

# TRINITY HIGH SCHOOL

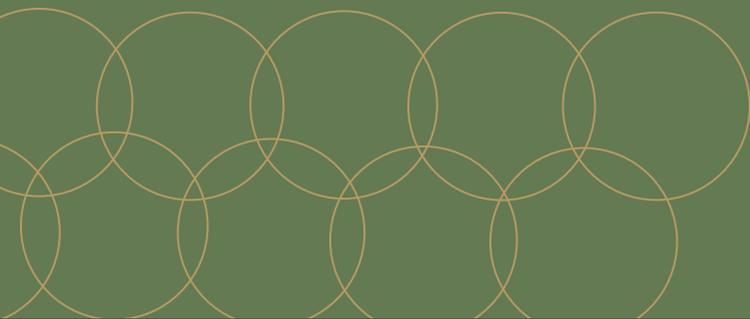


House System

# Handbook



Academic Year: 2018-2019



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## Section I: House System Mission Statement

The primary purpose of the Trinity High School House System is to further the mission and ministry of the school by working proactively to:

- Integrate faith more fully into community life
- Enable students to grow academically, spiritually, and socially
- Provide greater pastoral care by integrating students into a support system
- Equip students with the knowledge and skills necessary for them to provide effective leadership
- Promote unity among students and growth of relationships between grade levels
- Inspire academic excellence and development of each individual's gifts and talents
- Nurture a vibrant school spirit

## Section II: The Houses

Each House at Trinity is named after a saint or a religious order who has contributed to the field of education, either directly through school systems or by religious orders developing academic and spiritual paths to life. Trinity's Houses are: De La Salle, Immaculata, Loyola, and Seton. Every faculty and staff member belongs to a House.

### De La Salle House

St. John Baptist De La Salle, the Patron Saint of Christian teachers, is the founder of the Institute of the Brothers of the Christian Schools, known as the Christian Brothers. De La Salle and his brothers succeeded in creating a network of quality schools throughout France that featured instruction in the vernacular, students grouped according to ability and achievement, integration of religious and secular instruction, well prepared teachers with a sense of vocation and mission, and the involvement of parents. John Baptist De La Salle was a pioneer in founding training colleges for teachers, reform schools for delinquents, technical schools, and secondary schools for modern languages, arts, and sciences. The Christian Brothers staffed Trinity High School when it opened in 1963.

### **Immaculata House**

Immaculata House was named for The Congregation of the Sisters, Servants of the Immaculate Heart of Mary, a Pontifical Religious Institute. The Immaculata branch of the Congregation currently staff Catholic schools and parishes across the United States and internationally, including: PA, NJ, VA, FL, GA, NC and South America. We have been fortunate to have members serving at Trinity High School since 1963. Their commitment to God and Church and their example of obedience, poverty, and chastity, have served as inspiration to generations of Trinity Students. The Immaculata House strives to honor the contribution of the Sisters by practicing prayerfulness, humility, simplicity, and a deep love and respect for each individual soul.

### **Loyola House**

Loyola was named after 16th century soldier turned mystic St. Ignatius Loyola, founder of the Society of Jesus (The Jesuits). The Jesuit vision is to seek “the greater glory of God” and “find God in all things”. Today the Jesuits run 189 colleges across the globe, including Pontifical Gregorian University in Rome, the Church’s premier graduate school of theology. Jesuit educational tradition encourages spiritual and intellectual development by emphasizing free-thinking and theological debate. The Jesuit Order is known for its zealous missionary work, preaching the Gospel, and helping the poor, as well as its significant contributions to the fields of philosophy, mathematics, and science.

### **Seton House**

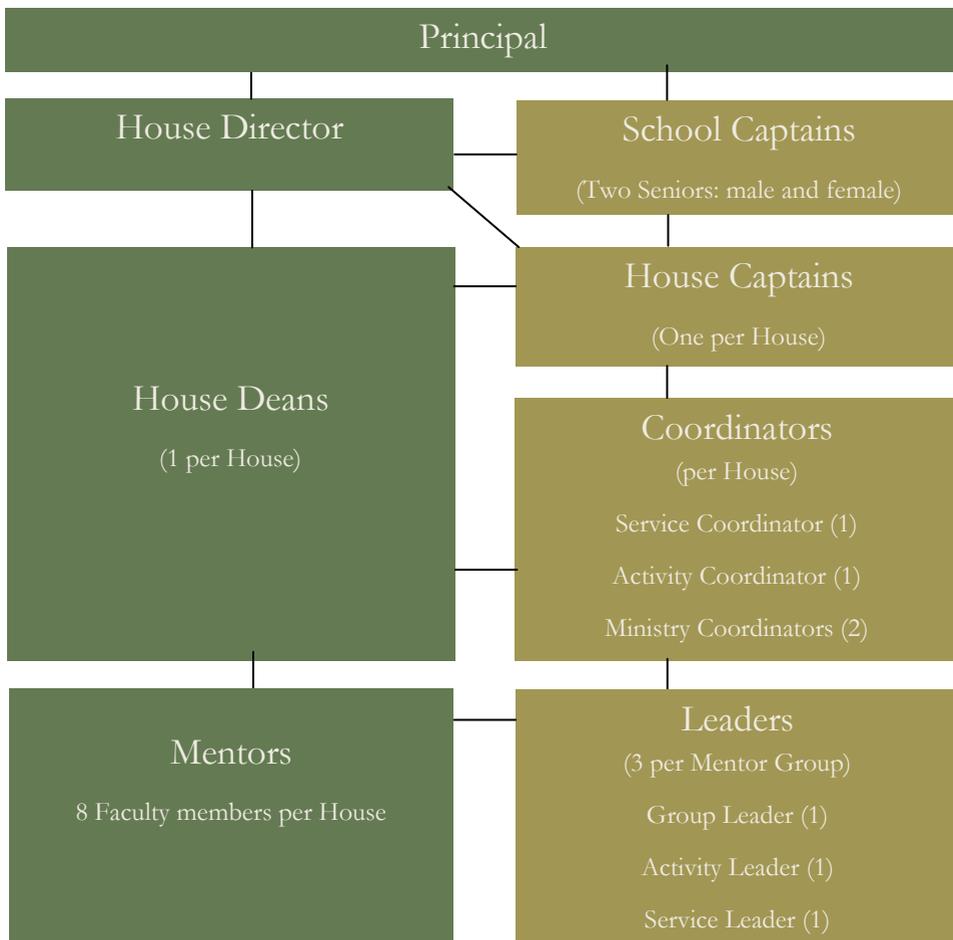
Seton was named for St. Elizabeth Ann Seton, the first American-born saint. She was the founder of the Sisters of Charity of St. Joseph, the first community for religious women established in the United States. She also began St. Joseph’s Academy and Free School in Emmitsburg, MD, planting the seeds of Catholic education in the United States. The St. Elizabeth Ann Seton Shrine and homestead are located in Emmitsburg, MD, and are easily accessible to our Trinity students. She is a relatable example of how an “ordinary ” person can do extraordinary things and become a saint; her contributions are vital to the history and mission of Catholic schools in America.

### Section III: House Pillars

The House System at Trinity High School is built upon the five pillars of: **faith, unity, service, excellence, and discovery.**

Our pillars come together to create faith-filled young people striving towards a common purpose. These goals contribute to the school motto: “Ad Summum Bonum”.

### Section IV: House System Structure



## Section V: House System Roles

The structure of the House System organizes the school into four separate groups known as Houses. The House System is designed to be student driven, with numerous student leadership opportunities.

### Faculty House Leadership

#### **House Director**

The House Director is a faculty member chosen by the administration to oversee and coordinate the running of the Houses in conjunction with the House Deans and School Captains. These responsibilities include:

- Oversee the sorting of students into the Houses
- Orient new faculty members into the House System
- Meet daily with School Captains and regularly with House Leaders
- Create, in conjunction with the Deans and Captains, a monthly calendar with suggestions for using House time
- Plan events for the school as a whole
- Establish meeting dates with House Deans
- Evaluate the workings of the House System
- Communicate information to the school as a whole
- Oversee the service hours with the school's Service Coordinator
- Direct students to work with Campus Minister to plan liturgies and other spiritual events
- Record and communicate the points accrued by each House
- Act as a liaison between the Houses and the Administration
- Work with the Principal to budget appropriate funds for the Houses, monitors these funds, and distribute funds to the Houses

#### **Deans of House**

The Deans of House are faculty members chosen by the administration; House Deans are responsible to oversee their House and meet periodically with the House Director. These responsibilities include:

- Plan House activities and competitions with Mentors and Student Leaders

- Schedule meetings with the Mentors and Student Leaders
- Oversee communications between Mentor Groups and Houses
- Develop leadership among the House Captains and Mentors
- Evaluate performance of House Captains
- Assist in sorting of students into Houses
- Assist in interviewing and selecting House Captains
- Oversee reporting of points earned, and service hours accumulated
- Encourage the interrelationship of students in Mentor Groups and within the House
- Cultivate spirit within the House

### **House Mentors**

Each House is divided into eight Mentor Groups consisting of freshmen, sophomores, juniors, and seniors. A faculty member is assigned as Mentor to each Mentor Group, and will have the assistance of student Group Leaders. The Mentor will fulfill these responsibilities:

- Foster a familial culture where the students get to know one another and develop a sense of caring and responsibility for each other.
- Be aware of the attendance, academic growth, emotional status, and behavior of the students in the group.
- Encourage students to participate in the House activities, competitions, and service projects
- Work with the Mentor Group Leader to develop the spirit of the group and develop her/his leadership skills
- Support the Mentor Group Leader in organizing and moderating Mentor Group activities

### **Student House Leadership**

The student body is led by the School Captains, a senior boy and a senior girl, elected by faculty and peers. In addition to the School Captains, House Coordinators are responsible for student leadership of each House. These students meet regularly with the House Director. Each Mentor Group elects one Group leader, one Service Leader, and one Activity Leader. Seniors and juniors assist House Leaders in all House activities; sophomores act as assistants to Student House Leaders; while freshmen provide general assistance in school activities.

## **School Captains and House Captains**

- Meet with House Director daily or as determined
- Plan activities for the school
- Encourage and promote school spirit among the Houses
- Communicate all events, and activities to the Houses

## **House Captains**

- Meet with House Dean as determined
- Plan House activities and competitions
- Ensure communication among the Mentor Groups
- Assist where needed with the Mentor Groups
- Send points to the House Director
- Gather and forward all service information to the Service Dean and House Director
- Develop and promote House spirit

## **House Activity Coordinator**

- Communicate all activities to students
- Encourage students to participate in activities, clubs, etc.
- Help decide which events will count for points
- Record student participation at these designated events for the Mentor/House credit
- Help to plan activities and competitions for the Houses
- Coordinate and plan school-wide events as assigned to each House (ex. Field Day, dances)

## **House Service Coordinator**

- Help students record and submit Apostolic Service Hours
- Inform students of current service opportunities
- Encourage students to participate in meaningful service projects and be prompt in reporting their service hours

## **House Ministry Coordinator**

- Meet with the Campus Minister to plan House and school liturgies
- Mentor Group liturgies and all spiritual events.

### **Mentor Group Leader**

- Conduct regular active listening and discussion activities within the Mentor Groups
- Facilitate and assist conflict resolution activities as necessary
- Confidentially share the social and emotional concerns of the members of their Mentor Group with the appropriate adult leaders and student ministry coordinators as necessary
- Aid the House Ministry Coordinators in creating and leading worship and prayer groups
- Help with various initiatives of the House, Administration, school counselors, and campus ministry regarding the social and emotional well-being of the community
- Organize and conduct Mentor Group activities

### **Mentor Group Activity Leader**

- Communicate all activities to students
- Encourage students to participate in activities, clubs, etc.
- Help to decide which events will count for points
- Record the student participation at these designated events for the Mentor/House credit
- Help to plan activities and competitions for the Houses
- Coordinate and plan school-wide events as assigned to each House (ex. Field Day, dances)

### **Mentor Group Service Leader**

- Help students record and submit Apostolic Service Hours
- Inform students of current service opportunities
- Encourage students to participate in meaningful service projects and be prompt in reporting their service hours

## Section VI: Expectations of Student Leaders

In addition to those responsibilities noted in Section IV, the following expectations are placed upon all Student Leaders, regardless of their House position. Much is expected of Student House Leaders because much trust and responsibility has been placed in them; the success of the House system rests with the actions, behaviors, and examples set by each Student Leader. The House Director and/or Deans will conference with any Student Leader who does not adhere to the following; actions may include a warning letter, and disciplinary or other action up to and including removal from the leadership position.

### All student leaders are expected to:

- Act as a leader in all situations.
- Take attendance at each point event.
- Be an example and role model to your Mentor Group as well as other students at all times.
- Be supportive, establish trust, and nurture those in your House and Mentor Group.
- Always represent the school in a positive light: be polite, greet and introduce yourself to visitors, and welcome them to Trinity.
- Project energy and enthusiasm into your group.
- Encourage participation in discussions, projects, and activities.
- Organize the time and activities (prayer services, discussions, service projects, etc.) with your Mentor, House Deans and House Captains; be creative and productive with your House time.
- Keep your Mentor Group aware of House point totals and upcoming point events.
- With your Mentor, monitor absences, grades, discipline, and tardiness, and then encourage each person to do his/her best. See if the person needs help with studies, has problems at school, etc., and follow up with the adult Mentor Leader as appropriate. **Keep these discussions confidential from other students.**
- Be on time for school every day.
- Never incur a discipline infraction; if you do, report it to your Mentor ASAP.
- Be in proper uniform at all times; this includes proper skirt length for girls and a clean shaven face and an appropriate haircut for boys.

## Section VII: House Point System

The components of the Points System are intended to reinforce the Trinity High School and House System Mission Statements as well as the House Pillars. The House Cup will be awarded to the House with the highest total of points. All events and categories are awarded on a 1 to 4 points basis. All results are reported to the House Director. Point standings will be announced on the school monitors once a month. Standings can also be checked in the House Director's Office with the Student Captains. Mentor Group Leaders will also report point standings to Mentor Groups on a regular basis. Points can be earned through the following, and new events or categories may be added throughout the year:

### Academic Excellence:

- Honor roll with the highest percentage of House members on the honor roll for each quarter
- Highest percentage of students passing all classes in each House

### Service:

- House members with the highest percentage of service hours completed and turned in **on time**; points will be awarded in these areas:
  - ◇ Highest percentage of complete hours submitted on time
  - ◇ Most service hours totaled per House
  - ◇ Highest percentage of service hours done per House per quarter

### Conduct:

- Discipline violations: House with the least violation points per capita each quarter (1 detention is 1 point; 1 Saturday is 5 points; 1 suspension is 10 points)
- House with the lowest percentage of unexcused tardies per quarter

### School/House Spirit:

- Marquee events: attendance at designated sporting events, concerts, and activities as announced.
- House competitions such as Field Day and others as announced.
- Participation in specific events TBA

## Section VIII: House Directory

**House Director: Sr. Susan Kuk:** skuk@thsrocks.us/717-761-1116 ext. 117

### School Captains:

- **Lauren Koranda:** lkoranda.2019@thsrocks.us
- **Michael McDermott:** mmcdermott.2019@thsrocks.us

### De La Salle House

- **Mr. Bill Boia, Dean of House:** bboia@thsrocks.us
- **Luke Stoey, House Captain:** lstoey.2019@thsrocks.us
- **Alex D'Amico, Activities Coordinator:** adamico.2019@thsrocks.us
- **Brynn Butler, Service Coordinator:** bbutler.2019@thsrocks.us
- **Patrick Elter, Ministry Coordinator:** pelter.2019@thsrocks.us
- **Maureen Pham, Ministry Coordinator** mpham.2020@thsrocks.us

### Immaculata House

- **Mrs. Jo Reider, Dean of House:** jreider@thsrocks.us
- **Maura Consedine, House Captain:** mconsedine.2019@thsrocks.us
- **Cheyenne Pohl, Activities Coordinator:** cpohl.2019@thsrocks.us
- **Sara Quinn, Service Coordinator:** squinn.2019@thsrocks.us
- **S. Andrew Root Jr. , Ministry Coordinator:** sroot.2020@thsrocks.us
- **Lauren Seubert, Ministry Coordinator:** lseubert.2019@thsrocks.us

### Loyola House

- **Mr. Jude Olivetti, Dean of House:** jolivetti@thsrocks.us
- **Paxton Massarachia, House Captain:** pmassarachia.2019@thsrocks.us
- **Will Bucher, Activities Coordinator:** wbucher.2019@thsrocks.us
- **Molly Young, Service Coordinator:** myoung.2019@thsrocks.us
- **Samantha Miller, Ministry Coordinator:** smiller.2019@thsrocks.us
- **Naomi Somerville, Ministry Coordinator:** nsomerville.2019@thsrocks.us

### Seton House:

- **Mrs. Michele Stager, Dean of House:** mstager@thsrocks.us
- **Margaret (Meg) Sobotta, House Captain:** msobotta.2019@thsrocks.us
- **Jonathan Holjes, Activities Coordinator:** jholjes.2019@thsrocks.us
- **Erica Kenski, Service Coordinator:** ekenski.2019@thsrocks.us
- **Jeffrey Miekley, Ministry Coordinator:** jmiekley.2019@thsrocks.us
- **Connor Coyle, Ministry Coordinator:** ccoyle.2020@thsrocks.us