In the classroom the student is expected to behave in a manner conducive to serious learning. Respect, order, politeness and obedience are necessary conditions for a classroom to function well. Each teacher is given the liberty to enforce classroom regulations in the manner he or she feels is in accordance with the culture of the school.

**Detentions:** In enforcing school regulations, detentions and the removal of certain student privileges will be used for less serious infractions. Detentions are assigned for periods of 15, 30, or 45 minutes. The teacher will check the amount of time to be served and give the white copy of the detention slip to the student.

Detentions are served after school on specific days prescribed by the dean of boys and the dean of girls at the beginning of the year. Students are to serve detentions on the detention day after they are given. On rare occasions the dean of boys or the dean of girls may postpone the serving of a detention. Examples of exceptions include: participating on a school team with a scheduled game, or a doctor's appointment. Postponement, however, is not automatic. If a student misses a detention, he or she may be assigned an additional penalty.

If a student wishes to appeal a detention, he or she should talk to the appropriate dean on the day the detention is received. A reversal of a detention is a very unusual occurrence.

Detention begins at 3:05 p.m. After serving a detention, the student must report immediately to the study hall or leave the campus.

Accumulation of four hours of detention time throughout the school year may result in a disciplinary conference with the student's parents and the appropriate dean. Further disciplinary action, such as probation or sanction, may also be taken at this time. Parents will be notified when a student accumulates three hours or more of detention time.

**Major breaches:** Major breaches of the order of the school (e.g., cheating, gross disrespect, theft, truancy, possession of weapons, destruction of property and repeated offenses of a lesser nature) can result in probation, sanction, suspension, or expulsion from school. The Discipline Board adjudicates appropriate discipline for serious matters.

Since academics is at the heart of Trinity School, students are expected to pursue their work in a serious and deliberate manner, under the guidance of their teachers. Cheating in any form—sharing work, discussing individual essays before writing them, copying, using commentaries (including using Cliffs Notes or internet sources), plagiarism, etc.—will be considered a disciplinary matter.

Student pranks of any kind are neither permitted nor condoned. Offenders will be liable to serious disciplinary action.

Discipline at Trinity School serves our educational mission. The establishment of a moral culture is a necessary condition for our educational success. We create a moral culture so that learning and teaching can proceed. Sexual immorality and the use of illegal drugs or alcohol either on campus or off are antithetical to the culture we are building. Trinity School students who knowingly attend events where illegal use or possession of drugs or alcohol occurs, or where sexual immorality or other major breaches of conduct occur, may be liable for punishment. Participation in these types of activities may result in disciplinary action.

Violence, or the threat of violence, directed at faculty, staff or other students may result in expulsion from school.

Sexual misconduct or sexual harassment directed at faculty, staff or other students may result in expulsion from the school.

**Appeals:** Any disciplinary action by the faculty may be appealed to the appropriate dean. Any disciplinary action by the deans may be appealed to the head of school. Any expulsion or suspension by the head of school can be appealed to the president of Trinity Schools, Inc.

## **HOMEWORK**

Homework is an important ingredient in a Trinity School education. It involves student preparation of materials upon which the following day's instruction may depend. It is also assigned to test and improve student skills. Homework assignments are crucial to the progress of the student and to the teaching of courses.

Trinity School students are to do their homework diligently and intelligently. They should apply their full mental powers to the task at hand. They should avoid distractions and distracting environments. Further, they should use their time and energy wisely and complete assignments with care and precision.

Students are responsible for requesting assignments, notes, papers, handouts, etc., which were missed during an absence from school.

## **INTERNET-BASED COMMUNICATION**

We take the position that using internet-based communications—email, texts, chat rooms, social networks, etc.—for the following activities is a serious breach of Trinity culture and may, indeed, be illegal:

- Communicating verbally abusive, obscene, profane, lewd, vulgar, rude, inflammatory, disrespectful or threatening electronic messages and images.
- Communicating personal attacks, including prejudicial, discriminatory, or harassing attacks or knowingly or recklessly communicating false or defamatory information about members of the Trinity School community or Trinity Schools

We consider such activities to be serious disciplinary matters and they may result in disciplinary action by the school. Such behavior may also break laws which protect one from hate speech, harassment and slander and thus, criminal and civil penalties might also apply.

## **LAPTOP COMPUTERS**

Students may use laptops on campus for specific academic purposes.

While on campus, students should not:

1. Use laptops for any illegal purpose, including obtaining, storing, exchanging and/or distributing any unauthorized copies of software, music, photographs, movies or any other audiovisual or multimedia work and making, transmitting, receiving, exchanging and/or distributing such unauthorized copies.
2. Obtain, store, exchange and/or distribute any text, image or sound that is indecent, pornographic, racist, pervasively vulgar, defamatory, illegal, or that promotes harm to self or others.

3. Use the computer to hack or otherwise gain unauthorized access to computers, computer networks or computer files or data.
4. Use the computer to gain unauthorized access to a personal account or file of another individual.
5. Attempt or use, possess or create any computer virus or other software intended to or capable of causing damage to any computer, network or file.
6. Use the computer to knowingly disrupt the work of another student or school official.
7. Use the computer as a personal listening or viewing device, social media, gaming, etc.
8. Communicate via email, text messaging, or any other computer-based communication.

Violation of these principles may result in the revocation of permission to use a laptop on campus.

## **LOCKERS**

Each student is assigned a locker. Locker areas are to be kept free of clothing, books and debris.

Boys and girls should not be in one another's locker areas. The lockers are the property of the school, and lockers and their contents may be inspected by school personnel. All content on the inside of lockers must be consistent with the culture of the school.

## **LOST AND FOUND**

The deans collect lost and found items. Unclaimed items will be donated to charity each semester.

## **LUNCH**

Trinity School does not provide access to a microwave. Students should bring lunches that do not require heating.

Lunch is eaten in designated classrooms or outside and all students must be present during the meal time. Delivery of fast food or pizza requires the permission of the appropriate dean.

Ramen noodles are available in the front office for \$1.

## **MEDICATION**

Students may take medications at school. However, they must have written authorization on record in the office from a parent or guardian and/or a physician to do so. Medication, both prescription and nonprescription, must come to school in its original container. We ask students to give the medication and instructions to the school secretary, but may keep medication with them at the request of a parent. There are certain prescription medications the school reserves the right to keep in the office.

The school is not allowed to give students any medication, even such medicines as Tylenol, without written authorization from a parent or guardian and/or a Licensed Health Care Provider.

For ongoing medical problems, such as an allergy to bee stings, asthma, etc., the school must have written instructions from a physician on file. Any medications to be kept at school for these conditions must come to school in the original container and must be given to the school secretary. If a student with asthma must use an inhaler at school, parents should indicate this on the emergency form, and the student should take responsibility for bringing the medication.

Under no circumstances should students accept any medication from or give medication to other students, even medication such as Tylenol.

## **SCHOOL OFFICES and FACULTY ROOM**

The receptionist's desk, located inside the main entrance to the Administration Building, is the place for conducting most school business. Administration Office Hours are 8 a.m. to 4 p.m. each day. All callers and visitors must check in at the front desk.

When requesting assistance from teachers in the faculty offices, students are reminded that they are to knock at the door of the faculty room and make their requests from the doorway.

## **SOCIAL LIFE**

Friendships and strong relationships with others are important aspects of human life. Trinity School encourages good relationships among its students: boys with boys, girls with girls, and boys and girls together.

We believe that relationships between members of the opposite sex should be marked by the highest qualities of human friendships and Christian charity. Boys and girls should relate as brothers and sisters in Christ, friends, and colleagues.

Students may not relate to each other as a couple at school or at school-sponsored events.

We strongly encourage an active social life for our students and look to the parents to provide direction in this area of student life.

## **SPORTS**

Trinity School sponsors interscholastic sports for boys and for girls. Policies and guidelines for athletics are stated in the Parent Handbook.

When the school's mini buses are not available, parents are normally responsible for providing transportation. See the Parent Handbook for rules regarding exceptions: both student athletes driving themselves and student athletes riding as passengers with student

drivers. In both cases, the appropriate permission form must be completed.

Athletic events are considered extensions of the school, and students are expected to behave appropriately. Students should always act so as to bring credit to the school. A student may not attend practice, nor may that student participate in a game, if the student has missed more than one half of the school day on which the practice or game occurs.

## **STUDY HALL**

The school offers a study hall Monday-Friday, 3:30-5:00, in the Commons. The Study Hall phone number is published in the front of the School Directory. This phone can be used by students after the Administrative offices close at 4:00 p.m.

Study Hall Policies:

1. All students in the school after 3:30 (except those students in detention, math help, Latin help or a school-sponsored activity) must be signed in on the list in the study hall. When they leave, they must sign out and indicate the time they left.
2. Parents must come to the Commons to pick up students.
3. Students are expected to do their work quietly.
4. Students taking make-up exams must wait until the supervising teacher arrives at 3:30 p.m. They must sit close to the monitor's table.
5. Students in the study hall may eat snacks and have beverages at their tables. These areas must be cleaned and chairs put in place before they leave.
6. The after-school study hall is a service provided free of charge by the school. Use of the study hall is a privilege. Students who receive three formal warnings for misbehavior in study hall in a given semester will not be

permitted to use the study hall for remainder of the semester.

## **STUDY OF ORIGINAL TEXTS**

The original texts selected for the Trinity School reading list are among the greatest products of the human spirit and should be treated as such. They are high peaks of human culture and an essential part of our human legacy.

The educational experience at Trinity School depends upon the student coming to his or her own opinion about the meaning and truth of each text. Therefore, the use of commentaries or material from Cliffs Notes and the reading of introductions are counterproductive. As the student approaches the text and works to understand its meaning, he or she should not come encumbered with a point of view developed by a critic, commentator or another reader. This is similar to asking another student in advance for the answer. We would call this cheating. Worse than representing someone else's thought as one's own, however, is the fact that under these conditions the student will not develop the requisite habits of mind to read and inquire intelligently. This is why students must not refer to outside sources of any kind unless specifically instructed to do so by their teachers.

## **TELEPHONES**

**Student Phone:** Students may use the **student phone** in the Administration Building. Phones in the faculty offices may not be used except in an emergency. Forgotten homework, athletic needs, etc., are not ordinarily considered emergencies.

**Cell Phones:** Cell phones may not be used or visible on campus or on Trinity school buses at any time without permission of a faculty member, coach or administrator. While the student is on campus the cell phone must be powered off and kept in his or her locker or backpack, out of sight. Violation of either rule will result in disciplinary action. Normally, cell phones should also be out of sight during Trinity School-sponsored dances and socials.

## **TRANSPORTATION**

Those bringing students to and from school are asked to enter the campus from Meadow View Road and exit onto Lee Highway via the driveway on the east edge of the campus.

The rules for behavior on the Trinity School buses are:

- Students must be seated and wearing a seat belt.
- As the buses are an extension of our campus and school community, students may not use cell phones when riding.
- Students may not throw anything out of the bus windows.

Failure to follow these rules can result in the loss of the privilege of riding the buses. Bus drivers and coaches, especially for longer trips, may make an exception to the cell phone use rule.

Please refer to the Parent Handbook for further policies pertaining to transportation to athletic events. Participation in sports is contingent upon compliance with the stated transportation policies.

## **UNIFORMS AND PERSONAL APPEARANCE**

All students are expected to be neat in appearance and to wear the school uniform in the way it is intended to be worn.

**For boys:** Hair must be cut short and neat. Hair cannot extend over the shirt collar in the back, over the ears or over the eyes. Shaved heads are not permitted, nor is shaggy hair. Sideburns can come to the bottom of the ear (or shorter). Boys must come to school clean shaven every day. Bracelets, earrings, neck chains and other jewelry are not allowed for boys. One class ring and a wristwatch are acceptable. Visible tattoos or body piercings are not allowed. (These guidelines for grooming hold for both school days and school events.) Uniform shirts must be tucked in. A plain black or brown belt must be worn. **With regard to the appropriateness of personal appearance and uniforms for boys, the judgment of the dean of boys is final.**

**Shoes:** Brown or black shoes (tie or slip-on) are acceptable. Boots, athletic shoes and sandals, including Birkenstocks, are not acceptable. If you are uncertain about a particular shoe style, talk to the dean of boys before you buy school shoes.

**Socks:** White crew socks or dark plain dress socks. A small logo on them is acceptable. Socks must cover the ankle.

**Fall and Spring:**

(First Day to Thanksgiving, First Monday in April to June)

- Khaki pants or shorts. No cargo pants or cargo shorts.
- Short- or long-sleeved polo shirt with monogram: white (7th-8th), green (9th-10th), navy blue (11th-12th). A plain white T-shirt (short-sleeved) may be worn under either polo shirt; turtlenecks or other long-sleeved shirts may not be worn underneath the uniform shirt.
- Black or brown belt with simple buckle.

**Winter:**

(Return from Thanksgiving to early April)

- Khaki pants. No cargo pants.
- Button-down oxford shirt: white (7th-8th), blue (9th-12th). A plain white T-shirt (short- or long-sleeved) may be worn under the oxford shirt; turtlenecks may not be worn underneath the uniform shirt.
- Black or brown belt with simple buckle.
- Sweaters: Navy blue crew-neck sweater or navy blue polyester fleece pullover with Trinity monogram.

**For girls:** Jewelry, makeup and hairstyles should be worn in a manner which is appropriate for school. Hair color must be natural. Visible tattoos or body piercings are not allowed. Students may wear one earring in each ear and one bracelet. The hemline of skirts may be no more than two inches above the top of the knee. **With regard to the appropriateness of personal appearance and uniforms for girls, the judgment of the dean of girls is final.**

**Shoes:** Entirely solid brown, navy blue, or black school shoes. Leather or faux leather material. No stripes, visible patterns, accent colors or patterned accents. No logos. Shoes may have laces or be slip-on. Laces must be the same color as the shoes. Oxfords, loafers, flats, Mary Janes, and plain top-siders are acceptable. Heels must not be higher than two inches. No pumps, boots, sandals, moccasins, cloth or canvas shoes, or clogs. No athletic shoes of any kind, including cross trainers or athletic walking shoes.

**Socks:** All socks must be solid colored: white, black, or navy blue. A small logo on them is acceptable. Knee socks may be worn at any

time. Black, white, or navy tights or nude hose may be worn at any time. No lace or patterned tights or hose.

### **Fall and Spring**

(First Day to Thanksgiving, First Monday in April to June)

- Black Watch skirt in kilt or box-pleat style.
- Khaki pants, approved by the dean. Can be pleated or flat-front, not low-rise. No cargo pants.
- Short- or long-sleeved monogrammed polo shirt: white (7th-8th), green (9th-10th), and navy blue (11th-12th). A plain, white T-shirt (short-sleeved) may be worn underneath the uniform shirt; turtlenecks or other long-sleeved shirts may not be worn underneath the uniform shirt.

### **Winter**

(Return from Thanksgiving to early April)

- Black Watch skirt or khaki pants. No cargo pants.
- Oxford shirt: white (7th-8th), blue (9th-12th). A plain, white T-shirt (short- or long-sleeved) may be worn underneath the uniform; turtlenecks may not be worn underneath the uniform shirt.
- Sweaters: Monogrammed navy blue sweater—cotton or polyester V-neck pullover or polyester V-neck cardigan—or monogrammed Trinity fleece can also be worn.

Parents have occasionally requested that, because of injury, their children be excused from wearing shoes that meet the uniform requirements. Students will be given this exception for up to one week if they bring a note from their parents. If the exception is to last longer than one week, a note from the student's doctor must be on file. In that case, the shoes the student wears must be dark in color and as close to the look of the uniform shoe as possible.

Students are not allowed to change out of their uniforms at school, unless they are members of an athletic team practicing or playing immediately after school. Once students have changed into their sports uniforms for practice, they must leave the school building. In other cases, students must obtain the permission of the appropriate dean to change clothes at school. Permission will be granted only in those cases when a written request has been made by the parents, and when, in the dean's judgment, there is a serious reason to change.

**Field day:** Dress code is casual. Blue jeans, shorts and T-shirts are acceptable. Students should dress tastefully and modestly: no torn clothing, no tank tops, no inappropriate messages or pictures on clothing, no spandex. All uniform rules pertaining to hair styles and jewelry apply on field day.

**Senior Soiree, Honors Night, Junior/Senior Evaluations, Fine Arts Night Attendees, Senior Dinner and Graduation:**

- Girls: dresses or skirts with dress blouses; blouses may be sleeveless but no tanks, halters, or spaghetti straps; hemline may be no more than two inches above the top of the knee; dress shoes.
- Boys: suit or sports jacket and dress slacks, dress shirt, tie, dress shoes

**Fine Arts Night Performers:**

- Girls: tea length black skirt or longer, and a solid-colored dress top (top may have short sleeves, but may not be sleeveless), stockings and closed-toe black shoes; very small jewelry only.
- Boys: suit or sports jacket and dress slacks, dress shirt, tie, dress shoes.

**VISITORS**

All visitors to Trinity School are to report to the front desk in the Administration Building. Trinity School is private property and all non-school visitors need permission to be on the campus or in the buildings. All visitors must be accompanied by a member of the school faculty or administration. It is the policy of the school that only prospective students and parents can attend classes as visitors. Friends and relatives cannot be accommodated.

**WEATHER-RELATED CLOSINGS**

As a rule, Trinity School follows the decisions of the Fairfax County Public Schools regarding closing for inclement weather. In the rare case where Trinity will not be following Fairfax County, parents will be notified by email and by the One Call Now automated phone call system.