

# **TRINITY SCHOOL AT GREENLAWN**

## **PARENT HANDBOOK**

*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.*

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## *OUR CULTURE*

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### *Trinity School: 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 of which they become part.

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, the head of *school* or the associate 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 and Protestant 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 [www.childwelfare.gov](http://www.childwelfare.gov).*

*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) 632-3063 or [TrinityReport@lathropgpm.com](mailto: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.

Trinity School makes every effort to foster an environment that lives up to the high standards of our culture of learning and our culture of Christian life. It is important that parents understand our distinctives and are able to support the school in these aims by not modeling behavior or advocating for positions within the Trinity School community that are antithetical to our core beliefs or disruptive to the culture we are establishing together. Together with faculty, staff, coaches and others directly employed by the school, the witness to these values that parents provide in speech and action is a powerful source of cultural formation that will have far-reaching positive effects in the lives of the next generation.



## *ELEMENTS OF THE CULTURE OF TRINITY SCHOOL*

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### *Communication*

At Trinity School, we strive to create a Christian culture that includes all that is good in the culture of the world. This overarching principle underlies all of our activities, including our approach to communication, which has the following characteristics:

- Charity: thinking and saying the best about one another
- Right Speech: avoiding gossip, slander, rumor, pressure tactics, etc.
- Honor: honoring students, other parents, families, and teachers
- Directness: talking directly to the responsible person

We hold faculty, staff and coaches to these principles and we expect the students to uphold them as well. We ask that parents use these principles when communicating with the school and with one another.

As a school, we want to know how things are going for you and your child. We want to respond to your needs and concerns. We want you to be well informed. And we want you to know that we are open to reasonable discussion about any topic impacting the life of the school.

Trinity School publishes information in the following forms and we recommend that you read each one:

- Regular news bulletins
- Weekly updates
- The website calendar
- The student handbook
- This parent handbook.

We encourage parents to call the school to talk with faculty at any time or to use faculty email addresses to communicate directly (see the annual Trinity School directory for a list of faculty email addresses). Faculty members will respond within one business day.

Parents with concerns about the school or about decisions made by the administration or faculty are encouraged to discuss those concerns with the head of school. Appeals can be made to the head of school and the President of Trinity Schools.

Occasionally, relationship difficulties within the school require some mediation in order to

be resolved. Relationship difficulties among students are typically dealt with by the appropriate dean. Relationship difficulties a student may be having with a teacher should first be brought to the attention of the teacher. If such problems require further attention, they should be brought to the attention of the Head of School. Issues that are not routine and all serious cases should be brought directly to the attention of the head of school.

### *Academics*

The heart of Trinity School is its academic program. The academic program is explained more fully on our website and later in this handbook: "Trinity School: An Overview."

The following sections review some of the practical elements of academics at Trinity School.

### *Attendance*

#### *Reporting*

Consistent attendance is essential for academic progress. Absences should be kept to a minimum. If the absence is foreseeable, a note should be sent in advance.

Parents or guardians should call the office before 8:10 a.m. to notify the school each day of a student's absence. If parents or guardians do not phone the school, the staff will call the parent or guardian to gather any necessary information about the absence.

#### *Extracurricular Activities*

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.

#### *Excessive Absences*

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

#### *Homework*

Students are responsible for all class work and homework assigned when they are absent. When a student is absent, the homework for the day is collected and brought to the front office. A family member may stop by anytime from 3:00-4:00 to pick up the homework or the student may retrieve the assignments upon return.

### *Long-Term Health Issues*

If your son or daughter is experiencing a long-term health issue and has missed many days of school, please notify the appropriate dean. The school will work with you and your child's teachers to create a plan that will help your child manage the missed coursework.

### *Drop-Off, Pick-up and Parking*

During the school day, all parking on campus is reserved for faculty and staff. Parents who come to school during the day should park on Greenlawn Avenue and walk onto campus. The most direct route is to enter through the walk-in gate at the south side of the building and to come to the main east-facing doors. Please go directly to the front office upon entering the building.

When picking up or dropping off students at the beginning or end of the school day, please approach the campus from the north side, driving south on Greenlawn Avenue. Please do not block the driveway which leads on to the campus. Do not double park and do not drop students off on the east side of Greenlawn Avenue such that students would need to cross the street. Not parking on the east side of Greenlawn is also a way to demonstrate courtesy to our neighbors who live along the Avenue. 12th-grade students who drive to school park on the west side of Greenlawn, north of the driveway. All other students should park on the east side of Esther Street. All student vehicles must be registered with the school.

### *Late Arrival*

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 to 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.

### *Midday Departures*

Parents must come to the front desk to sign out students who leave school at any time other than regular dismissal, which is between 3:00 p.m. and 3:30 p.m. When an early departure involves student drivers, a parent or guardian must provide a written note, email or phone call to the office verifying the need for the student to leave school.

### *Study Hall*

The after-school study hall is a service provided free of charge by the school. All students in the building after 3:30 p.m. must be signed in on the list in the study hall. When they leave the building, students must sign out and indicate the time. Students must leave

campus at the time indicated. Use of the study hall is a privilege. Therefore, any student who does not comply with these rules will not be permitted to stay after school for study hall.

### *Project Week and Orals/Labs Days*

All students will be scheduled for a project during the week before the first day of classes in the second semester. Also, oral exams will be scheduled for each student after the last day of classes. Students are expected to be available at any time during these school days for their scheduled oral examinations. These days are considered part of the school year.

### *Homework*

Homework is an important part of a Trinity School education. Students are to do their homework diligently and intelligently. They should apply their full mental powers to the task at hand while avoiding distractions and distracting environments. Further, they should use their time and energy wisely and complete assignments with care and precision.

### *Parental Help*

As parents, you can help by asking your child about the assignments, reviewing some of your child's work or engaging your child in conversations about the course content. It is important, however, that the student's work be authentically their own. You can also see to it that your child has a quiet location at home in which to do productive homework.

### *Planning Ahead*

You can also help your child by planning ahead. If you know that an upcoming event (such as a family trip) may interfere with your child's homework, please ask the teachers in advance for the assignments.

### *Incomplete Homework*

The most important consequences of not doing homework are natural. Students lose ground in the course, which impedes their intellectual growth. This is particularly true in grades nine through twelve, where instruction and seminar discussion depend directly on the homework assignment. If students do not prepare the homework assignment, they cannot participate well in the class. Thus, not only do they fail to benefit from the homework assignment itself, they also miss much of what goes on in class. Since the material in most courses builds incrementally on previous assignments, a student who fails to keep up with the homework may fall seriously behind.

### *Excused Homework*

Sometimes parents send the school notes asking us to excuse a child for not completing the homework assignment. We know that there are many good reasons for such a request, such as unexpected illness, stress in the family, or the child's sickness or need for sleep. A note does provide a helpful explanation of incomplete or missing homework. However, the note cannot erase the consequences of losing ground and being unable to participate effectively in the class. Most homework will still need to be made up.

### *Homework Time*

Trinity School homework is assigned according to the following schedule. Sixth grade students should expect to receive 10 minutes of homework for every hour of class. Seventh and eighth grade students receive 20 minutes of homework for every hour of class. Ninth through twelfth grade students receive 30 minutes of homework for every hour of class.

Therefore, a sixth grade student should expect to have one hour of homework, a seventh or eighth grade student should receive a maximum of two hours of homework per night, and a freshman, sophomore, junior or senior a maximum of three hours. These figures are, of course, targets; they might not be hit precisely every night. Assignments will vary from these norms, but they should not vary a great deal. If your son or daughter is consistently struggling to complete homework within these time frames, please contact the teachers, the head of school, or the associate head of school.

### *Evaluation*

At Trinity School, we formally evaluate student performance in several phases. The process is designed to assist the student and to keep parents informed about their child's progress.

### *Checklist Evaluations*

In the middle of each semester, each teacher completes a checklist evaluation for each student in his or her course, and these forms are then mailed to parents. The checklist evaluation form is designed to give a quick overview, not a detailed evaluation, and in particular, it is intended to alert parents to problems so that corrective measures can be explored.. It is not designed to call attention to excellence.

### *Deficiency Notices*

A deficiency notice is mailed to notify parents that a child is earning a D or F in a class. These notices are not sent at a particular time in the semester, but as soon as a serious academic problem has been identified – early enough, at least, to give the student time to change direction. We ask parents to sign and return these notices. Once a deficiency notice has been sent, the teacher need not send out further notices if the student’s performance remains deficient. Parents are urged to confer with the teacher if they are not sure what the problem is or what their child needs to do about it.

### *Semester Evaluations*

The written semester evaluation is part of the formal evaluation of the student at the end of each semester. This evaluation is written for the parents, not the student. In fact, we discourage parents from allowing their child to read the written evaluation. We suggest, rather, that parents judiciously convey what they learn from the entire evaluation process to the child in a way that will help the student grow intellectually without producing excessive grade consciousness.

A copy of the written evaluation is also kept as a part of the student’s record. However, the official student transcript sent to colleges or potential employers contains only the letter grade, not the teachers’ comments.

### *Evaluation Meetings*

In addition to the written account, a half-hour evaluation meeting takes place at the end of each semester between the parents and all the teachers of each student. This is an opportunity for teachers and parents to talk about the evaluation in order to answer questions and to develop specific strategies for improvement. The focus is on the individual student’s academic performance. It is not a meeting about the character or leadership qualities of the student or about the class in general. Eleventh and twelfth grade students attend with their parents, make an assessment of their own work in each course, and talk with their teachers about it. In these evaluation meetings, the parents mostly listen. A transcript with grades is given to the parents the week after the evaluation meeting.

### *Grades*

The school issues a grade for each course. The grade is a cursory but accurate summary of the written evaluation. Trinity School has two grading scales: one for sixth, seventh and eighth grade courses, and another for courses in the upper grades.

The more generous grading scale at the upper level reflects the consistently

honors-level rigor of these courses.

*Grading Scale for Grades Nine through Twelve*

100-93	A+	4.50
92-83	A	4.00
82-80	A-	3.65
79-77	B+	3.35
76-73	B	3.00
72-70	B-	2.65
69-67	C+	2.35
66-63	C	2.00
62-60	C-	1.65
59-57	D+	1.35
56-53	D	1.00
52-50	D-	.65
Below 50	F	.00

*Grading Scale for Grades Six through Eight*

100-94	A
93-90	A-
89-87	B+
86-83	B
82-80	B-
79-77	C+
76-73	C
72-70	C-
69-67	D+
66-63	D
63-60	D-
Below 60	F

*Awards & Honors*

At Trinity School, we strive to create a culture where students want to pursue their education for its inherent value, not for the rewards they receive as the result of good

performance. We believe that learning fulfills a basic human need and is an intrinsically purposeful and pleasurable activity. As such, it is its own reward. Learning is also a cooperative rather than a competitive endeavor. Our experience has shown that working for rewards diminishes the joy and wonder of the learning process itself, stifles creative thinking, and creates unhealthy competition around grades. However, we also believe that excellent work should be upheld and celebrated. Therefore, students who have achieved a standard of excellence in a particular field of study or performance receive awards for academic excellence in particular courses. Our awards for excellent work are based on historic standards and not upon the comparison of student to student.

In seventh and eighth grades, academic excellence awards are granted in Literature & Composition and Mathematics. In addition, science, Art, Music, and Scripture are awarded excellence at the end of the 8th-grade course. In grades nine through twelve, academic excellence awards are granted in Art, Drama, Music, and Scripture at the end of the final course in the program and every year in Humane Letters, Latin, Mathematics, and Sciences. Academic Excellence Awards are given to parents along with the transcripts at the end of the school year.

### *Cum Laude Diploma*

A cum laude diploma is awarded to a student who performs with distinction in the complete Trinity School program. The requirements for this distinction are a grade point average of 4.25 or higher and the awarding of at least two high pass grades for the winter project and final oral exam/labs during the eleventh and twelfth grade years.

### *Project Week*

Each year students spend one week working on specific projects. Project Week occurs in January, the same week parents and faculty meet for semester evaluations. Although the students are not usually at school for their work, this week is counted as a school week. Completion of the project is necessary in order for seventh through tenth grade students to pass the course to which the project is linked. The faculty evaluates these projects. Eleventh and twelfth grade students have their projects graded with a mark of high pass, pass, or fail. This grade is entered on their transcripts and is a criterion for determining cum laude diplomas and Graduate Award winners.

### *Oral Examinations and Final Lab*

At the end of the academic year, students take an oral examination. The questions and topics covered are taken from the subjects studied that year. Sixth, seventh, and eighth grade students have a general oral examination that ranges across most of their subjects



and takes 30 minutes. Ninth through twelfth grade students participate in both an oral exam covering material from the Humane Letters Seminar and a lab. Ninth graders do a biology lab, tenth graders do a chemistry lab, eleventh graders do a physics lab, and twelfth graders work on a mathematical modeling project in applied mathematics. The labs are scheduled for three hours. The ninth and tenth grade oral exams are scheduled for 45 minutes, while the eleventh and twelfth grade oral exams are scheduled for 55 minutes. Students are expected to prepare well for oral exams. They are given directions such as study questions or discussion-starters to help them prepare. The examinations are a part of the semester evaluation in the course. For juniors and seniors, they become a factor in the awarding of graduation honors.

### *Standardized and Diagnostic Tests*

Trinity School at Greenlawn administers I-LEARN to the sixth, seventh and eighth-grade classes and a tenth-grade biology, and eleventh-grade SAT. These tests are required as part of our participation in the Indiana School Choice Scholarship program.

In addition, we administer tests in two major areas:

We have developed diagnostic tests in algebra and grammar for our eighth-grade students. Because the high-school writing program is built upon correct knowledge of English grammar and because the high-school mathematics and science programs are built upon knowledge of algebra, these are crucial tests in judging a student's ability to learn in high-school. Students who do not demonstrate that they know basic grammar and basic algebra may not proceed to the ninth grade. The tests are also used to diagnose areas that need further work by a student.

Trinity School encourages all of its tenth- and eleventh-grade students to take the PSAT in October. In tenth grade, the test functions as practice for the SAT, while eleventh-graders may qualify for the National Merit Scholarship program based on their score on this test. The SAT is offered in the spring of junior year. Many students arrange independently to take either the SAT or the ACT in the spring of their junior year and/or the fall of their senior year. These tests are useful for students who intend to pursue college entrance.

October for all of its tenth and eleventh grade students to take the PSAT. In tenth grade, the test functions as practice for the SAT, while eleventh graders qualify for the National Merit Scholarship program based on their score on this test. The school does not offer the SAT or the ACT. Most students arrange to take one or both of these tests in the spring of their junior year and/or the fall of their senior year. These tests are helpful for our students as they apply for college and also provide the school with some useful objective information.

### *Student Culture and Discipline*

The foundation of discipline at Trinity School is the realization that a civilized Christian learning community demands certain fundamental norms of courtesy, morality, and orderly behavior in order to fulfill its mission.

We accept children into the Trinity School program with the understanding that they will be on time for class, will be properly groomed, will complete their assignments, will follow rules of good classroom order, will be honest, and will follow the spirit and letter of the *Trinity School Student Handbook*.

That being said, we place a high premium on the freedom and responsibility of the student. To that end, we resist the practices that depersonalize the culture and disciplinary systems of many schools. We do not relate to the students principally under the rubrics of rules and regulations. Rather, we emphasize the dignity of the human person and the formation of a culture marked by peace, patience, kindness, goodness, truthfulness, justice, mercy, purity, and right speech. Within that framework, rules, regulations, and punishments are merely means to an end.

Unless there are clear mitigating circumstances, we hold that students freely choose to behave as they do. They are responsible and accountable for their actions. We believe that students in the sixth through twelfth grades are entirely capable of living appropriately in the Trinity School culture.

Students who do not live up to these fundamental expectations need to be corrected. In many cases, a verbal correction is sufficient. The faculty expects this correction to suffice. If it does not, further corrective action may be required.

The normal punishment for routine nonacademic misbehavior is a detention. More severe or repeated misbehavior may also result in loss of certain privileges, sanction, suspension, or expulsion. In all disciplinary cases, we strive to be fair *and timely*. Serious disciplinary issues are handled by a disciplinary board, which makes a recommendation to the head of school. In the case of a serious disciplinary sentence (suspension or expulsion), the parents are informed of their right to appeal and the due process thereof.

When we discipline a student, we understand ourselves to be addressing behavior, not attitudes. Thus, while a change in the attitudes and future behavior of the student is to be hoped for, corrective action is not a strategy for rehabilitation of underlying attitudes. Those matters are the responsibility of parents.

*Please see The Trinity School Student Handbook for more detailed rules that each student is expected to follow. The following is worthy of special attention here:*

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. Please see Appendix 1 for more information.

### *Athletics and Extracurricular Activities*

The athletics field or court offers students an opportunity to learn lessons of teamwork, fair play, healthy competition, honorable victory, gracious defeat, respect for opponents, and courtesy. The goals of the Trinity School athletics program are:

- To seek victory through skill, teamwork, stamina, courage, and commitment.
- To develop healthy bodies, agility, strength, endurance, mental discipline, and athletic skills.
- To foster the growth of personal character by demanding the highest standards of good sportsmanship, by teaching loyalty, and perseverance, and by encouraging personal sacrifice for the sake of the team.

At Trinity School, anyone participating in our athletic program is first and foremost a student. Coaches, team captains and faculty work hard to promote excellence on the court or the field while avoiding an athletics subculture in the school. An unhealthy preoccupation with athletics can produce an athletic elite, which would ultimately be divisive and detrimental to the community of learners. While always secondary to the academic life of the school, a healthy athletics program is nevertheless an important aspect of life at Trinity School.

Trinity School sponsors an athletics program for all students at all grade levels. This program provides opportunities for students at many levels of skill to participate in interscholastic sports. Trinity School at Greenlawn offers soccer, golf, basketball, and *track* for girls; soccer, basketball, *track*, and *golf* for boys. Trinity School at *Greenlawn* follows a no-cut policy and welcomes any student onto a team who wants to join it. The program is administered through the Athletic Department.

### *Eligibility*

All students are encouraged to participate in the Trinity School athletic program and/or the other organizations that sponsor organized activities. However, academic responsibilities are always the top priority. In addition, all students participating in athletic or other extracurricular activities are public representatives of Trinity School, which makes disciplinary matters relevant. Students may be removed from teams or clubs for disciplinary reasons.

### *Transportation*

Trinity School parents are responsible for finding transportation for their children. As a condition for participation, parents and students must agree to comply with the following policy regarding transportation to all activities:

- \*Students must be driven to these events and practices by parents or other adults (non-students over the age of 18), with the following exception:
- \*Students may drive themselves (and other family members) to home games and to in-town away games if the parents fill out an Athletic Driver Form and submit a photocopy of the family insurance policy showing proof of at least \$250,000 of liability insurance. On a case-by-case basis, the head of school may approve driving to additional locations.
- \*The athletic director may assist parents by helping organize transportation.
- \*Students, after returning to campus, may drive themselves home.
- \*Coaches will report infringement of these rules to the head of school, with the following consequences:
  - ~first report – a written reminder of the policy is sent to parents
  - ~second report – a parent conference is arranged
  - ~third report – student will be ineligible to participate for the remainder of the season

### *Parent Support*

In addition to carpooling assistance, parents can support the athletics program by taking admissions fees when required, scorekeeping, hosting team parties, and organizing or serving the pizza or sandwich lunch fundraisers.

### OTHER EXTRACURRICULAR ACTIVITIES

Currently, Trinity School at *Greenlawn* offers the following activities:

- Chamber Choir
- *Men's Choir*
- *Voce Bella ( Women's Choir )*
- *Student Life Committee ( grades 9-12 )*
- *Mock Trial*
- *Yearbook*

- *Art Club*
- *The Trinity Review*
- *Robotics*

Other clubs may be added during the year based upon student and faculty interest.

*Students who stay after school for any club activity must also sign in and sign out through the study hall monitor.*

## *THE EXECUTIVE ORGANIZATION OF TRINITY SCHOOL*

Trinity Schools, Inc., headquartered in South Bend, Indiana, is the corporation that owns and operates the three Trinity schools: Trinity School at Greenlawn, Trinity School at Meadow View, and Trinity School at River Ridge.

The Trinity Schools Board of Trustees is entrusted with the responsibility for assuring that the schools are carrying out the mission of Trinity Schools, providing broad oversight of the operation of the schools, developing broad institutional policies and seeing to the financial health of the institution. The board selects, evaluates, and supports the President of Trinity Schools, to whom it delegates authority as the chief executive officer of the corporation. Members of the Board do not have responsibility for the daily affairs of the school, such as curriculum development, hiring and evaluation of faculty or daily operations of the staff.

Parents who are interested in high-level decisions can stay informed about the work of the Board of Trustees by reading our publications, talking to the Head of School, and attending appropriate meetings.

The President of Trinity Schools is the chief executive officer of the corporation and is responsible for seeing to it that the schools carry out the work of education in keeping with the mission.

For a current list of board members, see the [school's website](#).

### *Trinity School at Greenlawn Administration*

Locally, the Head of School is appointed by the President of Trinity Schools, Inc. to implement and execute the mission and vision of Trinity Schools. The Head of School oversees the culture of the school, the work of the deans, and the work of the faculty and staff.

The dean of girls and the dean of boys oversee the non-academic culture of the school and the non-academic concerns of individual students. This involves situations both inside and outside the classroom.

The director for college guidance helps students through the college selection and admissions process, meeting individually with students and providing parents and students alike with information and assistance.

The athletic director works with coaches, procures equipment, and schedules games and

events.

The communications director oversees all communications via email, social media, and our website.

The business manager oversees the financial aid process, tuition payments, and manages the day-to-day business operations of the school.

The admissions director oversees recruitment and the entire admissions process preceding the deliberations of the admissions committee.

The office manager oversees the office greeting students and families, communicating information to parents on behalf of the office of the head of school.

For a complete list of the current administration and support staff of Trinity School at Greenlawn, please see the website or the annual directory.

## *THE PARENT SERVICE ASSOCIATION*

### *Student Social Life*

At Trinity School, we strive during the school day for the intellectual formation of our students in terms of the best in human culture and thought, and we work to help them appropriate a life of Christian virtue and service.

Our hope for our students is that all the dimensions of their lives are guided by the pursuit of the true, the good and the beautiful. It is self-defeating to follow one kind of life at school, but then pursue quite another kind of life in other settings. The kind of education that we strive for can become a way of life that all Trinity students follow. Virtue can be the hallmark of all that we do. This is what we mean when we talk about the habitual vision of greatness.

In order to be successful in this sort of education, we ask that parents see to it that the social events of the students of Trinity School embody the ideals of the school. Every social event or occasion should be a time of wholesome and unwavering courtesy.

Social events are an important part of our students' lives. These events include school wide activities, gatherings of students by specific grades, and class activities. We have developed guidelines for social activities for Trinity School students. These guidelines are the product of years of experience.

#### GUIDELINES FOR CLASS PARTIES

There are a variety of Trinity social events in which our students participate – those sponsored by or held under the auspices of the school, class socials given by families for their child's classmates, informal get-togethers with friends, etc. While these types of events are not of the same kind, our hope is that each will share the same spirit. We want every social occasion to bring out the highest and best in our students: courtesy, modesty, generosity, honesty, and the joy of each other's company. Trinity strives to direct each social occasion for which we are responsible in a way that provides the fullest opportunity for the students to develop the best in character, and we recommend that you as parents do the same.

*Affordability.* Keeping costs down is a way of ensuring that all students can be included in class parties.



*Good Behavior.* Discourteous behavior or destructive influence in any social events contradicts the approach taken at school. It is confusing for young people and ultimately self-defeating. Trinity does not allow students, in their plans for school-sponsored events, to include themes, activities, music, or movies that are immoral or would be disrespectful of the values we hold. We ask that parents do the same for other social events.

*Single-Sex and Mixed Parties.* Experience has shown that there is value in social events held for just boys or just girls. Friendships need to be built among the members of one's own sex as well as with those of the opposite sex. While the school sponsors several mixed parties for grades nine through twelve, it does not do so for seventh and eighth grades. With respect to other parties, we recommend that parents carefully weigh the appropriateness of inviting both boys and girls to a particular event before invitations go out. We strongly suggest that mixed parties be held only at the ninth through twelfth grade levels.

*Including classmates.* We ask that parents take care to avoid circumstances that give students the feeling of being left out, overlooked or not wanted. Concern for the feelings of others is the beginning of courtesy.

All students are invited to and welcome to attend class parties organized in cooperation with the school. Parties for a specific, school-related group of students, e.g. a sports team or club members, should include all members of that group. We ask that parents exercise discretion and good judgment when organizing smaller, informal events, e.g. birthday parties, outings, etc.

*Parental Involvement in Social Events.* Parents should be actively involved in the planning and hosting of class parties and are valued chaperones at school-sponsored events. They are encouraged to be involved in a positive way with all aspects of student life.

*Planning.* Although students could be left to organize events on their own, in these matters they can profit from the experience and wisdom of their parents. In this, as in all things, Christian values, courtesy, and good taste are the guidelines in planning and establishing the atmosphere for an occasion. (In planning a class party it is suggested that the school calendar be consulted in order to avoid conflicting with school activities.)

*Chaperoning.* Adults should always be a visible presence at social events. There is an art to being sufficiently present without becoming merely a scrutinizing monitor. Parents are encouraged to establish friendly, supportive relationships with the students.

*Illegal Drugs or Alcohol.* The importance of parental responsibility in making sure that alcohol or drugs of any kind are not present or being used need not be explained.

*Early Departure.* No guests should leave the site of a party unchaperoned. Every parent should enforce this guideline. The opportunity to go off alone or in small groups from the chaperoned party can be deterred more effectively by well-planned activities than by policing the doorways.

*Start and End Times.* It is a great advantage to both guests and hosts to have clearly set starting and ending times. Parents will then know when to drop off or pick up their children. Simple fliers or emails giving the date, starting/ending times, directions to the party, and the names and phone numbers of the hosts work well to communicate information.

*Serious Breaches of Conduct.* If there should be serious breaches of conduct, the offending guests and their parents need to be informed. Students deserve to be told politely but unequivocally of their unacceptable behavior. Parents are encouraged to correct the students who violate the standards of their home or those of the school. Very serious misconduct should be reported to the parents and the school (if a Trinity event) for their action and counsel.

We have an excellent and responsible community of students at Trinity School. The mutual effort of students and parents can result in a rich social life during their Trinity School years.

*Because you have a student at Trinity School, you are a member of the Parent Service Association (PSA). The mission of the PSA is to help the school carry out its many activities. All this service is overseen by the office of the head of school, working through liaisons. Every parent is expected to be involved in projects and serve in some capacity. Service opportunities include involvement in fundraising opportunities as well as supporting school events, such as parent gatherings, Fine Arts evenings, recitals, and field days.*

*The Social Committee, a sub-committee of the Parent Service Association, is especially responsible for coordinating class social events throughout the year. We ask that every parent organize or help with two social activities per year. Class parents work to facilitate good communication regarding social events in a class.*

*A [SignUp Genius](#) is sent out which includes volunteer opportunities in a variety of areas.*

## *TRINITY SCHOOL: AN OVERVIEW*

### *Our 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.*

### *Educational Philosophy*

The educational goal of Trinity Schools is the cultivation of the intellect, which includes both true knowledge and sound habits of mind. The Trinity School curriculum is structured by the three essentials of all education: ordered basic knowledge, basic skills or tools of learning, and the habitual vision of greatness.

The education of the young is essential to the transmission of life from one generation to the next. Therefore, it is one of the most important human activities. Through education we pass on our culture and heritage. We prepare students for meaningful and creative adult lives. We aid in the formation of intellectual and aesthetic sensibilities so that young people can be guided by the highest ideals.

At Trinity Schools, we provide an education which is at once disciplined and creative, intellectual and moral, an education firmly planted in the soil of the Christian tradition.

Learning begins with acquiring knowledge in an ordered way. We believe there are things that all educated adults ought to know, so Trinity School students follow a common academic core curriculum that includes six years of mathematics, history, science, writing, literature, religion and foreign language (four years of Latin, two years of modern language). All educated adults should also be able to appreciate and, to some extent, create works of beauty, so Trinity School students also take four years of drawing and painting, four years of music and two years of drama.

While *what* a student learns is important, *how* a student learns is just as important. We believe, in fact, that education is not simply a matter of acquiring important facts and skills,

but also a process of acquiring habits of mind that enable a student to become a learner in every environment. Thus, we constantly emphasize that the student is the main agent in his or her education. Students who fail to see for themselves fail to learn. Rather than receiving knowledge passively, each student must actively apprehend concepts, perceive relationships, and express knowledge in written and spoken forms.

This emphasis on active learning lies behind many of the distinctive features of Trinity School. We limit class sections to 20 students; we separate boys and girls in the classroom; we almost always read original texts and documents rather than textbooks; and we use seminars, frequent writing exercises, studios and laboratories to make the courses performance-based. All these strategies keep students actively engaged in learning and help them become truly educated human beings, that is, people who can learn and think on their own. Here is a brief elaboration of each of these features:

*Class Sections with no more than 20 students.* With some exceptions, classes are limited to 20 students. In small groups such as these, the student becomes the primary agent in the educational process. In small classes, faculty can give individualized attention to each student and individual students cannot easily stay at the margins of the class in an attempt to avoid engagement and participation.

*Single-sex classes.* In most classes at Trinity School, boys and girls are educated separately. A wealth of research supports our experience that boys and girls learn best in single-sex classrooms. It is well known – and over 40 years of Trinity School educational experience have confirmed – that boys and girls learn in quite different ways. In a single-sex setting, we are able to use approaches and strategies that reflect those differences. The single-sex classroom also avoids the documented sexism of the co-ed classroom, frees adolescents from being distracted by the presence of the opposite sex, and generates a high degree of personal confidence and freedom.

*Socratic seminars and colloquia.* The seminar is a guided discussion. It is neither a polite conversation nor a free-for-all discussion; nor is it a survey of scholarly commentary. Students give evidence for their own understanding of a text. By discussing, students learn to read carefully, think analytically, keep to the topic, uncover meaning, grow in intellectual humility, grow in their ability to listen to and understand another's point of view, and defend their own point of view. It is often a struggle for students to learn to engage in such rigorous discussion, but the benefits are great. Students refine their thinking processes as they articulate ideas, receive feedback, and respond in the conversation.

*Original texts.* The material in the seminar is always an original text. Students are not allowed to read commentaries, introductions or reviews. They must meet the text on its own terms, dealing directly with the thoughts and words of the author, not with the ideas

of some other reader or expert.

*A performance-based program.* In the music program, students play the recorder, sing in the choir, and compose music. In the visual arts, they paint and draw. In drama, they act and stage productions. In the seminar, they discuss and write. In mathematics and science, they solve problems and are engaged in experimentation. By asking the students to perform—often at a very high level—we facilitate the development of active, engaged minds.

## *An Overview of the Curriculum*

All Trinity School students follow the same curriculum. The curriculum is carefully constructed as an integrated and coherent whole. Each element is purposefully related to the learning environment and to the rest of the curriculum. Each course builds on those that precede it.

The following is a brief description of our approach to the subjects we teach:

### *Religious Instruction*

Students study religion and theology in each of their seven years at Trinity School. Since Trinity School is an interdenominational Christian school, the curriculum focuses on those things that Christians hold in common, while at the same time making sure that each student receives an accurate and careful presentation of the doctrine of his or her own denomination.

In the seventh and eighth grades, students study the Old and New Testaments. In ninth grade, they are separated as Roman Catholics and Protestants and study the doctrines of their own denominations. In tenth grade, students participate in a seminar in reading the Old Testament; and in eleventh grade, reading the New Testament. In the eleventh and twelfth grades, the study of religion is integrated into the Humane Letters Seminar, where students read and discuss works by Athanasius, Augustine, Aquinas, Luther, and Calvin.

### *Humanities*

The Trinity reading list for humanities courses includes many of the greatest works of philosophy, literature, theology and political theory in the Western tradition. At Trinity, students learn through their careful reading of original texts, through participation in rigorous seminar discussion and through completing frequent writing assignments.

#### *GRADES SEVEN AND EIGHT*

*History.* Students in the seventh grade study ancient history, including the civilizations of the Fertile Crescent, Egypt, Greece and Rome. They learn about the rise and fall of empires and the human achievements in those civilizations that continue to affect modern society. Students in the eighth grade study medieval history, from the rise of Christianity to the Renaissance, focusing on such topics as the agricultural revolution, the growth of cities and the development of nations.

*Literature and Composition.* These courses lay the foundation for the writing program that continues through senior year, including its connection to the literature that the students are

reading and discussing. The years include a full review of grammar, including parts of speech, parts of a sentence, phrases, clauses, compound and complex sentences, and mechanics. By the end of the eighth grade, the students have been introduced, at the level of the paragraph, to the basic five- part structure of the ninth and tenth grade essays. They are also familiar with the requirements for precise introduction and thorough development of their ideas, a vocabulary and set of skills they will use throughout the Trinity School program. In addition, through the reading and discussing of great literature, they will have developed the skills necessary to offer substantial participation in the upper-level Humane Letters courses.

#### *GRADES NINE THROUGH TWELVE*

*Humane Letters Seminar.* This course is an integrated approach to the humanities, with the understanding that the various fields—literature, history and philosophy— while distinct disciplines, ultimately are not separate. They form a cohesive whole in understanding humanity. The heart of the program is the seminar.

During the ninth and tenth grades, students study American and Western European history, respectively. The literature and philosophy they study parallels the historical time periods and the geographic regions they study. This literature and philosophy are not simply meant to be a historical supplement, but are studied as works that contribute to an understanding of the human condition. At this level, the seminar teacher plays a very active part in the discussion—guiding, probing, questioning and instructing the students so that they learn how to learn in the seminar setting.

In the eleventh and twelfth grades, historical narrative moves to the background and the courses focus on the ideas and issues articulated in the readings. Works are taken from the Greek and Latin classics and the early Christian period (junior year) and medieval to modern authors (senior year). The skills necessary for careful reading, effective analytical writing and discussion that have been developed through the work of the previous four years are now employed as the means of learning in these last two years of the program. The students begin to deal seriously with questions of philosophy, theology, and political theory through reading the works of the great thinkers of the West.

As the students read these texts, their skills of analysis are further sharpened. They learn to comprehend and analyze dense, complicated material. Students begin to refine their writing style while continuing to execute clear, substantial analysis of the texts. Even more, however, the students begin to grapple with the perennial human questions, attempting to understand themselves, the world around them and the God who made it all. In this regard, their reading of great fiction and poetry is essential.

*Writing.* The goal of the writing program at the upper level is to lead students into clarity and beauty of thought and expression, to deepen their thought so that they can analyze

sophisticated ideas, and to enrich their expression so that they can produce articulate, graceful essays that demonstrate and communicate their understanding.

The writing program is thorough. Freshmen and sophomores write at least four to six essays per year, and juniors and seniors write 12 to 15 a year. In this process, they develop into quite good writers. Our experience is that students who learn this program adapt easily to other approaches to writing.

### *Science*

The goals of the Trinity School science program are to elicit wonder for the natural world by fostering appreciation for both the remarkable predictability of physical systems and the remarkable adaptability of living systems, and to impart a basic ordered knowledge of that world and an understanding of the roles of both theory (mathematical and conceptual) and experiment in gaining knowledge about it.

Life and earth sciences help seventh and eighth grade students to develop the skills to see nature clearly and to record those observations faithfully using appropriate vocabulary. Biology and chemistry classes taken in grades nine and ten illustrate the principles of classification and comparison based on the relationships among DNA, RNA, proteins, metabolism, organs, biological systems and organisms. In the study of physics in grades eleven and twelve, the students experience the explanatory power of scientific theory and its ability to unify phenomena. It is here that students gain the ability to predict outcomes by comparing experimental results to calculated results and to use these predictions to validate concepts.

Computer programming is an innovative class taught during the eleventh and twelfth grades. Students are given laptop computers and are taught to write useful computer programs in a powerful easy-entry programming language, MATLAB, and to create tools with a modern graphical user interface. Each tool solves a particular class of problems in science or mathematics.

### *Mathematics*

The mathematics program includes the study of quantities, of figures, and of relationships between quantities and figures. This study is marked by intuition, analysis, logical rigor, elegance, and simplicity. Mathematics has a dual nature that is reflected in our program. As a symbolic system, it has elegance, reflected most clearly in the study of patterns. It is also used to express quantitative relations in other disciplines, which demands proficiency in mathematical skills and problem- solving. At Trinity School we have a multilevel approach



to learning mathematics. Students work with graphs, symbols, and numbers. This method provides them with a rich understanding of the symbols and the beauty of mathematics and at the same time emphasizes proficiency in mathematical skills.

Fundamental concepts and skills in graphs, symbols and numbers are developed in the seventh grade, the eighth grade and the first semester of ninth grade through the study of pre-algebra, algebra, and geometry. In these courses one viewpoint is studied at a time. From the second semester of grade nine through the end of the first semester of grade twelve, the viewpoints are integrated. In these courses— precalculus and calculus—the dynamic concepts of “function” and “transformation” form a type of backbone for the study of trigonometry, vectors, matrices, probability, derivatives and integrals. Many of these concepts are used as tools in the science courses. Linear algebra and its applications are studied in the final semester of mathematics.

### *Foreign Language*

*Latin.* The study of a highly inflected language such as Latin enables students to understand the structure of any language and to develop and practice analytical skills that can be transferred to other areas of study. All students are required to take Latin in grades seven through ten.

*Modern Language.* The study of a modern language at Trinity School offers the student a foundational understanding of a major foreign language.. The focus of each course is mainly, but not exclusively, the study of grammar and vocabulary, enabling the student to read and translate basic literature in the target language. The student will also have some experience with oral language, both speaking and listening. Cultural exposure takes a tertiary role, accessed through the other aspects of the course.

### *Fine Arts*

The training of the aesthetic sensibilities is essential to the full development of the human person. The arts are a legacy of the human spirit. They are serious endeavors, aimed at clarifying our experience of ourselves and of the world around us. They have their own language of discovery and expression, every bit as profound as spoken language and the languages of mathematics and science. All these languages provide us with keys to reality. Through the arts, reality is re-created and expressed anew, enabling us to see, feel and understand things in new and deeper ways. The arts also provide beauty and refresh our souls.

At Trinity School, the goal of the fine arts program is to allow all students to learn to create as well as appreciate beautiful things. This development of the aesthetic dimension of the whole person has three expressions: art (including art history), music and drama. The

Trinity fine arts curriculum combines theory with performance. A study of theory and technique undergirds all performances.

*Music.* The music curriculum is carried out in the seventh through tenth grades. It begins with the study of music fundamentals and an introduction to music theory, applied to learning the recorder as a solo instrument and in ensembles. In grades nine and ten, students focus on vocal technique and choral performance, as well as learning to compose in four-point harmony.

*Art.* The art program begins in the seventh and eighth grades and concludes in the junior and senior years. Students begin with drawing skills in the seventh grade and learn to use watercolor in the eighth grade, when they also study an American artist and reproduce one of that artist's works. The junior and senior years continue to focus on watercolor and the study of art history from prehistoric to modern times. Student artwork from each grade is on display at the school's Fine Arts Nights.

*Drama.* Students in both the junior and the senior years take a two-hour drama class for one quarter. In eleventh grade, students are introduced to the fundamentals of acting and performance, including movement, voice and interpretation of the text and character. They perform a dramatic work at the end of the course. The senior drama course reviews these techniques and implements them in a full-scale production. Students are involved in all areas of the production: text and character interpretation, blocking, sets, music, costumes and props.

### *A Seven-Year Curriculum.*

Grade 6      Art  
                  Math 6  
                  Literature/Composition  
                  Regional history/World Geography  
                  Biblical Geography  
                  Science  
                  World Mythology

Grade 7      Art I  
                  Latin I

	<ul style="list-style-type: none"> <li>Pre-algebra</li> <li>Literature/Composition</li> <li>Ancient History</li> <li>Music I</li> <li>Old Testament</li> <li>Science</li> </ul>
Grade 8	<ul style="list-style-type: none"> <li>Art II</li> <li>Latin II</li> <li>Algebra</li> <li>Literature/Composition</li> <li>Medieval History</li> <li>Music II</li> <li>New Testament</li> <li>Science</li> </ul>
Grade 9	<ul style="list-style-type: none"> <li>Geometry</li> <li>Precalculus A</li> <li>Biology</li> <li>Humane Letters</li> <li>Music III</li> <li>Catholic or Protestant Doctrine</li> <li>Latin III</li> </ul>
Grade 10	<ul style="list-style-type: none"> <li>Precalculus B (1<sup>st</sup> semester)</li> <li>Precalculus C (2<sup>nd</sup> semester)</li> <li>Chemistry</li> <li>Humane Letters</li> <li>Music IV</li> <li>Scripture I</li> <li>Latin IV</li> </ul>
Grade 11	<ul style="list-style-type: none"> <li>Calculus A (1<sup>st</sup> semester)</li> <li>Calculus B (2<sup>nd</sup> semester)</li> <li>Computer Programming (1st semester)</li> <li>Physics A (2nd semester)</li> <li>Humane Letters</li> <li>Art III (History/Studio)</li> <li>Drama I</li> <li>French I or Spanish I</li> </ul>

## Scripture II

Grade 12      Calculus C (1<sup>st</sup> semester)  
                  Advanced Math Topics (2<sup>nd</sup> semester)  
                  Physics B (1<sup>st</sup> semester)  
                  Physics C (2<sup>nd</sup> semester)  
                  Humane Letters  
                  Seminar World Issues  
                  Art IV (History/Studio)  
                  Drama II  
                  French II or Spanish II

### *Ecumenism*

Trinity School is ecumenical. We seek to witness the fundamental unity of all Christians. Thus, we seek as much unity as is feasible based on those things all Christians hold in common. Although Trinity School is a Christian school, a student need not be a Christian to enroll. Members of the faculty are practicing Christians.

The fact that Trinity School is an ecumenical Christian school calls faculty, students, and parents to a particular kind of sensitivity. Although denominational distinctiveness is noted and discussed, we respect all forms of Christian thought and life. We try to think and speak in such a way that we do not presume that others share—or ought to share—our own denominational allegiance. At the same time, we are a Christian school and we openly display our Christianity. This means that things deemed to be held in common by all Christians are a major part of the Trinity School culture. If you believe something has been said or done that is offensive to you as a member of a particular Christian denomination, please bring it to the attention of the appropriate faculty member or the Head of School.

### *Teacher-Student Relationships*

Our faculty are the adult leaders of the community of learners. Trinity faculty are friendly and engaging and at the same time observe proper professional boundaries. In order to achieve the school's mission effectively, the faculty maintain their adult status and do not attempt to establish peer relationships with their students. The teachers do not pastor or evangelize the students, nor do they engage in personal counseling of students. While the faculty are on occasion invited guests to meals, church events and other social gatherings hosted by Trinity School families, the faculty do not establish personal relationships with students outside of their professional role as Trinity School teachers.

### *Evangelism and Personal Counseling*

Although Trinity School is a thoroughly Christian school, its goal is educational, not pastoral. Our students are at school to learn. As Christians, we begin the day and each class with prayer, and then we set about the educational tasks at hand. The personal faith life of students is the proper concern of the students and their parents.

Non-Christian students can be excellent Trinity School students. However, the Trinity School environment is specifically Christian, and this may very well have an evangelistic effect upon the student.

Trinity School is not directly involved in the personal and/or familial difficulties of its students. In general, we do not provide personal counseling to students. Of course, the entire staff cares about each student and will make an effort to be understanding when we become aware that anyone is experiencing particular difficulties.

### *College Guidance*

Trinity's college guidance program serves the students in two primary ways. First, Trinity aims to support students who want to attend college by providing them with the tools to navigate the admissions process. This includes creating an account on Naviance, which is a college planning and career assessment tool. Secondly, Trinity provides a two-year college guidance program to help students stay organized and think clearly about the college admissions process.

While Trinity offers the PSAT to sophomores, the guidance program begins in earnest in the eleventh grade. During the junior year, Trinity provides each student with a college guidance informational binder and begins a series of short monthly group meetings as well as individual conferences. The monthly meetings are designed to break down the work of applying for college into small pieces in an effort to alleviate the college application workload and pressure during a student's senior year.

In addition to overseeing the two-year guidance program, the director of college guidance hosts overview meetings for the whole school community, arranges campus visits from college admissions officers, and notifies students and parents about relevant grants and scholarships.

### *Evaluation*

#### 1. Checklist Evaluation Form

*Here is a sample checklist evaluation form, sent home once a semester:*

Trinity School at Meadow View

Checklist Evaluations

Student:

Course Name:

Grade:

Teacher:

Academic Year: **2017 - 2018**

Semester:

**Academic Performance in General is** Acceptable \_\_\_\_\_ Unacceptable \_\_\_\_\_

<p style="text-align: center;"><b>Content</b></p> <p style="text-align: center;">_____ Continued Good Work</p> <p style="text-align: center;"><b>Areas for Improvement</b></p> <p>_____ Homework/Preparation for class</p> <p>_____ Participation in class</p> <p>_____ Test performance</p> <p>_____ Quiz performance</p> <p>_____ Writing skills</p> <p>_____ Mathematical skills</p> <p>_____ Reading skills</p>	<p style="text-align: center;"><b>Attitude</b></p> <p style="text-align: center;">_____ Continued Good Work</p> <p style="text-align: center;"><b>Areas for Improvement</b></p> <p>_____ Attitude towards subject</p> <p>_____ Attitude towards learning</p> <p>_____ Effort in learning</p> <p>_____ Overcoming distractions</p>
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Comments:

“Academic Performance in General” is the most important category. Here the faculty member has indicated whether the student’s performance is acceptable. This category concerns academic performance only. Attitude, behavior, etc., are not included here. Further, this rating is not meant to reflect a particular grade. It would be possible to perform at a passing level, but still have an unacceptable mark in this category. Such a mark could indicate, for example, that the student is passing the course, but he or she is seriously deficient in writing skills or is performing well below his or her abilities. (“Unacceptable” does not mean “failing.” If a student is in danger of failing the course, the teacher will send parents a deficiency notice well in advance so that corrective action can be taken.)

The two subcategories of “content” and “attitude” give further detail that might be useful to parents. Again, it is possible for the teacher both to mark “Continued Good Work” and to indicate an area that could use improvement. In any case, if parents have questions or need more information, they should call the teacher.

## 2. Semester Evaluation Form

Here is a list of the categories the faculty evaluate and a brief description of each. Those

that are listed first are the most important qualities for a lifelong learner to develop.

*Sense of Wonder/Depth of Inquiry.* In the seventh and eighth grades, students should be growing in curiosity, involvement, a questioning mind and the ability to make connections. If students can see connections between what they are studying and things they have observed earlier, in this class or in others, they have begun to teach themselves. It is the faculty's job to elicit and awaken these qualities in younger students by questions and responses to questions. By the time our students are older, they are expected to take more initiative in expressing these qualities and inspiring them in one another. Teachers look for comments in class discussion or insights expressed in written work as evidence that a student is developing wonder and depth of inquiry. Teachers do their best to assess these qualities. When a teacher does not see evidence of these qualities, it does not mean that the student does not have them. It just means they are not demonstrated in the classroom.

*Basic Understanding of Subject Matter.* This is a brief summary of what the student has learned—or still needs to master—in the course. There will often be a list of skills or content areas covered during the semester and an evaluation of how well the student has mastered them. Frequently teachers will note in this section that a student needs to spend time reviewing a certain topic or practicing a skill.

*Attitude Toward the Subject.* This tells parents if their child seems to be engaged in the course, consistent in effort and preparation, and developing the character of a good student's approach to learning. On the other hand, the teacher may note if a child complains frequently, seems bored, or acts disinterested.

*Class Discussion/Participation.* This describes the student's participation in classroom conversation. It includes not only the quantity of a student's participation but also its quality. In upper-level seminars, participation in class discussion can count for as much as half of the overall grade.

*Essays and Writing.* This category covers all aspects of the writing program. Grades that have been assigned to essays will be reported here. In the junior and senior Humane Letters courses, essay-writing is one of the most important components. In seventh and eighth grade literature and composition, writing sentences and paragraphs is the focus. In some courses, such as mathematics or studio art, there may be no essays.

*Tests and Individual Grading.* Scores and percentages on tests and essays will be reported here. For classes in which there are both closed-book in-class tests and open-book take-home tests, these will be reported separately. Tests may be weighted differently. In the eleventh and twelfth grade Humane Letters Seminars, there are usually no tests to report.

*Projects, Reports, and Other Graded Assignments.* All graded assignments that are not essays or objective tests will be reported here. This includes projects such as the leaf booklet in life science, lab reports in biology and physics, timelines and creative projects in history, graded assignments in senior mathematics, and oral presentations in many courses. The teacher may comment on the student's use of time, neatness and ability to work with a group.

*Homework/Daily Work.* This is where a teacher will comment on a student's study skills and regular preparation for class. Especially in the upper-level program, the teacher does not always collect homework. However, it is easy to tell from class participation whether the student has read carefully or worked the assigned problems. Daily work and quiz grades are also included here.

*Class Behavior.* A teacher will report on a student's attentiveness in class, obedience, cooperation and level of concentration.

### *Graduation Requirements*

One semester unit of credit is normally awarded for classes that meet an hour a day during a semester. The Humane Letters Seminars are counted as two and one-half units per semester. The ninth and tenth grade Humane Letters Seminars are distributed as one unit of history, one unit of literature and one-half unit of composition. The eleventh and twelfth-grade Humane Letters Seminars are distributed as one unit of history, one unit of literature and one-half unit of philosophy.

Trinity School is on the normal 4.0 scale, with the addition that an A+ is awarded for exceptional work in any of the courses for grades nine through twelve.

The complete Trinity School program in grades nine through twelve breaks down as follows:

Theology 4 units  
Philosophy 2 units  
English 10 units  
History 8 units  
Mathematics 10 units\*  
Science 8 units  
Foreign language 6 units  
Fine Arts 6 units (music/art/drama)  
\*Includes eighth grade algebra



### *A Brief History of Trinity School*

Trinity Schools were founded in 1981 by the People of Praise, an ecumenical Christian community, in response to what its leaders recognized as the “rising tide of mediocrity” (*A Nation at Risk*) in education and to the unhealthy moral environments of many local schools. From the beginning, Trinity Schools were meant to serve the general public as well as People of Praise children.

Trinity School at Greenlawn (South Bend, IN), founded in 1981, was the first of three Trinity Schools. Trinity School at River Ridge (Eagan, MN) was founded in 1987.

Trinity School at Meadow View (Falls Church, VA) was founded in 1998. As Trinity School at Greenlawn grew, ownership was transferred from the People of Praise to an independent 501(c)(3) corporation, the Center for Christian Studies, Inc. (CCS). The CCS has since been renamed Trinity Schools, Inc.

All Trinity Schools are owned and operated by Trinity Schools, Inc. They are operated as one school on three different campuses. They share the same mission statement, goals, and objectives. They have the same philosophy, vision, and pedagogy. They teach the same curriculum. These schools are governed by one board. The President of Trinity Schools oversees each school in its execution of the mission and vision of Trinity Schools.

### *The People of Praise Community*

Trinity Schools were founded by the People of Praise, an ecumenical Christian community. The schools are not an expression of the People of Praise’s communal life, but of what the People of Praise believe about education. The People of Praise do not proselytize faculty, staff or students to become members of their community. The People of Praise is headquartered in South Bend but has more than 1800 members living in 21 branches located in various cities throughout North America and the Caribbean.

The People of Praise respects the valid traditions of all Christian believers. Its members belong to a number of denominations and nondenominational groups. The community is also charismatic, that is, its members profess a personal experience of the Holy Spirit in their day-to-day lives and minister to one another’s needs according to the charismatic gifts each has received from the Lord Jesus Christ.

The faculty, staff, and student body at Trinity School include Christians from several denominations. Most do not belong to the People of Praise.

As a student at Trinity School, each child is invited, but not required, to participate in youth activities and service projects sponsored by the People of Praise.

*Trinity Schools does not unlawfully discriminate with respect to race, color, gender, national origin, age, disability, or other legally protected classifications under applicable law, with respect to the administration of its programs.*

## *Appendix 1: 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.*

## Appendix 2: 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:

6th - 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:

6th - 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:

6th - 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.

6th - 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 3: Seclusion and restraint*

As an Indiana accredited non-public school, state law requires that our school, Trinity School at Greenlawn, have a Seclusion and Restraint Plan. The purpose of the plan is to ensure that all students and staff are safe in school, and that students who may have behavior crises are free from inappropriate use of seclusion or restraint. For a copy of our Seclusion and Restraint Plan, please visit the front desk of the school.