

TRINITY HIGH SCHOOL



House System

Handbook

Academic Year: 2020-2021

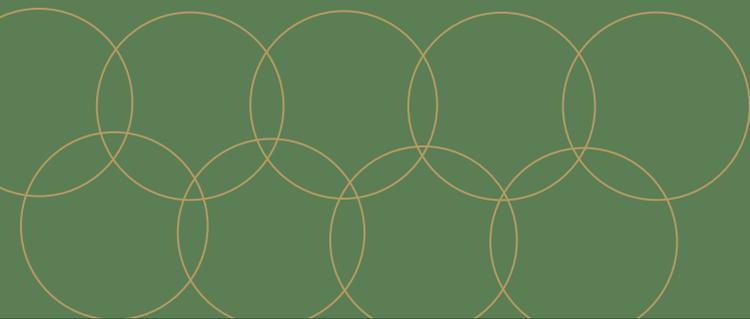


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Section I: House System Mission Statement

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

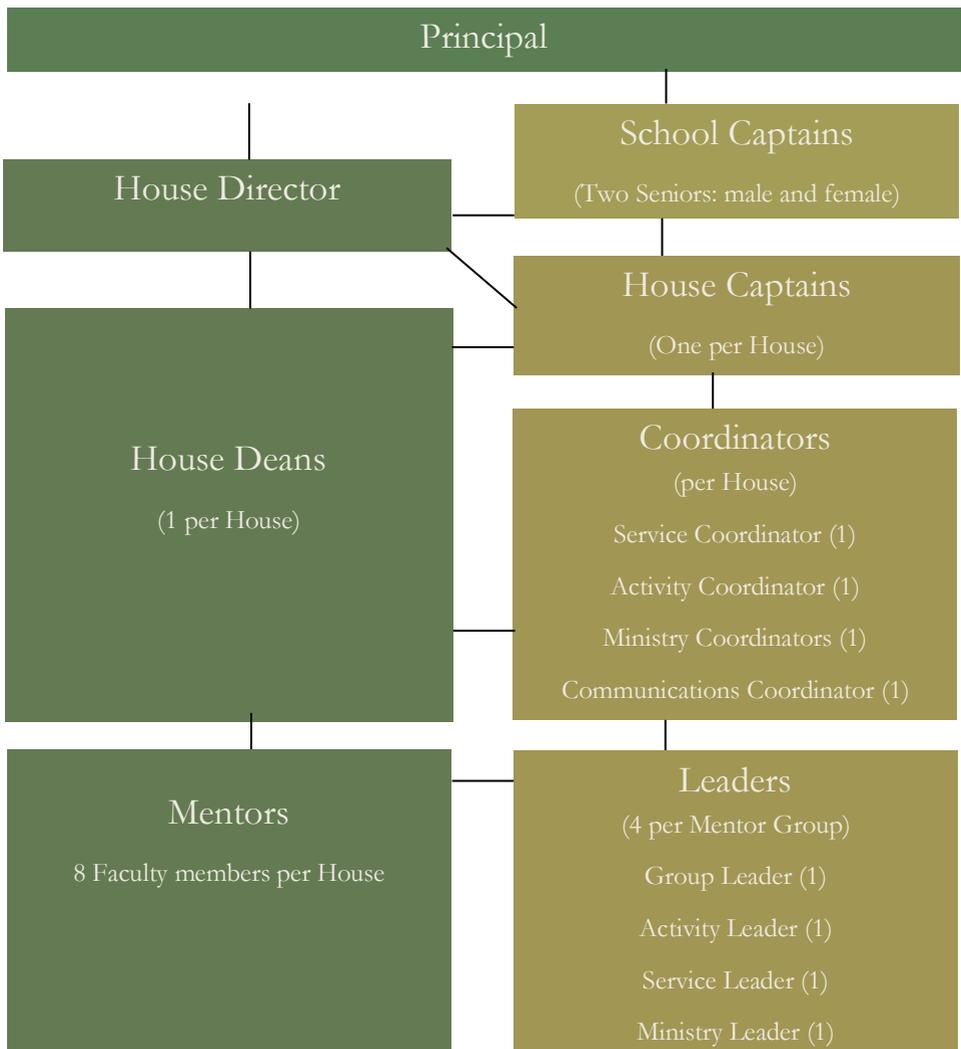
Seton was named for St. Elizabeth Ann Seton, the first American-born saint. She was the founder of the Sisters of Charity of St. Joseph, the first community for religious women established in the United States. She also began St. Joseph’s Academy and Free School in Emmitsburg, MD, planting the seeds 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 IV: 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
- Assist in the interviewing and selecting of House Captains
- 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:

- Assist in the interviewing and selecting of House Captains

- Develop leadership for the House Captains and faculty Mentors
- Supervise House activities and competitions with Mentors and student leaders
- Schedule meetings with the Mentors and student leaders
- Communicate information between Houses
- Evaluate performance of House Leaders
- 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 Mentor Teachers

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 activ-

ities; sophomores act as assistants to Student House Leaders; while freshmen provide general assistance in school activities.

School Captains

- Meet with and listen to Coordinators and Leaders regarding the needs and ideas of the mentor groups.
- 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 and listen to Coordinators and Leaders regarding the needs and ideas of the mentor groups.
- Assist and meet with House Deans as determined
- Conduct and lead weekly meeting of House leaders as determined by the House Dean
- Support the Activities Coordinator with planning House activities and competitions
- Ensure communication among the Mentor Groups
- Assist when needed with the Mentor Groups
- Develop and promote House spirit
- Meet with House Director as determined
- Plan activities for the school as needed
- Encourage and promote school spirit Communicate all events and activities to the Houses

House Activity Coordinators

- Meet with and listen to Activity Leaders regarding the needs and ideas of the mentor groups
- Plan activities and competitions for the Houses
- Communicate all activities to students
- Encourage students to participate in activities, clubs, etc.

- Coordinate and plan school-wide events as assigned to each house (**ex. field day, dances**)
- **Enlist student leaders to record attendance at points events. (2020-2021)**
- Attend regular meetings with the Director of Activities

House Service Coordinators (2020-2021)

- Meet with and listen to Service Leaders regarding the needs and ideas of the mentor groups
- Gather ideas for meaningful service opportunities from students in their House.
- Promote the use of the “Rocks in Motion” website
- Plan and direct one or more student service project per semester.
- Encourage students to participate in meaningful service projects, especially for the poor and needy.
- Meet with the Service Director.

House Ministry Coordinators

- Meet with and listen to Ministry Leaders regarding the needs and ideas of the mentor groups.
- Meet with and work closely with the Director of Campus Ministry in planning school liturgies and prayer services.
- Lead school prayers at the beginning and end of each school day.
- Promote and facilitate mission collections.

House Communications Coordinators

- Manage the social media for the House
- Contribute House information and activities/projects/to Trinity Weekly on a monthly basis
- Contact Trinity communications to publicize House events
- Meet with the Dean, captains and coordinators in order to be abreast of the activities and events of the House
- Attend the House captain meetings at least one Friday a month to be aware of House and school plans

- Publicize House events to Mentor Groups, to the House as a whole
- Supply information to be posted on the school monitors
- Promote communications regarding the athletic events

Mentor Group Leaders

- Organize and conduct Mentor Group activities.
- Appointed by Mentor Teacher
- Conduct regular active listening and discussion activities within the mentor groups
- Assist with various initiatives of the House, Administration, school counselors, and Campus Ministry regarding the social and emotional well-being of the school community.
- Attend weekly meetings with House Dean and Captains.
- Meet regularly with Mentor Teacher for planning and evaluating activities and group dynamics.

Mentor Group Activity Leader

Activity Leaders will be chosen on a volunteer basis. Each Mentor Group may or may not have an activity leader in which case the Activity Coordinator will be the liason.

- Gather ideas for House Activities from students in their Mentor Group and share them with their House Activity Coordinator.
- Communicate all activities to students in the Mentor Group.
- Encourage students to participate in activities, clubs, etc.
- **Assist with recording student attendance at House events. (2020-2021)**
- Assist with planning activities and competitions for the Houses and school.
- Assist the Mentor Leaders plan and direct activities in the Mentor Group.

Mentor Group Service Leader (Service activities will be adjusted to the present situation 2020-2021)

- Gather ideas for meaningful service projects from students in their Mentor Groups and share them with their House Service Coordinator.
- Refer students to “Rocks in Motion” website
- Assist the House Service Coordinator in planning and implementing student service projects.
- Encourage students to participate in meaningful service projects, especially for the poor and needy.
- Remind students of upcoming service hour deadlines.
- Meet with the Service Director.

Mentor Group Ministry Leaders

- Gather ideas for meaningful liturgy and prayer service ideas from students in their Mentor Groups, and share them with their House Ministry Coordinators
- Assist their House Ministry Coordinators in planning House liturgies and prayer services.
- Lead prayers in their Mentor Group.
- Promote and facilitate mission collections in their Mentor Group.

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 expectations listed below; actions may include a warning letter, a disciplinary or other action up to and including removal from the leadership position.

All student leaders are expected to:

1. Act as a leader in all situations.
2. Always represent the school in a positive light: be polite, greet and introduce yourself to visitors, welcoming them to Trinity.
3. Be an example and role model to your mentor group as well as other students at all times.
4. Be on time for school every day.
5. Never incur a discipline infraction; if you do, report it to your Mentor Teacher and Dean
6. 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.
7. Be supportive, establish trust and nurture those in your House and Mentor Group.
8. Project energy and enthusiasm into your group.
9. Encourage participation in discussions, projects, and activities.
10. Organize the time and activities (prayer services, discussions, ser vice projects, etc.) with your Mentor, House Deans and House Captains; be creative and productive with your House time.
11. Keep your mentor group aware of House point totals and up coming point events.
12. With your Mentor (**monitor absences 2020-2021**) grades, discipline, tardiness and then encourage each person to do his/her best. See if the person needs help with studies, problems at school, etc. and follow up with the adult Mentor Teacher as appropriate. Keep these discussions confidential from other students.
13. **Take attendance at each point event as requested. (2020-2021)**

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 stand-

ings will be announced on the school monitors periodically. 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: (new events or categories may be added throughout the year)

Academic Excellence:

- Highest percentage of House members on the honor roll each quarter
- Highest percentage of House members passing all classes each quarter

Service (2020-2021):

- Highest percentage of complete hours submitted on time for each quarter.
- Most service hours totaled per House—calculated only at the end of the year

Conduct:

- House with the lowest discipline violation tally per capita each quarter; points will be tallied according to the following:
 - 1 detention = 1 tally point
 - 1 Saturday = 5 tally points
 - 1 suspension = 10 tally points
- **House with the lowest % of unexcused tardies per quarter (2020-2021)**

School/House Spirit: (2020-2021)

- **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

Spirit Points will be awarded based on the following method:

- Each quarter will be divided into halves according to the academic calendar. (Ex Sept 1. - Sept. 30 Oct. 1 - Oct 25 for 1st quarter)
- **Each half will have 3 - 4 spirit events. The events will be “tallied” but not given house points. Houses with the highest attendance at each event will receive a score of 4-3-2-1- accordingly. Those scores will accumulate throughout the half of the marking period. (2020-2021)**
- Tallies will be posted on an on-going basis on the monitors.
- At the end of the first half, House Points (4-3-2-1) will be awarded based on the first half tally.
- The tally count will reset to zero at the start of the second half of the quarter.
- At the end of the quarter, House points will be again be awarded based on the total tally count for the 2nd half of the quarter.
- Each House can earn a maximum total of 8 House points for School/ House Spirit per quarter.
- This aligns the House points available for Spirit events with those available for the Academic, Discipline and **Service categories. (2020-2021)**

NB Information in **green** indicates changes that have been made for this specific year (2020-2021) and will be returned to **black** as the situation arises.

Section VIII: House Directory

House Director: S. Susan Kuk

School Captains: Ryan Crowell '21, Jaylin McHugh-Moore '21

De La Salle House

- Mr. Bill Boia, Dean of House
- Liam Beckett '21, House Captain
- Natalie Koranda '21, Activities Coordinator:
- Emma Stellfox '22, Service Coordinator
- Isabella Wilson '22, Ministry Coordinator:
- Kaitlyn Baranko '22, Communications Coordinator

Immaculata House

- Mrs. Jo Reider, Dean of House
- Megan Reagan '21, House Captain
- Tommy Chase '21, Activities Coordinator:
- Maria DeFrancesco '21, Service Coordinator:
- Alyssa Matzoni '21, Ministry Coordinator
- Caroline Grindle '22, Communications Coordinator

Loyola House

- Mr. Jude Olivetti, Dean of House
- Eden Skreppen '21, Hanah Miller '21, House Captains
- Theresa Pham '21, Activities Coordinator
- Addy Sitlinger '21, Service Coordinator
- Alex Bachman '22, Ministry Coordinator
- James Redmond '22, Communications Coordinator

Seton House:

- Mrs. Michele Stager, Dean of House
- Grace Hubbard '22, House Captains
- Natalie Levine '21, Activities Coordinator
- Morgan Jurash '22, Service Coordinator
- Melanie Uroda '21, Ministry Coordinator
- Sophia Sak '21, Communications Coordinator