

TRINITY SCHOOL at MEADOW VIEW

STUDENT HANDBOOK

2022 - 2023

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.

HONOR CODE

In our mission statement, we say that we accomplish our educational goals 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.” We expect our faculty to spend considerable energy, both in speech and by example, coaching and directing the students to partner with us in building this culture. We believe that our students are capable of responding to this high call and resist the social tendency to expect too little of young men and women or to relate to them only through rubrics or rules. We understand them to be free, responsible, and capable of this task.

An important part of forming this culture is the completely voluntary agreement of students to uphold the principles of our honor code — both individually and collectively. When students commit to the honor code, they are giving their word to the school and to one another that they will operate according to its principles and abide by the terms of the student handbook.

The Trinity School Honor Code is as follows:

I understand that Trinity School is a Christian school; I agree to conduct myself accordingly, and I will aid others in doing so. I also understand that Trinity School is a community of learners. As a member of that community, I will respect my school, myself, and other members of the community. My work will be my own, my word the truth, and my actions answerable to myself and the community.

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

The campus will be open to students each day at 7:30 a.m. Morning prayer begins at 8:10 and classes begin at 8:30. The last class ends at 3:00. After school pick up will be from 3:05 to 3:30. Students should only remain on campus after these times if they are part of an organized activity or at study hall. They may not remain outside on the school grounds after this.

DAILY SCHEDULE

7:30 a.m. West Hall opens

8:00 a.m. Other buildings open

8:10-8:20 a.m. Morning Prayer

8:25-9:20 a.m. Period 1

9:25-10:20 a.m. Period 2

10:20 - 10:35 a.m. Break

10:35-11:30 a.m. Period 3

11:30-12:05 p.m. Lunch A

11:35-12:30 p.m. Period 4 - B

12:05-1:00 p.m. Period 4 - A

12:30-1:05 p.m. Lunch B

1:05-2:00 p.m. Period 5

2:05-3:00 p.m. Period 6

3:05-3:50 p.m. Detention on days prescribed by deans

3:30-5:00 p.m. 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 front office, 703.876.1920, 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, missing school without parental permission, 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 receptionist area to sign out students who they are picking up and that need to leave school at any time other than regular dismissal. Student drivers need an email or

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 and labs. All students will be scheduled for final oral exams. 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 the Meadow View campus. 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.

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.

- Students must be in their classrooms when the bell rings

for class.

- Students must be in study hall or off campus every day by 3:30 p.m.
- Gum chewing is forbidden at school, on school grounds, and on school field trips.
- Students may not run in the hallways.
- Weapons are never permitted at school, on school grounds or at any school-sponsored event.
- Personal electronic devices, including smart watches, cameras, video cameras, pagers, and iPods are not permitted at school, on school grounds or on school field trips. Regarding any other devices, the judgment of the dean is final. Cell phones are the general exception. See section on TELEPHONES. Cameras are sometimes permitted on field trips.
- 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.
- 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.
- Covered water bottles are permitted in all classrooms.
- Eating and drinking are permitted only during breaks, lunch or study hall and only in the areas designated for lunch. Without faculty permission, students should not be eating or drinking (other than water) in classes nor in Morning Prayer.

- Students are not allowed to leave campus or to enter any off-limits area of the campus without appropriate permission. For those staying for study hall, this includes not leaving campus between the regular school day and study hall.
- 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. Bicycles are to be parked at the bike racks and must be locked.

CAMPUS

The campus of Trinity School extends throughout the entire grounds of the facility, including 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 accordance with the discipline policies and 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 determine the amount of time to be served and notify the student by giving him or her a detention slip.

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.

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 sanction or suspension, 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, bullying, harassment, fighting, theft, truancy, possession of weapons, destruction of property, and repeated offenses of a lesser nature) can result in sanction, suspension, or expulsion from school.

- **Sanction:** A sanction is a required absence from school for one to three days. Sanctions are removed from the student's record when they become seniors and need not be reported to outside agencies.
- **Suspension:** A suspension is a required absence from school for one to five days. Suspensions are not removed from a student's record and should be reported to outside agencies when the student is asked to disclose such information.
- **Expulsion:** An expulsion is the permanent removal of the student from school.

The Discipline Board adjudicates appropriate discipline for serious matters. (Please see Appendix 1)

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.

Bullying, harassment, violence or the threat of violence, directed at other students, faculty or staff, may result in expulsion. Trinity Schools defines "bullying" or "harassment" as any unwanted behavior that is intended to harm, intimidate, or humiliate the victim, repeated over time and causing serious emotional trauma.

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 making sure they have assignments,

notes, papers, handouts, etc., which were missed during an absence from school.

ELECTRONIC AND INTERNET-BASED COMMUNICATION

We take the position that using electronic or 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 unless requested by a teacher or staff member.

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

LOCKERS

Each student is normally 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 inside areas or outside areas and all students must be present during the meal time.

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 and must be kept in the front 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 receptionists. 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 ROOMS

The receptionist's desk is the place for conducting most school business. Office Hours are 7:30 a.m. to 4:00 p.m. each day. All visitors must check in with the receptionist.

When requesting assistance from teachers in the faculty rooms, 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. 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.

Study Hall Policies:

1. All students in the school after 3:30 (except those students at 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. Students are expected to do their work quietly.
3. 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.

4. 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.
5. 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 the 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 available in the front office.

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 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

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. A wristwatch that is not a smartwatch is permitted. 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: Shoe uppers must be entirely solid brown, black, or white. Shoe soles must either be the same or a similar color. Leather or leather-like material is permitted. No stripes, visible patterns, accent colors, patterned accents, or logos. Shoes may have laces or be slip-on styles. Laces must be the same or similar color as the shoes. No boots, sandals, moccasins, cloth or canvas shoes. 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 or shorts. 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: Monogrammed navy blue sweater, V-neck pullover, V-neck cardigan, or monogrammed Trinity fleece can also be worn.

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 two pairs of earrings and one bracelet. A wristwatch that is not a smartwatch is permitted. The hemline of skirts may be no more than two inches above the top of the knee. Uniform shirts must be tucked in. **With regard to the appropriateness of personal appearance and uniforms for girls, the judgment of the dean of girls is final.**

Shoes: Shoe uppers must be entirely solid brown, black, blue or white. Shoe soles must either be the same or a similar color. Leather or leather-like material is permitted. No stripes, visible patterns, accent colors, patterned accents, or logos. Shoes may have laces or be slip-on styles. Laces must be the same or similar color as the shoes. Heels must not be higher than two inches. No pumps, boots, sandals, moccasins, cloth or canvas shoes, or clogs. If you are uncertain about a particular shoe style, talk to the dean of girls before you buy school 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 skirt - approved styles only.
- Khaki pants, approved by the dean. Can be pleated or flat- front, not low-rise. No cargo or skin tight pants.
- Short- or long-sleeved monogrammed polo shirt: white (7th-8th), green (9th-10th), navy blue (11th-12th). A plain, white T-shirt (short-sleeved) may be worn under 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
- Khaki skirt - approved styles only.
- Khaki pants, approved by the dean. Can be pleated or flat- front, not low-rise. 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, V-neck pullover, 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.

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.

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, no leggings or leggings shorts without loose shorts worn on top. No yoga pants. All uniform rules pertaining to hair styles and jewelry apply on field day.

Senior Concert, 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: Solid black dress or black skirt with black blouse. 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, closed-toe black shoes; very small jewelry only.
- Boys: dark suit or dark sports jacket and dark dress slacks, dress shirt, tie, dark dress shoes.

VISITORS

All visitors to Trinity School are to report to the receptionist area. 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. If FCPS is in session and Trinity will not be following their decision, parents will be notified by email and by the One Call Now automated phone call system.

APPENDIX 1

Major Disciplinary Infractions

Most discipline is handled at Trinity School through reminders, correction, and detentions when necessary. Some behaviors, however, constitute serious violations of our honor code. These are handled through formal disciplinary investigations that include the judgment of a disciplinary board.

In cases of major violations, the disciplinary board operates with guidelines. Though they do not represent automatic disciplinary actions, the following do provide a starting point for the consideration of the disciplinary board and head of school in dealing with these major violations of Trinity School culture.

Drug, Alcohol or Tobacco Use

Drug, alcohol or tobacco violations involve any use or distribution of controlled substances including but not limited to alcohol, nicotine in any of its forms, illegal drugs or prescription drugs acquired and/or distributed illegally. The guidelines for punishment for the use or distribution of such substances are as follows:

| | | |
|---------------------|-----------------------|------------------------------------|
| 7th - 8th Grades | First Offense | 1-3 Day Sanction or Suspension |
| | Second Offense | 3-5 day Suspension or Expulsion |
| | Subsequent Offense | Expulsion |
| 9th-12th Grades | First Offense | 3-5 day Suspension or Expulsion |
| | Subsequent Offense | Expulsion |

Normally, the punishment for *selling* drugs, alcohol, or tobacco on or off campus would be expulsion.

Students can be held accountable for attending events where drugs, alcohol or other controlled substances are being used if they fail to report this to an appropriate adult such as the dean, head of school, or parents.

Plagiarism and Cheating

Plagiarism and cheating at Trinity School includes but is not limited to copying another student’s work, gaining access to information by any means during a test, copying work from an unattributed source, and consulting outside sources without attribution.

The guidelines for punishment for plagiarism or cheating are as follows:

| | | |
|---------------------|-----------------------|------------------------------------|
| 7th - 8th Grades | First Offense | Series of 45-minute Detentions |
| | Second Offense | 1-3 Day Sanction |
| | Third Offense | 3-5 day Suspension or Expulsion |
| | Subsequent Offense | Expulsion |
| 9th-12th Grades | First Offense | 1-3 Day Sanction |
| | Second Offense | 3-5 day Suspension or Expulsion |
| | Subsequent Offense | Expulsion |

Bullying, Harassment or Fighting

Trinity Schools defines "bullying" or "harassment" as any unwanted behavior that is intended to harm, intimidate, or humiliate the victim, repeated over time and causing serious emotional trauma. Bullying includes cyber bullying. Bullying or harassment do not include ordinary teasing, horseplay, argument, or peer conflict and is not a matter of a one-time incident. Local or state definitions of bullying may make some activities criminal or subject to civil penalty.

"Fighting" is intended to describe activity that causes or could have caused serious physical harm. This may be a one-time incident.

The guidelines for punishment for bullying or harassment are as follows:

| | | |
|---------------------|-----------------------|------------------------------------|
| 7th - 8th Grades | First Offense | 1-3 Day Sanction |
| | Second Offense | 3-5 day Suspension or Expulsion |
| | Subsequent Offense | Expulsion |
| 9th-12th Grades | First Offense | 3-5 day Suspension or Expulsion |
| | Subsequent Offense | Expulsion |

Sexual Misconduct

Trinity Schools defines "sexual misconduct" as any sexual behavior by students that gravely violates our understanding of marriage and sexuality as expressed in "A Culture of Learning and a Culture of Christian Life" including but not limited to more serious incidences of vulgarity and sexual talk, the possession or sharing of pornography, solicitation for a sexual encounter, 'sexting', and unchaste relationships between students.

| | | |
|---------------------|-----------------------|------------------------------------|
| 7th - 8th Grades | First Offense | 1-3 Day Sanction |
| | Second Offense | 3-5 day Suspension or Expulsion |
| | Subsequent Offense | Expulsion |
| 9th-12th Grades | First Offense | 3-5 day Suspension or Expulsion |
| | Subsequent Offense | Expulsion |

The above penalties all imply consensual behavior. Sexual misconduct of any kind that is non-consensual or rises to the level of sexual harassment or more serious violations of the law may result in immediate expulsion. Activity that falls into this category may also be governed by criminal codes at the state or local level and could result in arrest or other criminal charges. It is Trinity Schools' policy to cooperate with authorities in prosecuting such cases.

APPENDIX 2

A CULTURE OF LEARNING AND A CULTURE OF CHRISTIAN LIFE

Trinity School aims to provide a Christian culture that is free yet disciplined, safe for students, and supportive of our educational goals. All members of the Trinity School community work together to support this culture, but the relationship between the parents and the school is particularly important.

At Trinity School, we understand parents (not the school) to be the primary educators of their children. Although parents entrust their children to the school for a large portion of the day and expect the school to strive to accomplish the aims established by its mission and vision, parents still play an integral role. We do not think of parents as simply customers, but as members of the school community and partners with us.

Parental engagement, therefore, is crucial in establishing the culture of the school. Parents support their children at home, support the faculty through their active engagement in the academic experience of their children, and together help provide a rich social life for students outside of school. Because of this close partnership, all parents should understand the unique culture that Trinity School aims to create and that they become a part of.

We believe that our students are capable of responding to this high call and resist the social tendency to expect too little of young men and women or to relate to them only through rubrics or rules. We understand them to be free, responsible, and capable of this task and, in their own way, also partnering with us in establishing our culture.

Because we operate with a partnership model, it is important that parents and students alike understand some of our most important principles.

Education as Human Awakening: Parents and students alike want more from a school than merely a good education. They also want a place in which those students will thrive as human beings. At Trinity School we aim to introduce our students not to typical schooling but to a genuine experience of human awakening. Our goal for our students is that they would experience such awakening by developing a wide range of intellectual and aesthetic habits of mind. We want them to develop a sense of wonder about the world, to grow in their love of truth, to desire the good in their own lives and in the world, to become morally and spiritually serious, to recognize beauty in all its manifestations, to be intellectually honest with themselves and one another, to respect others and their views, and to recognize the dignity of all human beings.

These habits of mind must be modeled, not merely taught. To that end, we understand our faculty to be not only individual teachers but also (and more importantly) members of a community of learners. As individuals and as a community, the faculty model learning as a lifelong adult activity and a way of being in the world, not as a hoop to be jumped through during adolescence on the way to something else.

We also resist grade-consciousness in our students and avoid educational practices that link learning to external rewards rather than genuine experiences of wonder and inquiry. Parents can support the school in this effort by conveying the same message at home and by engaging their children in genuine discussions about the material they are learning.

The True, the Good, and the Beautiful: The best educational models have always pointed students to the higher goals towards which human beings should strive. At Trinity School, we seek to create a culture that bears witness to the pursuit of truth, the practice of goodness and the creation of beauty. Our reading lists, drama selections and artistic works are drawn from the best of human culture throughout the ages, reflecting our commitment to excellence. We want our broader Trinity School culture to mirror this commitment as well.

We encourage students to participate in the pursuit of truth, the practice of goodness and the creation of beauty as a way of life, not just as something that takes place at school. We resist the influence of youth culture and popular culture where it is at odds with these ideals. Parents often experience the benefit of this for their family life in serious discussions around the dinner table or in one-on-one conversations with their teenage children. We encourage parents to foster an approach to learning that spills out of the classroom into carpools, class parties and elsewhere.

The Freedom and Responsibility of the Human Person: In order to thrive as human beings and move towards taking their place in the world as adults, children need to experience genuine freedom and increasing responsibility. At Trinity School, we understand students to be the agents of their own learning and fundamentally free and responsible for their own choices within the community. Students agree to abide by the code of conduct stated in the student handbook, but even in matters pertaining to rules and discipline, we believe that students should be treated in a way that respects their fundamental freedom.

The Free and Disciplined Exchange of Ideas: Genuine conversation is a difficult art, but it is one of the most satisfying and productive as well. At Trinity School, we want students to learn this art through dialogue with one another and their teachers. We seek to promote a culture of the free and yet disciplined exchange of ideas. We want students to discuss the ideas they encounter in their courses without a spirit of faction or partisanship. Therefore, we discourage partisan political discussions in the classroom and expect our faculty to teach and model respect for others' opinions. Disciplined discussion requires that students give a good account of their own perspectives, ask questions of each other, and engage in rational discourse about the topic in front of them.

Proselytizing and Faith Formation: The moral and spiritual education of young people is of great importance to parents and the school alike. However, the roles each play in that education are distinct. Parents, churches and other faith communities bear the most

immediate responsibility for the moral and spiritual education of their children. Trinity School faculty and staff members do provide positive Christian role models and engage students in a personal manner, but are asked not to engage in proselytizing or explicit faith formation.

Trinity School does, however, aim to provide an authentically Christian education within a culture designed to support parents in their efforts to foster Christian faith in their children. Every class begins with prayer; each year of the curriculum includes the study of the Christian Scriptures or sacred doctrine; and students attend daily morning prayer where faculty members bear witness to their life in Christ. All faculty members are required to assent in good faith to the tenets of the Nicene Creed, to be members in good standing in their own denomination or Christian tradition, and to abide by a basic code of conduct informed by Christian teaching.

Trinity School does not require either parents or students to be practicing Christians or to sign a statement of agreement in order to enroll their children.

Personal Counseling: The teen years can be personally challenging. Sometimes these challenges involve issues with anxiety, depression or other mental health concerns. The dean of boys and dean of girls have primary responsibility for caring for students in this regard, being aware of students who may be struggling, and working with parents to care for each individual appropriately. Trinity School does not provide professional counseling to students. However, if parents are concerned about the well-being of their child and would like help in finding such services, they should contact the appropriate dean or the head of school.

Christian Unity and Diversity: Trinity School is committed to bearing witness to Christian unity wherever possible. Our approach to Scripture is carefully chosen to make it possible for students to study Scripture together without respect to denomination. Most other courses are also taught from within a general Christian framework rather than the perspective of a particular denomination or tradition.

Importantly, students and faculty also pray together every morning as Christians from a wide variety of denominations. However, we do also want our students to be educated in the history and teachings of their own church or Christian tradition. In ninth grade we offer separate Catholic, Protestant, and Orthodox doctrine courses as options. When leading morning prayer, faculty members are free to speak from their own Christian tradition, though they are reminded not to speak as if everyone in the room shares that perspective.

Since Trinity School also admits students from families of other religions as well as from families with no faith tradition, we also encourage respect for the beliefs of these families and students as well.

Christian Relationships: Since Trinity School has high aims for establishing a genuine community of learners among our students, maintaining good relationships is essential. We believe that every person is created in the image of God, equal in dignity and worthy of respect and honor. Thus, we expect that in word and deed the members of our community will strive to build a culture that is characterized by love of God and neighbor, and by joy, peace, patience, kindness, goodness, purity, truthfulness, gentleness and self-control (cf. Gal. 5:22; 2 Cor. 6:6-7).

We expressly reject any form of harassment, bullying, verbal abuse or intimidation by any member of the Trinity School community towards any other member for any reason. This includes harassment based upon a student's sex, race, ethnicity, religion, sexuality or perceived sexuality. These are antithetical to the spirit of Christian relationships and to our fundamental commitment to human dignity. Such behaviors are considered major violations of our code of conduct for students and faculty alike.

Trinity School takes reports of abuse very seriously. If any member of the Trinity School community has reason to believe that sexual or physical abuse of a child has occurred, that person should immediately contact the appropriate government authorities.

Contact information can be found at

https://www.childwelfare.gov/organizations/?CWIGFunctionsaction=rols:main.dsplList&rolType=Custom&RS_ID=%205.

Trinity School has also retained the firm Lathrop GPM to facilitate independent reporting and investigation of incidents of sexual misconduct or the abuse of a child. Please contact Robin Maynard at (612) 632-3499 or TrinityReport@lathropgpm.com.

Differences Between Boys and Girls: Trinity School is a coed school offering separate-sex education. Our reasons for this arrangement are primarily practical. It is our experience that boys and girls at this age learn best in single-sex classrooms. We also understand men and women to be created by God equal in dignity but distinct from one another. We seek to uphold both that equality and appropriate distinction in our culture.

In the younger years, especially, we encourage the boys to build strong relationships with other boys, and girls to build strong relationships with other girls. As they grow older, boys and girls are encouraged to develop healthy relationships with one another as well. Parents are an essential part of helping to establish these relationships and are encouraged to stay in communication with each other and with the school about challenges that arise or any problems their children are experiencing in this area.

Marriage and Sexuality: As a part of our commitment to help students establish Christian relationships, we want to provide an environment marked by behavior and speech that are consistent with the teachings of Scripture, Christian tradition and our own core beliefs. These beliefs are rooted in a particular Christian understanding of marriage and sexuality. We believe that the fact that humans are born either biologically male or female reflects God's intention in creating each person. We understand marriage to be a legal and committed relationship between a man and a woman and believe that the only proper place for sexual activity is within these bounds of conjugal love. Outside of marriage so understood,

we believe that sexual activity (whether heterosexual or homosexual) is not in keeping with God's plan for human sexuality.

We do not require parents or students to subscribe to this position, but they should understand that students will encounter it as normative in our Scripture courses, doctrine classes and other courses at Trinity School.

Human Development and Sexual Identity: Young men and women in their teenage years experience a great deal of change, sometimes volatile emotions, and a growing sexual maturity. Though it is natural and consistent with human development that students experience sexual attraction, we discourage the formation of exclusive relationships. The decision whether to allow children to date is left to the parents, but we ask students not to be exclusive or give evidence of their dating relationships while at school.

At this age, some students may also experience same-sex attraction or gender dysphoria. We believe that it is unwise, however, for teens to prematurely interpret any particular emotional experience as identity-defining. We believe that such self-identification at a young age can lead to students being labeled based solely upon sexuality, generate distraction, create confusion, and prevent students from experiencing true freedom within the culture of the school.

When challenging issues of sexuality arise for a student, the school makes every effort to handle these situations with sensitivity, discretion and care for the student. As a matter of right speech, we ask students not to openly discuss matters of personal sexuality. Furthermore, teasing, ridicule or mistreatment based upon a student's sexuality or perceived sexuality are unacceptable and subject to disciplinary action.

In this as in all other matters, parents bear the primary responsibility for the education of their children. The school aims to provide a culture in which all students can learn and thrive in peace and freedom.

Communication: Good communication and well-ordered discussions are essential to a smoothly functioning community. At Trinity School, we want our culture to be marked by the ideals of charity, right speech, honor and directness in our communication. Therefore, we promote the principles of thinking and saying the best about one another, encouraging one another, honoring all members of our community and communicating directly with one another. We understand that there will be differences among us, disagreements that need to be worked out, and wrongs that need to be addressed. However, gossip, slander, rumor, pressure tactics, etc., have no place in our culture.