

Quick Information for Parents

School Hours: 8:15 a.m. to 3:00 p.m.

7:30 a.m. -- Campus opens for drop-off. West Hall is open.

8:15 a.m. -- Girls' Morning Prayer (The Commons)

8:15 a.m. -- First class boys

8:30 a.m. -- First class girls

9:15 a.m. -- Boys' Morning Prayer (The Commons)

11:30 a.m. -- 7/8 lunch

12:30 p.m. -- High School lunch

3:00 p.m. -- Classes end

3:00-3:30 p.m. -- Student pick-up

3:30 - 5:00 p.m. -- Monitored study hall in The Commons

Math Help: Tuesdays in West Hall -- **3:30 - 5:00 p.m.**

Latin Help: Thursdays in West Hall -- **3:30 - 5:00 p.m.**

Attendance

Reporting an Absence:

- **Call: 703-876-1920** to report an absence (Valerie Barth -- receptionist)
- Students are responsible for requesting assignments, notes, papers, handouts, etc., which were missed during an absence from school. (*Student Handbook*, p. 8)

Late arrival

- Students who arrive any time after 8:15 a.m., including lunch period, must first report to the front desk and obtain a tardy pass from the receptionist. Parents should accompany the student and sign them in or contact the office via phone call or email to explain the tardy.

Leaving midday

- Parents must go to the front desk and sign out a student who leaves before 3:00 p.m. When an early departure involves student drivers, a parent or guardian must provide a

written note, email or phone call to the front desk verifying the need for the student to leave school. (*Student Handbook, p. 3*)

Athletics

At the beginning of each sports season an electronic newsletter is sent to all parents. It contains information on how to register for the sports offered that season. The newsletter also provides practice times and locations and links to all required sports forms. If a student signs up to participate in a sport he or she is automatically on the team. Trinity does not have tryouts for sports teams. Questions should be directed to **Rick Schoof -- athletic director -- rschoof@trinityschools.org**.

Practice/Game Schedule

- Families will find practice and game schedules for each team on the Trinity website under the "Athletics" tab. Go to the "Athletics Calendar" Click on the team your child is on (for example: [7/8 boys practice](#)). After clicking on the description, a window will open. It provides details on where the practice or game will be held along with directions to the field. If a bus is assigned to the team that day the word "bus" will appear at the top of the description.

Transportation

- When minibuses are not available, parents are responsible for finding transportation for their child. Usually parents join together to form carpools to games and practices. (*Parent Handbook, p. 17*)
- Team parents often assist with our sports teams. These parents help to coordinate carpools and facilitate communication among the parents of a team each season.

Communication about sports

- In addition to the online sports calendar, parents will be informed of changes to the schedule (cancelled games or cancelled practices due to inclement weather) via email and a One-Call message if they have registered online for the team and have not opted out of receiving One-Call messages.

Fall Sports	Winter Sports	Spring Sports
Soccer -- boys	Basketball -- boys & girls	Lacrosse -- boys

Volleyball -- girls Cross Country -- boys & girls		Soccer -- girls Track -- boys & girls
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Communication

Faculty

- We encourage parents to call the school to talk with faculty at any time or to use faculty email addresses to communicate directly. Faculty email addresses are printed in the school directory. Faculty members generally check email sometime during the day, but may not be available in the evenings. If you wish to communicate with a faculty member by phone, the best way is to speak with our receptionist who can tell you whether or not the faculty member is immediately available. If the faculty member is not immediately available, please leave your name, phone number and a good time to reach you in the faculty member's voice mail. Please keep in mind that full-time faculty members teach up to four consecutive hours a day. Part-time faculty are not in the building for a portion of the day. Faculty members may not receive your message until the following day. (*Parent Handbook p. 9*)

Reaching Your Child at School

- Student 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. (*Student Handbook, p. 14*)
- If you need to reach your child you may call the front desk and ask that a message be delivered to your child.

Trinity School Bulletin

- Around the first of each month an electronic newsletter is sent to all parents at the school. This correspondence contains important information about events, activities and deadlines at Trinity. It should be read carefully. In addition to the monthly newsletter, a mid-month update is sent out to parents.

Clubs

- Currently, Trinity offers the following activities. (*Parent Handbook, p. 18*)

Choral	Volleyball (boys)
Chamber Choir	Tempest in a Barbershop
Trinity Life	Eclectica Band
Literary and Arts journal	Yearbook

Deans

- Deans at Trinity help to lead the culture of the school.
 - **Scott Niklason -- Dean of boys -- snicklason@trinityschools.org**
 - **Gina Marqueling -- Dean of girls (9th - 12th) -- gmarqueling@trinityschools.org**
 - **Liz Tehrani -- Dean of girls (7th and 8th) -- ltehrani@trinityschools.org**
- They assist in upholding the rules of the school as explained in the Student Handbook. They help to maintain a school environment that is safe, peaceful and orderly. Matters that require disciplinary action flow through the deans.
- Deans also serve as a point of contact for parents and students when some non-academic aspect of Trinity life needs tending to. For example, they can assist with concerns about how one's child is fitting in or how friendships are forming within a section. (*Parent Handbook, p. 19*)

Discipline

- 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. (*Parent Handbook, pgs. 15-16*). See **Basic Rules** in the *Student Handbook (pgs. 4 and 5)*.

Detentions

- Detentions are given 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. *(Student Handbook, pgs. 6-7)*
- Detentions are served **after school on Wednesdays**. Students are to serve detentions on the next detention day after they are given. Detention begins at 3:05 p.m. After serving a detention, the student must report immediately to the study hall or leave the campus. *(Student Handbook, p. 7)*
- 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. *(Student Handbook, p. 7)*

Homework

- Homework is considered an important ingredient in a Trinity education. Generally, 7th and 8th grade students receive 20 minutes of homework for every hour they are in class. Students in 9th through 12th grade receive 30 minutes of homework for every class hour. A more in-depth description of homework requirements may be found in the *Parent Handbook (pgs. 11-12)*.

Lost and Found

- The deans regularly collect items left around campus and place them in the Lost and Found bin located in the back of The Commons. *(Student Handbook, p. 10)*

Lunch

Forgot to pack a lunch?

- A student who has forgotten to pack a lunch can purchase a cup of Ramen noodles at the front desk for \$1. (*Student Handbook, p. 11*)

Athletics fundraisers (Lunch Tuesday and Wednesday)

- As a way to help underwrite the costs associated with Trinity athletics, the school offers two lunchtime fundraisers: Jimmy John's on Tuesday and Pizza on Wednesday. At the beginning of the semester students will have the opportunity to sign up for these lunch options.

Study Hall

- Study Hall is offered Monday through Friday from 3:30 to 5:00 p.m. in The Commons. An in-depth explanation of Study Hall may be found in *The Student Handbook (p. 13)* Study Hall is a service provided free of charge. Use of 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 Study Hall for the remainder of the semester.

Traditions

Chili Cook Off

- The Chili Cook Off is an annual event whereby the student body raises money for a particular charity voted on by the school. The event takes place on a Saturday in the fall. Both sections of a class (boys and girls) join together to sponsor a table at the Cook Off. With the help of the class mentor teachers, each grade meets to discuss a theme and divide up responsibilities on what they will each contribute on the day of the Cook Off. Students from each class bring chili and other food items. Attendees at the Cook Off taste chili from the various classes and offer a monetary contribution for the chili and other goodies sampled.

Field Day

- **Field Day** is held outdoors twice each year generally during September and April. This is treated as a school day and all students are expected to participate. The student body and faculty are split into teams led by two seniors. Sports include things like: dodgeball, basketball, flag football, volleyball, and soccer. Each team is assigned a color and students come dressed in the color for their team. Team assignments are posted on the bulletin board in West Hall about a week before Field Day. Lunch is provided after Field Day on location.

Quest

- Quest is an inter school competition between classes. Throughout the year, classes will compete for points by participating in various activities -- dodgeball, tug-of-war, Chili Cook Off, volleyball, Metaphysical Pursuit, Tempest Week, etc. At the end of the year, the class with the most points is granted *The Oar*. This symbol of a journey is taken from Homer's *Odyssey*. In the epic, Odysseus is instructed by Tiresias to take an oar from his ship and to walk inland until he finds a "land that knows nothing of the sea." It takes him a great deal of time and he has many encounters along the way. Eventually, Odysseus progresses far enough inland to offer a sacrifice to Poseidon, and is at last able to return home. Our students participate each year in their own journey and the Quest competitions add school spirit and life to the school.

Medieval Banquet

- This pinnacle event for 8th graders is the culmination of their year of study of Medieval history. It occurs in the spring and is put on by the parents of students in the class. Boys and girls attend the banquet attired as historical characters from the Middle Ages. They learn facts about their character so as to be able to answer questions about him/her during the banquet. The banquet takes place off campus at someone's home. A king and queen (two parents) oversee the festivities and parents bring food and volunteer as servers during the banquet. A court jester, bailiff and other court members are often in attendance to add to the fun and folly of the banquet. Participants enjoy Medieval games and entertainment.

Prom

- Prom occurs in the spring of 11th and 12th grade, and is put on by the school. Trinity's approach to the prom is significantly different than most other schools in that it is a celebration of class friendship rather than a romantic evening for couples. Students in 11th and 12th grade share an elegant night of dining and dancing in a beautiful venue where they have an opportunity to relate to each other as young men and women: to be attentive to their dates, to be gracious or gentlemanly, to engage each other in conversation, and so on.
- The students are encouraged to take a date to the prom, and they may invite dates that are not Trinity students as long as they are at least in the 11th or 12th grades. Boys may invite the girls but girls may also do the asking. Tenth graders may be invited as long as they are Trinity students and invited by an upperclassman. Students may also come without a date.
- The school covers a portion of each student's ticket through donations that were given towards prom at March Madness. We strongly encourage each student to buy their own ticket and to not feel the need to buy a ticket for their date.

Transportation

Student drop-off at school

- Parents are responsible for arranging rides for their children to and from school. If students are not yet able to drive, parents often arrange carpools. Parents interested in carpooling may contact the front desk for a list of families who live near them.

Carpooling for athletics

- When the school's mini buses are not available, parents are responsible for finding transportation for their children to both games and practices. (*Parent Handbook, p. 13*)

Uniforms

The goal of having a uniform is to have students dress neatly and consistently. We rely on parental support to attain these goals. Please assist us by seeing that your child is in uniform, well-groomed, neat not ruffled, no holes in the elbows and with shirt-tails tucked in, etc. Uniform regulations apply from the time the student leaves home until he or she arrives back home, unless otherwise excused. This means that students cannot wear other clothes to school and change at school, nor change into other clothes after school. For a complete description of the Trinity School uniform see the *Student Handbook (pgs. 15-17)*.

Purchasing

- Uniform items may be purchased at Flynn & O'Hara Uniforms, 9650 Main Street, Fairfax, 703-503-5966 and online from Lands' End.

Uniform Closet

- Gently used uniform items are available to all students. The Uniform Closet is located on campus and is generally open from 8 a.m. to 4 p.m.

Volunteer Opportunities

Parent Service Association

- The Parent Service Association is open to all parents and is comprised of subcommittees that support various aspects of the life of the school. The number of active subcommittees will shrink and grow according to need and interest as determined by the head of school. Current subcommittees include:
 - Athletics
 - Philanthropy
 - Outreach/Hospitality
 - Prayer
 - Drama
 - STEM
 - School Event Support
 - Parent Socials

Registration for the subcommittees is open all year, but an initial time of parent sign-ups takes place in the fall.

- Other ways to volunteer at the school include:
 - Volunteer sign-up opportunities for specific events will be made available to the school community beginning at the start of the new school year. Help will also be solicited closer to each event as needed. Notices for help will appear in school emails and in the Trinity School Bulletin.

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 when Trinity will not be following Fairfax County, a One-Call will be issued. Information about school closings and late openings will also be posted on the homepage of our school website and on our facebook page. (*Student Handbook, p.18*)