

TRINITY LUTHERAN SCHOOL

BILLINGS, MONTANA

STUDENT/PARENT HANDBOOK

Adopted May 23, 2000

Amended January 8, 2023

STATEMENT OF PURPOSE

Dear Parents:

Thank you for your interest in our school. We have adopted an admissions policy that opens the school to families who are like-minded spiritually, who are supportive of our philosophy, objectives, and standards of education, and whose children meet our enrollment standards. Our purpose is to serve families who desire not simply a private education, but a distinctively Christian education for their children.

Before applying for admission to our school, please read the Student/Parent Handbook provided. This handbook will introduce you to many of the school's policies, procedures, and expectations for both parents and students.

The first several pages of the Handbook explain our religious purpose, mission, and beliefs. This school unashamedly believes, teaches, and practices the lordship of Jesus Christ and acknowledges the authority of God's Word, the Holy Scriptures, *without reservation*. For example, if a question regarding biblical lifestyles arises in chapel or your child's classroom, the teacher will answer from a biblical viewpoint consistent with our mission and belief statement. If your beliefs and lifestyle choices are not in agreement with our beliefs, the teacher's answer may create conflict in your child's heart and mind.

Biblical principles are integrated into every subject taught at our school. Our staff is committed not only to academic excellence, but also to teaching students how to apply the truths of God's Word to every aspect of life. If you are in agreement with the teachings of God's Word, this school will complement the beliefs and ideals your child is taught at home. We look forward to partnering with you to educate your child in God's truth.

The purpose of Trinity Lutheran School is to provide a Christian education for children of the congregation and the community in which we reside, so they may through God's Word and Spirit:

- Know God and His seeking and forgiving love in Jesus Christ. Respond to that love with lives of Christian faith, worship, service, love, and hope.
- Identify themselves as children of God, members of Christ's body and grow in self-understanding and self-acceptance.
- Relate to God's creation by acquiring knowledge and understanding and developing talents and skills for responsible living and serving.
- This policy book is to be used as a guide in accomplishing the above stated purposes of TLS. This is not to be considered an absolute or all inclusive. In all cases the individual situation will be considered and dealt with in a Christ pleasing manner.

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Philosophy

The Lutheran Church-Missouri Synod has always recognized the need and value of thorough religious training for its children. Trinity Lutheran School does not exist in opposition to the Billings public schools, 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 and Christ-centered 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. (Matthew 28:16-20 - ¹⁶Then the eleven disciples went to Galilee, to the mountain where Jesus had told them to go. ¹⁷When they saw him, they worshiped him; but some doubted. ¹⁸Then Jesus came to them and said, "All authority in heaven and on earth has been given to me. ¹⁹Therefore go and make disciples of all nations, baptizing them in the name of the Father and of the Son and of the Holy Spirit, ²⁰and teaching them to obey everything I have commanded you. And surely I am with you always, to the very end of the age.")

We believe that a Christian teacher is entrusted to provide an 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 unique qualities of the Lutheran School life are:

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

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 that Christian education should provide the child with knowledge and training in the Word of God which will enable him to grow up a good citizen of this country and to understand that the Bible teaches him to submit to authority and to follow the laws of the government as long as they are not contrary to the Word of God.

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 on-going 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.

Code of Christian Conduct based on our Synodical Affiliation with the Lutheran Church-Missouri Synod.

The LCMS is a mission-oriented and Bible-based denomination that confesses the historic, orthodox Christian faith in the Triune God, Father, Son, and Holy Spirit, a faith built on “the foundation of the apostles and prophets, Christ Jesus himself being the cornerstone” (Eph. 2:20). With the universal Christian Church, The Lutheran Church—Missouri Synod teaches and responds to the love of the Triune God, who created all that exists; became man to suffer, die, and rise again for the world’s redemption; and brings people to faith and new life through His Word and Sacraments. The three persons of the Trinity – Father, Son, and Holy Spirit – are coequal and coeternal, one God.

LCMS congregations voluntarily choose to belong to the Synod, and, although diverse in many ways, all hold to a shared confession of Jesus Christ as taught in Holy Scripture. We believe without reservation that the Scriptures of the Old and the New Testament are the written Word of God and the only rule and norm of faith and of practice. In addition, the Synod accepts without reservation the writings contained in the *Book of Concord: The Confessions of the Evangelical Lutheran Church*.

Believing in the authority of Holy Scripture and that the Lutheran Confessions are a correct interpretation and presentation of biblical doctrine, our congregations agree to conform all their teaching and practice to the Scriptures and the Confessions.

The Synod “is not an ecclesiastical government, exercising legislative or coercive powers” (LCMS Constitution, Article VII) concerning its member congregations and ministers. However, the voluntary association of member congregations and ministers includes their agreement to respect and honor and uphold (Bylaw 1.7.2, 1.8.1) decisions (resolutions) made by the Synod in its national conventions regarding the understanding of the teachings of Scripture and the Lutheran Confessions and practices that are consistent with such teaching. The Synod in convention is the “principle legislative assembly” of the LCMS (Bylaw 3.1.1) and its resolutions and statements are the position of the Synod in matters of doctrine and life. The Constitution and Bylaws of the LCMS provide specific guidance for the implementation and supervision of the teaching and practice of its members (congregations and rostered church workers).

Congregations of the LCMS, while upholding teachings and practices that are consistent with Scripture and the Lutheran Confessions and while honoring Synod convention resolutions, are self-governed and establish policies based on local circumstance and expediency. An LCMS congregation or ministry operates according to its own constitution and bylaws – which are required by the Synod Bylaws to be reviewed by the District through which the congregation holds membership in the Synod – and therein establishes an orderly way of making decisions and determines which individuals or entities in the congregation (e.g., the pastor, church council, board of elders) will have authority to act on behalf of the congregation in specific circumstances. The Constitution and bylaws of this Trinity Lutheran Church and School govern our decision-making and policies. A copy is available upon request.

We believe that God wonderfully and immutably creates each person as male or female. These two distinct, complementary genders together reflect the image and nature of God (Gen. 1:26-27). Rejection of one’s biological sex is a rejection of the image of God within that person.

We believe that the term marriage has only one meaning: the uniting of one man and one woman in a single, exclusive union, as delineated in Scripture (Gen. 2:18-25). We believe that God intends sexual intimacy to occur only between a man and a woman who are married to each other (1 Cor. 6:18; 7:2-5; Heb. 13:4). We believe that God has commanded that no intimate sexual activity be engaged in outside of a marriage between a man and a woman.

We believe that any form of sexual immorality (including adultery, fornication, homosexual behavior, bisexual conduct, bestiality, incest, and use of pornography) is sinful and offensive to God (Matt. 15:18-20; 1 Cor. 6:9-10).

We believe that in order to preserve the function and integrity of Trinity Lutheran Church and School as the local Body of Christ, and to provide a biblical role model to its members and the community, it is imperative that all persons employed by Trinity Lutheran Church and School in any capacity, or who serve as volunteers, agree to and abide by this Statement on Marriage, Gender, and Sexuality (Matt. 5:16; Phil. 2:14-16; 1 Thess. 5:22).

We believe that God offers redemption and restoration to all who confess and forsake their sin, seeking His mercy and forgiveness through Jesus Christ (Acts 3:19-21; Rom. 10:9-10; 1 Cor. 6:9-11).

We believe that every person must be afforded compassion, love, kindness, respect, and dignity (Mark 12:28-31; Luke 6:31). Hateful and harassing behavior or attitudes directed toward any individual are to be repudiated and are not in accord with Scripture nor the doctrines of Trinity Lutheran Church and School.

ENROLLMENT AND FEE INFORMATION

Accreditation

Trinity Lutheran School is a non-public elementary school. Trinity is not formally accredited, but every effort is made to meet or exceed the standard guidelines for Montana School Accreditation and the National Lutheran Schools Accreditation. Pupils and graduates may transfer to other schools without taking special examinations and are accepted by all public, parochial and private schools in the community. The Board of Christian Education regularly reviews the standards set by the National Lutheran Schools Association.

Admission

Trinity Lutheran School admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admissions policies, scholarship and loan programs, and athletic and other school-administered programs. All new students will have a 6 month probationary period. During that time, we will determine if Trinity is able to meet any special needs a child might have, and if we are the best place for their education.

- All pupils enrolling for the first time or transferring to Trinity Lutheran School shall provide a copy of their birth certificate and have their immunization file updated according to Montana Law. We will request a copy of their transcript from their previous school.
- All pupils are expected to attend church or Sunday School at the church of their choice on a regular basis.
- Religious instruction in the regular curriculum is required of all students.

Financial obligations must be kept current. If problems arise, please advise the school office immediately. Financial records will be reviewed on a regular basis.

Age Entrance Requirements

- Children entering Preschool – T/TH. Class, must be 3 and toilet trained by September 10
- Children entering Preschool – M/W/F Class, must be 3 and toilet trained by September 10
- Children entering Pre-K – 5 day class, must be 4 by September 10
- Children entering Kindergarten must be 5 years old by September 10.
- Children entering first grade must be 6 years old by September 10, as required by state law.

Fee Structure

A non-refundable Enrollment Fee is due at the time of enrollment application. This fee is used to purchase textbooks and other curriculum.

Tuition rates are established each year before enrollment begins. Member scholarship is awarded to active members of Trinity Lutheran Church as defined in the Tuition Policy for Members. Scholarships for multiple children in grades 1 - 8 are applied automatically.

1. All fees are due on Registration Day. A payment plan will be determined on or before Registration Day and it is the responsibility of the family to fulfill the plan they set up.
2. Monthly tuition payments will be due by the 1st school day of each month. Families have the choice to spread their tuition costs over 9, 10, 11 or 12 months, as listed on the Tuition and Fees sheet. Electronic payment options are available through Sycamore.
3. Daycare fees must be paid at the beginning of the month they will be incurred. If a family has not paid daycare fees in advance and has a balance over \$100.00, the student will not be able to attend daycare until payment in full is received and a credit balance has been restored.
4. In addition, we may charge a **late fee of 5%** for all accounts that are not paid by the 15th of each month. This will be for Tuition and Daycare. We find it necessary to do this because it has become increasingly difficult to collect late payments and the church and school budget suffers when these are not paid on time. We appreciate your cooperation and understanding concerning this.

If, after the established Protocol for Delinquent Tuition Accounts (page 4), a family has not acted in good faith, the student may be removed from the classroom and not allowed to attend school until this matter is taken care of. This Protocol for Addressing Delinquent Tuition Accounts will be available at Registration Day and in the school office. A family that does not follow their plan may be required to pay in full for the following school year. All situations are handled on an individual basis. If a family needs to change a plan, please call the office and we will try to assist you.

Previous year plan contracts shall be paid in full. Families who did not follow previous contracts may be required to pay in full the following year.

Grievance Policy

1. If any parent has a concern about a classroom or school related matter, they should first take their concern in private to the person involved. (Facebook and other social media is not the place to discuss an issue or grievance.) According to the principles set forth in Matthew 18, every attempt should be made to resolve whatever differences there may be at this step. All concerned should refrain from gossip about or discussing the matter with others.
2. The principal may be involved as a third party only if the matter fails to be resolved at this point.
3. If the first two steps fail to reach a satisfactory conclusion, disputes of a serious nature may be referred to the Board of Christian Education by the school principal. 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.
4. The final step should be arbitration, mediated by Ambassadors of Reconciliation.

Immunization

If your child receives any new immunizations please bring them to the office as they will need to be entered on their immunization records. For students registering for the first time, be sure to bring your immunization record to the school office as soon as possible after you register. Montana law now stipulates that immunization records must be completed by the doctor's office or County Health Department (their record may be presented to the school to complete the necessary state form). Immunization requirements are based on the guidelines set by the State of Montana.

Protocol for Addressing Delinquent Tuition Accounts

If an account becomes 15 days late the following steps will be taken:

1. The school secretary will send out a statement as a reminder. The person responsible for tuition payment will have 5 days to respond.
2. If there has been no response, the school secretary will give a copy of this statement to the contact person on the Board of Christian Education.
3. The contact person will make telephone or personal contact to inquire as to the reason for non-payment as agreed. The contact person will document dates of all correspondence and responses of the contact.
4. If the contact persons' efforts are ignored or if, in the school principals opinion, the delinquent party is not, in good faith attempting to remedy the situation, the principal will contact the Board of Christian Education to address the account. At this time the principal will provide copies to the Board of all correspondence and the statement that was issued. This action will take place only when the above steps have been taken and the account is more than 30 days past due.
5. A person from the Board will meet with the principal to review the situation and establish a plan of action. Historical perspectives and mission objectives should be re-examined and discussed when establishing a plan of action.
6. The Board of Christian Education will send a letter by Certificate of Mailing, with a final date for meeting with the Board or bringing the account to current status. It is the responsibility of the delinquent party to contact the Board and set up a meeting.
7. If no meeting is set or the meeting is completely unsatisfactory, a written course of action will be identified. A meeting will be called to determine a final action. Those in attendance must include the School Principal, the Pastor, the head of the Board of Christian Education and the contact person who made the call on the delinquent party.
8. The next course of action may be to remove the student from Trinity Lutheran School. If this is the case a letter will be sent via Certificate of Mailing, with the last day the student will be allowed in class.
9. If this process is repeated a second time in a school year, payment of the full tuition balance will be required for re-admittance.

Re-enrollment order of priority policy

Enrollment for the coming school year will open on February 1 to new and existing families. During the first week of March, we will begin placement of students who have completed the enrollment process into classes and will notify families once their child is placed into a class. If a class is not full, then enrollment will remain open until that class is filled. This is the order in which students going into grades 1-8 will be enrolled until a class fills:

1. Current students and their siblings completing enrollment by March 1st. If there are more current students than class spots, current families who have been at Trinity the longest will receive first priority.
2. Trinity Lutheran Church members who have completed enrollment by March 1st.
3. New students based on date of completed enrollment.

Enrollment for Trinity's Preschool and Kindergarten classes will also open on February 1 and we will begin filling classes the first week of March. There are a number of factors that the administration weighs in placing students into preschool and kindergarten classes:

- The unique educational and spiritual needs of each student
- The class dynamics of a particular group of students
- The length of time that a family has been at Trinity School and how long they plan to continue their child's education at Trinity
- A family's preference regarding class choice
- Whether or not the family are active members at Trinity Lutheran Church

It is our desire to place students into the class that will best accommodate a student's educational and spiritual growth. We recognize that we will not be able to fulfill every family's preference regarding class choices, but our commitment is to prayerfully weigh all known factors and trust the Lord throughout this process.

Student Assistance Program

Trinity Lutheran Church offers the community a Christ-centered quality education. The actual cost for each student each school year is over \$7,500. Every child enrolled at Trinity Lutheran School receives some form of financial aid from Trinity Lutheran Church. If a family still has a need for financial aid over what already is given, the Student Assistance Program might be able to help. The Student Assistance Program is funded solely through donations. The amount given is based on family need and amount available in the Student Assistance Program. Families can give donations to this program at any time. If you require the use of the Student Assistance Program, forms can be obtained in the school office. All information is kept confidential. This form must be filled out on an annual basis.

Trinity Lutheran School is also the recipient of ACE Scholarships. These scholarships are funded through a non-profit organization in the State of Montana. Their purpose is to enable low income families to afford a private or parochial education. Each year we are awarded a set number of new scholarships, in addition to the ones awarded in previous years. Once a child has been awarded a scholarship, it continues on with them for as long as they are enrolled in an ACE Scholarship school and the family income level has not increased to a level far above the income guidelines. Applications for these scholarships become available by March 1 and must be submitted to the school office by April 15. Students that have received the scholarships previously must re-apply every year, with proof of income.

Transfer Policy

A student's academic records will not be transferred until the family has met all financial obligations.

SCHOOL DAY INFORMATION

Arrival Time

- The School doors open each day at 8:00 A.M. School begins at 8:15 A.M. The school day ends at 3:00 P.M. The school doors close at 3:15 P.M. unless there are after school activities.
- Our Daycare (entrance on south end of the building) opens at 7:15 A.M. daily and closes at 5:45 P.M. each day. Children being dropped off for Daycare must be brought into the school by a parent or other adult and picked up by a parent or other adult that has been specified by the parents.
- All doors are locked between 8:30 AM and 3:00 PM. Access to the building between these hours can be made through the inner doors at the main entrance by utilizing the AIPHONE camera/security system located on the right side of the inner doors. Please check in at the office after entering the building.

Before and After School

The students that arrive before 8:00 A.M. may come into the entryway area to wait until the 8:00 A.M. bell rings. This is a privilege that can be revoked if a student is rough-housing or behaving inappropriately.

Students are to be picked up after school by 3:15 PM. At 3:15, if students are still at school, they will be escorted to the Daycare. There will be a minimum one hour charge for students that are not picked up, with additional drop in rate charges after the first hour.

- Students staying after school for an activity are to go there directly. Students in kindergarten through fourth grade are not allowed to stay unattended. They must have an adult supervising them. Older brothers and sisters are not acceptable supervisors. ***Students staying after school for activities are not permitted to leave the school grounds. Examples are walking to the convenience store or McDonalds. This becomes a safety issue over which we have no control.***

Cell Phones/Electronic Devices/Toys

Trinity Lutheran School does not allow the use of cell phones at any time during the school day. We also prohibit the use of electronic devices such as a digital camera, iPod's, CD Players, Game Boys, or other digital toys. Students caught using these devices, as a first offense, will have them taken away and left in the office till the end of the school day. Second offense will result in the item being kept overnight and parents will be required to pick them up. This also applies to any other toys that younger students may bring that will cause a distraction or disruption in the classroom or at recess. Toys may be brought to school for sharing time only. **The school is not responsible for any prohibited items that are brought to school and become broken or stolen.**

Chapel

A regular school chapel service will be held the first Wednesday of each month at 2:15 P.M. Chapel service on remaining Wednesdays will be held at 8:30 A.M., unless change is indicated on the school calendar. Parents, grandparents or any other visitors are always welcome to attend.

Distribution of Materials

Any materials to be distributed to the students or posted at the school, such as tracts, sports programs, etc., will be cleared by the Principal.

Faculty Devotions

The faculty begins each morning at 7:40 AM – 8:00 A.M. with devotions. Teachers are not available at this time.

GRADING SCALE

92 - 100 A 84 – 91 B 76 – 83 C 68 – 75 D 67 – 0 F

Honor Roll Requirements

Each quarter, students in Grades 5-8 will have the opportunity of making the Honor Roll. The intent of this program is to acknowledge the effort of students in their academics. To be on the Honor Roll, a student must earn all "A's" and "B's" with the exception of one "C". To be on the High Honor Roll, a student must earn all "A's" with the exception of one "B". We encourage every student to set high goals and then do their best.

Hot Lunch Program

A hot lunch is available for our students and the staff. A monthly menu will be provided in advance so the children may make their choices for the upcoming week. Lunch will be provided at a reasonable cost. Payment for lunch may be made in advance through the school office. Free and reduced cost meals are also available through the Federal Hot Lunch Program. Forms to see if you qualify will be available Registration Day or through the school office at any time during the school year. Following is the Non-Discrimination Statement concerning Free & Reduced lunches.

Non-Discrimination Statement: This explains what to do if you believe you have been treated unfairly.

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the [USDA Program Discrimination Complaint Form](http://www.ascr.usda.gov/complaint_filing_cust.html), (AD-3027) found online at: http://www.ascr.usda.gov/complaint_filing_cust.html, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

- (1) mail: U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410;

- (2) fax: (202) 690-7442; or

- (3) email: program.intake@usda.gov.

USDA is an equal opportunity provider.

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, please be conscious of the lunch/recess times and make every effort to work within these time parameters. It is very disruptive for the rest of the class to have students coming in late after lunch. It also requires the teacher to re-teach whatever that student has missed.

Mid Terms

Each student in grades 3 through 8 will receive mid-term grades halfway through each quarter. This allows the family to praise and encourage their child for their hard work. It also gives ample time to correct any areas that need special attention. These are signed by Parent/Guardian and returned to their teacher in a timely manner.

Parent/Room Visits

Parents are welcome to observe in their child's classroom; however, please contact the teacher, in advance, 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 class activities.

Parent/Teacher Meetings

During the month of August, before school begins if possible, teachers will schedule home visits with each student. Parent/Teacher meetings are scheduled at the end of the 1st quarter. Meetings may be scheduled at the end of the 3rd quarter. If you would like to visit with your child's teacher at any other time, they are usually available between 3:00 & 4:00 P.M. each day. Please avoid mornings, as most teachers are making final preparations and greeting their students at this time. Calling ahead will insure that the staff person you wish to visit with is not already committed.

Progress Reports

The Progress Report is set up to help the child stay on top of his/her studies and to keep parents informed and involved. It is given out weekly so that simple problems are caught before they become big problems. It is just one way for us to help our children learn and become responsible for their work.

Each week Progress Reports will be sent out through our online Sycamore program, to students in grades 4 through 8 who have incomplete assignments. Students will also receive a Progress Report if they go down two (2) letter grades in a subject. A Progress Report may also be sent home to communicate with parents and discipline a student.

The Progress Report and the missing work are to be turned in to their teacher the first day of the next week with the Progress Report signed by a parent. Credit will be given for the work if it is turned in with the Progress Report signed. There are some exceptions to this rule. If a student does not bring in the Progress Report signed, they will be required to go to the office and phone their parents. This ensures that our parents will be able to stay on top of their child's work. Students not turning in their Progress Reports will not be allowed to participate at lunch recess. The student will be required to do a clean-up project during their lunch recess. Parents are requested to follow-up at home with students who do not follow through with this program. The parent's assistance is needed and appreciated.

Proper Headings

All assignments will follow the same format, use a full sheet of paper and be on the right hand side of the sheet:

- NAME
- SUBJECT
- ASSIGNMENT
- DATE

Students in Grades 3 through 8 will observe the above format. Students in Grades 3 through 6 will be given their assignment back to correct if not followed. Students in Grades 5-8 will have 10% deducted from their assignment if the format is not properly followed.

Property Damage

If, through carelessness or maliciousness, a child is responsible for damage to school property or that of another child, he will be required to make restitution.

School Attendance

Students that miss school due to an illness need to contact the office by 9:00 A.M. to notify us. Parents can pick up missed assignments after 3:00 P.M. Students get 1-day grace period for each day missed due to illness to make up assignments.

Students should not miss more than 10 days in a semester. The Board of Christian Education will review students missing more than 10 days in a semester. The parents may be required to appear before the Board of Ed.

School Dress

It is the parent's responsibility to take the leadership and guidance for what their child/children wear to school. The staff of Trinity Lutheran School strives to be consistent in enforcing the dress code. If a student wears an inappropriate item one day and is not corrected, this is not justification to continue to wear the item. Please make yourself familiar with these Board-approved guidelines. These guidelines are applicable to **ALL** Trinity Lutheran School events, such as concerts, field trips, etc. Trinity Lutheran School requires all students to wear clothing that is a reflection of their Christian training and does not disrupt or distract from the educational process. As Christians, we should want to take certain pride in the way we present ourselves to the public. Therefore, the following guidelines are given to reflect our beliefs and values.

- Students are permitted to wear shorts until September 30th. Then again after May 1st. The shorts must not be too short. Acceptable length will be determined by a student standing with arms straight. Shorts must be below the tips of the fingers. Any students who do not follow this rule will have to call home for a change of clothes.
- Students are required to have sleeves on their shirts and no visible undergarments are permitted.
- Shirts must cover the top of pants/shorts/skirt.
- Ripped jeans may only be worn if the rips are small in size and are below the tips of the fingers when a student is standing.
- Tops must be long enough to cover a student's bottom when leggings are worn.
- Spandex is only allowed in Grades 5 through 8 in Physical Education classes to be worn under their gym shorts.
- Clothing with offensive sayings, graphics, etc. are not permitted. This includes clothing with advertising for alcohol and tobacco products or any other advertising items that the school feels is inappropriate.
- Inappropriate use of jewelry, body piercing, body art, will not be permitted.
- Age appropriate makeup may be worn in moderation.
- Hats are not to be worn in the classrooms.
- On Chapel days, we especially encourage the students to dress up for this day. Parents can play an important role by stressing this at home.
- ***Anything that falls short of the high standards of Christian modesty or items that disrupt the learning process of any individuals will be removed or corrected. This will be handled on an individual basis. These restrictions apply to all school activities, at school and on field trips.***

School Secretary Hours

The school secretary hours are from 8:00 A.M. to 4:00 P.M. on the days when school is in session. We try to maintain regular office hours in the summer, Monday through Thursday, from 9:00 A.M. to 2:00 P.M. Since this is also when our school secretary must take her vacation time, there may be occasions when the school office is closed.

Tardy Policy

The tardy policy is in place to assist the education programs at Trinity. It is extremely important that the students arrive on time on a regular basis. A student is considered tardy if they are not in their classroom by the 8:15 A.M. bell. A student can also be tardy during the school day. The Principal will notify the family in writing about the problem. The situation will then be monitored. If it continues, the Board of Christian Education will contact the family. If after this contact the problem continues, the parent(s) will be contacted to go before the Board. Our goal is to instill proper habits in the students. We believe the family can help make this happen.

Technology Use

We need your assistance concerning the privilege of using technology at school. There are many useful, educational benefits associated with such items as: cellphones, I-phones, Ipads, Tablets, Kindle Fire, etc. **BUT** they can also be used inappropriately and as toys. So, we need to set boundaries for their use at school. If you allow your child to bring these items to school:

1. The school will **NOT** be responsible for them.

2. They can only be used from 8:00 A.M. to 3:00 P.M. for academic reasons, with prior permission granted for each use by the current classroom teacher. They must be turned off before coming in to the school in the morning at 8 A.M. and may not be turned on until leaving at 3 P.M.
3. They may not be used between 8 A.M. and 3 P.M. to text or make phone calls. If it is **necessary** to contact parents, students must use the office phone.
4. They are to be used on their desktop. They cannot be used in their laps.

Consequences for abusing this privilege are:

First Offense: Student will call parent and item will be confiscated until parent picks it up.

Second Offense: Student will call parent and item will be confiscated until parent picks it up.

Third Offense: In the same school year, this will result in 1 day ISS – In-school suspension.

Telephone Use

The school phone is intended for school use only. Students in Grades K-3 are allowed to call for forgotten lunches. Students in Grades 4-8 are not. Students are allowed to use the phones only in emergencies. Students are not permitted to use the phone to make after school plans, call for forgotten items, or receive calls. Students will be given 1 grace call per semester. Please try to give your students all the information they will need for the day in the morning, before dropping them off. It becomes very difficult, with over 200 students to constantly be taking messages to them or retrieving them for the phone.

Vacation Policy

The school year is 180 school days. This number follows state guidelines. Parents are requested to arrange vacations when school is not in session. If that is not possible, please follow these steps:

- For every day absent, the student has that amount of time to turn in their work. (Not to exceed 5 days.)
- Students may request homework in advance, but must give at least 3 days notice in writing. Most of the work can then be given.
- ***If work is requested prior to a trip, that work is due and must be turned in completed the day student returns to the classroom.***
- Other work might be given during this absence and the student is responsible for completing all of it.

Water Bottle Usage

Water bottle use is at the discretion of the classroom teacher. If there is a drinking fountain in the classroom the teacher may determine that a water bottle is not necessary. Water bottles should be brought filled from home. They may only be filled at school before the 8:15 A.M. bell or during the lunch break and may only be filled with water. Juices, sodas and power drinks are not permitted.

Water bottles are absolutely prohibited in the library and computer lab.

Gum

Gum is not allowed in school.

ACTIVITIES, POLICIES & PROGRAMS

Baptismal Birthdays

The students will receive a baptismal birthday card from the Principal. We want to celebrate this special day with each child. Parents, please check in the office to be sure that we have everyone's correct date.

Building Use Guidelines

The purpose of the facilities of Trinity Lutheran Church and School is to serve the church members, school families, their guests and the community in a Christian atmosphere and setting. Making these facilities available is an integral part of the total mission of Trinity and seeks to complement and strengthen all church and school ministries.

1. Groups obtaining permission for use of specific rooms shall restrict their activities to those rooms and the nearest hallway and restrooms. Organizational leaders using any portion of the facilities shall not allow guests to roam freely outside the immediate area. Children and all youth organizations utilizing the church facilities shall be supervised by adults at all times.
2. All persons using the facilities shall adhere to our policy of no smoking on the premises. Alcoholic beverages are also not allowed on the church and school campuses.

3. Use of the electrical equipment, stoves, dishwasher, dishes, utensils, pots, pans, or food preparation equipment in the church and school kitchens is permitted only with specific approval.
4. Outside groups using the facility shall, at the discretion of the Church or School office, be given a key to the facility. All keys shall be returned within 24 hours of the event.
5. Church and School facilities may not be used for personal profit or gain.
6. It is expected that the building and grounds will be left in the same condition in which they were found, including replacement of any furnishings (tables, chairs, etc.) Any damage must be reported to the church or school office.

Trinity Lutheran Church and School is a member congregation of The Lutheran Church - Missouri Synod (LCMS). As a Synod congregation, Trinity Lutheran Church and School strives to faithfully uphold the practice and teachings of Holy Scripture in its entirety. Specifically, Trinity Lutheran Church and School strives to extend God's love and forgiveness to all people (Matt. 28:18-20; John 3:16) and therefore all people are welcome at Trinity Lutheran Church and School. At the same time, just as God's Word in Holy Scripture calls His Church to love all people, God's Word also forbids His Church from performing certain rites and functions. Therefore, the marriage policy of Trinity Lutheran Church and School is and always has been consistent with the Synod's beliefs on marriage. We believe that marriage is a sacred union of one man and one woman (Gen. 2:24-25), and that God gave marriage as a picture of the relationship between Christ and His bride the Church (Eph. 5:32). The official position of The Lutheran Church-Missouri Synod, as set forth in 1998 Res. 3-21 ("To Affirm the Sanctity of Marriage and to Reject Same-Sex Unions"), is that homosexual unions come under categorical prohibition in the Old and New Testaments (Lev. 18:22, 24; 20:13; 1 Cor. 6:9-10; 1 Tim. 1:9-10) as contrary to the Creator's design (Rom. 1:26-27). These positions and beliefs can be found on the LCMS website, along with other statements, papers and reports on the subject of homosexuality and same-sex civil unions and "marriage." Our pastors will not officiate over any marriages inconsistent with these beliefs. Also, our church and school properties may not be used for any marriage ceremony, reception or other activity that would be inconsistent with our beliefs and this policy.

Bullying Guidelines and Discipline

In today's society, the problem of "bullying" is causing a growing concern in all schools at all levels. This program is to deal with and correct bullying before the students leave here for the next level of education. We will work with the students that are causing the offense and those that are being bullied. Our goal will be to instruct them to be Christ-like and to handle their concerns in a God pleasing manner.

All people are born with a sinful nature (Romans 7:18) which causes us to occasionally mistreat others. Scripture also says that "no one who lives in Him (Jesus) keeps on sinning," (1 John 3:6). Someone who persistently sins against another and lives outside of Jesus' will might be termed a bully. A primary mission of Trinity is to "gently restore those who are caught in a sin." (Galatians 6:1) Because the Lord disciplines those He loves, (Hebrews 12:6) and because those who sin are to be rebuked publicly as a warning to others, (1 Timothy 5:20) it is clear that correcting bullying behaviors is an essential element of spiritual care to our student body. In contrast to our culture's soft prejudice disguised as tolerance, we at Trinity follow the law of love that holds sinners accountable and speaks the truth at all times.

Bullying is when someone is exposed repeatedly and over time, to negative actions on the part of one or more persons. Bullying is when one person or persons uses power in a willful manner with the aim of hurting another individual repeatedly.

Types of Bullying:

1. Physical bullying is perhaps the most obvious form of intimidation and can consist of kicking, hitting, biting, pinching, hair pulling, and making threats.
2. Verbal bullying often accompanies the physical behavior. This can include name calling, spreading rumors, and persistent teasing. It can also include social media such as Facebook.
3. Emotional intimidation is closely connected to these two types of bullying. A bully may deliberately exclude a child from a group activity.
4. Racist bullying can take many forms: making racial slurs, spray painting graffiti, mocking the victim's cultural traditions, and making offensive gestures.
5. Sexual bullying is characterized by unwanted physical contact or abusive comments.

Trinity is unique in that it is small enough that we cannot avoid any one schoolmate for long; sinners (bullies) must be held accountable and relationships must be restored. This dynamic is the primary reason our school functions much like a family. Holding a sinner (bully) accountable so that there can be repentance and forgiveness is one of the most important life skills taught at Trinity. To help us emulate Jesus, we follow these steps:

1. "If your brother sins against you, go and show him his fault, just between the two of you. If he listens to you, you have won your brother over." Matthew 18:15. Do not pretend the bullying is O.K. and accept mistreatment; boldly describe the sin and make clear your willingness to forgive upon repentance.

2. "But if he will not listen, take one or two others along, so that every matter may be established by the testimony of two or three witnesses." Matthew 18:16 - The teacher is certainly to be one of the witnesses. If the sin (bullying) necessitates, the principal and parent will be among the witnesses also.
3. "If he refuses to listen to them, tell it to the church." Matthew 18:17 - A third sin directed at the same person will become a matter for the teacher, principal, parent, and possibly pastor. Discipline will be one day of in school suspension.
4. **"For I have not come to call the righteous, but sinners."** Matthew 9:13. If God disciplines those He loves, it follows that the unrepentant sinner (bully) at Trinity shall be removed from any situations that present a temptation for sinning (bullying.) This may include separate areas to eat lunch, restricted recess times, bathroom use only alone, loss of privileges to attend after school functions, loss of privilege to attend class trips, or any other consequence the staff deems necessary so that our school body does not have to tolerate sin. With these consequences in place, if bullying continues, the discipline steps shall be:
 1. One day out of school suspension.
 2. Two day out of school suspension; parent - teacher - principal conference.
 3. One week out of school suspension; student describes to staff and Board of Christian Education what he is doing to change his behavior.

The objective, always, is to direct the sinner's (bully's) eyes toward Jesus and continue to apply law and gospel until every student realizes that only through Jesus can we really learn to love others and treat them accordingly.

Discipline, Steps to Follow

We recognize that from time to time, concerns come up that need attention. It is our goal to handle all situations in a God-pleasing manner.

Classroom teachers handle discipline in their classrooms. When they need assistance, the Principal is informed. Our greatest results come from parent support. Together, school and family, we can teach our children skills necessary to lead a God-pleasing life.

How to handle a concern is based on Matthew 18: 15.

1. To speak in truth and in love directly with whom you have the concern.
2. If #1 does not resolve the concern with a teacher, a conference with the parent, teacher, and Principal will be arranged. If the first step is with the Principal, a conference with the parent, Principal, and Pastor will be arranged.
3. If the concern still exists with a teacher, the teacher, parent, Pastor, Principal, and the Board of Christian Ed will meet.
4. If someone shares a concern and is not following the guidelines, please encourage the person to use correct procedure. Our goal is to be reconciled with our brothers and sisters in Christ.

The discipline of the classroom is the responsibility of the classroom teacher. They will involve the Principal and the family if the need arises. The discipline of the school as a whole is the responsibility of the Administration and Administrative Board. They will involve the family as it is deemed necessary. The goal is for the school and family to work together in love to discipline our children.

Examples of inappropriate behavior as young Christian men and women attending Trinity Lutheran School are: cheating, stealing, disrespect for authority, running in the hallways, throwing snowballs, tackling during recess, unfinished schoolwork, excessive talking in class, loud talking in hallways, chewing gum, not cleaning up messes, damaging or defacing school property, foul language.

Consequences for inappropriate behavior may include some of the following discipline measures.

Walking the field at recess, cleaning gym floor & bleachers, wiping down walls, sweeping parking lot, staying after school, writing sentences, timeout areas, removal from an activity and expulsion from school. This list is not intended to be all inclusive. It is to be used as a guideline. Each situation will be handled on an individual basis.

Students may also be sent home with a Re-focus form that needs to be filled out, signed by a parent and returned to the teacher the next day. If it is not returned, the student may have In-School Suspension.

Students whose behavior is not corrected by the listed possible consequences will go to the next level of discipline.

Step 1: In-school suspension – 1 day.

Step 2: Out of school suspension – 1 day

Step 3: Out of school suspension – 3 days

Step 4: Out of school suspension and must go before the Board of Christian Education for consideration of expulsion.

If the inappropriate behavior is a serious infraction, the parents will be contacted immediately for picking up their child. This would include drugs, weapons, fighting, etc.

Also, during the school year there are many forms sent home that require the signature of a Parent/Guardian. Any student who is caught forging their Parent/Guardian signature on any form will automatically be dealt with using the 4-step procedure for consequences.

The school has the right to discipline or ask a student to withdraw for any reason. Failure to comply with expected standards of conduct will subject the student to potential disciplinary action, up to and including expulsion or dismissal.

Drivers for Field Trips

We would not be able to go on our many Field Trips without our parents, family and friends being drivers. Safety is a key issue. There must be a seat belt for each person traveling in a volunteer's vehicle. Drivers for Field Trips must be at least 21, have a valid drivers license and current insurance on the vehicle. Drivers and other chaperones will not consume any alcoholic beverage during the time they are responsible for students. Volunteers should know that their vehicle insurance is the primary insurer in case of an accident.

It is also school policy that when transporting students for a field trip of any kind, drivers have permission to take the students to their destination and, when returning, must bring them straight back to the school, with no stops for treats, lunch or any other reason. Field trips are a privilege and having some students return late causes disruption for the rest of the class, can cause students to miss valuable instruction time, and encourages breaking of the rules concerning food and drink items in the classroom.

Overnight Field Trip and Travel Regulations

Programs and Activities Policy

During the course of the school year, students are involved in a variety of events that require their attendance. These events are a vital part of the curriculum that helps make our program unique. We request that parents do all they can to promote and support these events. Student life at Trinity School presents opportunities for a child to participate in both nearby and extended field trips. These activities are sponsored by the school and are designed to be both educational and unique to the Trinity School experience. Students opting out of attending field trips will be required to complete alternative academic assignments.

Statement of Risk

Although extended trips are beneficial, they also present the potential for accidents and risk. More participants, more travel, more time away, equals greater potential for risk. However, clearly stated, standardized operating procedures and practices mitigate risk to students, chaperones and volunteers.

Definitions

Day Trip: A day trip is an off-site excursion which requires students to leave their typical meeting place. A permission slip is required if students are going somewhere other than their typical meeting site, regardless of the length of time or duration of the trip.

Extended Trips: Extended trips are overnight and off site.

Overnight Stays: Overnight stays for students can also occur at the church or school. One example would be a "lock-in." Rules for supervision and chaperoning contained in these regulations are applicable to overnight stays as well as extended trips.

Camping: Camping includes staying at a camp site overnight either in cabins, sleeping outdoors in sleeping bags, tents, or recreational vehicles.

Field Trip Standards

- All trips must have an educational purpose as a primary goal. Recreational activities may be added to complete an experience unique to attending Trinity School.
- Teachers are required to provide the Principal with a written explanation of the trip's purpose.
- Parents and students should not be informed of the trip until it has been approved by the Principal.
- If parents and/or students are offered a choice of trips, all offered trips must be approved by the Principal.
- Any exceptions to the Field Trip Standards must be approved by the Principal

General Employee and Volunteer Requirements

- All volunteers must have a current criminal history background check.
- For overnight and out of town trips, it is required that there is a minimum of two female adult chaperones and two male adult chaperones. If not enough female or male adult chaperones volunteer to fulfill this requirement, the trip will be cancelled. Any exceptions to this policy must receive prior approval from the Trinity Board of Education.
- The Principal must approve all chaperones of each individual event.
- Parents who chaperone field trips may not bring other children in their family along on the trip.
- Chaperones are expected to give their full attention to the supervision of the students attending the field trip.

Planning for Trips

- All trips must have the approval, both for planning and implementation, of the Principal.
- A clear itinerary with contact information is to be left with the Principal prior to departure.
- Trip leaders and chaperones are required to carry cell phones on trips, in case of emergency.
- The following items are required for all trips:
 - a list of all participants and chaperones, including the telephone numbers of chaperones,
 - a list of parents/guardians to be contacted in the case of emergency during the trip or event must be left with the school.
 - when traveling out of town, emergency cards must be provided for each participant with the names of leaders, hotel name (if any), and telephone numbers, including cell phones.

Hotel Room Accommodations

- There is to be no co-ed sleeping in hotel rooms.
- When booking rooms, a request must be made that, if possible, all of the rooms be on the same floor in the hotel, in close proximity.
- Adjoining rooms should only be shared by students of the same gender.
- No student is to be allowed to leave the hotel property or use the hotel's pool, whirlpool, lobby, or exercise room without adult supervision.
- Students must always be informed of safety rules and security measures.
- It is recommended that adult female chaperones monitor the rooms for female students in pairs. Adult male chaperones monitor the rooms of male students in pairs. Room monitoring will be done periodically.

Outdoor Camping Accommodations

- Adults or chaperones are not to sleep in a tent, cabin or recreational vehicle alone with a student, unless the student is the adult or chaperone's own child.
- There is to be no co-ed sleeping in tents, cabins, or recreational vehicles.

Sleeping Accommodations

- Adults and chaperones are not to be housed in the same small room with single student unless the student is the adult or chaperones own child.
- In a large dorm situation, adults of the same gender may be in a room with students if the chaperone requirement is met.
- Sleeping areas are to be clearly segregated between males and females. When males and females share a common large room, chaperones should be present for adequate monitoring of students.
- Male adults will be in a room with male students, female adults with female students.

Transportation

- Adult drivers must be 21 years of age or older (25 or older is preferred), have current driver's license, a good driving record and must have automobile insurance coverage with at least 50/100/50 coverage.
- It is strongly recommended that the driver has 100/300/100 coverage for protection of the driver.
- The driver must follow driving rules and regulations, posted speed limits, etc.
- When traveling in a caravan, drivers should not depart from the agreed upon route. No side trips may occur.
- Cars, vans and buses must not exceed the manufacturer's passenger load. All passengers must have a seat and seat belt (which must be buckled at all times).

Incident Procedures**Have an Emergency Plan**

Example:

Call 911

- Identify who you are and your relationship to the emergency
- Nature of the emergency
- Give the phone number to the phone from which you are calling
- Do not hang up until the dispatcher indicates she is clear on the location
- Notify parents if the victim is a student
- Inform your school principal immediately.
- When the immediate emergency has passed, write a statement covering all the facts in the incident; keep a copy in the schools file.
- Stay calm in an emergency. DO NOT at any time admit negligence or liability on the part of the School, or anyone from the School.

Drug Free Schools Policy

In accordance with the State and Federal Regulations, Trinity Lutheran School is designated as a “Drug Free Area”. The unlawful possession, use or distribution of illicit drugs, tobacco, and alcohol on school premises or as part of any school-controlled activity is strictly forbidden. If this occurs it will be turned over to authorities.

Extra-Curricular Grades

Athletic teams, Honor Choir and Bell Choir are part of our extra-curricular activities. Therefore, it is a privilege to participate in them. Students are required to maintain a “C” average to be eligible to participate. If the “C” average is not maintained, the student will be removed from the activity to concentrate on academics. If the student has “D’s”, then a “C” average is not being maintained. An “F” is an automatic removal. Students in Grade 5 can return after one week if grades improve. Students in Grades 6-8 can return after 2 weeks. Any student ineligible twice during one activity will be removed from that activity.

Gun-Free Schools Policy

In accordance with the provisions of the Gun-Free Schools Act, 20 USC 3351, any student who brings a firearm on to school property, except as provided below, shall be expelled for a period of not less than one calendar year unless modified by the board of trustees, upon a recommendation from the district superintendent.

Exception: In the case of a student getting prior permission from teacher and parent for a class project or presentation student may bring an unloaded firearm on to school property.

Internet Use Policy

Trinity Lutheran School believes that technology will be an important aspect of every student’s life. Opportunities should be presented to use these tools as a part of their education. Our school and its teachers and students will have access to the Internet and educational software. Teachers and students will be encouraged to use the Internet for research, information, and other learning opportunities. Students accessing the Internet must comply with this Internet Use Policy. This policy and parent notification is used to provide the guidelines for and the monitoring of student activities involving the computer technology.

Computer use is a privilege. Students maintain that privilege by complying with the computer use guidelines. Using a computer in an appropriate way allows a student to retain the use privileges of our school computer network and continue his or her advancement into the world of technology. Each user shall act in an appropriate manner consistent with the goals and mission of Trinity Lutheran School. Each user is responsible for his/her use of the computer resources.

Inappropriate computer use is defined as, but not limited to: **1)** attempting to gain unauthorized access to system files to corrupt them; **2)** using the system to engage in an illegal act; **3)** accessing material that is profane, obscene, or morally offensive; **4)** participating in chain letters; **5)** participating in illegal sales **6)** use of the computers to participate in activities on social medias such as Facebook that are inappropriate or considered bullying. These inappropriate use acts are not acceptable and will result in cancellation of privileges.

The following points of **technology etiquette** should be adhered to:

- 1. Students’ use of the Internet will be supervised by a teacher, teacher aide or assistant, or authorized parent volunteer.** These adults will make decisions regarding appropriate use and will mark in student records. No student will be allowed access to chat rooms unless directed by a teacher for instructional purposes.
- 2. Students must use the computer to access only appropriate material.** Accessing obscene or inappropriate material is prohibited; violators will be liable for consequences of such actions.
- 3. Students must respect copyright laws.** Violating copyright laws is prohibited.
- 4. Students may not store data on the hard drive without permission.** Students will be issued personal storage media for the school year. Staff members will periodically delete all files during maintenance of the network.
- 5. No user may install software on any TLS computer without the permission of the Coordinator of Educational Technology.**

Consequences for violations of this Internet Use Policy may include, but are not limited to:

- Parent Notification
- Withholding of computer use privileges
- In-School suspension
- Out-of-school suspension

Computer technology is a gift from God to His people. Like any other gift, it is up to us to use this gift wisely to glorify God and advance His kingdom. Trinity Lutheran School acknowledges the blessings the Lord has bestowed on His church through technology, and we are committed to empowering our students to use this gift in a way that is in keeping with our Christian faith. We pray that God will bless our efforts to enhance our students' educational experience through technology.

Programs and Activities Policy

During the course of the school year, the students are involved in a variety of events that require their attendance. These events are a vital part of the curriculum that helps make our program unique. We request that parents do all they can to promote and support these events. Student life at Trinity Lutheran presents opportunities for a child to participate in the annual Christmas Program, Spring Musical, Bell Choir, concerts, band, Honor Choir, sports and inter-school activities, ski days for Grades 5-8 and extended field trips. These activities are sponsored by the school and help to develop Christian leadership and attitudes.

Sports

In addition to a well-balanced education program, students in grades 5-8 may participate in after-school athletics. There is a fee for each sport. The following sports are available to our students here at Trinity:

- Girls and Boys Basketball (5th – 8th)
- Girls Volleyball (5th – 8th)
- Girls' and Boys' Cross Country (5th – 8th)

Student of the Week

The purpose of this program is to observe our children using their God given talents and abilities in a God pleasing manner. Each week those students' chosen will be recognized at the end of our chapel service. The student's name will be displayed in the hallway for one week. The program is designed to observe them being good examples, over and above their normal positive behavior and actions.

Use of Photos

Trinity School requires the agreement from families to use a student's name and/or photographic likeness, alone or in a group, in internal communications (Sycamore, class pages, etc.) While optional, we encourage all families to also give the school permission to use your child's name and/or photographic license in public (external) communications such as the Bobcat News, Trinity website and Facebook page, etc. These may be for publicity and/or recognition purposes. Students who are not allowed to have their name and/or photographic likeness shared publicly may be excluded from participating in certain school-wide activities that are recorded. We encourage families who opt-out to discuss this with their child(ren) so they understand why they are not permitted to be included in these activities. Though teachers will strive to keep students who are excluded from pictures and video from participation in certain activities, it is also the student's responsibility to respect the choice of his or her family. Trinity Lutheran Church and School, its Board members and personnel, will not be held responsible for any and all liabilities or damages that could result from the use of the student's name and/or photographic likeness.

Volunteer Guidelines & Policy

The Lord has blessed our school with caring families. In fact, we have so many adults stepping forward to assist the school staff, that we have created a guideline to better prepare you for serving His children. The hours donated by our volunteers are great! The difference is immense. If you have time, please get involved and be one of those who help us grow and positively influence our children.

Examples of some of the activities our volunteers perform:

Lunch helpers, librarians, tutors, teacher aids, room parents, program workers, activity workers, field trip drivers, etc.

The purpose of Trinity Lutheran School is to provide a Christ centered education for all children that attend. Our goals are to develop the spiritual, mental, and physical well-being of our children. We must remember that we are all witnesses of God's glory and set examples for our children and others that attend our school. The following are volunteer guidelines that we pray will assist you this year at Trinity.

1. School dress code should be followed by volunteers. We ask that your dress, while volunteering at school, follows the guidelines we require of our students and teachers. Please be sure your dress is modest and your t-shirt slogans are appropriate.
2. Gum chewing should be avoided.
3. We request that, while volunteering, cell phones are not used. Please do not talk or text on cellphones while you are in the classroom or working with students.

4. Young children, if brought along, must remain with the parent.
5. The Teacher Workroom is for the faculty and staff only. This allows the staff to have confidential discussions and to make phone calls. There will be an area in the hallway for volunteers to work.
6. The copying machine in the hallway is available for those who need to use them for school business or classroom copies.
7. Discipline needs to be directed to the classroom teacher.
8. Avoid gossip
9. Confidential information: working with students will expose you to their strengths and weaknesses. These items are not to be shared with others.
10. Volunteers are not permitted to correct quizzes or tests and are not allowed to put grades in the grade book.

Volunteers play an important role here at Trinity. There are many responsibilities that go with this vital role. The dedication of our volunteers is greatly needed and appreciated. If you feel that you can be of service to our Lord here at Trinity and agree to the guidelines, please sign the forms and return to the classroom teacher. Thank you for considering volunteering.

The dramatic rise of physical and sexual abuse of children has claimed the attention of our entire society. As a Christian school, we also must address these dangers directly. The following policy reflects our commitment to provide protective care for all children, youth, and volunteers who participate in our school activities.

1. Adults who have been convicted of either child sexual abuse or physical abuse will not be allowed to volunteer service in any school-sponsored activity or program for children or youth.
2. Obviously, you will be alone with children as you drive and chaperone on our trips. Whenever possible, however, try not to get isolated with a small group of children without another adult present.
3. Adult volunteers should immediately report any behaviors that seem abusive or inappropriate to the principal or a teacher.

Background Check Policy and Instructions

A background check must be completed for any individuals age 18+ who will be attending a class or school event and have the responsibility for the transportation of students not directly in the care of the teacher (Field Trips). At the discretion of our teachers and staff, you may also be requested to complete a background check if you will be in any situations where you are the only adult present with students.

- All new enrolled preschool and day school chaperones must complete a background check before their first event and background checks must be updated every 5 years.
- The fee to cover this expense is paid by the school.

Please follow the simple process and register directly with Protect My Ministry:

Directions for setup:

Log on to <https://www.ministryopportunities.org/TrinityLCS>

1. Accept the disclosure by clicking "Yes"
2. Enter Personal Information
3. Certify that all personal information is true and accurate and click "Continue"
4. Complete the Disclosure and Authorization Page and click "Release My Application"

Wellness Policy For:

Setting Nutrition Education Goals

Promote increased awareness to the children, school staff and parents about the importance of physical activity, improved nutrition and the effects of both on their health.

Setting Physical Activity Goals

All pupils in Grades K-1 shall participate in the physical education program once a week. Kindergarten classes have 5 recesses a week. Grade 1 has 15 recesses a week.

Kindergarten – 105 minutes a week Grade 1 – 255 minutes a week.

All pupils in grades 2-8 will participate in the physical education program twice a week.

Grade 2 – P.E. 70 minutes, 14 recesses = 190 minutes

Grade 3 – P.E. 70 minutes, 15 recesses = 205 minutes

Grade 4 – P.E. 90 minutes, 13 recesses = 175 minutes

Grade 5 – P.E. 90 minutes, 10 recesses = 130 minutes

Grade 6 – P.E. 90 minutes, 10 recesses = 130 minutes

Grade 7 – P.E. 90 minutes, 11 recesses = 145 minutes

Grade 8 – P.E. 90 minutes, 8 recesses = 100 minutes

The Physical Fitness Program

All the students in Grades K-8 will participate in the President's Challenge. Each pupil will be tested to reach the minimum requirements for the National Fitness Award and The President's Physical Fitness Award.

Establishing Nutrition Standards for All Foods Available on School Campus during the School Day

To promote healthy eating at school, discourage students and parents from bringing in competitive foods with lesser nutritional value during normal lunch hour. This will ensure that the children are eating the balanced meals provided by the school. Encourage bake sales or other non-nutritional items to be sold after school and not at the lunch hour.

Setting Goals for Other School-Based Activities Designed to Promote Student Wellness

The school food service staff will:
Provide 20 minutes for students to eat lunch

Setting Goals for Measurement and Evaluation

The principal of Trinity Lutheran School, teaching staff, and school board, made up of parents of the school, will monitor the policies and help the lunch program to keep them established. The principal and school board will evaluate and assess components of the wellness policy to determine the effectiveness, as well as the standards.

These are guidelines of our expectations. Not every issue that might occur can be addressed. For those events that occur that are not addressed specifically in this handbook, each event will be evaluated by the staff and Board of Christian Education.

Permission for Use of Student G Suite Account for 5th, 6th, 7th, and 8th Grade Students

To parents and guardians,

At Trinity Lutheran School, we use G Suite for Education, and we are seeking your permission to provide and manage a G Suite for Education account for your child. G Suite for Education is a set of education productivity tools from Google including Gmail, Calendar, Docs, Classroom, and more used by tens of millions of students and teachers around the world. Trinity students will use their G Suite accounts to complete assignments, communicate with their teachers, sign into their Chromebooks, and learn 21st century digital technology and citizenship skills.

The attached information provides answers to common questions about what Google can and can't do with your child's personal information, including:

- What personal information does Google collect?
- How does Google use this information?
- Will Google disclose my child's personal information?
- Does Google use student personal information for users in K-12 schools to target advertising?
- Can my child share information with others using the G Suite for Education account?

Please read it carefully, let us know of any questions, and then sign below to indicate that you've read the notice and give your consent. If you don't provide your consent, we will not create a G Suite for Education account for your child. If this is the case then there will be educational opportunities that your child will not be able to participate in. We will do our best to accommodate your child's learning in those situations, but we cannot guarantee that the same educational experience will be available.

I give permission for Trinity Lutheran School to create/maintain a G Suite for Education account for my child and for Google to collect, use, and disclose information about my child only for the purposes described in the notice below. Once your child is no longer attending Trinity this account will be completely eliminated.

Thank you,
Trinity Lutheran School

Full name of student

Printed name of parent/guardian

Signature of parent/guardian

Date

G Suite for Education Notice to Parents and Guardians

This notice describes the personal information we provide to Google for these accounts and how Google collects, uses, and discloses personal information from students in connection with these accounts.

Using their G Suite for Education accounts, students may access and use the following “Core Services” offered by Google (described at https://gsuite.google.com/terms/user_features.html):

- Gmail
- Google+
- Calendar
- Chrome Sync
- Classroom
- Cloud Search
- Contacts
- Docs, Sheets, Slides, Forms
- Drive
- Groups
- Google Hangouts, Google Chat, Google Meet, Google Talk
- Jamboard
- Keep
- Sites
- Vault

In addition, we also allow students to access certain other Google services with their G Suite for Education accounts. Specifically, at the teacher’s discretion and oversight your child may have access to “Additional Services,” such as Google Maps, YouTube, etc.

Google provides information about the information it collects, as well as how it uses and discloses the information it collects from G Suite for Education accounts in its G Suite for Education Privacy Notice. You can read that notice online at https://gsuite.google.com/terms/education_privacy.html. You should review this information in its entirety, but below are answers to some common questions:

What personal information does Google collect?

When creating a student account, Trinity Lutheran School may provide Google with certain personal information about the student, including, for example, a name, email address, and password. Google may also collect personal information directly from students, such as telephone number for account recovery or a profile photo added to the G Suite for Education account.

When a student uses Google services, Google also collects information based on the use of those services. This includes:

- device information, such as the hardware model, operating system version, unique device identifiers, and mobile network information including phone number;

- log information, including details of how a user used Google services, device event information, and the user's Internet protocol (IP) address;
- location information, as determined by various technologies including IP address, GPS, and other sensors;
- unique application numbers, such as application version number; and
- cookies or similar technologies which are used to collect and store information about a browser or device, such as preferred language and other settings.

How does Google use this information?

In G Suite for Education Core Services, Google uses student personal information to provide, maintain, and protect the services. Google does not serve ads in the Core Services or use personal information collected in the Core Services for advertising purposes.

In Google Additional Services, Google uses the information collected from all Additional Services to provide, maintain, protect and improve them, to develop new ones, and to protect Google and its users. Google may also use this information to offer tailored content, such as more relevant search results. Google may combine personal information from one service with information, including personal information, from other Google services.

Does Google use student personal information for users in K-12 schools to target advertising?

No. For G Suite for Education users in primary and secondary (K-12) schools, Google does not use any user personal information (or any information associated with an G Suite for Education Account) to target ads, whether in Core Services or in other Additional Services accessed while using an G Suite for Education account.

Can my child share information with others using the G Suite for Education account?

We may allow students to access Google services such as Google Docs and Sites, which include features where users can share information with others or publicly. When users share information publicly, it may be indexable by search engines, including Google.

Will Google disclose my child's personal information?

Google will not share personal information with companies, organizations and individuals outside of Google unless one of the following circumstances applies:

- With parental or guardian consent. Google will share personal information with companies, organizations or individuals outside of Google when it has parents' consent (for users below the age of consent), which may be obtained through G Suite for Education schools.
- With Trinity Lutheran School. G Suite for Education accounts, because they are school-managed accounts, give administrators access to information stored in them.
- For external processing. Google may provide personal information to affiliates or other trusted businesses or persons to process it for Google, based on Google's instructions and in compliance with the G Suite for Education privacy notice and any other appropriate confidentiality and security measures.
- For legal reasons. Google will share personal information with companies, organizations or individuals outside of Google if it has a good-faith belief that access, use, preservation or disclosure of the information is reasonably necessary to:
- meet any applicable law, regulation, legal process or enforceable governmental request.

- enforce applicable Terms of Service, including investigation of potential violations.
- detect, prevent, or otherwise address fraud, security or technical issues.
- protect against harm to the rights, property or safety of Google, Google users or the public as required or permitted by law.

Google also shares non-personal information -- such as trends about the use of its services -- publicly and with its partners.

What choices do I have as a parent or guardian?

First, you can consent to the collection and use of your child's information by Google. If you don't provide your consent, we will not create a G Suite for Education account for your child, and Google will not collect or use your child's information as described in this notice.

If you consent to your child's use of G Suite for Education, you can access or request deletion of your child's G Suite for Education account by contacting the school office. If you wish to stop any further collection or use of your child's information, you can request that we use the service controls available to limit your child's access to features or services, or delete your child's account entirely. You and your child can also visit <https://myaccount.google.com> while signed in to the G Suite for Education account to view and manage the personal information and settings of the account.

What if I have more questions or would like to read further?

If you have questions about our use of Google's G Suite for Education accounts or the choices available to you, please contact the school office. If you want to learn more about how Google collects, uses, and discloses personal information to provide services to us, please review the [G Suite for Education Privacy Center](https://www.google.com/edu/trust/) (at <https://www.google.com/edu/trust/>), the [G Suite for Education Privacy Notice](https://gsuite.google.com/terms/education_privacy.html) (at https://gsuite.google.com/terms/education_privacy.html), and the [Google Privacy Policy](https://www.google.com/intl/en/policies/privacy/) (at <https://www.google.com/intl/en/policies/privacy/>).

The Core G Suite for Education services are provided to us under [Google's Apps for Education agreement](https://www.google.com/apps/intl/en/terms/education_terms.html) (at https://www.google.com/apps/intl/en/terms/education_terms.html) [if school/district has accepted the Data Processing Amendment (see <https://support.google.com/a/answer/2888485?hl=en>), insert: and the [Data Processing Amendment](https://www.google.com/intl/en/work/apps/terms/dpa_terms.html) (at https://www.google.com/intl/en/work/apps/terms/dpa_terms.html)].