TRINITY SCHOOL
AT RIVER RIDGE

Parent Handbook

Academic Year

2026-2027

The Mission of Trinity School is

to impart basic ordered knowledge
about the world and 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.

INTRODUCTION

Parents are indispensable to the life of Trinity School. As parents you support your children's studies at home, support the faculty by encouraging the academic activities of your children and enrich the entire Trinity community through your volunteer participation. Trinity School depends on the cooperation of parents with respect to the school's mission, values, culture, curriculum and teaching methods.

The formal relationship between parents and the faculty and administration is governed by the school's written enrollment agreement, the parent handbook, the student handbook and other publications in which school procedures are spelled out. When you choose to enroll your child in Trinity School, you agree to subscribe to its mission, follow its rules, and abide by its decisions.

From time to time, you may have a concern or question about one aspect of the school or another. If this happens, we recommend you communicate your concern or question to the teacher or administrator who is most immediately responsible for the area in question. Lobbying, campaigning, agitating for certain outcomes and other such behaviors sow division and strife within the school community. We strongly request that you not engage in such behavior. In working with you as parents, our aim is to create a climate of trust, respect, and mutual concern for the well-being of individual students and the school as a whole that characterizes the Trinity community.

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I. 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 that they become a part of.

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

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

Education as Human Awakening

Parents and students alike want more from a school than merely a good education. They also want a place in which those students will thrive as human beings. At Trinity School we aim to introduce our students not to typical schooling but to a genuine experience of human awakening. Our goal for our students is that they would experience such awakening by developing a wide range of intellectual and aesthetic habits of mind. We want them to develop a sense of wonder about the world, to grow in their love of truth, to desire the good in their own lives and in the world, to become morally and spiritually

serious, to recognize beauty in all its manifestations, to be intellectually honest with themselves and one another, to respect others and their views, and to recognize the dignity of all human beings.

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

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

The True, the Good, and the Beautiful

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

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

The Freedom and Responsibility of the Human Person

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

The Free and Disciplined Exchange of Ideas

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

Proselytizing and Faith Formation

The moral and spiritual education of young people is of great importance to parents and the school alike. However, the roles each play in that education are distinct. Parents, churches, and other faith communities bear the most immediate responsibility for the moral and spiritual education of their children. Trinity School faculty and staff members do provide positive Christian role models and engage students in a personal manner but are asked not to engage in proselytizing or explicit faith formation.

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

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

Personal Counseling

The teen years can be personally challenging. Sometimes these challenges involve issues with anxiety, depression, or other mental health concerns. The dean of boys and dean of girls have primary responsibility for caring for students in this regard, being aware of students who may be struggling, and working with parents to care for each individual appropriately. Trinity School does not provide professional counseling to students.

However, if parents are concerned about the well-being of their child and would like help in finding such services, they should contact the appropriate dean or the head of school.

Christian Unity and Diversity

Trinity School is committed to bearing witness to Christian unity wherever possible. Our approach to Scripture is carefully chosen to make it possible for students to study Scripture together without respect to denomination. Most other courses are also taught from within a general Christian framework rather than the perspective of a particular denomination or tradition. Importantly, students and faculty also pray together every morning as Christians from a wide variety of denominations.

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

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

Christian Relationships

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

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

Sexual Abuse Reporting

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 the Minnesota Department of Human Services webpage: mn.gov/dhs/report-abuse/ or call Child Help at 1-800.422.4453.

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.

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.

II. ELEMENTS OF THE CULTURE AT TRINITY SCHOOL

A. **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 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:

- The weekly and monthly newsletters
- The athletic newsletter
- The Trinity School at River Ridge website
- 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 Family Directory for a complete list of faculty names and emails. Faculty members will respond within one business day

Parents with more serious concerns about the school or about decisions made by the administration or faculty are encouraged to discuss those concerns with the Head of School. All decisions made by the Head of School regarding disciplinary action are final.

Occasionally, relationship difficulties within the school require some mediation to be resolved. Relationship difficulties among students are typically dealt with by the appropriate deans. Relationship difficulties a student may be having with a teacher should first be addressed with the teacher. If such problems require further attention, they

should be addressed to the Head of School. Non-routine issues or serious cases should be addressed directly to the Head of School.

B. **Academics**
The heart of Trinity School is its academic program. 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 to the appropriate Dean. Parents or guardians should call the office before 8:10 a.m. to notify the school each day of a student's absence even if the student has talked to his or her teachers about the 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.

Extra-Curricular Activities
Students absent from school for any part of the day are not allowed to participate, on that day, in extra-curricular activities unless the absence is excused by a dean.

Excessive Absences
If a student is absent more than 10 times in a semester for any course/s, the school reserves the right to not grant credit. When a student reaches 5 or more absences in a semester for any course(s), the Dean will send out a letter, convene a conference with the respective dean, the student's parent(s), and the student if appropriate. The purpose of the meeting will be to devise a plan for getting the student to school for the remainder of the semester.

Homework
Students are responsible for all class work and homework assigned when absent. It is the student's duty to talk to their teacher to find out which assignment they have missed. In most cases work assigned when a student is absent is due one to two days after the student returns to school.

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 guide you and your child manage the coursework.

Late Arrival
Students arriving between 8:15 am and 8:25 a.m. should report directly to morning prayer. If they arrive any time after 8:25 a.m., including the lunch period, they must obtain a tardy pass from the receptionist before going to class. Students who are tardy without excuse will be subject to an appropriate penalty. Persistent tardiness is not acceptable.

Midday Departures
Parents or guardians must come into the school to pick up students who leave during the school day. A sign out sheet is located at the receptionist desk. All students are required to have a dean's pass in order to leave school during school hours. Students must be picked up by a parent or guardian only, unless other arrangements have been communicated to the deans in advance.

Project Week and Orals Week
All students will be scheduled for final projects in January and oral exams in June, the week after the last day of classes. These weeks are considered part of the school year for attendance purposes. Students are expected to be available for final labs and oral exams at any time during school hours during orals week.

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

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 a 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 us in advance for the assignments or have your child get his or her assignments from the teachers.

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 the high school, where instruction and seminar discussion depend directly on the

homework assignment. If students do not prepare the homework assignment, they cannot participate 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 or stress in the family, or the child's own 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 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. High school students receive 30 minutes of homework for every hour of class.

Therefore, a seventh or eighth grade student should receive a maximum of two hours of homework per night; a freshman or sophomore, three hours; juniors and seniors, three to three and a half 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 this time frame, please contact the teachers 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 before it is too late. It is not designed to call attention to excellence.

Deficiency Notices
The Associate Head of School emails a deficiency notice to notify parents that a student is receiving 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. Parents are to electronically sign and return the notice by email. Once a deficiency notice is sent, the teacher need not send out further notices if the student's performance remains deficient. If the student's performance improves or declines further (from a D to an F), the teacher will notify parents by email or another deficiency notice, respectively. 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. It is completed in duplicate, with one copy for the parents to keep and one copy for school records. 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 them grow intellectually without producing in them an excessive grade consciousness.

The written evaluation is 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 after each evaluation meeting.

Grades
The grade is a cursory but accurate summary of the written evaluation. Trinity School has two grading scales: one for junior high courses and another for courses in the high school.

The more generous grading scale at the high school 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 Junior High

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

The transcript with grades is handed to parents immediately following the semester evaluation meeting.

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 Junior High, Academic Excellence Awards are granted in the following subject areas: Literature and Composition, Mathematics, Latin and History.

In High School, Academic Excellence Awards are granted in Latin, Drama, Music and Scripture (at the end of the final course in the program) and every year in Humane Letters, Mathematics, and Sciences.

Academic Excellence Awards will be presented to the parents and/or the 11th or 12th grade student during the Spring Evaluation.

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 project and final oral exams 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 when 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 examination that ranges across most of their subjects. High school students participate in both the humanities oral and a math/science lab project. For math/science, ninth graders do a biology project, tenth graders do a chemistry project, eleventh graders do a physics project, and twelfth graders work on integrated mathematical solutions to a topic in chemistry or physics. Most oral examinations last 30 to 60 minutes. The high school math/science lab projects typically take three to four hours. The humanities oral for each high school student covers material from the Humane Letters Seminar. The ninth and tenth grade oral exams last 30 to 40 minutes, while the eleventh and twelfth-grade oral exams last 45 to 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. The examinations are an essential 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 River Ridge administers the *Stanford Achievement Test*s to sixth, seventh, eighth and ninth grade students. These tests are administered during the latter part of the second semester. These tests are not considered in our evaluation of individual students.

The faculty of Trinity School 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 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 enable our students to attend college and also provide the school with some useful objective information.

C. 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 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 non-academic misbehavior is a detention. More severe or repeated misbehavior may also result in loss of certain privileges, sanction, suspension, probation, 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 (sanction, 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 Appendix A: *The Student Handbook* for more detailed rules that each student is expected to follow. The following is worthy of special attention here:

Behavior outside the school
Moral behavior is expected of all members of the Trinity School community, both on and off campus. Misbehavior off campus reflects badly on the student him- or herself but also on the school and its values. More important, serious misbehavior by members of the Trinity School community is antithetical to the very mission of the school and to the culture we seek to establish. In particular, Trinity School does not tolerate sexual immorality or the use or possession of illegal drugs or alcohol. Offenders will be liable to serious disciplinary action at school for violations of this policy off campus. Students who knowingly attend events where illegal use or possession of drugs or alcohol occur, or where sexual immorality or other major breaches of conduct occur, may be punished even if they themselves do not participate in this behavior.

D. Athletics and Extracurricular Activities

Athletics Program

The athletics field or court offers student athletes an opportunity to learn lessons about 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, the student athlete 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. Normally there is a varsity and a junior varsity team in each sport in the high school, and one or two teams per sport in grades six, seven and eight. Unless local leagues determine otherwise and unless available resources limit the number of players in a sport, Trinity School follows a no-cut policy: any student who goes out for the team and is faithful to practice will receive playing time. The program is administered through the Athletic Department.

Currently, the following sports are offered at Trinity School at River Ridge:

	Fall Sports	**Winter Sports**	**Spring Sports**
Girls	Volleyball Soccer Cross Country	Basketball	Track & Field
Boys	Soccer Cross Country	Basketball Wrestling	Baseball Track & Field

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, student athletes and students taking part in non-athletic activities are public representatives of Trinity School, which makes disciplinary matters relevant. Students may be removed from teams or clubs for academic or disciplinary reasons. The Head of School oversees this process.

Any student who has accumulated four hours of detention time in the course of the current year may be removed from an athletic team by the Discipline Board. Major breaches of the order of the school (see Discipline in the *Student Handbook*) can also render the student ineligible to participate in sports.

Transportation
Trinity School does not provide transportation to or from extracurricular activities, including athletic practices and games. Parents are responsible for finding transportation for their children.

The athletic director and parent managers may assist parents by helping them organize their own transportation schedule; however, Trinity School assumes no responsibility for the acts or omissions of the operators or drivers of any vehicles utilized pursuant to personally arranged transportation schedules.

Trinity School assumes no responsibility for the loss of property, damage to the same, personal harm or injury, or loss of life that may occur as a result of the acts or omissions of student drivers, parents or guardians, or any other third parties providing transportation to such extracurricular activities.

Traveling to away games and overnight tournaments requires special care.

The standard for travel clothing should be the same as that required for the school outdoor field day—or better, at the discretion of the coach.

Appropriate clothing should be worn to practice and games. All undergarments must be completely covered, and shorts must be worn over spandex compression shorts or tights.

Parent Support
Parents of athletes are expected to help out in various ways. Parents are expected to help with fundraising and concessions sales at games along with the various duties that need to be performed that relate to the sporting activity. These include taking athletic admissions, scorekeeping, and providing setup and cleanup, etc.

For each team, there are two parents who help manage the team. These parent managers each have duties ranging from communication, to collecting uniforms and organizing a team party. More information is available through the Athletic Office.

Athletic awards

- *Pins and Bars*. All junior high and junior varsity athletes in all sports earn a pin or bar at the end of the season if they have not previously received one for that sport.
- Chenilles.
    - *Patches*. All high school athletes in all sports earn a patch at the end of the season if they have not previously received a patch for that sport.
    - *Letters*. Trinity School athletes can earn one letter during their years at Trinity School. A player will earn a letter if he or she plays on a varsity team or plays three seasons of high school sports in three different years.
    - *Chevrons*. All high school athletes will receive one chevron per year for their participation.
- Students earning chenilles (letters, patches and chevrons will need to request the physical item from the Athletic Office if they would like it. This change has been made due to the extreme rise in cost of these items and to the small number of students purchasing letter jackets.
- Not requesting his/her letter, patch or chevron does not mean that the student has not earned it. Our records will reflect the earned chenille/participation.
- In order to ensure that students are recognized for their achievement, those lettering in a sport will receive a certificate from the Athletic Office at their team party.

Other Extracurricular Activities
Currently, Trinity School at River Ridge offers the following activities for all interested students:

Chamber Singers
Wind Ensemble
FIRST Robotics
Yearbook

Other clubs may be added during the year based upon student or parent interest.

Students absent from school for any part of the day are not allowed to participate, on that day, in extracurricular activities unless the absence is excused by a dean or the Head of School.

E. Social Life
Formal and informal social events are an important part of our students' lives. The PSA Social Committee was formed to coordinate formal social events throughout the year, including monthly class socials, Homecoming, and the Oldies Party.

III. THE EXECUTIVE OF TRINITY SCHOOL

Trinity Schools, Inc. (TSI), headquartered in South Bend, Indiana is the corporation that owned and operated the three Trinity schools: Trinity School at Greenlawn, Trinity School at Meadow View and Trinity School at River Ridge.

TSI is in the process of creating a new corporation, Trinity School River Ridge (TSRR), which will operate Trinity School at River Ridge. The Board of TSRR is drawn from the local school community. The board is required to contain some board members who are recent parents of Trinity students and to have a majority that belong to the People of Praise community.

The Board of Trustees is entrusted with the responsibility for assuring that the schools are carrying out the mission of Trinity School, providing broad oversight of the operation of the school, developing broad institutional policies and seeing to the financial health of the institution. The Board selects, evaluates, and supports the Head of School, 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 staff.

The Head of School is the chief executive officer of the corporation and is responsible for seeing to it that the school carries out the work of education in keeping with the mission.

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.

IV. PARENT INVOLVEMENT

Student Social Life

At Trinity School we strive during the school day for the intellectual formation of the 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 truth, 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 should be the hallmark in 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 good, clean fun and unwavering courtesy.

The Parent Service Association

Every parent is a member of the Parent Service Association (PSA). The mission of the PSA is to facilitate a healthy social life for students through monthly class parties. This is overseen by the Head of School and Trinity parents that serve on the PSA Social Committee as liaisons to each class.

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 a number of years of experience.

Class Parents

The boys and girls of each class have a set of "class parents." Class parents coordinate Class Parties throughout the year, but all parents are expected to help plan and host class parties for their student's class. See Appendix D for a list of class parents.

Guidelines for Class Socials
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 parties 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. In every social occasion, we want to encourage the highest and best in our young people: courtesy, modesty, generosity, honesty, and the joy of each other's company. Every occasion should be directed in a way that provides the fullest opportunity for the students to develop the best in character.

Good Behavior
All of us, parents and faculty, have a common goal to guide their students as young Christians. Discourteous behavior or destructive influence in any of these events contradicts the approach taken at school. It is confusing for our young people, and ultimately self-defeating. We should not encourage the students to include in their plans themes, activities, music, or movies that would be immoral or disrespectful of the values we hold.

Single-Sex and Mixed-Sex Socials
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. Mixed-sex official class socials are not allowed in the sixth, seventh and eighth grades, should be rare in the ninth and tenth grade and are likely to be more common in the eleventh and twelfth grades. With respect to other socials, the appropriateness of inviting both boys and girls to a particular event should be carefully weighed by parents *and* children before invitations go out. We strongly suggest that mixed socials be held only at the high school level.

Unity and Inclusion
Care should be taken 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.

If the occasion is a class party, then *everyone* in the class is invited and welcomed to attend.

If the party is for a specific group of students, but not for an entire class, then all the students in the specific group should be invited to the party, no one left out. For example, if the party is for the basketball team, then the *entire* basketball team should be invited to attend. Similarly, a few select students from outside the group should *not* be invited to

attend such events. If for instance, the social is for juniors, a few sophomores should not be included.

Private Parties
When a smaller, more exclusive party is planned by parents, we urge you to keep it private and encourage the students not to advertise who is or who is not invited. Closer friendships between some students are natural and parents should feel the freedom to host smaller birthday parties, outings, etc. However, we want to avoid intentionally hurtful situations. Parents are responsible at every social event for setting consistent ideals in what is allowed in behavior, entertainment, and activity.

Parental Involvement in Class Parties
Parents should be actively involved in the planning and hosting of class parties. Please see the next section regarding volunteering.

Parents are encouraged to be involved in a positive way with all aspects of student life:

Planning. Although students could be left on their own for these things, they can gain 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 social it is suggested that the school calendar be consulted in order to avoid conflicting with school activities.)

Chaperoning. Parents should always be a visible presence at the class parties. 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 the social 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 clear set starting and ending times. Parents will know when to drop off or pick up their children. Simple fliers giving the date, starting/ending times, directions to the social 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, guests and their parents need to be informed. The students deserve to be told politely but unequivocally of 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. The mutual effort of students and parents can result in a rich social life during their Trinity years.

Event Volunteering

Each Spring parents are asked to sign up for volunteer positions for both School Events and for Class Parties. Volunteering is a key way parents support the students in their life at Trinity. We depend on our parents' involvement in the class parties in the larger school events. The growth in relationships between parents is a valued result of volunteering.

As a general rule, each parent is expected to serve three to four times each year: 2 School Events as well as 1 class party and 1 PSA organized social as needed per child's grade. Please see the sign up for more specific details.

If your student participates in a sport or other extracurricular activity, there will be additional volunteer hours requested of parents including some volunteer hours to help with fundraising for the athletic department.

The PSA Chair and class parents share the responsibility for finding class party parent volunteers. The PSA's goal is to ensure a class social event for the months of August/September through November and February through May. We request that each parent sign up to support, by hosting a class party and volunteering at an organized PSA event (e.g. Homecoming, Medieval Banquet, Oldies, Father/Daughter Dance, Spring Formal, MOA scavenger hunt) per their child's respective grade.

The Events and Volunteer Coordinator is responsible for parent volunteers for school sponsored events. School events cover a wide range of activities that we, as a school, host each year. These include everything from the Study Skills Seminar to the Christmas Fest, the Fine Arts Festival, Commencement and more. The Volunteer and Events Coordinator will ask that each parent volunteer for two school sponsored events.

It is important that you mark your calendar as a reminder. If you find you cannot serve at the assigned event, it is your responsibility, and a great courtesy to all involved, to either trade assignments with another parent or find a substitute. This is best done early in the year. If you need to make a switch, please inform the Events and Volunteer Coordinator

and/or the Chairs of the event. In the weeks before an event, the chairs will contact you to provide more detailed information about the event.

Background Checks
Trinity School at River Ridge requires criminal background checks for (1) all employees; (2) all coaches, including athletic coaches and extracurricular club coaches; and (3) all volunteers (except enrolled student volunteers) who have regular or unsupervised contact with Trinity School students or with other minors participating in Trinity School programs, e.g. Trinity School summer programs.

Trinity School specifically reserves any and all rights afforded by state or federal law to conduct background checks to promote the safety of students at Trinity School. Trinity School may, at its discretion, request a criminal history background check on any individual who seeks to enter Trinity School or its grounds for the purpose of serving as a school volunteer or working as an independent contractor or student employee.

APPENDIX A: THE STUDENT HANDBOOK

STUDENT HONOR CODE

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

PRAYER

As a Christian school we begin each day with common prayer. This prayer consists of Scripture reading, accompanied by a brief reflection from a faculty member, recitation of the Psalms and praying for personal intentions. Each student is expected to participate respectfully. Each class also begins with prayer.

ACADEMICS

Since academics is at the heart of Trinity School, students should do their work in a serious and deliberate manner under the guidance of their teachers. Cheating in any form - sharing work, copying, using Cliff Notes, using ChatGPT, AI software or other such online sources, commentaries (including internet sources), plagiarism, etc. - will be considered a disciplinary matter. This includes receiving solutions or ideas from an individual who is not the teacher assigning the homework.

Homework is an important ingredient in Trinity education. It involves student preparation

of materials upon which the following day's instruction depends. It is assigned to improve student skills. Homework assignments are crucial to the student's progress in the course.

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

SCHOOL BUILDING HOURS

The school building is open for regular hours each day from 7:50 a.m. to 3:30 p.m.

EARLY ENTRY

Trinity students arriving early may enter the school by way of the Vending Doors as early as 7:30 a.m. and wait in the Commons Area until the 7:50 a.m. bell sounds.

DAILY SCHEDULE

The school day begins at 8:15 a.m. All students are expected to be present for prayer. A student late for prayer is considered tardy.

The typical daily schedule is as follows:

7:30			Building opens for regular hours
8:15	--	8:25	Prayer
8:30	--	9:25	Period 1
9:30	--	10:25	Period 2
10:30	--	11:25	Period 3
11:30	--	12:00	Lunch
12:05	--	1:00	Period 4
1:05	--	2:00	Period 5
2:05	--	3:00	Period 6
3:30	--	4:55	Study Hall
5:00			Campus Closes. Students may wait in the Commons and be picked up through the Vending Doors or Event Entrance.

Some variations to the daily schedule will occur due to all-school field trips, all-school lectures, drama performances, etc. Students will be notified in advance of these changes.

STUDY HALL

Trinity's Study Hall is located in the library for grades 6-12. The study hall is offered as a service to parents who have difficulty picking up their children at 3:30 p.m. or for students who will be staying for late-starting music, sports, or other supervised activities or events.

Note: Students will not be permitted to wait for or meet parents outside, on or off campus, after 3:30 p.m.

All students remaining in the building after 3:30 p.m. must be signed in on the Study Hall or club meeting rosters, vocal or instrumental music rosters or with a tutor/teacher. Any student not signed in must leave campus by 3:30 p.m. The students in the study area will be monitored from **3:30 p.m. to 4:55 p.m.** They will remain in the study area until their driver (or driver's representative) comes into the building to pick them

up. The Study Hall will end at 4:55 p.m. After 5:00 p.m., students can be picked up from the Commons through the Vending Doors or Event Entrance.

Study Hall is a silent environment. Food and drink are permitted. No cards or board games are allowed. There will be a 10-minute break at 4:10 p.m. During this time, students may go to the restrooms, vending machines, phones or lockers. During the break, students are not allowed to go outside or to the gym. At no other time will students be allowed to leave the Study Hall and return. The school's bells will regulate the break.

If more than 3 detentions for misconduct during study hall hours are received during the school year, the privilege of being on campus after 3:30 p.m. will be suspended.

An **After-School Study Hall Agreement Form** signed by the parent or guardian is required to be on file with the school.

ATTENDANCE

Consistent attendance is essential for academic progress. Absences should be kept to a minimum. 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 must phone the parents or guardians to gather this information.

Truancy and other unexcused absences are major breaches of Trinity rules and can result in sanction, suspension or expulsion.

If a student is absent more than 10 times in a semester for any course/s, the school reserves the right to not grant credit. When a student reaches 5 or more absences in a semester, the head of school will be notified. Students absent from school for any part of the day are not allowed to participate, on that day, in extracurricular activities unless the absence is excused by a dean.

Students arriving between 8:15 a.m. and 8:25 a.m. should report directly to morning prayer. Do not stop at lockers. If they arrive any time after 8:25 a.m., including during the lunch period, they must obtain a tardy pass from the receptionist before going to class. The tardy pass is then given to the teacher of the current or next class. Students who are tardy without excuse will be subject to an appropriate penalty. Persistent tardiness is not acceptable.

Parents or guardians must come into the school to pick up students who leave during the school day. A sign-out sheet is located at the receptionist desk. All students are required to have a dean's pass in order to leave school during school hours. Students must be picked up by a parent or guardian only, unless other arrangements have been made in advance.

Students are responsible for all class work and homework assigned when absent. It is the student's duty to talk to their teacher to find out which assignments they have missed.

In most cases, work assigned when a student was absent is due one to two days after the student returns to school.

BASIC RULES

There are a number of fundamental rules which are basic to the smooth functioning of Trinity School. Infractions of these rules bring automatic penalties. The usual penalty is a detention. Repeated infractions merit a more serious response.

1. Students are to be respectful of all students and faculty.
2. Students are to be in their classrooms when the bell rings for class.
3. Gum chewing is forbidden on school grounds and on school field trips.
4. No powdered drink mixes in the school.
5. Students should be quiet in the library and in areas designated for quiet study.
6. Students may not run in the hallways.
7. Bullying, violence or the threat of violence directed at faculty, staff or other students may result in expulsion from the school.
8. Academic cheating will be punished.
9. Sexual misconduct or sexual harassment directed at faculty, staff or other students may result in expulsion from school.
10. Weapons are forbidden at school. An exception would be made for props for drama, phalanx, the Medieval Banquet and Project Night projects.
11. The use of tobacco in all of its forms, the use of alcohol and the use of illegal drugs are forbidden.
12. Because of the likelihood of personal injury and property damage, any student who brings a lighter, matches or hazardous materials to school may be suspended.
13. Students leaving campus for any reason (doctor appointments, etc.) should make arrangements beforehand with the appropriate dean.
14. Students may not deface their books.
15. Skateboards are not allowed on school property.
16. The destruction of school property is considered a very serious matter. In the case of willful vandalism and destruction of property, the student will be disciplined, and the parents or guardians will be held financially liable for the cost of the repair or replacement of the property.

CELL PHONES AND ELECTRONIC DEVICES

Students may bring cell phones to school and keep them turned off and stored in their book bag or athletic bag. Anytime a cell phone is seen or heard on campus during the school day from 7:30 a.m. to 5:00 p.m., unless in the designated area at the designated time, the cell phone will be confiscated. From 3:00 to 3:25 p.m. students may take their cell phone to Room 225 to check messages. If a cell phone is confiscated a second time, the student may lose the privilege of having a cell phone on campus.

Any time during the day, messages for students can be sent to students via the receptionist. Public phones are available for use during the day and after school in the Trinity Lobby and Commons. All other personal electronic devices including cameras, video cameras, i-Pads, i-Pods, tablets, smart watches, E-readers, etc. are not to be used on school grounds (including in the gym and locker rooms) or on school-sponsored field trips. These items will be confiscated.

ELECTRONIC COMMUNICATIONS

We take the position that using electronic communications —email, chat rooms, IM, text messaging, Snapchat, social networks (e.g., Facebook, Twitter, Google+), etc. for the following activities is a serious breach of Trinity culture and may, indeed, be illegal:

- Communicating verbally abusive, obscene, profane, lewd, vulgar, rude, inflammatory, disrespectful or threatening electronic messages and images toward the school or any member of the Trinity School community.

- Communicating personal attacks, including prejudicial, discriminatory, or harassing attacks, or knowingly or recklessly communicating false or defamatory information about members of the Trinity School community or Trinity School.

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

DISCIPLINE and CULTURE

Peace and order are essential to learning. Further, the practice of virtue and civilized Christian behavior is essential to a learning community. Trinity School supports a moral way of life. Discipline is a means of training students in right behavior. In the classroom, the student is expected to behave in a manner conducive to serious learning. Respect, order, politeness and obedience are necessary conditions for a classroom to function well. Each teacher is given the liberty to enforce classroom regulations in the manner he or she reasonable believes is in accordance with the principles of the school.

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 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.

In enforcing school regulations, detentions and the removal of certain student privileges will be used for less serious infractions.

Detentions

Detentions are given by a teacher to a student in the form of a white detention slip. Detentions are assigned for periods of 15, 30, or 45 minutes. The teacher will check the amount of time to be served and give the white copy to the student. Students are to serve the detention on the day of or day after it is given. On rare occasions the dean of boys or the dean of girls may reschedule the serving of a detention. Detention guidelines:

- If a student skips a detention, he or she may be assigned an additional detention which is to be served on the day after the skipped detention.
- If a student wishes to appeal a detention, he or she should talk to the appropriate dean the day of or day after receiving the detention.
- Detention time begins by 3:05 p.m. If a student is late, he or she may be given an additional 15-minute detention.
- Silence is the rule in the detention room. The proctor will tell the students when they may leave.

Accumulation of four hours of detention time is a serious matter and will result in a disciplinary conference with the student's parents or guardians and the appropriate dean. Further disciplinary action, such as probation or sanction, may also be taken at this time.

Any disciplinary action may be first appealed to the appropriate dean and then to the Head of School. All decisions made by the Head of School regarding disciplinary action are final.

Good Standing Status

All students are considered to be in good standing in the school unless a student persists in causing disruption to the basic order or civility of the Trinity community. Such students may, through a decision of the Deans and Head of School be considered “not in good standing” within the school. Losses of certain privileges will accompany this condition. An identifiable change in behavior would be cause for the reversal of this status. Loss of Good Standing Status would stem from behavioral choices such as: being persistently argumentative about discipline, not serving detentions on time, persistent uniform infractions, persistent mocking of stated school values, routinely being late to class, etc.

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. For more information, see Appendix II of the Student Handbook.

SOCIAL LIFE

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

We believe that relationships between members of the opposite gender should be marked by the highest qualities of human friendships and Christian charity. Boys and girls should have strong brotherly-sisterly friendships with their classmates. We believe that one-to-one romantic relationships, however, create a

distraction to our learning environment.

For this reason, we do not permit any outward manifestations of romantic relationships at Trinity School or during any school-related activities. Moreover, competitive athletic games between boys and girls are not permitted at school with the exception of school-sponsored athletic field days. Boys and girls can, however, spend time in non-competitive athletic activities.

EXTRACURRICULAR ELIGIBILITY

This policy affects all official extracurricular activities. We encourage every student to participate in several extracurricular activities. We also encourage the entire school to support all the Trinity extracurricular activities by attending games, demonstrations and performances.

Trinity School sponsors interscholastic sports for boys and girls. Although sports are important for character development, competition and physical health, they are secondary to our academic goals. If, in the judgment of the Head of School and Academic Dean, a student's academic work suffers from his or her participation in the athletic program, the student will be placed on academic probation. If the student's schoolwork does not improve, he or she will be removed from the team. Students participating in other extracurricular activities can also be placed on academic probation or removed from the activity.

Athletic events and other extracurricular activities are considered extensions of the school and students are expected to behave appropriately. Regulations (but not uniform requirements) which apply on campus also apply in these situations. Students should always act so as to bring credit to the school.

Students absent from school for any part of the school day are not allowed to participate, on that day, in extracurricular activities unless the absence has been excused by the appropriate dean.

LOCKERS

Student Lockers: Each student is assigned a locker. The responsibility for locker contents rests entirely with the student. All books, bags, coats, etc. must be kept in lockers. If students decorate the interior of the locker, magnets must be used to affix items. Tape should never be used. Locker areas are to be kept free of clothing, books and debris.

The lockers are the property of the school. Lockers and their contents may be inspected by school personnel. Locks may be obtained upon request.

Athletic Lockers: Each student athlete will be assigned an athletic locker during the start of each sports season. All athletic clothing and bags must be placed in the locker room. The athletic rooms are open before Morning Prayer and will be locked from 8:10 a.m. to 3:00 p.m. After school, teams are allowed 10 minutes in the locker room to change.

MEDICATIONS

Students occasionally need to take prescription or non-prescription medication while they are at school. To help ensure that students receive the needed medication, and that the medication is not misused, Trinity School at River Ridge follows Independent School District 196/State of Minnesota guidelines for administration of medication. These guidelines include the following:

1. All prescription medications (with the exception of emergency medications such as inhalers, Epi-pens and insulin) must be kept in the health office and administered by the school nurse or other appropriate school personnel.
2. All nonprescription medications (with the exception of 7th-12th grade possession of nonprescription pain relief) must be kept in the health office and administered by the school nurse or other appropriate school personnel.
3. Written authorization from a student's parent or guardian, and the medication in the original prescription or non-prescription bottle or container, is required before the school nurse or other appropriate personnel will give the student the medication.
4. If a prescription or non-prescription medication is to be given **for more than two weeks** or is a narcotic pain medication, **a written order from a physician or dentist** must be provided to the school using the *Authorization for Administration of Prescription Medication at School* form or other appropriate documentation. This form must be received **before** the medication is administered.
5. If a parent prefers, a student may **self-carry/administer** emergency prescription medications; **Inhalers, EpiPens, Insulin** and other (i.e. Benadryl**).** Please provide the form *Inhaler, EpiPen, Insulin and/or Other Emergency Medication* with parent and provider signature and update by the date noted by the physician.
6. If prescription medication remains in the nurse's office after the end of a school year or when the student is no longer attending the school, the nurse will contact the student's parent or guardian to pick up the medication. **If the medication is not picked up within 30 days of the date of notification, it will be destroyed.**

Non-prescription Pain Relief (i.e. Ibuprofen, Tylenol) may be self-carried and administered by 7-12th grade students at school with written parental permission (on the General Permission Form) and a written consent with parental signature kept with the medication. (This section does not apply to the possession or use of any drugs or product containing *ephedrine or pseudoephedrine* as an active ingredient.) Permission to self-carry is not applicable to 6th grade students, though parents may choose to keep non-prescription pain medication in the nurse's office for any student if parent/guardian prefers. **The Trinity School Nurse's Office does not stock or supply pain relief medication for students.**

When giving permission for a student in grades 7-12 to possess and use non-prescription pain relief, the parent or guardian agrees to the following:

1. The medication must be in its original container.
2. The student is knowledgeable in the proper dosage, use and administration of the medication in a manner consistent with its labeling.
3. If school administration determines these rules have been abused, the school may revoke this privilege.
4. The student may not possess pain relievers containing ephedrine or pseudoephedrine, and
5. The student cannot share the medication with other students.

STUDENT HEALTH CONDITIONS

Parents or guardians of students with a health condition that could result in an emergency (**i.e. Asthma, Diabetes, severe allergy, or seizures**) should provide a *School Action Plan*. This is a document from your student's clinic. If your student will self-carry/administer their medication please also submit Trinity form *Inhaler, EpiPen, Insulin and/or Other Emergency Medication* with your signature and physician's signature, and update by the date noted by your physician.

Emergency medications kept in the school health office must be accompanied by the form *Authorization for Administration of Prescription Medication at School*.

HELPFUL GUIDELINES FOR SCHOOL HEALTH

- Fever of 100.4 or greater: students should stay home for 24 hours after the temperature returns to normal.
- Vomiting or diarrhea: stay home 24 hours past last episode.
- Rash: that could be disease-related or unknown, check with your physician before attending school.
- Communicable disease (i.e. strep, influenza, COVID, etc.) please report this to the appropriate dean. If prescribed antibiotics, stay home from school for 24 hours past the first dose.

All medications, permission forms of consent and physician instructions **end at 3pm on the last day of the school year.**

These guidelines can be found in both the Trinity School Parent and Student Handbooks.

If you have any concerns or questions regarding medications for your student during the school day, please contact the Trinity School Nur se.

PERSONAL APPEARANCE

All young men will be expected to have proper haircuts. Hair must be cut so that it does not hang down into the eyes. Sideburns can go no further than the bottom of the ear. Hair cannot exceed 3 inches or extend over the shirt collar in the back. Layered haircuts must not be severe, nor can any portion be shaved so short that the scalp is visible, nor be shaved. It may be prudent to consult with the dean of boys before trying out a new hair style. No mustaches or beards are allowed. Bracelets, earrings, neck chains, etc. are not allowed for boys; class rings are acceptable. With regard to personal appearance and uniforms for boys, the judgment of the dean of boys is final as to what is appropriate.

For young women, jewelry, make-up and hair styles should be worn in a manner which is tasteful and appropriate for school. Only natural hair colors are acceptable. Earrings must be worn in a traditional manner: a single or double set of earlobe piercings is considered appropriate. With regard to personal appearance and uniforms, the judgment of the dean of girls is final as to what is appropriate.

STUDENT UNIFORM GUIDELINES

The goal for having a uniform is to have students dress neatly and uniformly. Students are expected to wear the uniform in the way it is intended to be worn. Uniforms should be neat and not rumpled, no holes in the pants nor in the elbows of the shirts. All shirts other than the banded polo shirts should be tucked in. Uniform regulations apply from the time the student arrives on campus until he/she leaves campus, unless otherwise excused. This means that students cannot wear other clothes to school and change at school, nor change into other clothes after school. Students may change after school if they are members of an athletic team practicing or playing immediately after school. Once students have changed their uniforms for athletic practices or games, they must be in the gym with coaches or outside on the soccer fields with coaches or leave the school building with their team. In other cases, students must obtain the permission of the appropriate dean to change clothes at school. Permission will be granted only in those cases where, in the dean's judgment, there is a serious reason to change and where a written request has been made by the parents or guardians.

The following is a description of the uniform requirements for boys and girls attending Trinity School at River Ridge:

Boys Uniform Requirements

Shoes: Students must wear black dressy shoes. No athletic shoes, athletic style shoes, slippers, sandals, canvas shoes, hiking boots, or utility boots. The shoes must be entirely black, including soles and laces. Visible stitching, patterns, and detailing must be subtle and kept to a minimum. Some tread is acceptable but not a deep tread or hiking boot tread. If you have questions, please contact the dean of boys.

If long-term injuries, i.e., 2 weeks, require athletic shoes to be worn they must be black and accompanied by a doctor's note.

Socks: Solid black socks that extend a minimum of three inches above the top of the ankle. No logos should be visible on socks.

Belt: Students must wear a non-decorative, narrow black or navy belt. Buckles (optional) must be simple and small. **No** brand names, brand symbols, decorative detailing or writing of any kind are permitted on the buckle.

6th, 7th and 8th Grade Boys:

· Navy polo shirt with "Trinity" stitching, short-sleeved or long sleeved

· Gray twill pants purchased from Educational Outfitters with ID tab applied

· Royal blue or navy polar fleece with Trinity logo (half-zip pullover or vest)

9th—12th Grade Boys:

· White polo shirt with "Trinity" stitching, short-sleeved OR

· Gray flannel pleated-front pants or gray polyester rayon blend flat-front pants purchased from Educational Outfitters with ID tab applied

· Wine-colored pullover sweater with Trinity logo

· Navy polar fleece with Trinity logo (half-zip pullover or vest)

Undershirts worn under uniform shirts for boys in all grades:

· White cotton, no writing or design, with sleeves shorter than the shirt (optional)

Boys Concert Dress:

7th & 8th grade for recorder concerts.	**9th and 10th grade for choir performances.**
· Dress pants · Dress shirt · Long Tie · Black socks, shoes and belt	· Black dress pants · Solid white long-sleeved shirt · Long Tie · Black socks, shoes and belt

Girls Uniform Requirements

Shoes: Students must wear black leather or leather-like dressy shoes (not canvas or cloth).The shoes must be entirely black (including soles and laces). Flats, slip-ons, Mary Jane styles, oxfords, or ankle boots would be appropriate. No moccasins, slippers, sandals, or tall boots. (Boots should not extend above the ankle.) If you have questions, please contact the dean of girls.

If long-term injuries, i.e., 2 weeks, require athletic shoes, they must be completely black and accompanied by a doctor's note.

Socks: Medium weight, white cotton crew style without decoration a minimum of 3 inches above the ankle. No knee highs or logos at the top of the sock.

Tights: Girls in all grades may wear opaque nylon black tights. The tights must be purchased from Educational Outfitters. Patterned tights, different colored tights, sheer tights, leggings or sweatpants under the skirt will not be allowed.

Skirt Hem: Knee-length: 1 inch above the knee to 4 inches below the knee.

Girls Pants: All girls' pants must be navy twill purchased from Educational Outfitters with ID tab attached. Pants must fit modestly, with a 1-2" ease around the hips, in other words, not too tight and not too loose. Pant length must be just below the ankle with a simple hem and no cuff.

Pants are required to be worn for many days of 6th, 7th, 8th, 9th and 10th grade science and 11th & 12th grade drama.

Belt: Non-decorative narrow black or navy leather with simple buckle (Optional)

6th, 7th and 8th Grade Girls:

· Light blue banded bottom knit polo with "Trinity" stitching,

short or long-sleeved

· Blue / gray / white plaid skirt

· Navy twill pants

· Royal blue or navy polar fleece with Trinity logo (half-zip pullover or vest)

9th—12th Grade Girls:

· White banded bottom knit polo with "Trinity" stitching with short-sleeves

· Navy pleated skirt

· Navy twill pants

· Wine colored pullover sweater with Trinity logo

· Navy polar fleece with Trinity logo (half-zip pullover or vest)

Undershirts worn under uniform shirts or blouses for girls in all grades:

· White cotton, no writing or design with sleeves shorter than the shirt or blouse. (Optional)

Girls Concert Dress

7th & 8th grade for recorder concerts	**9th and 10th grade for choir performances**
· Dress or "Dressy" skirt (below the knee) or dressy pants with short or long-sleeve dressy sweater or blouse · Dress Shoes or sandals (non-athletic) · All modestly worn	· Solid white long-sleeved blouse · Black skirt with black nylons OR black pants · Black dress shoes · All modestly worn (Skirts should be below the knee; slacks should fit properly with a 1-2" ease around the hips)

SCENT FREE

Many people are allergic to scents used in a variety of products such as perfume, cologne, hand cream, etc. Therefore, the school is a "scent free environment." This is applicable to all students.

INCLEMENT WEATHER

For school closure, delayed opening, early dismissal, and cancellations of after-school activities due to weather, Trinity School at River Ridge normally follows the decisions of the school districts immediately surrounding the school. These districts are Rosemount/Apple Valley Eagan District 196, West St. Paul/Mendota Heights/Eagan District 197 and Inver Grove Heights District 199.

We will communicate a closure or late start notice as early in the morning as possible. Closures or late start notices will be communicated by:

- Email: Check your inbox for an announcement of the closure or late start.
- Media Announcement on air and online: WCCO Radio and TV, KARE 11 TV and KSTP5 TV.

LIBRARY

The library is for research and study. This is a place for quiet study, and quiet must be observed at all times. Some of the books and magazines housed in the room may be checked out. Food is not allowed in the library during the school day.

LOST AND FOUND

The Lost and Found bins are located in the Commons Area and in the Gym. Please check the bins often as they are emptied frequently. Unclaimed items are given to charity.

LUNCH

Trinity School does not provide meals. Students will bring their own lunches. Lunch period extends from 11:30 a.m. until 12 noon. Lunch is to be eaten in the assigned areas of the Gym or Commons. Students will be

scheduled to clean the tables when they are finished eating. Students are released from the lunch areas by the monitor at approximately 11:40 a.m.

PHONES

The student phones in the Trinity lobby and the Commons may be used only for necessary or emergency calls by the students. Phones may not be used during the first 10 minutes of lunch without permission from one of the deans.

STUDENT DRIVERS

Students who drive to school, daily or occasionally, are required to have a parking permit. The parking permit needs to be displayed in the driver's side windshield. Students are to park in the student parking lot located west of the building. The first row of parking spots near the Event Entrance are reserved parking for People of Praise staff and visitors. Students should not park in these spots. Student drivers may enter the school building by way of the Trinity Event entrance.

VISITORS

Trinity School is a closed campus. Therefore, only teachers, staff and students are allowed on campus during the school day. All visitors including parents, guardians, alumni and prospective parents are to report to the receptionist where they will sign in and get a name tag to wear. Friends, relatives, and non-Trinity students cannot be accommodated as visitors during the school day (including the lunch break). Our music, drama, sporting events, and other public events are a great time to introduce friends or relatives to Trinity School life.

WALLS AND DECORATIONS

Students and others are not allowed to put anything on the walls or bulletin boards of the school without the permission of the Head of School.

STUDENT HANDBOOK APPENDIX I

Please see the Culture of Learning and Culture of Christian Life section of this Parent Handbook.

STUDENT HANDBOOK APPENDIX II:
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.

Definitions of Disciplinary Actions

Sanction: A sanction is a required absence from school for one to three days. Sanctions are removed from the student's record when they become seniors and need not be reported to outside agencies.

Suspension: A suspension is a required absence from school for one to five days. Suspensions are not removed from a student's record and should be reported to outside agencies when the student is asked to disclose such information.

Expulsion: An expulsion is the permanent removal of the student from school.

Trinity School does not disclose disciplinary actions to outside organizations unless required by law to do so.

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 include but are 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. Generating content using any AI software or online sources such as ChatGPT is prohibited.

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

6th - 8th Grades	First Offense	2-3 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 School 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, harassment or fighting 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 School 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 violation 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 School’s policy to cooperate with authorities in prosecuting such cases.

APPENDIX B: MEDICATIONS AND HEALTH CONCERNS

MEDICATIONS

Students occasionally need to take prescription or non-prescription medication while they are at school. To help ensure that students receive the needed medication, and that the medication is not misused, Trinity School at River Ridge follows Independent School District 196/State of Minnesota guidelines for administration of medication. These guidelines include the following:

1. All prescription medications (with the exception of emergency medications such as inhalers, Epi-pens and insulin) must be kept in the health office and administered by the school nurse or other appropriate school personnel.
2. All nonprescription medications (with the exception of 7th-12th grade possession of nonprescription pain relief) must be kept in the health office and administered by the school nurse or other appropriate school personnel.
3. Written authorization from a student's parent or guardian, and the medication in the original prescription or non-prescription bottle or container, is required before the school nurse or other appropriate personnel will give the student the medication.
4. If a prescription or non-prescription medication is to be given **for more than two weeks** or is a narcotic pain medication, **a written order from a physician or dentist** must be provided to the school using the *Authorization for Administration of Prescription Medication at School* form or other appropriate documentation. This form must be received **before** the medication is administered.
5. If a parent prefers, a student may **self-carry/administer** the following prescription medications; **Inhalers, EpiPens, Insulin** and other (i.e. Benadryl). Please provide the form *Inhaler, EpiPen, insulin or other emergency medication at school* with parent and provider signature and update by the date noted by the physician.
6. If prescription medication remains in the nurse's office after the end of a school year or when the student is no longer attending the school, the nurse will contact the student's parent or guardian to pick up the medication. **If the medication is not picked up within 30 days of the date of notification, it will be destroyed.**

Non-prescription Pain Relief (i.e. Ibuprofen, Tylenol) may be self-carried and administered by 7-12th grade students at school with written parental permission (on the General Permission Form) and a written consent with parental signature kept with the medication. (This section does not apply to the possession or use of any drugs or product containing *ephedrine or pseudoephedrine* as an active ingredient.) Permission to self-carry is not applicable to 6th grade students, though parents may choose to keep non-prescription pain medication in the nurse's office for any student if parent/guardian prefers. **The Trinity School Nurse's Office does not stock or supply pain relief medication for students.**

When giving permission for a student in grades 7-12 to possess and use non-prescription pain relief, the parent or guardian agrees to the following:

1. The medication must be in its original container.
2. The student is knowledgeable in the proper dosage, use and administration of the medication in a manner consistent with its labeling.
3. If school administration determines these rules have been abused, the school may revoke this privilege.
4. The student may not possess pain relievers containing ephedrine or pseudoephedrine, and
5. The student cannot share the medication with other students.

STUDENT HEALTH CONDITIONS

Parents or guardians of students with a health condition that could result in an emergency (**i.e. Asthma, Diabetes, severe allergy, or seizures**) should provide a *School Action Plan*. This is a document from your student's clinic. If your student will self-carry/administer their medication please also submit Trinity form *Inhaler, Epi-pen insulin and/or other emergency medication* with your signature and physician's signature, and update by the date noted by your physician.

Emergency medications kept in the school health office must be accompanied by the form *Authorization for Administration of Prescription Medication at School*.

HELPFUL GUIDELINES FOR SCHOOL HEALTH

- Fever of 100.4 or greater: students should stay home for 24 hours after the temperature returns to normal.
- Vomiting or diarrhea: stay home 24 hours past last episode.
- Rash: that could be disease-related or unknown, check with your physician before attending school.
- Communicable disease (i.e.. strep, influenza, COVID, etc.) please report this to the appropriate dean. If prescribed antibiotics, stay home from school for 24 hours past the first dose.

All medications, permission forms of consent and physician instructions **end at 3:00 p.m. on the last day of the school year.**

These guidelines can be found in both the Trinity School Parent and Student Handbooks.

If you have any concerns or questions regarding medications for your student during the school day, please contact the Trinity School Nurse.

APPENDIX C: THE YEAR AT A GLANCE

AUGUST
Sometime in the middle of the month, fall sports teams begin practicing. Varsity soccer, volleyball, and cross country begin in mid-August; sixth, seventh and eighth grade fall sports begin somewhat later. Class socials are scheduled sometime during the month, allowing new students to build relationships for the coming school year. All students are invited and encouraged to attend class socials, which are organized and chaperoned by parents. Seniors also typically host a social for sixth graders. The social committee is very busy during this time, planning for the upcoming year. The academic year begins near the end of the month with an orientation meeting for new parents, forms collection and books & fee payments, and an orientation for students, followed immediately by the first day of classes. Seniors meet with the Head of School at some point during the orientation or during one of the first school days.

SEPTEMBER
The only all-school parent-faculty meeting happens early in September. Typically, in early September there is a meeting for parents of high school students to give an overview of the college process. In September there is a student picture day at which their photographs are taken. This month and at least half of October is filled with cross-country meets, as well as volleyball and soccer games at every level. One of the weekends is also the occasion for a variety of homecoming events related to the fall sports. Our Fall Field Day is typically held on the second Friday of the month. Near the end of the month, all new students are required to attend a Study Skills Workshop with at least one parent. The workshop provides hands-on help with study skills, test taking, and general organization. The application process for siblings of current students also begins in September.

OCTOBER
At the beginning of the month the school holds an Open House for prospective students, at which some current students serve as hosts. October is the kickoff for Trinity's Annual Appeal, which raises funds to keep tuition low for all families. All fall sports teams finish their seasons in October. A picture retake day is held for those students who missed the September picture day. Checklist Evaluations are sent home at the midpoint of the first semester. These evaluations are the first across-the-board communication parents receive from faculty and provide a snapshot of the student's mid-semester performance. All sophomores and juniors take the PSAT exam in October.

NOVEMBER
The junior and senior parents meet to learn about college financial aid and the winter sports begin. These sports include girls' and boys' basketball and boys' wrestling at all levels. The first meets and games begin after Thanksgiving Break. Junior and senior parents also meet to begin planning for Spring Formal. During this month there is a lunch meeting about high school for 8th grade students. The early application deadline for new students is November 15th.

DECEMBER
As the first semester ends, students are busy with academic, sports and musical endeavors. The 8th graders have a recorder recital. The Christmas Fest concert with the ninth and tenth grade choirs, Chamber Singers and instrumental groups, takes place in early December. Because the semester ends before Christmas, the final week regularly involves the completion of projects and papers, as well as testing. The semester ends with the Indoor Field Day and the junior drama performance. During the Christmas break, there is a Varsity Wrestling Tournament.

JANUARY
The second semester begins with Project Week for students and Evaluations for their parents and teachers. Juniors and seniors also attend their evaluation meetings. Classes resume after Project Week and Evaluations. A 6th, 7th and 8th grade Project Evaluation Evening is held to showcase their project work. Seniors order caps and gowns for their upcoming spring graduation. Winter sports continue.

FEBRUARY
In the middle of February, the school takes a week-long Mid-Winter Break. The school admission office starts to send acceptance letters to most students who have applied for admission to Trinity School. March 1 is the deadline for seniors to fill out the Free Application for Federal Student Aid (FAFSA), necessary for college financial aid. Most winter sports end sometime in February.

MARCH
Eighth graders participate in a Medieval Banquet sometime during the month. The Checklist Evaluations for the second semester are sent out sometime around the middle of March. The baseball and track and field teams begin practice. In late March the Trinity Vision Dinner, an important fundraiser and social event, is an event for adults only and welcomes parents, friends and neighbors is held.

APRIL
Spring Break occurs the week following Easter, which usually falls during April. Spring Sports continue their seasons.

MAY
May is the busiest month of the year. It begins with the Spring Field Day and the Spring Formal for juniors and seniors. The 7th graders have a recorder recital. The Spring Fine Arts Festival begins with student artwork displayed in the Commons. A Spring Concert is held with ninth and tenth grade choirs, Chamber Singers and Wind Ensemble. The senior drama is held. Spring sports teams also finish their seasons. Classes end the Friday before Memorial Day weekend. The following week is Orals Week. Each student is scheduled for an oral exam, and high school students also do a major project in science and/or mathematics. Parents sign up for volunteer commitments for the following school year.

JUNE
Second-semester Evaluations take place in early June. The Senior Dinner is on the Friday of Evaluations week, and Graduation the following day officially ends the semester.

For a detailed calendar of events go to TSRR.org and click on “calendar.”

APPENDIX D: FACULTY CONTACT INFORMATION

By Email: Faculty may be reached by email. Go to TSRR.ORG/Faculty or see the Family Directory for the current year's faculty and their email address.

By Phone: Call **651.789.2890** and press "**0"**. The receptionist will take a message for the faculty member. Please keep in mind that full-time faculty members may teach up to four consecutive class periods, and part-time faculty members are not in the building for a portion of the day, therefore, a faculty member may not receive your message until the next day.

APPENDIX F: ADMINISTRATION AND SUPPORT STAFF

By Email or Phone: Administrative and support staff may be reached by phone by calling 651.789.2890 and then by following the prompts for the person, you wish to contact. Or you may find their direct phone number and email address at TSRR.ORG/Contact Us and in the Family Directory.

Trinity School at River Ridge
601 River Ridge Parkway
Eagan, MN 55121
Phone 651.789.2890
TSRR.ORG

Trinity School 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.