



**PARENT - STUDENT HANDBOOK**  
**2018 - 2019**

### **Mission**

Knowing Jesus Through Education

### **Vision**

In response to the grace of God in Jesus Christ, we partner with families in the ongoing nurture of confident, caring, healthy, and respectful students whose gifts are developed and maintained for service to Christ and their community.

*Welcome to Trinity Lutheran School! We are pleased and excited that you have partnered with our school to ensure the quality of excellence in Christian education. The following is Trinity Lutheran School's Student/Parent Handbook. This handbook should be kept as a reference for you and your child to understand the rules, policies, and procedures that your child is expected to follow.*

*Please take the time to review this handbook with your child.*



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## PURPOSE AND PHILOSOPHY

The Lutheran Church-Missouri Synod has always recognized the need and value of thorough religious training for its children. We greatly respect the public schools of Kalispell and the work they do. Trinity Lutheran School does not exist in opposition to this system, but has been established to supply Christian education, which includes secular training from a Christian viewpoint. Trinity Lutheran School is to present a Bible-based, Christ-centered and Heaven-directed program to mold and build the life of a child.

### A CREDO ON CHRISTIAN EDUCATION

**We believe** that Christian education is part of God's command given by Him to the church through the Great Commission.

**We believe** that a Christian teacher is entrusted to provide a complete education for God's people by meeting their spiritual, social, and emotional needs.

**We believe** that the purpose for Christian education is to teach the Christian faith through instruction in God's Word and training to live a Christian life.

**We believe** that good education is carried on through quality programs that put Christian faith into practice in everyday living.

**We believe** that the difference in Christian education is:

Christian education views the pupil as a redeemed child of God.

Christian education is commanded by God.

Christian education has the power of the Holy Ghost to prepare the pupil for this life and the life hereafter.

**We believe** that the unusualness of the Lutheran School life is:

It allows adequate time for Christian instruction in all branches of learning.

It recognizes the importance of teachers who are Christians.

**We believe** that Christian education includes the mission to bring blood bought souls to Christ.

**We believe** that a Christian education program built on the principles of the Bible also determines the goal of the course of study and the basis of the needs of the community.

**We believe** that the curriculum of Christian education should be adapted to the needs of an ever-changing society in the world, the nation and the community, but always holding fast to the changeless and timeless principles set forth in God's Word.

**We believe** Christian education should help the child to understand and feel the joy that comes from work well done and that he may learn to be conscientious, hard-working and honest in everything he does to the glory of God and welfare of his neighbor.

**We believe** that the family has a tremendous influence on the child's entire education, and the church and school must help prepare adults for their important part in Christian education.

**We believe** that in order to attain the goals of preparing each student for his ongoing service to God and country, the following curriculum areas shall be offered to each student. Namely: Religion, Reading and Language Arts, Mathematics, Science, Health, Physical Education, Art, Music, Computer, and Social Studies.

**It is our aim as a school system** to offer instruction in each of the above areas of curricula in the best way possible according to the abilities God has given to each child, so that he can be a credit to his country, his community, and to his God.

#### **STATEMENT OF UNDERSTANDING**

Each family in the school must have on file a signed Statement of Understanding. The Statement of Understanding acknowledges a parent's acceptance and receipt of the pertinent data relative to a parent's responsibilities at the school. This includes such items as the Parent/Student Handbook & Calendar, updating emergency information, etc. The Leaders in Christ Academy (grades 5-8) has an additional curriculum guide and handbook. A statement of understand must be turned into the front office within the first week of school (5 days).

# REGISTRATION

## ADMISSION

Admission to Trinity Lutheran School shall be open to all and shall not be denied on the basis of race, color, national or ethnic origin. All pupils transferring to Trinity Lutheran School shall provide a transcript of records and have their health file updated according to Montana Law. All pupils are expected to attend Church and Sunday School regularly. Financial obligations must be kept current. If problems arise, please advise the school office immediately. Financial records will be reviewed on a regular basis.

## ACCREDITATION

Trinity Lutheran School is a non-public elementary school. The Office of Public Instruction has absolutely no jurisdiction over private schools in Montana. Our pupils and graduates may transfer to other schools without taking special examinations and are accepted by all public, parochial and schools in the community. In an effort to seek and maintain continuous improvement, TLS may seek accreditation through a private accreditation agency in the future.

## RE-REGISTRATION

Re-registration occurs in March. An email will be sent to parents notifying them that re-registration is occurring and providing the parents with the tuition rates and fees schedule for the next year. Registration fees are non-refundable. Unpaid fees can invalidate the re-registration – unpaid fees could result in the child(ren) relinquishing their spot, being placed on the waiting list, and the opening being made available to other students. All financial obligations must be current – and remain current – for re-registration to be valid. In addition, if a child is evidencing problems in academic standing, attitude, Christian behavior, or attendance/tardiness, re-registration may be denied. Families evidencing a lack of cooperation and support for the school may also be denied re-registration. This will be discussed with the Principal at a conference.

## STUDENT RECORDS

Student records, final report cards, diplomas, etc. are not released until all financial obligations have been met unless other arrangement have been made.

## FEES

A registration fee is charged for all students at Trinity Lutheran School. The fee is paid once, when a child is registered for the school year. There are other special fees covering items like milk, swimming lessons, sports, and band, which are assessed separately. Fees are payable to Trinity Lutheran School. Registration is not complete until fees are paid unless other arrangements have been made.

### **Registration fees (non-refundable):**

Kindergarten-8<sup>th</sup> grade: \$250.00

Pre-Kindergarten: \$125.00

## **SCHOOL SCHOLARSHIPS**

Funds are available for scholarships through the Bill Ludwig Scholarship Fund and the Kaylee Tripp Memorial Scholarship. These funds are dispersed by the Scholarship Committee. Awards are based on financial need and are available on a first come first served basis. Forms needed to apply for scholarships are available upon request at the school office. All information disclosed is shared only with the committee and is considered confidential. If you receive an award, you will be informed by mail and that amount will be credited to your account in the school office. We are continually seeking ways to grow our scholarship fund. If you are interested in sponsoring a child please contact the office.

You may also contribute the Bill Ludwig Scholarship Fund by shopping through SCRIP. It's easy! Contact our front office to find out how to support TLS by shopping at local places you already frequent.

## **TAX EXEMPTION**

According to IRS rulings, payments for the purpose of tuition are not eligible for tax deduction as a charitable contribution. Payment for tuition should not be made through church envelope offerings. Please make all tuition payments through the school office, so that they may be credited to the proper account. Gifts made to the Kaylee Tripp Memorial Scholarship or the Bill Ludwig Scholarship funds are, of course, tax deductible as a charitable contribution, provided the funds are not earmarked for a specific student. If you have any questions about this or any other school program, please feel free to contact the principal at 257-6716.

## **TUITION**

Tuition rates and fees are established in collaboration with the Board of Education after conducting a thorough review of expected budgets for the next year. We are mindful of the sacrifices that every family makes to send their child to Trinity Lutheran School and do try to keep any tuition increases to a minimum. Each family is charged either the Active Trinity Lutheran Church Parishioner or Non-Active/Non-Member rates for non-Trinity Lutheran Church members. Families will be notified of the tuition rates during the registration process.

The Active TLC Lutheran tuition rate is only available for those families who are registered, active and participating members of Trinity Lutheran Church.

The Tuition Contract will be automatically renewed via TADS during re-registration for the next school year in March of each year. The signed Statement of Understanding, due each September, will serve as the confirmation of:

- Accepting and agreeing to abide by the rules, regulations and code of conduct of the school
- Agreeing to enroll in the TADS Management Program;
- A statement of understanding that all of the tuition and fees be paid up to date in order for the student to receive a report card, participate in school events or have records

transferred to another school;

- An agreement that monthly payments are still required even though other scholarship monies are to be made later during the year. All additional scholarship assistance monies will be applied when received from the organization, and those funds applied to the total balance due, with the remaining payments adjusted evenly - not replacing monthly tuition obligations.

This is a binding document between the school and the family. Parents anticipating difficulty in maintaining tuition payments are expected to contact the school office in advance of their obligations becoming late.

## **TADS**

All families are required to register with the TADS Tuition Management Program. TADS is used not only to collect tuition payments, but may be used to pay most of the other fees that may be incurred during the year, including but not limited to field trip, yearbook, extended day, and uniform sales. Accordingly, it is critical that all families maintain an active TADS account throughout the year. As TADS will notify parents of scheduled payments via email, it is also important that a monitored email account is associated with your TADS account. It is the responsibility of each family to inform the office with at least 3 business notice of any need to make a change in a scheduled TADS payment. TADS charges a \$35 returned payment fee for any charges that are not honored by the bank/credit card associated with the account.

While we are seeking to limit the number of checks and cash that is received through the School Office, families can submit cash or checks to the office to settle scheduled TADS payments. In order to allow time for the TADS payment to be placed on hold, it is important that any such manual payments be submitted at least three business days prior to the scheduled TADS payment.

## **S.A.L.T. - SERVING AND LABORING TOGETHER**

The purpose of the SALT program at Trinity is to increase “pride of ownership” for all families in their children’s school and education as they participate in sharing the responsibility of fundraising, property projects, classroom activities, and other ministries of Trinity Lutheran Church.

Each family of students in Kindergarten through grade 8 must complete a total of 25 SALT hours for the current school year, regardless of the number of children enrolled. If the only enrolled child in a family is in Kindergarten, the SALT requirement is 12.5 hours. All SALT credit is based on actual hours worked. Jobs available for SALT credit include any volunteer tasks for Trinity Lutheran School or Church ministries.

People interested in completing a specific job may need to sign up in advance. A SALT jobs book, listing many volunteer opportunities is located in the school office. Other eligible tasks that do not require advance sign-up simply need to be logged for credit after completion. All families report the task(s ) and the hours worked by logging the information in the SALT notebook located in the school office. Field trips are not eligible as SALT hours.

A family may choose to contribute financially rather than completing SALT hours by paying \$500

(\$250 for a family with a single child enrolled in Kindergarten) for the current school year. If a portion of SALT hours for a given school year are not completed, the family is responsible for paying the prorated balance before the end of the school year.

Detailed information about the SALT program is included in the back-to-school packet of information. Any other questions or concerns can be addressed in the school office.

### **LATE PAYMENTS**

It is the responsibility of each family to keep the School Office informed of the need to make a change in the TADS tuition payment plan or to request an adjustment of the tuition payment date or actual payment. The School Office reserves the right to request that further payments be made by cashier's check, money order, or cash.

### **DELINQUENT TUITION ACCOUNT**

A family's further delinquency and unwillingness to meet with the School Office to make suitable alternative arrangements, may result in removal of their child(ren) from Trinity Lutheran School at the discretion of the Board of Education and principal in consultation with the pastor.

*All families must be current in their payment of tuition in order to Re-Register for the next school year.*

### **DELINQUENT TUITION FROM PREVIOUS YEAR**

All previously unpaid tuition must be paid before the start of the new school year.

### **TUITION REFUNDS**

Tuition is for the academic year, with the first tuition payment being non-refundable. Should a circumstance occur which causes a student to withdraw from Trinity Lutheran School, tuition may be prorated by month of attendance and a partial refund may be issued only if a 30-day notification is given and the opening can be filled, unless other arrangements have been made.

**Example One:** Notice is given on September 7<sup>st</sup> that the student will be withdrawing on October 7<sup>st</sup>. Family pays only for services rendered.

**Example two:** Notice is received on September 15<sup>st</sup> and the student is withdrawing on September 30<sup>th</sup>. Tuition is due through September 30<sup>th</sup>.

Refund checks are issued within 45-days of the student's last day of school, minus any other financial obligations due for: Chromebooks, books, library, lunch, etc.\*If a student is expelled or a student's admission is revoked or the student withdraws either voluntarily or involuntarily due to disciplinary action, tuition and fees may not be refunded.

### **FINANCIAL ASSISTANCE**

Families wishing to receive financial aid must complete an application through TADS. Applications are available in the School Office. Financial aid covers only a portion of the tuition costs. The amount of the award is determined by TLS financial assistance committee. ACE scholarships may be available for families new to Trinity. The deadline for ACE scholarships is in April of each year. ACE scholarships follow the child throughout any Christian school in Montana. For questions,

contact the School Office.

## **TRINITY LUTHERAN SCHOOL COMMUNITY**

### **SCHOOL OFFICE (HOURS)**

The School Administrative Assistants will be on duty from 8:00 a.m. to 4:00 p.m.

### **BUILDING ACCESS**

In order to maintain a safe and secure environment, access into the school building is limited to the front entrance on California Street. These doors are unlocked at the following times: 7:30- 8:25 am, 11:05-11:30 am, 12:05-12:20 pm, and 3:10-3:45 pm. At all other times, there is a buzzer and speaker system which enables office staff to identify people who wish to enter the building. All parents and visitors are to check in with the office before going into the halls or classrooms.

### **DAILY SCHEDULE**

Students must not be on campus prior to 7:30 a.m. There is no supervision during this time. If students arrive early, they must wait in the south entryway hall and remain there under the supervision of the aide on duty until dismissed to go to their classroom.

The following bells ring at the beginning of the school day:

8:00 a.m. - Students may go to their classrooms.

8:10 a.m. - School begins

Students must be seated in the classroom ready to start the day at the times indicated above. Tardy students report to the school office for an admissions slip.

### **DISMISSAL**

School is dismissed at 3:30 p.m. Students must be picked up by 3:45 or emergency contacts will be called unless other arrangements have been made.

In an effort to provide supervision and a safe and orderly after-school dismissal, we have the following procedure: **1.** Parents, please try to pick your children up or arrange for their care promptly after school. **2.** Until 3:45, children may be picked up at the back parking lot by the gym or church parking lot. Please let your children know your pick-up place. Supervision will only be provided in the gym parking lot. After 3:45, children remaining at school will be sent to the office to wait for a ride.

Please **DO NOT** give your children permission to stay after and play on playground equipment or shoot baskets. These areas will be closed after school until 4:00 p.m. Children must report home or wait in one of the designated areas.

### **SNOW DAY / DELAYED START**

In the event of serious inclement weather, a decision to potentially close the campus will be posted on the school's website by 6am and an automated message will be sent to all homes via the school's automated calling system. Please keep your contact information updated with the office

so that you receive these important announcements. The school's website will be updated with information as it becomes available [www.trinityed.org](http://www.trinityed.org). In the rare instance severe weather develops during the day, the school may close the campus mid-day. Parents will be contacted via the school's automated calling system or may visit the school website for updated information. School closures will follow District 5 and also be announced on local radio stations.

## **ATTENDANCE**

All students are held to punctual and regular attendance. If for some reason a child will be absent or late to school, the parent needs to contact the school office so the child's teacher can be informed. Any school work missed while the student was absent must be made up. Parents may call in advance to pick up homework while their children are absent.

Students late in excess of two hours will be counted as one-half day absent. Please try to schedule appointments, etc., so that there is as little disruption to the school day as possible. If poor attendance becomes an issue, it may be used as a primary criteria in evaluating the student's promotion or retention. The school administrator reserves the right to request a doctor's note following prolonged or frequent absences due to illness.

Students should not miss more than 10 days in a semester. The school Principal, after 7 missed days, will contact parents to discuss the importance of school attendance. If more than 20 days of school are missed in a school year, the student may need to complete an academic summer program if testing below level in academics. Summer school will be at the expense of the parent for promotion to the next grade level.

When students are absent from school, they are ineligible to attend or participate in extracurricular activities or official school functions on that day. This includes clubs, meetings, athletic practices or games, and any official Trinity Lutheran School events.

Attendance is a high priority in terms of maintaining consistent progress.

Extended vacations must be communicated ahead of time to teachers and/or administration, unless there is a family emergency. Teachers are to be contacted in advance to make arrangements for a planned absence. Parents must understand that when children are taken out of school for personal reasons such as a special holiday or family vacation, teachers are not required to anticipate schoolwork or to provide same for the child. Teachers will try to cooperate; however, parents may not expect this kind of service and are advised to make arrangements with another student or sibling to collect the work. All work must be made up, unless other arrangements have been made with faculty. It is the student's responsibility to check with his/her teacher for missing assignments. \*The student will *generally* be given two days for every day of an absence for making up the work.

## **ATTENDANCE, APPOINTMENTS & TARDINESS**

Students are expected to be prompt in their attendance at school. Being on time is very important in order for the teachers to run their classrooms in an orderly and effective manner. Your cooperation is expected. Children must be seated in their classrooms when the bell rings in the morning; class begins at 8:10 am. Students who arrive after 8:25 am must report to the school

office and be signed in by a parent and to pick up an "Admission Slip." Please schedule appointments outside the school day when possible. Students who leave during the school day must be signed out of the building by a parent/guardian; they are not to wait outside to be picked up. Communication with the office in advance of time, and who is responsible for picking up, is appreciated.

## GENERAL POLICIES AND PRACTICES

### ACTIVITIES

Student life at Trinity Lutheran presents opportunities for a child to participate in school music, choir, concerts, band, sports, academic competitions and interscholastic activities. These activities are sponsored by the school and help to develop Christian leadership and attitudes. School policy and the Christian code of conduct apply to all school sponsored activities.

### ANIMALS

Animals are allowed on campus only with prior approval.

### BOARD OF EDUCATION

According to the teachings of Jesus Christ the Trinity Lutheran School Board has, as its primary goal the intellectual, spiritual, and emotional development of the students of Trinity Lutheran School Community. The Board of Education helps to develop and to review the policies that shall govern the operation of Trinity Lutheran School Community. It promotes the implementation of said policies in accordance with the usages, and customs of Trinity Lutheran Church and the Lutheran Church-Missouri Synod including the rules and regulations. The Board of Christian Education consists of members elected from the Voters Assembly of Trinity Evangelical Lutheran Church. It is the policy making body for the Christian Day School. The school principal administrates policy and is in charge of the day to day decision making and operations of the school. **Matters regarding staff and student life are to be referred to the school principal.**

### BUS ZONE

The area west of the school is designated as a bus loading zone for the children when they have field trips. **Please do not park in the bus loading zone on 5th Avenue W.N.**, so that our students may have a safe place to board the bus.

### CHAPEL

A regular school Chapel service will be held each Wednesday at 8:20 am. **Parents, Grandparents or any other visitors are welcome to attend.** These services will be led by various classes and members of the Church and School Staff on a rotating basis. Special speakers or changes in time will be announced in the weekly Tuesday "At-A-Glance" publication as early as the information is available. At each Chapel service an offering will be collected and sent to the designated project. Blue Trinity polos are required dress on chapel days for K-8 students.

## **CRISIS MANAGEMENT PLAN**

Trinity Lutheran School is committed to ensuring a safe and protected environment for its students, staff, and visitors while at the school. Procedures designed to provide for this type of environment are revised and updated as needed. All staff is trained in the most current procedures.

### **FIELD TRIPS**

Teachers schedule field trips based on educational need, real world applications, outdoor learning, service outreach, and more. The Principal must grant approval for all field trips. Parents must complete and return permission forms for the student to be allowed to leave campus for the trip. Verbal permissions will be documented on a case-by-case basis. Drivers on field trips must be 25 years of age or older and have a Volunteer Information form on file in the school office. While on a field trip, drivers must take students directly to the event and return directly to school.

### **FINANCIAL PROCEDURES**

The collecting and/or soliciting of funds from families of Trinity Lutheran School Community are expressly prohibited without prior approval of the Principal.

#### **Collection of Money**

- All collection of money for classroom activities or field trips must first be cleared through the teacher and approved by the Principal. It is the teacher's responsibility to have the project approved by the Principal prior to any money being collected.
- Any collection of money for Parent Teacher Fellowship activities must be approved by the Principal. It is the PTF's responsibility to have the project approved by the Principal.
- All monies collected must be turned in to the school finance office at the end of each day. All checks are to be made payable to Trinity Lutheran School.
- Money must be counted by two people simultaneously before being turned into the Office where it will be logged into the *Cash Receipts Book*. All money should be labeled with the date, amount, event, name, and signatures of persons submitting the funds.

#### **Requesting of Funds**

- Requesting of funds for reimbursement, deposits for activities, etc. must be submitted on a *Check Request* form. An original receipt or invoice must be attached to the check request. Check request forms will be available in the school office.
- If the funds being requested are from the PTF budget, a *PTF Check Request* must be completed and submitted to the appropriate PTF committee head. An original receipt or invoice must be attached to the check request. Committee head folders are located in the school office.

- Checks are generally issued on a weekly basis. Please allow at least one week for processing.
- Where possible, any purchases being submitted for reimbursement should be made on a receipt separate from personal expenditures. If a combined receipt is submitted, the reimbursement amount should be clearly identified.

## **LIBRARY BOOKS**

Library books and materials must be returned when they are due. Overdue books and materials cause a grave inconvenience to those working in the library, but most of all to those students who are waiting to use them. Please help your child(ren) to be responsible in this regard. No student may check out more books and materials until such have been returned.

The school Library is provided for the use of students enrolled at Trinity Lutheran School. All books must be checked out through the librarian or Home Room teacher. Students who lose or damage a book will be required to pay the replacement cost of that book. Report cards will be withheld until payment is made. Reference books, such as encyclopedias are not to be checked out. All other use by non-students is forbidden without permission from the school administrator.

## **LOCKERS**

The lockers are the property of Trinity Lutheran School Community and are subject to search at any time by authorized personnel. There are to be NO permanent attachments on the lockers (stickers, adhesive materials, etc.). Students are allowed to use magnets in their lockers. Students are NOT allowed to decorate their lockers unless approved by Administration. Students do not use locks, but they do use clips to close lockers.

## **LUNCHESES**

If students bring lunches to school, they need to be properly labeled. We encourage lunches that are nutritional and substantial. Fast foods, candy, sodas, and unhealthy foods are strongly discouraged. Glass containers are also strongly discouraged. If you are delivering a lunch for your child, bring it directly to the office, never to the classroom. Clearly label the lunch with your child's name and grade. The office will see to it that your child receives the lunch.

Students will be allowed to have a snack at morning break. All other "snack items" should be reserved for lunch hour. Parents, please help us in providing nutritious snacks and lunch for your students. Pop, candy bars, etc., are strongly discouraged.

## **HOT LUNCH PROGRAM**

Trinity Lutheran School is partnering with My Hot Lunchbox to provide secure, fast and easy-to-use online ordering system that allows parents to view the lunch menu, order, prepay and manage student lunches on the web.

Registration and Ordering Information

Go to [www.myhotlunchbox.com](http://www.myhotlunchbox.com) click on "Order Now" at the top. Click "Create a New Account" for schools. School Code is: TLS130. Complete the steps to create your family account. Order and be sure to Check out. For technical problems or questions regarding Food or

Policy, including missed/late orders, credits, and changes/cancellations, please email [info@myhotlunchbox.com](mailto:info@myhotlunchbox.com) or call (888) 894-8295.

Free and reduced cost meals are also available. Qualification forms will be available in the school office.

### **LUNCH OFF-CAMPUS**

Students will not be released for off-campus lunch during school hours, except to go with their parents or a close family member. Other students are not allowed to accompany classmates on these outings. Also, when it becomes necessary to remove a child for lunch, sign out with the office. Please be conscious of the lunch/recess times and make every effort to work within these time parameters. Students are to sign in with the office on their return to school.

### **MUSIC**

Trinity School is a singing school. We lift our voices to the Lord; every song is a prayer. An award winning music program is provided by the school. Music classes are available 2-3 times per week depending on grade level. Each child is given the opportunity to sing and perform many times during the year. We have a Christmas program, Lutheran School Service, special musicals, and Chapel services. Each class presents a Wednesday Chapel service and leads the singing in a Sunday morning Worship Service one or two times a year, each student's class will have opportunity to provide special music. Dates and times for programs and services are listed on the school calendar for the upcoming year and announced in the At-A-Glance. A schedule listing the Sundays each class will sing will be produced as early in the school year as possible.

**Parents, you are pivotal and key to helping us deliver an exceptional music program. We encourage your presence,** even if not members of Trinity Lutheran Church, unless there are serious complications which absolutely prevent your child from participating. This contributes to class unity and the quality of the students' presentation.

### **NON-CUSTODIAL PARENTS**

The school abides by the provision of the Buckley Amendment (1975) or FERPA with respect to the rights of non-custodial parents. In the absence of a court order to the contrary, the school will provide the non-custodial parent access to academic records and to other school-related information regarding his or her child. If there is a court order specifying that no information be given, it is the responsibility of the custodial parent to provide the school with an official copy of the court order. The school will not be held responsible for failing to honor arrangements that have not been made known.

### **PARENT COMMUNICATION: "AT-A-GLANCE"**

In an effort to keep families up to date on special events and activities, "At-A-Glance" is emailed to parents on Tuesday of each week, except in the event of a short week, that school is in session. Please make sure that you request a printed copy if you would like one. The "At-A-Glance" will contain various items of school and congregational information as well as a variety of announcements. If you would like something mentioned in the weekly "At

-A-Glance”, please write it up and give it to the school secretary, no later than Monday afternoon.

### **PARENT TEACHER FELLOWSHIP (PTF)**

The PTF provides a structure within which parents can exercise their roles as co-partners to assist the administration and faculty in promoting the moral, educational, and physical welfare of the students. Through the PTF, parents can open lines of communication for expression of opinions relative to school programs, encourage high standards of family life, and provide and/or raise funds for the Trinity Lutheran School Community.

### **PARTIES, GIFTS, AND SPECIAL TREATS**

We love celebrations! Please keep in mind that class parties and special treats from parents require teacher permission. Friends sharing among themselves is best done off campus where feelings of being left out are avoided. Party invitations must be distributed off school property unless everyone (for example, all girls, all boys, or the entire class) is invited.

### **PERSONAL PROPERTY**

Students should only bring items necessary for learning to school. The school is NOT responsible for lost or stolen valuables brought to school. Personal items not related to the learning environment will be confiscated, sent to the office, and released only to the parent.

### **PERSONAL ELECTRONICS**

For the safety of our students, the use of gaming devices, cell phones and other electronic devices is only allowed with permission and direct teacher supervision. Any devices brought to school are to be turned off and given to the home room teacher at the beginning of the school day. They will be returned at the end of the day, but are to remain off until the student leaves campus. Student violation of this practice may be subject to discipline.

### **PHOTO RELEASE**

All families must sign a release granting Trinity Lutheran School Community the use of their name and likeness or child’s name or likeness, whether in still, motion pictures, audio or video tape, photograph and/or other reproduction including voice and features with or without names of any promotional purposes involving the school, news feature stories in media or other purpose whatsoever, except for the endorsement of any commercial products. Trinity Lutheran School Community may use, or cause to be used, these items for any and all broadcasts, publications or reproductions, without limitation or reservation of any fee.

### **PICTURES**

Individual school pictures are taken in the fall for all students PreK-8. The pictures are used in the school yearbook, and parents are given an opportunity to choose from a variety of photo packages for purchase. Group pictures are taken of each class in the spring, and are also available for

purchase.

## **RELIGIOUS INSTRUCTION**

Trinity's religion program strives to deepen love of God and neighbor in the individual. It is the reason for our existence as a Christian school. The religion program includes:

- A developmental study of the Bible.
- Daily prayer and devotions.
- A memory work program.
- Participation in worship.
- Opportunities to serve as worship leaders.
- Word of God integration in every subject area.
- Practices in Christ-like living and family life.
- Growth in faith and knowledge of Jesus as our loving Savior (2 Peter 3:18).
- Confirmation instruction through Trinity Lutheran Church.

## **SERVICE HOURS**

Trinity Lutheran School is dedicated to creating a spirit of service in the student's family, school, church, and community. Trinity Lutheran School students participate in Christian service projects. Voluntary school-wide activities involve food, clothing, and school supply drives and so much more! As part of Christian Leadership 5<sup>th</sup>, 6<sup>th</sup>, 7<sup>th</sup>, and 8<sup>th</sup> grade students are required to commit themselves to individual Christian community service needs. As partners with parents in their child's education, we seek to teach students about the importance of service in one's faith life.

## **SPORTS**

In addition to a well-balanced physical education program, students in grades 5<sup>th</sup> -8<sup>th</sup> may participate in after-school athletics. The following sports are available to our students: girls (7<sup>th</sup> -8<sup>th</sup>) Spirit Team, and (8<sup>th</sup>) Cheer Team; girls & boys basketball (5<sup>th</sup>-8<sup>th</sup>); girls & boys track (5<sup>th</sup>-8<sup>th</sup>); girls volleyball (7<sup>th</sup> & 8<sup>th</sup>); football (7<sup>th</sup> & 8<sup>th</sup>); tennis (7<sup>th</sup> & 8<sup>th</sup>); soccer (5<sup>th</sup>-8<sup>th</sup>); and cross country (K-8<sup>th</sup>). Students may become ineligible for sports if their schoolwork is not maintained at an acceptable level. There is a separate fee for each sport in which a student participates and must be paid promptly. Every student participating in after school sports needs to have a physical by a certified, licensed medical professional on an annual basis. A physical examination conducted before May 1st is not valid for participation for the following school year. Proof of examination is to be filed with the school office. Students must be in attendance a full day, during regular school hours, to be able to participate in after school activities on that day; however, permission to participate in after school activities in the event of an absence due to special circumstances may be granted by the Principal as long as such permission is obtained prior to the end of the school day.

## SUPPLIES

A detailed supply list for each grade is posted on the website prior to the beginning of the school year. Backpacks and gym bags must fit in teacher- assigned areas or in student lockers.

**Parents/Students are responsible for replenishing supplies as needed.**

## TECHNOLOGY - Computer and Electronics Usage

Students of Trinity Lutheran School have a responsibility to use technology resources in an effective, efficient, ethical, and lawful manner. Furthermore, information transmitted over the network should be representative of a Christian school. Trinity's Acceptable Use Policy states the expectations for the safe and ethical use of technology by staff, students, and volunteers. All student using technology in the 3-8 grade classrooms, are required, along with their parents, to sign a document agreeing to follow the Acceptable Use Policy. **Violations of these responsibilities may result in disciplinary review by the Administration.** Students will participate in "Digital Citizenship" training.

Students using computers, Chromebooks, or iPads at TLS need to view them as tools for study and not for personal use. Students will be assigned a device to use and may not use others without a teacher's permission. Students may be allowed to use an electronic device for reading a book (Kindle, Nook, tablet, etc.) during the school day according to these guidelines: The use of an e-reader is at the discretion of the classroom teacher. This means students must ask permission before bringing it to class. A student who chooses to use an e-reader accepts full responsibility for it. Neither Trinity Lutheran School nor any teacher or staff member will be held responsible for loss or damage. The device is to be used only for reading a book. For example, it should not be used for games or to access Trinity's Wi-Fi. Any time the student is not actively reading, the e-reader must be placed in a location designated by the teacher.

All other student use of personal electronic devices is not permitted on school grounds.

## TELEPHONE & MESSAGES

Please communicate after school arrangements with your child prior to the school day. In the case of an emergency, the office will deliver a message. Students needing to use the school telephone must receive permission from their teacher. Parents, please do not ask for your child to leave the room to come to the phone, unless it's an emergency. Also, arrangements for rides and overnight visits should be made in advance of the school day. A log of student phone use will be maintained by the office.

## TEXTBOOKS

All textbooks are the property of the school. Each pupil should write his name and the date received in the space provided for this purpose inside the front of the book. No other writing or marking is permitted. All textbooks should have a protective cover placed on them by the pupil within one week after the books have been distributed. All hardbound textbooks should be kept covered during the entire year. Students will be expected to pay for damages which result from negligence, willful destruction, or wear and tear beyond normal usage. Report cards may be withheld until payment is made.

## **VISITS TO THE SCHOOL**

Parents and other visitors coming to the school must sign in at the office. Items dropped off for students should be clearly labeled with the student's name and grade. We cannot guarantee a timely delivery for items a student has forgotten, such as lunches or homework. Please try not to disturb the classroom during the school day without prior notice, unless there is an emergency. We LOVE parent involvement, and understand separation can be hard for both parent and child. Please do your best to say goodbye at the door, and try not to linger in the hall or distract the class. We hope to foster independence in all children.

## **GRADES**

### **ONLINE GRADES**

Grades are available online through Infinite Campus. Parents will receive log-in information for each child at the beginning of the school year. Grades should be updated at least every two weeks.

### **REPORT CARDS / PROGRESS REPORTS**

Report Cards are the central means of communicating the progress of your child(ren) to you. They are posted quarterly. Consult the school calendar or your child's teacher for the dates.

### **PERFORMANCE ASSESSMENTS**

Students will be given multiple ways to show their competence, including methods other than paper-pencil tests. Students are graded on what they know and can do. Teachers work very hard to give students the opportunity to show their mastery in a variety of ways including projects, essays, performances, portfolios, and laboratory experiments. The assessments that students are given in a class for the "performance assessment" category will represent a variety of different assessments including but not exclusively paper-pencil tests. Students need timely or "real time" feedback in order to engage in learning and feel motivated. We use a combination of summative and formative assessments. \*Students with a diagnosis of a learning disability or ADHD / ADD may require a quieter or small group testing scenario. Please consult with our Curriculum & Instruction Director and your child's teacher for testing accommodations.

### **GRADING GUIDELINES**

Some of the "best practices" in grading that we follow at Trinity include:

- Separate behaviors from academics to ensure that the grade accurately reflects achievement.
- Emphasize summative grades, determined by high-quality assessments aligned to standards, over formative assessments.
- Offer re-learn and recovery opportunities in which students demonstrate learning over time.

How are grades weighted? We use a research based weighting where high quality assessments are the basis for academic grades.

<p>PERFORMANCE ASSESSMENTS (Summative) Major Assessments <b>of</b> Learning Unit and Course Understanding and Performance “the bigger stuff” 85% OF FINAL GRADE</p> <ul style="list-style-type: none"> <li>• Unit (chapter) assessments</li> <li>• Unit or major performance tasks – mainly products, performances, and projects (e.g., essays; artwork; visual representations; models; multimedia; oral presentations; lab experiences; live or recorded performances)</li> </ul>	<p>PRACTICE ASSESSMENTS (Formative) Assessment <b>for</b> Learning Lesson Practice and Activities “the smaller stuff” 15% OF FINAL GRADE</p> <ul style="list-style-type: none"> <li>• Independent practice on daily work (daily assignments and classroom work – not necessarily homework)</li> <li>• Brief progress checks (e.g., exit tickets, small quizzes over one or more lessons; reviews or warm-ups, verbal checks, conferring, peer assessing, progress monitoring, self-assessment)</li> </ul>
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Students may be given multiple learning opportunities to show that they have mastered the content for their classes. Students who feel they have not shown their true knowledge on a test or other assessment may request an opportunity to re-do the assessment with their teacher or administration approval. Students are not automatically given a re-take as this is handled on a case by case basis in consultation with teacher and administration. Some tests such as the IOWA Test of Basic Skills are not eligible for retake. Students must “prove” that they deserve a re-take by showing teachers that they will do something different the second time that they take it. This could include a variety of teacher-created forms or test correction sheets that teachers can use as a part of their regular classroom procedures. Students must take the assessment on the teacher’s time frame. A teacher could decide to have the re-take completed during class, after-school, during lunch, or with the after-school support paraprofessional. Our goal with retake is to help students master the material needed to be successful.

Administration and Faculty will continually work together to improve and revisit research based grading practices throughout the year.

**HOMEWORK GUIDELINES**

Homework is independent practice, rather than new learning. All students should do some home study daily, even if not assigned. Homework is always due when required by the teacher. Any request for an exception must be made in writing to the teacher by the parents. **Students in grades 5-8 must use the school’s Assignment Notebook for communication unless other arrangements are made with the classroom teacher.** Parents are responsible for reviewing the assignment book each day with their child and checking to see that work is complete.

The standard for homework time that has been endorsed by the National Education Association and the National Parent-Teacher Association, is the so-called "10-minute rule" -- 10 minutes per grade level per night. That translates into 10 minutes of homework in the first grade, 20 minutes in the second grade, 30 minutes in third, 40 minutes in fourth, 50 minutes in fifth, 60 minutes in sixth,

70 minutes in seventh, and 80 minutes in eighth. We recommend reading for enjoyment every night. \*There will generally be no regular written homework on weekends or holidays. This time is to be used for long-range projects and reading.

These are only guidelines for written, daily homework students may receive to work on from teachers. Each child works at a different pace; some may be finished more quickly than others, and some may take longer to complete their work. There will be additional projects with extended deadlines that may be introduced for students in addition to studying for regular/ongoing assessments; the time required to complete those projects is not part of the daily homework guideline.

Students who have been ill and those behind in their work will have assignments on the weekends. For every day missed, students are given two days to make up their work, unless other arrangements have been made. Please consult with the classroom teacher if your child is routinely requiring more time than this to complete the daily homework.

### **LATE WORK**

Timely work completion is a critical component of a student's Christian Learning Expectations, and it is the expectation of all students to complete their work by the due date. Students who fail to meet deadlines will be required to complete their work during GLAD (Getting Late Assignments Done) time (e.g., during lunch, an elective, after school, or ACE prep) and will result in a reduced "Work Habits/Initiative" score which could lead to a variety of ramifications by having lowered Christian Learning Expectations. It is the best practice to learn the effective skills of completing work in a timely manner. Again, this consequence is behavioral and not academic as providing an academic penalty for a student not meeting deadlines would cause the grade to become inaccurate. Note: Students on intervention plans or who have medical issues may have modified homework. Coordination among 5-8 Academy staff, the RTI coordinator, and administration will be implemented to help ensure overall homework guidelines are met.

### **ZEROS AND INCOMPLETE WORK**

The goal of school is to provide a comprehensive education and help students learn successfully. It has been proven many times over that *completion of assigned work is a critical skill to learn for being successful in school as well as the real world.* However, when a student receives a zero for work that was not completed, it adversely affects academic achievement based on the "behavior" of not completing work. This takes away from one of our fundamental purposes – teaching Christian Leadership through obedience, respect, and initiative.

### **MIDTERMS:**

A midterm report will be posted on Infinite Campus, or a requested copy can be given to students, to inform parents of their child's progress. Normally these will include any missing assignments or tests. However, it is the responsibility of the student to take the initiative to be informed of and complete incomplete work in a timely matter. Communication is the key to success and TLS faculty are more than willing to make time to help students be successful and get caught up.

## Grading Scale Examples

TLS strives to use best practices in grading by subject area, effort, and behavior. Consequently, skills and effort will have an independent scale.

### ACADEMIC PERFORMANCE

Kindergarten - Grade 2	Grades 3 - 8	Art, Music, PE, Electives Skill Based Scale
<p>1 NC- Not Covered YET</p> <p>2 Limited Growth</p> <p>3 Developing</p> <p>4 Proficient</p> <p>5 Exemplary</p> <p><b>TLS Grading K-2</b></p> <p>Primary students are developing new skills in a wide variety of topics within core areas. Young children develop at their own rate, some rapidly and others take more time. We differentiate and individualize instruction to ensure an optimal learning environment. Consequently, K-2 students have a more developmentally appropriate scale.</p> <p>Effort will be measured on a separate scale.</p>	<p><b>A+ 100-</b></p> <p><b>A 99-93</b></p> <p><b>A- 92-90</b></p> <p>B+ 89-87</p> <p>B 86-83</p> <p>B- 82-80</p> <p><b>C+ 79-77</b></p> <p><b>C 76-73</b></p> <p><b>C- 72-70</b></p> <p>D+ 69-67</p> <p>D 66-63</p> <p>D- 62-60</p> <p><b>F 59-0</b></p> <p>The scale remains the same as in previous years instilling high expectations and goal setting. Students will receive an effort score in each subject area.</p>	<p>1 NC- Not Covered or NOT YET</p> <p>2 Limited Growth</p> <p>3 Developing</p> <p>4 Proficient</p> <p>5 Exemplary</p> <p><i>*faculty have skill based rubrics and performance assessments according to course</i></p> <p>Specials and Electives require distinct skills apart from general core academic areas. Specials and Electives are a way to incorporate more interest based learning, intrinsic motivation, exploratory exposure to special areas. Student will receive a skill based score and an effort score for each course.</p>

## Effort Scale

In addition to academic grades, effort grades are given each marking period for all courses, including all specials or elective courses.

- 1 **Not Yet:** The student is not prepared for class and is making little or no effort to meet the minimal requirements of the course. The student is disorganized or lacks study skills on a regular basis. The student's effort may prevent success at this grade level.
- 2 **Limited Growth:** The student often misses assignments and is reluctant to seek extra help. Assessments suggest a lack of effort rather than a lack of understanding. Mistakes of the same variety continue to be made. Participation is inconsistent.
- 3 **Developing:** The student exhibits an inconsistent effort. Work is sometime missed, or hastily completed. The student occasionally participates in class, and participation is generally good.
- 4 **Proficient:** The student exhibits a solid effort. The student is prepared for class discussions, quizzes, tests, and written assignments with few exceptions. Homework is regularly completed, deadlines are met and the student strives to improve. Effort is made, though more can be applied. Assessments show effort, but more review can be done.
- 5 **Exemplary:** The student exhibits an outstanding commitment to all academic endeavors. Work is completed regularly and with great attention to detail. The student is a balanced leader in discussions and is on topic and insightful. Student is unafraid to try to things, or take risks in learning.

## CHRISTIAN LEARNING EXPECTATIONS

At Trinity Lutheran School, we recognize the importance of educating our students in Christian values and leadership. How students treat each other and adults is as important as their academic achievements. To reflect this, we have Christian Learning Expectations as part of the Report Card. We feel that it is critically important to represent student learning, academic achievement, and behavior or character as equally important but separate reporting measures. In addition to an academic grade and effort score, students will also receive a Christian Learning Expectation score. The following categories may be adapted according to staff and student input yearly.

**TLS students are expected to be responsible Christian Leaders who demonstrate the following: Teamwork, Initiative, Respect**

CHRISTIAN Learning Expectations	Meets or Exceeds (3)	Progressing Towards (2)	Not Yet (1)
<p><b>TEAMWORK</b></p> <p><i>As it is, there are many parts, yet one body.</i> 1 Corinthians 12:20</p>	<p>Routinely provides useful ideas when participating in the group and in classroom discussion. Almost always listens to, shares with, and supports the efforts of others. Tries to keep people working well together and on-task.</p>	<p>Sometimes provides useful ideas when participating in the group and in classroom discussion. Sometimes listens to, shares with, and supports the efforts of others. Is a somewhat passive team member, but contributes to the group when prompted by others.</p>	<p>Rarely provides useful ideas when participating in the group and in classroom discussion. May refuse to participate. Rarely listens to, shares with, or supports the efforts of others, and tends to get the group off-task.</p>
<p><b>INITIATIVE</b></p> <p><i>...Be thou an example</i> 1 Timothy 4:12</p>	<p>Student approaches new learning situations with confidence and enthusiasm, successful in memory work, seeks a variety of challenges and takes risks, attempts a wide variety of learning activities independently, and exhibits Christian leadership for peers.</p>	<p>Student approaches new learning situations with limited confidence, demonstrates a generally positive attitude towards learning, sometimes accepts new challenges but takes only limited risks, attempts a limited variety of learning activities independently, and somewhat reliant on others to guide them.</p>	<p>Student avoids new learning situations and has a negative attitude toward learning. Avoids challenges, rarely takes risks, participates only reluctantly with lots of prompting from others, and demonstrates low confidence or motivation for most activities.</p>
<p><b>RESPECT</b></p>	<p>Actions in the classroom contribute positively to the learning environment. The student is generally</p>	<p>Contributes positively to the learning environment some of the time, acts with courtesy and</p>	<p>Level of respect interferes with learning. Occasionally uses proper Christian courtesy and manners but often chooses not</p>

<p><i>You shall love your neighbor as yourself... Mark 12:31</i></p>	<p>well mannered towards others, listens to others' ideas, interests, and opinions, and will help others when needed. Student works out conflicts in a Christian manner with forgiveness. Students always follows dress code and demonstrates respect for adults, peers, and property.</p>	<p>proper manners some of the time, and helps others if prompted. Is effective in negotiating conflicts in a Christian manner some of the time, dress code adherence is inconsistent, respect for adults, peers, or property is inconsistent.</p>	<p>to. The student shows little concern for others' ideas, interests, and opinions. Dress code may not be followed regularly. Student frequently "back talks" or is repeatedly directly defiant, demonstrates a lack of respect for adults, peers, or property.</p>
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Students who have been given a "1" mark for 50% or more of their classes in the combined total of grades given in the Christian Learning Expectations may be considered ineligible to participate in extracurricular activities which may include activity nights, band or drama performances, or sporting events. Christian Learning Expectations eligibility will function in the same way as academic eligibility. A score of 3 is required for Honor Roll in 80% of courses.

### HONOR ROLL - GRADES 5-8

Trinity Lutheran School publishes a Honor Roll for grades 5-8 to recognize and encourage academic achievement and excellence.

Step 3. The weighted grade points are averaged, and then divided by three to arrive at the grade point average.

- Students who meet or exceed a 3.2 Grade Point Average and receive no D's or F's are recognized for *Honor Roll* each quarter.
- Students who meet or exceed a 3.6 Grade Point Average are recognized for *High Honors* each quarter.
- Students who receive all A's including +/- for the quarter are also recognized.

### ACADEMIC PROBATION

A student who receives a "D" in two courses, a failing grade "F," or has a GPA below 2.0 at mid-term each quarter is not successfully progressing in his or her academic studies. In such a case, the student will be placed on **Academic Probation**. The student and student's parents will meet to discuss an appropriate course of action to help the student succeed. Students on academic probation may be required to attend a mandatory study hall/tutoring until academic performance improves. Additionally, the student will be rendered ineligible for extra-curricular activities/athletics for a two-week period. The student's progress will be reviewed on a weekly basis during this time.

## **SPORTS ACADEMIC REQUIREMENTS**

For a student to participate in extra-curricular activities or overnight curricular activities, the following policy applies:

- At the end of each quarter the student must have a minimum 2.0 grade point average (G.P.A.) with no failing grades (Fs). Students falling below 2.0 will be removed from sports activities. At this time, the student will be placed on Academic Probation. The student will not be able to participate (practices or games) in the athletic sport during the academic probation time. The time away from the extra-curricular activity will be used to improve the grade in the particular subject area(s). The G.P.A. will be reviewed in two weeks to see if grades have improved. If so, the student may be reinstated, but if not, the inactivity continues until the G.P.A. is again at or above 2.0.
- Students will be informed of their probation and reinstatement via a letter issued by the Athletic Director.
- If a student has a D in any subject area, the student will receive an academic warning letter informing them of their grade. This is a notice for the student and parent of the academic grade. This does not prevent a student from participating in sports/extra-curricular activities.
- A score of 1 in the Christian Learning Expectations in a quarter will also be a consideration when determining eligibility for sports. When a student is on probation, he/she may not join any new activity during that quarter.

If a student does not attend an overnight field trip, he/she shall attend school and complete the assignments prepared by the classroom teachers.

## **RESPONSE TO INTERVENTION (RTI)**

The Individuals with Disabilities Education Improvement Act of 2004 (IDEA) permits educators to use Response to Intervention (RTI) to identify students with learning challenges. This process will assist team members in more effectively identifying children who are truly at risk, as well as decreasing the number of students who are given a disability label in error. The RTI screening process includes teacher observation, team observations, and recommendations on how to proceed based on their findings. The RTI team at Trinity is a program that identifies the eligibility for supports or evaluation of a child who may have learning challenges. Any current medical diagnosis that may affect learning should be documented with our Curriculum & Intervention Director team members include the administration, RTI Specialist, classroom teacher, resource teacher, and local educational agencies. Parents may be asked to sign a release of information in order for documents to be shared. Academic support to handle the curriculum, assessments, or learning environment will be provided on a case-by-case basis.

## **ELEMENTARY SCHOOL PROMOTION**

Participation in promotion exercises is a privilege, not a right. Diplomas/Records may be withheld until students or their parents satisfy their education, financial, and disciplinary obligations to the school.

- A parent of a student who is in danger of not graduating is to be notified in writing as soon as reasonably possible, but at least prior to finals tests.
- A student may be excluded from participation in the promotion exercises for reasonable cause even if he/she is not denied a diploma.

## GRADE PLACEMENT

Students are normally promoted to the next grade based on academic achievement as judged by the teacher and administration. Occasionally, students are recommended for retention and a conference will be scheduled by the teacher to discuss this. However, a student recommended for retention is not guaranteed to return to Trinity Lutheran School. Students may also be “placed” in the next grade with review after the first quarter rather than promoted, based on a teacher’s judgment in consultation with administration. This means the school feels that the student is not academically prepared for the next grade.

## STUDENT HEALTH

All students of Trinity Lutheran School Community must show proof of full immunization or a valid exemption form in order to attend the first day of school. Students considered “non-compliant” by Montana State Regulations may not attend school until proper immunization records are provided. The front office serves as the health offices and provides an annual eye and hearing test. Volunteers who are licensed health providers lead these assessments.

## STUDENT ILLNESS

A student with a fever of 100 degrees Fahrenheit or higher should not attend school. Please do not send your child to school unless he/she has been without a fever without medication for 24 hours. Students must be kept home if vomiting or diarrhea has occurred during the night or in the morning before school. Students with any rash, open sores, or draining eyes must be evaluated by their physician before returning to school. Many of these illnesses may be viral or bacterial infections or flu requiring medical treatment.

## MEDICATION

If a student requires medication during school hours, the parent must:

1. Fill out and sign a Medication Permission Form.
2. Provide the office with the medication in its original container.

Prescription medications must be in a properly labeled container from the doctor or pharmacy. This label should include the student’s name, prescribing doctor, date of prescription, name of the medication, dosage, method of administration, and the frequency of administration.

The medication will be kept in the office and the child directed to report there for dispensing. If a parent must dispense a medication to a child at school, it must be done in the office. **Trinity Lutheran School does not “stock” over-the-counter medicine for students.** If a parent would like their child to receive over-the-counter medications such as Tylenol, Advil, or cough drops, the Medication Permission Form needs to be filled out and signed by a parent, and the medications

must be provided by the parent in their original containers. **Under no circumstances may a child have medication (including pain relievers or cough drops) in his or her possession, lunch box, or backpack.**

\*Authorization for a child to carry an emergency medication such as an EpiPen, Glucagon, or inhaler in the student's backpack must be documented annually by the parent and a copy of this written authorization kept on file in the Office.

If at all possible, medical appointments should be made outside of school hours. If your child will be late to school or be taken out of school for an appointment, please notify the school office and your child's teacher the day before. No student may go to the parking lot to wait for a parent. Parents must come to the office for the student. Students must be signed out and signed in upon returning.

### **EMERGENCY INFORMATION**

**Each student must have emergency contact information and pertinent health information on file.** Parents are responsible for keeping the school informed about their child's ongoing health, any illnesses, surgeries, allergies, special medications, or treatments. Please notify the school office of any changes in contact information or health status throughout the school year. **If it is necessary for a student to be sent home because of a serious accident or illness, if the parent cannot be reached, then the person designated as the first or second emergency contact will be notified.** If neither the parent nor the emergency contact person(s) can be reached, administration will decide what steps to take, up to and including notifying emergency services based on the extent of the injury/illness. In some cases, school administration will bypass contacting the parent or guardian first to seek immediate care for an injury or illness. In all cases, **EVERY EFFORT** will be made to reach and notify the parent of the student in an emergency. The school must know of any residence or emergency phone number change as soon as they occur. Please make sure your contact information is up to date.

### **IMMUNIZATION**

All students must be properly immunized per Montana State regulations or have a signed and notarized Affidavit of Exemption on file prior to the start of school. If your child has had any immunizations during the past year, these records must be submitted to the school office, as the information must be entered on the health records. For students registering for the first time, immunization records must be on file in the school office prior to the first day of school. Montana law now stipulates that immunization records **MUST** be completed by the Doctor or County Health Department on the appropriate form. Otherwise, forms will be provided to take to the doctor or County Health Department. The County Health Department also says that children 12 years of age or entering the 6th grade, **MUST** have a booster MMR immunization, and kindergarten students must have a varicella vaccine and 2 MMR's. All student 7th-12th grade must have Tdap vaccine.

## **SPECIAL HEALTH CONCERNS**

Parents of students with chronic health conditions, such as Food Allergies, Asthma, Diabetes, Seizures, Cardiac Conditions, Migraines, or any other concerns need to meet with Administration and fill out an individualized health action plan. This plan will need to be updated as changes occur, and a new plan must be filled out each school year. Students with chronic health conditions must have a physician's note on file in the School Office if accommodations need to be made at the school.

### **PEDICULOSIS (Head Lice)**

TLS implements a "No Nit Policy" for Head Lice. In order to provide a safe environment for all students, exclusion from school applies to:

- Anyone with live lice
- Anyone with nits (eggs)

Any students with live lice or nits will be referred to their private physician for treatment and upon return to school, these students will be re-checked for live lice or nits. Housekeeping control measures should be started immediately at home, school, and in the classrooms to prevent head-to-head contact and sharing of personal items. All pupils in the student's grade will be checked to prevent infestation.

## **WELLNESS AND NUTRITION**

Trinity Lutheran School is committed to providing a school environment that promotes and protects children's health, well-being, and ability to learn by supporting healthy eating and physical activities. The link between nutrition and learning is well documented. Healthy eating patterns are essential for students to achieve their full academic potential, physical and mental growth, and life-long health and spiritual well-being. We encourage healthy treats and snacks. We strongly recommend that birthday treats and special celebrations contain minimal sugar content or be non-food items. Faculty will also not overuse treats unless there is a special celebration. Physical Education and Health Education classes will provide classes on life-long nutrition for all grade levels.

## **HEALTH SCREENING**

5<sup>th</sup>-8<sup>th</sup> grade students participating in sports need a physical. Proof of a physical is to be on file with the school prior to a student's participation in practice for a sport. Primary students may also receive a vision and hearing screening.

# **PARENT/STUDENT RESPONSIBILITIES**

## **Student Responsibilities**

Each student must recognize his or her rights and responsibilities as an active participant in our Christian school community.

**The student has a right to:**

- A learning experience that reinforces a Christian system of values.
- An opportunity to learn the essence of principles of a Christian life.
- An opportunity to attain a high level of academic excellence.
- Develop the means to express creative potential and individuality.
- An opportunity to participate as a Christian citizen and as a leader in our school community.

**The student has a responsibility to:**

- Be Christ-like in word and deed.
- Respect the rights and property of parents, staff, and fellow students.
- Attain a level of excellence that reflects the best of one's ability.
- Conform to the school's standards of conduct.

**Recess Safety**

- Students must obey adults on duty at all times and without question.
- Students must play within assigned areas.
- Students must always walk on any walkway.
- Roughhousing, disruptive behavior, and fighting are not permitted.
- No throwing of rocks, sticks, etc.
- No playing on the walkways around the school.
- No running in and out of the lavatories.
- When the bell rings or whistle blows all activities stop immediately and students line up at teacher assigned area.

## **Parent Responsibilities**

Christian schools are called upon to make faith real in the world. They are a living community witnessing the presence and reality of the Risen Lord to and for the culture in which they exist. As parent participants in this community of faith, you have a personal commitment to Jesus Christ to the following:

**Spiritual**

Preeminent among the goals of the school are those related to the teachings of Christ. Such a mission is the shared responsibility of all members of the faith community: the students, their parents, the staff, Pastors, and the other members. The fact that you have enrolled your children in a Christian school is proof of your commitment to these principles. To emphasize them, you should be:

- Participating at home in a faith based program.
- Modeling Christian behavior for your child and the rest of the faith community.
- Requesting active participation in your child's faith experience at school.
- Participating regularly in scheduled activities in our faith community.
- Supporting by word and deed school policies and procedures.

### **Academic**

Since the primary right and duty of education rests on the parents, you should support the professional staff at the school and share the task of educating your child(ren). Examples of that support are:

- Helping your child to do homework independently.
- Reviewing your child's school papers.
- Providing the necessary encouragement or correction.
- Monitoring your child's progress.
- Seeking ways to improve your child's performance.
- Familiarizing yourself with and following the rules and policies of the school.
- Being aware that the placement of your child in our school is an acceptance of these rules and policies.

### **Financial**

Our quest for excellence in religious and academic education requires your financial support. Examples are:

- Paying tuition and fees promptly.
- Supporting fundraising events.
- Supporting your Trinity Lutheran Church if you are a member.
- Supporting special classroom and school projects.
- Participating in the SCRIP program.

### **Physical**

As participants in a faith community, we have to share in the physical tasks necessary to make our programs successful. Examples are:

- Participating in the activities of PTF by attending events or serving as officers or on a committee.
- Supporting the school staff as library assistants, room parents, copy room leader, art education leader, or outdoor learning leader.
- Completing or exceeding annual required SALT hours.

# PARENT/TEACHER COMMUNICATION

Trinity Lutheran School Community has a strong parent communication system that enables parents to keep abreast of their child's learning. This involves:

- Infinite Campus
- School website: [www.trinityed.org](http://www.trinityed.org)
- Classroom websites
- Weekly email updates Trinity AT-A-Glance and Good News Friday
- Parent-Teacher conferences
- Assignment Notebooks or other Communication Folders
- School Auto Dialer – Reminder Messages
- Parent-Principal conferences
- Calendar & Handbook

Private meetings must be scheduled with Trinity Lutheran School faculty to discuss personal and/or academic concerns. Any emails or written communication being sent to the community using our directory or email lists must be approved by the administration. Please do not use the school email lists for personal use and respect the privacy of our individual families.

Please do not contact our staff at home to discuss school-related issues unless you have made special arrangements. Their home time is valuable and should be time that they can focus on their own families.

## INFINITE CAMPUS

Parents can stay informed about their child's grades by accessing them through the school's website. Every effort will be made to update grades every two weeks.

## PARENT-TEACHER CONFERENCES

Formal conferences for all families are scheduled following the end of the first quarter. Conferences are held in the spring per teacher/parent discretion. Parents are encouraged to confer with a teacher at other times as necessary, providing prior arrangements are made.

## OTHER COMMUNICATION

Communication beyond these formal means is done via website updates, monthly newsletters, phone, email, and conferences upon request. Parents should keep in mind that the teachers' time is limited given the extensive breadth of their responsibilities. The teacher workday is 7:30 a.m. – 4:00 p.m., and our teachers often work without a lunch break.

Teachers begin each day with devotions and utilize morning time to arrange the daily learning experiences for students. Please respect this morning time. They should not be approached for reasons that would normally require a meeting before school without an appointment - if at all possible. Teachers are available for meetings with parents by appointment (unless the teacher has

an open door policy at drop off or pick up). This will allow the teacher to provide parents their full attention and time needed to have an effective discussion or plan together. We encourage positive parent-teacher relations at all times, and recommend verbal communication over email.

### **CLASSROOM VISITS**

We encourage your involvement in your child's learning through various class activities. Parents are welcome to observe in their child's classroom; however, please contact the teacher to set up a time for your visit. This will allow the visit to be scheduled for a day and time that will not conflict with other activities.

## **GRIEVANCE POLICY**

### **THE TRINITY WAY: "Raise and Praise"**

When dealing with a conflict, or rumors please use the "You Go" principle (Matthew 18) by first going to the person you have issue with first. Tips: Pray together, be true to your word, avoid making assumptions, expect the best of intentions, don't take things too personally, and remember words have power. We are meant to raise up others & and praise the Lord.

If any parent has a concern about a classroom or school related matter, the concern should first be taken in *private* to the person involved. According to the principles set forth in Matthew 18, every attempt should be made to resolve whatever differences there may be at this step. The Principal may be involved as a third party only if the matter fails to be resolved at this point. If the first two steps fail to reach a satisfactory conclusion, disputes of a serious nature may be referred to the Board of Christian Day School according to established board policy. As with any disputes among Christians, all discussions should be kept on a professional and high spiritual level. All parts of our school program, **CHURCH, SCHOOL AND HOME** should strive for harmony and unity of purpose.

### **CHAIN OF COMMUNICATION**

It is important that students and parents follow the proper chain of communication for personal and/or academic concerns. As soon as there is a concern, please contact the classroom teacher for a resolution first. Personal communication (e.g., meeting, phone conference) is always preferred over email.

1. Classroom Teacher
2. Principal
3. Board of Education

# PHYSICAL AND EMOTIONAL SAFETY:

## *TRINITY'S C.A.R.E. PROGRAM*

**C.A.R.E. = Caring, Accountability, Respect, Environment**

- **Caring** – Having concern for the well-being of others.
- **Accountability** – Taking responsibility for the potential impact of our words and actions and their consequences.
- **Respect** – Understanding the rights of others as one body in Christ.
- **Environment** – Uniting all individuals in our Lutheran School community through a life-long commitment to prevent violence and promote peace.

### **C.A.R.E. Student Responsibilities**

As Christian Leaders and Responsible Citizens:

- We will treat others with kindness and respect.
- We will help students who are in conflict .
- We will include students who are easily left out.
- When we know somebody is being mistreated, we will tell an adult at school and an adult at home.

### **C.A.R.E. BULLYING PREVENTION PROGRAM: “Bringing our Mission to Life.”**

Bullying is aggressive behavior that is intentional and that involves an imbalance of power. Most often, it is repeated over time with an intent to do harm. Bullying is not random “mean behavior.” Our bullying prevention program is modeled after research based bullying prevention programs. This is a researched-based, universal intervention program for the reduction and prevention of bully/victim issues.

### **INTERVENTIONS FOR BULLYING BEHAVIOR**

- Verbal Conference (On the Spot)
- Conference with Teacher (Follow-Up)
- Parent/Administrative/Teacher conference
- Investigation team
- If substantiated, the victim and bully receive intervention and a supervision/ separation agreement is made between parties.
- The purpose of separation is to allow both parties to learn new skills and ways of relating.
- After skills are stable and separation has occurred for a period of time, students are encouraged to reconcile.

\*Possible Suspension/Expulsion for any ongoing bullying behavior or for any party that breaks a temporary separation agreement.

**BULLYING - As Defined by Trinity’s C.A.R.E. Program:**

A student is being bullied when he or she is exposed, repeatedly and over time, to negative actions on the part of one or more students. Bullying involves an imbalance in power or strength. The student who is bullied has difficulty defending himself/herself.

Direct bullying includes: hitting, kicking, shoving, spitting, taunting, hurtful teasing, degrading racial or sexual comments, threatening, and obscene gestures. Indirect bullying includes: getting another person to assault someone, spreading rumors, deliberate exclusion from a group or activity, and cyber-bullying. Relational bullying includes: targeting relationships and social status to cause harm to peers and can combine direct and indirect bullying strategies.

This chart helps define bullying:

<b>Rough Play</b>	<b>Real Fighting</b>	<b>Bullying</b>
Usually friends; often repeated (same players)	Usually not friends; typically not repeated	Typically not friends; repeated
Balance of power	Power relatively equal	Unequal power
No intent to harm	Intentional harm doing	Intentional harm doing
Affect is friendly; positive, mutual	Affect negative; aggressive, tense, hostile, affect	Affect negative; aggressive & differs for victim and aggressor

**PROCEDURES**

Any person who alleges hazing or bullying shall complete the Bullying Allegation Form. It is found on the Trinity Lutheran School website.

At Trinity Lutheran School we are committed to loving one another as ourselves, and demonstrating respect. Any form of harassment as defined by TLS Bullying Definition be it verbal, physical, sexual, visual, cyber, or text messaging or any other form of technological communication is contrary to these values and to the formation of a Christian community. Trinity Lutheran School Community will treat these allegations seriously.

# Christian Code of Conduct

## *The Trinity Way: Raise & Praise*

All TLS students are expected to glorify the Lord in word and deed. We raise others up. We praise the Lord, and encourage each other.

### Proverbs 22:6

*Train up a child in the way he should go; even when he is old he will not depart from it.*

### Matthew 18

*YOU GO! That's what Jesus says we owe the brother or sister when we discover differences and offenses. You go to seek to be reconciled in Christ. You go to hold each other accountable to the Word of God. You go, so that repentance and forgiveness of sins are at the heart of our life together.*

## **CLASSROOM DISCIPLINE**

Discipline means to teach, and that is always where we start. It is our aim to teach students how to be responsible Christian leaders, independent thinkers, to love one another, resolve conflict, and to learn how to give and ask for forgiveness. Children must obey their parents and TLS staff. They are expected to obey directives the very first time.

Classroom management in a Christian school environment must be positive, safe, and nurturing. Positive Classroom management practices are implemented with all TLS students. Students with unique or special behavioral needs will have the opportunity to participate in an ongoing positive behavioral intervention support plans with customized goals, incentives and consequences. It is important for students to understand a mistake is a chance to learn, and each day is a fresh start.

Consequences will be implemented according to developmental readiness within a range of possibilities. For example, a first grader who is still learning social skills may need more "training" whereas an 8<sup>th</sup> grader is expected to have more self-control, and may receive a more serious consequence.

.We recognize there are times when there is a need for greater disciplinary action outside of regular classroom management practices.

## **DISCIPLINE TEAM**

This year we will form a discipline team to review best practices and review our procedures on a continual basis.

## **EXPECTATION**

Students at Trinity Lutheran School Community are expected to demonstrate Christian Conduct and believe they are meant to give Glory to the Lord in unique and positive ways. The distinguishing mark of a Christian is our love for God and others, as we uphold morals and traditions. TLS is a ministry of Trinity Lutheran Church, a congregation of the Lutheran Church-Missouri Synod, where our faith is demonstrated by care and respect. It is the expectation

for students to respect one another, staff, and visitors to our school, as well as church and church property.

## **IT'S ALL ABOUT RESPECT**

The three areas of accountability require a student to:

1. **Show respect for all staff, students, parents, and visitors on the campus, complying with the Christian Conduct Code in all its expectations.** Students must address all adults with proper respect and demonstrate obedience immediately. Students are expected to follow directions the first time. Students represent Trinity Lutheran School and our Lord Jesus Christ at every moment, whether on campus or attending school activities away from the school campus. Parents, as primary educators, are expected to model and practice obedience at home and comply with the school when consequences are imposed. Students with medical conditions or special needs may have alternative behavior plans. Administration will manage individualized behavior plans.
2. **Show respect for all classroom and community rules; this includes the uniform code, preparedness for class, the C.A.R.E. program, and the student guidelines.** General school rules and classroom rules, which have been established, must be followed. Trinity Lutheran School Community may establish and implement the consequences of any misbehavior in order to preserve a safe spiritual and academic environment for all students.
3. **Show respect for the property of the community and others.** Having respect for the Trinity Lutheran Church & School, and others' property is important for financial reasons and for what it reveals about us as Christians. Students who misuse or abuse property will receive disciplinary consequences and parents may be held financially responsible for any damages or replacement costs. Students are encouraged to take pride in the appearance of the Trinity Lutheran School Community and Church facilities.

*The following rules and expectations apply to all students for the length of time they are on school grounds, including after-school activities, or when representing Trinity Lutheran School Community at any function away from school:*

**Each Student Must**

- Make a sincere effort to learn.
- Complete all assignments to the best of his/her ability.
- Submit assignments when required.
- Conform to classroom standards of behavior.
- Abide by all school rules, classroom rules, policies, and instructions..
- Always obey staff and lunch/recess duty monitors.
- Maintain an attitude becoming a Christian and a sportsman at all times.
- Conduct self appropriately by not entering restricted access areas or causing disturbances.
- Comply with any disciplinary actions taken as a result of failing to abide by any Trinity Lutheran School standards and rules.

**Students May Not**

- buy or sell personal articles at school.
- gamble or wager money on campus.
- have pocket knives, weapons, cigarette lighters, laser light pens, skateboards, rollerblades, water guns, aerosol cans, and the like at school.
- use electronic devices, other than those issued or permitted by the school, at any point in the school day. Students may use devices while waiting for school to start in the hallway waiting area.

**ELECTRONIC DEVICES**

All personal electronic devices should be powered off and given to the home room teacher during school hours. Students who need to communicate with parents, may use the office phone during school hours. After school, with permission and direct supervision, students may use their electronic devices. If a student violates the electronic device use policy then the following steps will be implemented.

1<sup>st</sup> Offense: Verbal correction.

2<sup>nd</sup> Offense: Device taken to office, parent notified.

3<sup>rd</sup> Offense: Device taken to office and only released to parent.

4<sup>th</sup> Offense: Device taken, parents notified and detention served.

## **ADDRESSING ADULTS**

Students are expected to demonstrate grace and courtesy. They are expected to greet any adult in the hallways by looking the adult in the eye, smiling and using a friendly greeting such as “ Good Morning/Afternoon \_\_\_\_\_.” Some students may know adults at Trinity on a first name basis. However, in school, they are to be addressed with their title (Mr., Ms., Miss, Mrs., Dr.) and their last name, unless instructed otherwise. Parents, you might practice greetings with a handshake/eye contact with your child. Every student is a TLS Ambassador.

Teachers and Staff are to be addressed respectfully. Avoid calling across the room. Rather, go to the person to address him or her; in class, hand raising without blurting out is the way to be recognized.

Disagreements, disputes, or problems with teachers or staff must be handled respectfully and in private. Students are encouraged to talk with their teachers if they are having any difficulties with their class expectations or assignments.

## **PERSONAL PROPERTY**

Students should only bring items necessary for learning to school. The school is NOT responsible for lost or stolen valuables brought to school. Personal items not related to the learning environment will be confiscated, sent to the office, and released only to the parent.

## **SEARCH AND SEIZURE GUIDELINES**

Students possess the right of privacy of person as well as freedom from unreasonable search and seizure of property guaranteed by the Fourth Amendment of the Constitution. This individual right is however, balanced by the school’s responsibility to protect the health, safety, and welfare of all students. School officials have the right to search and seize property when there is reason to believe some material or matter detrimental to health, safety, and welfare of the student(s) exists. School officials may question students regarding matters incident to school without limitation. The parent will be contacted if a student interviewed is then subject to discipline.

## **INVOLVEMENT WITH WEAPONS, DRUGS, AND / OR ALCOHOL ON OR OFF CAMPUS**

The possession, distribution, dispensation, manufacture, or use of any tobacco, alcohol, or illegal controlled substance is absolutely forbidden at all times, whether or not on school grounds or at any school function. The unauthorized possession, distribution, dispensation, manufacture, or use of any prescription or non-prescription drug is absolutely forbidden on school grounds or at any school function. The possession or use of any dangerous objects, weapons or toy weapons is absolutely forbidden at all times on school grounds or at any school function. A weapon includes any item that could reasonably be used to inflict serious bodily harm.

## **ALTERCATIONS AND FIGHTING**

Any student causing physical harm or injury to another or losing self-control (temper tantrums) will be subject to immediate discipline, up to and including permanent expulsion from Trinity Lutheran

School.

Fighting includes, but is not limited to, pushing, kicking, hitting, throwing objects at other people, pinching, biting, scratching, poking, horse-play, or play fighting.

***What constitutes an altercation or fighting is within the sole and absolute discretion of Trinity Lutheran School Administration.***

#### **PROFANE LANGUAGE**

Following Trinity Lutheran School's philosophy to treat each individual with respect, the school cannot tolerate inappropriate language. Cursing, racial slurs, using the Lord's name in vain, abusive, slanderous, or impure language or any other degrading comments are not becoming of a Trinity Lutheran School student. This will result in on-the-spot consequences, which may include detentions, suspensions or community service.

Written or spoken vulgarity or profanity also include, but are not limited to, signs or actions.

\*Incidents will be dealt with on an individual basis, and consequences for such inappropriate language will be at the discretion of the Administration of Trinity Lutheran School.

***What constitutes inappropriate language is within the sole and absolute discretion of Trinity Lutheran School Administration.***

#### **VANDALISM**

Deliberate destruction or damage of property fails to demonstrate respect for the property of others and will result in consequences in keeping with the severity of the act.

#### **LYING**

Trinity Lutheran School expects students to be honest in every respect. If a student lies, consequences will be determined by Administration.

#### **CHEATING**

Cheating is defined as an act of deceiving. If students do any of the following, it is considered cheating. Cheating would include, but is not limited to, any of the following behaviors.

- Copying another person's test/assignment answers.
- Allowing someone else to copy your answers for a test/assignment.
- Verbal or nonverbal communication, for whatever reason, with another student while a test is in progress.

\*Incidents of cheating will be dealt with on an individual basis, and consequences for such inappropriate behavior will be at the discretion of the Administration of Trinity Lutheran School.

#### **INAPPROPRIATE INTERNET USE**

Trinity Lutheran School expects students to demonstrate responsible social behavior and to conduct themselves as good citizens when using the Internet, whether on or off campus. If the school becomes aware that a TLS student has posted or displayed information on the internet,

including any social networking site that involves inappropriate behavior, the school will investigate that activity, and the student(s) involved may be subject to appropriate school disciplinary procedures, up to and including expulsion from Trinity Lutheran School.

## CONSEQUENCES

### COMPLIANCE

**Christian Leadership Award ( CLA):** For students evidencing behavior that goes beyond the expectations of this code of conduct, there is a special recognition system called CLA. This is a program of recognition for students who are observed fulfilling the Christian Learning Expectations.

Recognition will include:

1. A certificate or letter noting the week of this observable behavior.
2. Periodic rewards will be planned to strengthen the resolve of students who excel in the positive goals.

### NON-COMPLIANCE

Students not complying with the Trinity Christian Code of Conduct may receive any of the following consequences:

- A verbal correction/warning/ role model of expectation.
- Minor or Major Incident Report to notify parents of the issue.
- Student will telephone parent(s) to inform them of the incident, taking full responsibility.
- Students may receive a Christian Based Reflection Sheet, Role Modeling or Goal Setting Conference.
- Write a letter of apology, formally apologize and seek forgiveness if applicable.
- Observe in another class to note proper behavior and attitude expectations.
- Silent Lunch Detention & Reflection.
- Classroom detention.
- Logical or Natural Consequences according to incident.
- Parent is notified the day of detention or consequence in writing or verbally.
- Individualized Positive Behavioral Support Plan Implementation.
- Community Service.
- In school suspension (ISS).
- Out of school suspension (OSS).
- Expulsion.

### SEVERE CLAUSE

For severe situations, any or all steps may be skipped for administrative referral. If circumstances require, the Administration will handle situations that are more serious violations of school policy. The interventions may include: outside counseling, suspension, service time as directed by the Administration, and/or expulsion.

## **General reasons for automatic referral** (age dependent in primary grades):

Fighting • Harassment • Swearing • Name-calling • Insubordination  
Vandalism • Disrespectful behavior • Lying • Cheating • Stealing • Bullying

## **SUSPENSION AND EXPULSION**

**Suspension** is the temporary removal of a student from the classroom and/or school. The primary purpose of suspension is to give the student, his/her parent(s), and the school the time needed for resolving a problem. Suspension is considered a serious matter that could lead to expulsion from school. It is not used for minor infractions. Every effort is made to resolve problems before considering suspension.

Occasions may arise in which a student must serve suspension. For such an absence, a student is responsible for all missed assignments and tests, as well as for any additional work a teacher might deem necessary to compensate for missed class instruction and discussion. The student is responsible for getting the assignments while serving the suspension and the work is due the day he/ she returns to school. Students may be given an adjusted grade, but not full credit, for all work missed during the suspension. The amount of grade reduction is up to the discretion of the teacher based on the "weight" of the grade in the context of the entire quarter.

**Grounds for Suspension:** Students may be suspended from school for the following reasons:

- A. Violation of any state or local laws.
- B. Conduct that harms the good name of Trinity Lutheran School Community.
- C. Violation of school rules or regulations.

**Nature and Duration of Suspension:** The Principal, with the Board of Education, will determine the length of a suspension. A suspended student may be required to undergo counseling as a condition of returning to school. When a student returns to school, a probationary period may be imposed.

**Re-admission Following Suspension:** Re-admission requires evidence that the problem which led to the suspension has been resolved. In addition, the student must be accompanied back to school by his/her parent(s) and must have completed work assigned during the suspension.

**Expulsion** is removing a student from the school.

**Grounds for Expulsion:** Students may be expelled from school for the following reasons:

- A. Behavior so serious that future attendance is not acceptable to local law enforcement.
- B. A consistent pattern of disruptive behavior or disrespectful attitudes that would include but not be limited to the following:
  - arguing with a staff member or parent volunteer
  - questioning the authority of a staff member or parent volunteer
  - deliberately breaking rules

**Procedure:** The Principal shall make a recommendation for expulsion to the School Board. This

recommendation shall be documented by incident(s) precipitating the recommended action. Upon agreement between the School Board and the Principal, the parent(s) shall be notified of the expulsion.

***\*Any student who violates the rules set forth by Trinity Lutheran School will be subject to immediate discipline, up to and including permanent expulsion from Trinity Lutheran School Community.***

***What constitutes inappropriate behavior is within the sole and absolute discretion of Trinity Lutheran School administration and local authorities.***

#### **DISCIPLINE MATRIX**

1. Detentions may include: After-School Detention (ASD), Silent Lunch Detention, and Classroom Detention.
2. Any continuing offense may be considered incorrigible behavior and treated as a Level 5 offense.
3. ISS – In School Suspension, OSS – Out of School Suspension, LTS – Long-Term Suspension
4. The non-medical use, possession or sale of drugs on school property or at school events is prohibited. A student suspended for a drug-related offense will be referred to the Principal and/or School Discipline Committee for further action (ARS 15-843).
5. A contraband item is one that disrupts the educational process of the school or is a safety issue.
6. Level 3 offenses may be referred to the School Discipline Committee or Board of Education for possible Long-Term Suspension or Expulsion.
7. Parent will be notified in writing of a Level 1 or 2 infraction and by telephone or in person when a student is found to have committed a Level 3 offense or repeated Level 1 or 2 offences, which also will result in an automatic referral to administration.
8. The administration reserves the right under certain or special circumstances to circumvent the Discipline Matrix.

<b>LEVEL ONE</b>	<b>MINOR INCIDENT REPORT SENT HOME (1<sup>st</sup>-3<sup>rd</sup> offense)</b>	<b>REPEATED OFFENSES</b>
Cheating/Lying (age dependent)	Classroom Intervention, Zero on Assignment	Office Referral
Possession of prohibited items	Confiscated and Parent Picks Up Item	Detention, ,ISS, OSS
Defiance/Disresp ectful/Non- Compliance	Classroom Intervention	Office Referral
Prohibited Outside Food or Drink in Classroom	Classroom Intervention	Office Referral
Minor Disruption	Classroom Intervention	Office Referral
Language, Inappropriate	Classroom Intervention	Office Referral
Invading Personal Space	Classroom Intervention	Office Referral
Recklessness (Unsafe Play)	Classroom Intervention	Office Referral
<b>LEVEL TWO</b>	<b>MINOR INCIDENT REPORT SENT HOME (1<sup>ST</sup>-3<sup>RD</sup> OFFENSE)</b>	<b>REPEATED OFFENSES (Range) of Consequences)</b>
Gambling	Classroom Intervention, Detention	Office Referral, Detention, ISS/OSS
Leaving Classroom without Permission	Classroom Intervention, Detention	Office Referral, Detention, ISS/OSS
Misuse of Property, throwing or damaging items	Classroom Intervention, Detention	Office Referral, Detention, ISS/OSS
Lying/Cheating	Classroom Intervention, Detention	Office Referral, Detention,ISS/ OSS
Minor Aggressive Act (Intentional)	Classroom Intervention, Detention	Office Referral, Detention,ISS/ OSS
Refusal to Work	Classroom Intervention, Detention	Office Referral, Detention,ISS/ OSS
Public Display of Affection	Classroom Intervention, Detention	Office Referral, Detention, ISS/OSS
<b>LEVEL THREE</b>	<b>Disciplinary Referral to Administration (Range of Consequences)</b>	

Bullying/Non-Sexual Harassment/Discrimination (see policy)	Detention,ISS/ OSS (1- 10 days), LTS, Expulsion, Police Referral
Defiance/Disrespectful/ Non-Compliance (More severe)	Detention, ISS/OSS (1- 10 days), LTS, Expulsion, Police Referral
Fighting (Mutual)	Detention, ISS/OSS (1- 10 days), LTS, Expulsion, Police Referral
Forgery	Detention,ISS/ OSS (1-10 days), LTS, Expulsion
Inciting	Detention, ISS/OSS (1-10 days), Restitution, Police Referral, LTS, Expulsion
Petty Theft	Detention, ISS/OSS (1-10 days), Restitution, Police Referral, LTS, Expulsion
Ditching, Leaving School Property	Detention,ISS/ OSS (1-10 days), LTS, Expulsion
Dress Code Violation (Repeated)	Detention, ISS/OSS (1 – 10 days), LTS, Expulsion
Technology, Improper Use or Possession	Confiscate, Parent Pick-up, Detention, Loss of Privilege, OSS, Police Referral, LTS, Expulsion
Threat or Intimidation	Detention,ISS/ OSS (1-10 days), Police Referral, LTS, Expulsion
Vandalism, Criminal Damage, Graffiti or Tagging, Destruction of Personal or School Property	Detention, Clean-up,ISS/ OSS (1-10 days), Restitution, Police Referral, LTS, Expulsion
Pattern of Aggressive/Profane Language	Detention, ISS/OSS (1-10 days), LTS, Expulsion

# **PERSONAL APPEARANCE GUIDELINES**

Copies of the Personal Appearance Guideline policy are available through the school office. Parents should assist their children in making appropriate choices for the balance of their child's school clothing.

Extremes in hair style, jewelry or other personal attire will not be permitted. Any clothing that is considered distracting or inappropriate for the school setting will be dealt with by the classroom teacher or school principal as the need arises.

Students may not wear athletic shorts or pants on Chapel days. Shorts will be permitted the first month of school (September) and the last month (May). The length of appropriate shorts or skirts (skirts may be worn throughout the school year by our female students) will be determined by the pupil in a standing position extending the arms in a downward position. The shorts or skirts must be below the fingertips. Un-hemmed cutoff shorts, biking shorts, spandex, leggings and shorts with split sides are not permitted.

Clothing must be of an appropriate size for the student: neither too tight nor too loose. Bare midriffs and visible undergarments are not appropriate for school activities.

## **PERSONAL APPEARANCE:**

- Hair must be neat, well-groomed, and natural in color. Hair styles should be off the face and out of the eyes.
- No elaborate or extreme hairstyles or accessories may be worn.
- Make up must be natural or not used at all.
- Simple non distracting jewelry is acceptable. Distracting accessories will be determined by administration and teaching staff.

## **UNIFORMS**

The uniform should reflect a positive attitude of pride in self and school. Uniforms must be clean and well-maintained. Uniforms and shoes are to be appropriately sized and worn as intended. Pants must be worn around the waist. Sweatpants are only allowed in P.E. classes, and pajama bottoms are not considered appropriate school wear.

For the sake of uniformity, each child, kindergarten through 8th grade is required to purchase a navy blue polo to be worn for chapel, performances, etc. Also, each child, Pre-K through 8 will be provided a school t-shirt as part of the registration fee.

## UNIFORM COMPONENTS

### 1<sup>ST</sup> through 8<sup>TH</sup> grade:

All tops worn in the school must bear an approved Trinity Lutheran School logo and be worn every school day, with the exception of special days and T-shirt Day.

**Chapel Day (Kindergarten - 8th grade):** Navy Blue Polos must be worn with appropriate pants or skirts for girls. Athletic pants or athletic shorts are not allowed.

**Fridays:** Any Trinity Lutheran School, Church, or Camp shirt ( e.g., polo, Trinity t-shirts, LEST souvenir) may be worn.

### Approved Colors:

School polo shirts may be any of these solid colors: navy, white, red, forest green and deep purple. The color of the logo must be a contrasting color to the shirt.

Due to variances in quality with interlock polos, mesh or pique polo shirts are preferred over interlock. Especially in white, interlock can be thin enough to see through.

### Approved Styles:

Polo Shirts (Long & short sleeve)	Fleece Jacket
Turtleneck / Mock (Long & short sleeve)	Sweatshirt
Oxford / Button Down Shirt	V-Neck Sweater
Girls Peter Pan Blouse	Crew Neck Sweater
Fleece Vest / Sweater Vest	Cardigan Sweater (Button or Zip)
Purple Wind Shirt	

Links for ordering uniforms or t-shirts are also available on the school website. Land's End preferred school code is 900122938. Check with the school office for information on current local providers who will embroider the Trinity logo on shirts purchased elsewhere.

Students in the "Leaders in Christ Academy", grades 5-8, along with PTF will help us review uniform options for increasing "Spirit Days" such as Fun Shirt Friday, Dress Your Best, or Accessory Days for charity. We will also review new shirt styles for 7-8 grade students.

### ADDITIONAL CLOTHING DETAILS FOR ALL STUDENTS:

**Girls' jumpers** may be worn without a logo printed on the jumper **if** an approved shirt with logo is worn underneath.

**Outerwear** worn in the classroom must be in approved school colors and bear the school logo (either silk screened or embroidered). If the item is hooded, the hood may not be worn indoors. Other outerwear may be worn on the playground or on field trips.

**Athletic Shoes** must have NON-MARKING SOLES to prevent marking the tiles and Gym floor. Shoes must be appropriate for recess and P.E. activities.

**PE Grades 5-8:** Students may be expected to change out for PE. ALL general uniform rules

apply. A regular t-shirt and shorts may be worn.

**All hats**, caps, or hoods must be removed when students enter any buildings during the school day.

**Jeans** must be clean and dressy looking - no holes or ragged hems.

#### **NON-UNIFORM DAYS:**

When these days are granted, students are allowed to wear a specific clothing item(s) SPECIFIED BY THE SCHOOL PRIOR TO THE DATE. Students are further expected to choose appropriate school wear following the guidelines and rules listed in the Appearance Guideline Policy. Modesty and good taste are expected. Administration and staff reserve the right to judge what is appropriate and acceptable.

Students found to be “out of appropriate dress” will not be allowed into class. They will receive a “loaner” shirt or parents will be called to bring something more appropriate.

**The Administration has the final authority to determine the appropriateness of personal appearance and uniform presentation for all students attending Trinity Lutheran School.**

*Parents are asked to cooperate fully with the dress code and to occasionally review the uniform guidelines with their student.*

## **Parent Teacher Fellowship**

### **Trinity Lutheran School**

As a parent of a student at Trinity Lutheran School, you are a member of Trinity PTF (Parent Teacher Fellowship). The education of your child requires strong partnerships between parents, teachers, and students. As a team, we can provide your child with the best experience possible. The primary goal of Trinity PTF is to support fellowship among members of our team. The PTF Officers rely strongly on the volunteerism of parents and teachers to achieve this goal. There are many service opportunities that can provide you with a strong connection with your child's classroom and Trinity School. We look forward to the many exciting PTF events that this year will bring. Blessings!

#### **PTF Mission Statement**

##### **II. VISION, MISSION, VALUES AND PURPOSE**

- A. The **VISION** of this PTF is to enhance every child's education at Trinity Lutheran School.
- B. The **MISSION** of the PTF is to establish and preserve a partnership between parents and teachers, to advocate for Christian education and growth for every child, and to provide a powerful avenue for voice and service to all families and teachers.

C. The **VALUES** of this PTF include:

1. **Collaboration**: We work in partnership with Trinity Lutheran Church, the Board of Christian Day School and Trinity Lutheran School to accomplish our goals.
2. **Commitment**: We are dedicated to promoting the emotional, social, educational, and spiritual growth of the children at Trinity Lutheran School.
3. **Accountability**: We strive to promote core Christian values.
4. **Respect**: We value our faculty and members at large. We expect the same high quality of effort and thought from ourselves as we do from others.
5. **Inclusivity**: Parents and faculty are encouraged to offer positive solutions to better the education and spiritual growth of all of our students.
6. **Integrity**: Our actions will uphold the Christian values we promote at Trinity Lutheran School.

D. The **PURPOSE** of this PTF is to be an open fellowship that encourages participation of all parents or guardians of children who attend Trinity Lutheran School and the Trinity Lutheran School teachers through:

1. Parent and Teacher Enrichment
2. Service/Community Service
3. Fundraising
4. Fellowship and Spirit

#### IN CONCLUSION

OUR HANDBOOK MAY NOT INCLUDE ALL DIRECTIVES. THE ADMINISTRATION RESERVES THE RIGHT TO IMPOSE RESTRICTIONS AND CONSEQUENCES IT MAY DEEM NECESSARY FOR GOOD ORDER AND FOR THE WELFARE OF THE INDIVIDUAL STUDENT AND ENTIRE TRINITY LUTHERAN SCHOOL COMMUNITY.

*Asbestos warning: TLS has asbestos tiles in the school.*