

TRINITY LUTHERAN SCHOOL & EARLY CHILDHOOD CENTER



2021 - 2022

Trinity Lutheran School

&

Early Childhood Center

18-month-old through Grade 12

3516 Lutheran Way, San Angelo, TX 76904
(325)947-1275 (School) (325)947-1148 (ECC)

Fax (325)947-1377

trinityschools.sa.com

Mr. Ron Fritsche, Principal

Mr. Chris Fritsche, Assistant Principal

Tracy Rabb, Child Care Director

Is a Ministry of

Trinity Lutheran Church

3536 Lutheran Way, San Angelo, TX 76904

(325)944-8660

Fax (325)223-9770

trinitysanangelo.com

Reverend Allan Eckert, Sr. Pastor

**BOARD OF CHRISTIAN
SCHOOL MINISTRY**

Tyler Oglesby - Chairperson

Jackie Cordes - Vice Chairperson

Rose Cordes - Secretary

Bric Boatright

Karen Davis

Gail Doig

Fred Handley

Susan Kleypas

Beth Lehmann

Julie Ruthenbeck

Lacee Rey-Parent Rep.

Amanda Martinez-PTL Rep.

TRINITY LUTHERAN SCHOOL

Trinity Lutheran Church, in an effort to fulfill the Great Commission of Jesus Christ, and to provide Christian service and outreach to the community, operates a Lutheran School Ministry. This ministry consists of two parts, the School and the Early Childhood Center (ECC), but is operated as an integrated whole known as Trinity Lutheran School.

OUR CREDO and PURPOSE

We believe that the Lord's Command to His church in the Great Commission directs the church's thrust in Christian Education and assists the church in that effort.

"Go therefore and make disciples of all nations, baptizing them in the name of the Father, and of the Son, and of the Holy Spirit, teaching them to observe all that I have commanded you. And behold, I am with you always, to the end of the age."
Matthew 28:19-20 ESV

- * We believe that this Commission will guide us in the choice of education resources, their content and direction. (*"...bring them up in the discipline and instruction of the Lord."* Ephesians 6:4 ESV)
- * We believe that Christian Education must strive to equip the saints of all ages for their God-given mission in every area of their life. (*"...to equip the saints for the work of ministry, for building up the body of Christ."* Ephesians 4:12 ESV)
- * We believe the school exists to assist the Christian home in meeting their God-given responsibility. (*"Train a child up in the way he should go; even when he is old, he will not depart from it."* Proverbs 22:6 ESV)
- * We believe that the school is an effective instrument of the Lord, reaching families and children in our community with the love of Christ and the witness of God's people. (*"For God so loved the world, that He gave his only Son, that whoever believes in Him should not perish but have eternal life."* John 3:16 ESV)

OUR MISSION STATEMENT

The mission of Trinity Lutheran School is to share the love of God, through Christ, with all His children by educating, encouraging and equipping them for a life of Christian Service.

OUR PHILOSOPHY

Trinity Lutheran School is viewed by our congregation as part of our Church's ministry to the children of our congregation and community. Its purpose is to provide children with the best education in the Word of God and secular subjects so that they may be God's children growing in their life's calling. To accomplish this effectively we must cling to our:

1. Source of belief – God's Inspired Word in the Bible:
 - **THE WORD** tells us of our relationship to God from the beginning.
 - **THE WORD** tells of God's plan for man (Salvation).
 - **THE WORD** tells of God's plan for the role man is to play in this world; how he is to live, relate, etc.
 - **WE BELIEVE** that our Lutheran confessions serve to clarify what we believe, teach and confess.
2. Source of power – The Gospel is the POWER of God.
 - **THE TEACHING** of the Word to EQUIP the saints.
 - **THE LIVING** of the Word in Pastors, Teachers, and Parents as examples of the Word in action.
 - **THE GUIDING AND OFFERING OF OPPORTUNITY** to learn and grow by "**Doing the Word**".

OUR OBJECTIVES

Man can and does learn at any age; therefore, Christian Education is a lifelong process. Consequently, the objectives of our school are to provide a means by which:

- I. Children develop a knowledge of the Triune God: Father, Son and Holy Spirit.
 - A. They know the Father as Creator
 - B. They know the Son (Jesus) as their personal Savior.
 - C. They know the Holy Spirit as their Sanctifier.
- II. Children develop a knowledge of the Holy Scriptures as a guide toward their salvation so that they understand and experience:

- A. Proper balance of Law and Gospel.
- B. Sensitivity to their local congregation.
- C. Ability to witness in daily living.

III. Children develop their ability to:

- A. Understand their role as God's child living in this world.
- B. Understand the concept of freedom for everyone in this land.
- C. Understand their God-given gifts and abilities.
- D. Train and use their mental abilities with which God has blessed them.
- E. Gain social skills to live a life of Christian service.
- F. Develop their emotions.

IV. Children respect all men in God's creation.

- A. They love and respect their parents.
- B. They develop a sense of Christian living and witness of God's love and forgiveness to their fellow man.
- C. They develop an understanding of the responsibilities of, and the attitude of, a Christian citizen.
- D. They show respect for all agencies of God's representatives and accept all responsibilities connected to them.
- E. They develop an awareness and appreciation of their culture and heritage.

V. Children:

- A. Are given an opportunity to pursue an academic program best suited to their individual level of ability.
- B. Are challenged to reach specific goals that can be evaluated through forms of standardized measurements.
- C. Are in a climate whereby the heart and mind can be changed by the Holy Spirit to enable them to think and act in an ongoing process of maturity.

TRINITY LUTHERAN EARLY CHILDHOOD CENTER

Trinity Lutheran Early Childhood Center, or ECC, is part of the School ministry operated and provided by Trinity Lutheran Church. The Center houses both our Preschool Program as well as our Child Care Program, which includes our After-School Care Program, our School Holiday Program, and our Summer Program. We strive to provide a caring and learning environment in which children can learn of the love of God for them as shown in His Son, Jesus Christ, through age-appropriate curriculum.

Our staff actively witnesses to the truths of the Triune God (Father, Son, and Holy Spirit) as contained in the Bible. Teaching and witnessing of these truths are geared to each age level and focuses on Jesus' love. Parents who place their children in our program thereby accede to the teachings of these Christian truths.

Trinity Lutheran ECC operates under a license issued by the Texas Department of Family and Protective Services. Parents wishing to contact them may do so at the following:

Texas Department of Family and Protective Services
622 S. Oakes Suite "L"
San Angelo, TX 76903
(325) 659-7629
www.dfps.state.tx.us

A copy of the minimum standards can be acquired in the ECC office. The most recent licensing inspection report is posted on the bulletin board outside of the ECC office. Normal operating hours are 7:00 a.m. to 5:30 p.m., Monday through Friday. (See school calendar for days closed.)

"WHATSOEVER YOU DO, IN WORD AND DEED, DO EVERYTHING IN THE NAME OF THE LORD JESUS." COLOSSIANS 3:17 ESV

ACADEMIC LANGUAGE THERAPISTS

There is an academic specialist on site who is available to work with students who are in need of academic assistance. Parents interested in the services of the specialist are encouraged to discuss this with their child's teacher and the principal. The cost of these services is the responsibility of the parent.

ACCREDITATION

Trinity Lutheran School is accredited by the Lutheran School Accreditation Commission (LSAC) which is a division of the Texas Private School Accreditation Commission (TEPSAC). It is also accredited by the National Lutheran School Accreditation Commission of the Lutheran Church-Missouri Synod.

ADMINISTRATION

The responsibility for the administration of Trinity Lutheran School and Early Childhood Program rests primarily with the voting members of the Trinity Lutheran Church congregation. The affairs of the School and Preschool are administered by the Board of Christian School Ministry of Trinity Lutheran Church. (Hereinafter referred to as the "School Board").

The School Board is comprised of elected members of the congregation and one representative whose child/children attend the School or Early Childhood Center who is not a member of Trinity Lutheran Church. Immediate supervision of the School and Early Childhood Center rests with the Principal and Child Care Director. The Child Care Director is under the overall supervision of the School Principal. The Board has authority only as a corporate body.

The School Board solicits your prayers and input, which would contribute to the operation and improvement of the school. The Board meets in regular session once a month, normally on the third Monday at 6:00 p.m. in the school lobby. Except for executive matters, Board meetings are open and parents are welcome to come and observe. If a parent has an issue about the school or ECC which has not been resolved by the Principal or the Child Care Director, he/she may appear before the Board. The intention to do so should be made known to the Principal or Child Care Director at least one (1) week in advance so that the matter can be placed on the agenda.

All complaints should be handled in an attitude of Christian love and charity, and in accordance with the spirit of Matthew 18:15-17.

ADMISSIONS

School admissions are open to members of Trinity Lutheran Church and the public. A waiting list is maintained when no space is currently available. Children are enrolled from the list according to age-appropriate space availability, and date of placement on the waiting list. Priority is given to members of Trinity Lutheran Church, Shannon employees, members of Active Military Service, and siblings of

Trinity students already enrolled. No spaces will be held unless tuition is being paid for the space.

Principles governing the admission of students are as follows:

1. Parents must understand the Christian nature of the school and give assurance that the home will cooperate with the school regarding our Christian religious activities.
2. The school reserves the right to obtain information on the home background and previous school experiences of the child.
3. Students entering PK18 must be 18 months prior to the first day of the school year. Students entering PK2/PK3 and PK4 must be 2, 3 and 4 respectively on or before September 1st to enroll in that program. (Students entering our PK3 program must be fully and completely potty trained.) Students entering Kindergarten must be 5 years of age on or before September 1st. Students entering First Grade must be 6 years of age on or before September 1st. Exceptions may be made in extenuating circumstances (K-1) with Principal approval.
4. All immunization records must be up-to-date and submitted to the school. Social security numbers and birth certificates are also required for grades K-12.
5. It is understood that all students entering our school will obligate themselves to take the required courses offered in the curriculum and will submit themselves to all the rules and regulations of the school.
6. Acceptance of the enrollment of a child is conditional upon meeting the qualifications outlined above and the availability of classroom space.
7. Prior to acceptance parents must do the following:
 - *Apply Online;
 - *Schedule an appointment with the Principal/Director for an interview/tour;
 - *Provide copies of the most recent report card and achievement test scores (gr. 1-12);
 - *After acceptance, complete on-line enrollment;
 - *Pay the non-refundable registration fee;
 - *Pay the non-refundable curriculum fee;
 - *ECC students (including after school care) must fill out licensing paperwork. (This is not online.)
8. All students enrolled for the first time at Trinity Lutheran School are automatically placed on a nine-week probationary period.

ADULT INFORMATION CLASS

An adult information course, which covers Christian teachings, is offered through Trinity Lutheran Church. All school parents are encouraged to enroll in this course, especially those who are not familiar with Christian teachings or the teachings of the Lutheran Church-Missouri Synod. This course is valuable in gaining an understanding of looking at life through a Christian perspective and in understanding the ministry of our congregation as evidenced by the School and the ECC.

In addition to assisting you and your child in the area of Christian education, you will have the opportunity for membership at Trinity Lutheran Church; however, there is no obligation to do so. Contact the school office for more information if you are interested.

AFTER SCHOOL CARE

Students in grades K-4 (must be under 10 years of age) may enroll in the after-school care program. Students must pre-register in the program prior to attending and complete all child care enrollment forms. Weekly fees are charged for this program. Parents interested in this program should contact the school office.

ARRIVAL and DROP OFF/PICK-UP PROCEDURE

Arrival:

School begins at 8:00 a.m. and the school building opens at 7:30 a.m.

The Early Childhood Center opens at 7:00 a.m.

Morning drop-off should be made at the front of the School and ECC. School Age parents should enter one of the school entrances off Lutheran Way and drop their children off in front of the school at the main entrance. Parents may also park and walk their children into the school. Do not leave your car unattended in front of the school. Please use the parking spaces provided. ECC parents must park and walk their children to the door and sign them in. Parents then must exit the parking lot onto Sunset.

Children in grades K-4 may arrive between 7:30 a.m. and 7:45 a.m. and wait in the school as directed for their teacher. Students Grades 5-12 should wait at the pavilion for their homeroom teacher.

All children in the Preschool program must be signed in each day. Parents may walk their children into the ECC from 7:00 a.m. – 8:00 a.m. Children must be

dropped off at the classroom door. Parents should not enter the classroom. All ECC children must be dropped off before 9:00 a.m. unless they have a scheduled appointment.

ECC students who have outside appointments may not be returned to school during nap time 12:30-2:30.

Departure and Pick-up:

Children enrolled for the Preschool half day program MUST be picked up by 1:00 p.m.

School dismissal is as follows:

Kindergarten:	3:10 p.m.
Grades 1-2:	3:20 p.m.
Grades 3-12:	3:30 p.m.

Any students K-4 who have not been picked up by 3:40 will be sent to after school care and billed accordingly. Students K-4 who wish to enroll for after school care must do so prior to school starting and must fill out the appropriate paperwork to attend.

No school student will be permitted to ride home with anyone except the parent, legal guardian or person designated and made known to the school. No student will be permitted to walk home except by prior consent of the parent or legal guardian.

All ECC students, including after school care, must be picked up by 5:30. Parents may enter the building to pick up their child/ren after 2:45 and before 4:30. Please call ahead if you would like us to bring your child to the door during that time. We ask that you do not enter your child's classroom, but remain at the classroom door.

ECC parents and others who are designated on the enrollment form to pick up a child are the only individuals authorized to pick up. If someone other than the designated person(s) on your sign in sheet is to pick up your child, it is imperative to let us know by phone who that person will be ahead of time. The person picking up must have proper identification in order to pick up the child. If we have not received a call from you changing the designated pick-up person, we will not release the child to them until we have been able to contact a parent.

Children who are being picked up must be signed out and escorted to the car. ECC children should be escorted by hand from the front door to your vehicle, and vice versa. By regulation, we are not permitted to allow your child to go out to the car alone.

Do not leave infants and small children alone in your vehicle in the parking lot. This is a federal law and we are required to report it.

State law requires all children under the age of 8 years old to be in a car seat and be in the back seat of the vehicle.

Late pick up fees for children picked up after 5:30 will be charged to your TADS account. (See schedule of fees online.) If there is an emergency, you can call and let us know and we may be able to waive the late fee.

Cell Phone Use at Drop-off and Pick-Up

We ask that parents do not use their cell phones while on the School/ECC campus while dropping off or picking up your children. This is requested not only for the safety of the parents and children being dropped off and picked up, but also so that you can give your attention to your children who have not had the opportunity to see you for most of the day. In some cases, the classroom teachers or office staff may need to speak with you as well.

ATTENDANCE/ABSENCES/TARDIES

Every student K-12 at Trinity Lutheran School will be expected to be in attendance each day that school is in session unless the student is prevented by personal illness, doctor's appointments, illness or death in his/her family, or other legitimate reasons approved by the principal. If an absence does occur for one of the reasons stated, the student must bring a doctor's note or a written note signed by the parent when returning to school.

Parents will need to notify the school when the child is going to be absent. If the school has not been contacted after two consecutive days absent, the school will contact the parents by phone or in person.

Classes begin at 8:00 a.m. and all students are expected to be here by that time. Please make a special effort to get your child/children to school on time. Students that arrive late miss instruction time and can disrupt the learning environment in the classroom.

Students in grades K-12 arriving after 8:00 a.m. are considered tardy. Students who are tardy must go to the school office and obtain a tardy slip prior to entering the classroom. Three unexcused tardies will be counted as one absence.

An excused tardy will be allowed in the following circumstances:

1. A signed note from a doctor or dentist indicating the student was under treatment.
2. A signed note from the parent indicating an unforeseen delay, ie. traffic, car troubles, or weather conditions. (No more than two per quarter.)

Students loitering in the halls, restrooms, reception area, gym, or drinking fountain area shall be counted tardy.

Students who arrive after 10:00 am or leave before 1:00 pm will be marked one-half day absent. Students who leave during the day and are absent for more than two hours will also be marked one-half day absent.

Teachers keep an attendance record and this record of attendance is kept in the child's file. State law requires students to be in attendance for 90% of the school year, which is 68,040 minutes or 151 days in most circumstances during a year, to be eligible for promotion. Students with fewer than this must petition the Board of Christian School Ministry for consideration of extenuating circumstances that created the excessive absences. Students may be required to make up the schoolwork and time missed as established by this policy.

BICYCLES

Students in grades 6-12 may ride their bicycles to school. Each child is responsible for the security of his/her bicycle by providing an appropriate lock. Children are not allowed to ride bicycles during school hours, unless there is a school sponsored event for such activities.

BOOK CHARGE

Students are responsible for taking care of school property. An "excessive wear" charge will be made on all curriculum books that receive more than normal wear. The parent will be charged for lost or damaged books.

CALENDAR

A copy of the School and ECC calendar is provided to each family at the beginning of the school year and is posted on the web site. The calendar shows the dates

for report cards, parent-teacher conferences, important school functions, and holidays.

CHANGE OF CLOTHES

Occasionally, accidents may occur causing the need for a child to have a change of clothes, especially in the Preschool classes and Kindergarten. Parents of preschoolers are required to provide a complete change of clothing for their child. Clothing should be appropriate for the season, and clearly marked with your child's name. If they are needed, the soiled clothing will be sent home in a plastic Ziploc bag for you to wash. Please send a replacement set of clothes for your child on the following day.

Due to child care regulations, a caregiver cannot change one child's clothing for outside school activities and leave the other children unattended.

CHAPEL DAYS

Chapel services are held each Wednesday morning. Children's weekly mission offerings are collected and distributed to local and nationwide ministries. Children participate by singing, praying and other worship activities. The church, ECC and school staff will plan and lead these services. Parents are encouraged and invited to attend. On chapel days, students in grades K-12 are required to wear a Trinity logo shirt and khakis or black pants. (For further details see Dress Code.) PK3 and PK4 classes are encouraged to wear their Trinity shirt and will attend chapel in the church sanctuary. PK18 and PK2 classes will attend chapel in the ECC Big Room.

CHILD ABUSE AND NEGLECT

Employees of Trinity Lutheran School and ECC are trained in the recognition and reporting of suspected child abuse. It is the responsibility of all Trinity employees, and parents as well, to report suspected cases of child abuse to the Texas Department of Protective and Regulatory Services and to law enforcement as required by the Texas Family Code. Information regarding signs of child abuse and reporting procedures are available in the school and ECC office.

The Texas Abuse Hotline phone number is:

1-800-252-5400

Website:

www.txabusehotline.org

CHURCH AND SUNDAY SCHOOL ATTENDANCE

Parents are strongly encouraged to attend Sunday School and worship services regularly with their children. If you do not have a church home, you are invited to attend services at Trinity Lutheran Church. Our Sunday services are held at 8:00a.m. and 10:30 a.m.; with Sunday School and Bible Classes at 9:15 a.m. During Advent and Lent, midweek services are at 12:00 p.m. and 7:00 p.m. on Wednesdays.

You may also join us online at:

<https://www.facebook.com/trinityangelotx/videos>.

CLASS PETS

Some classrooms in the school and child care center contain classroom pets. If your child has an allergy to pets, please inform the school office.

CURRICULUM

We are proud to teach within the love, caring, and moral frame of reference that comes from the Christian faith. This teaching focuses on the fact that we are all children of God and our worth and value come from being created in the image of God. Our curriculum for all ages is challenging and age appropriate.

The curriculum at Trinity meets or exceeds all standards set by the Texas Education Agency (TEA). We do not give the STAAR test or follow the Common Core, but we do cover all the required learning objectives set by the state.

A Religion or Bible Study class is taught daily on all age/grade levels and Biblical truths are integrated into all academic subjects.

In addition to Religion, in grades K-12, core subjects including math, science, history, reading, and language are taught daily. Our school also offers co-curricular classes including art, music, computer literacy, and physical education.

All courses are selected and designed to meet each child's needs and to nurture and develop the "whole child". In order to achieve this, some classes are departmentalized.

Our ECC curriculum includes religion, math, science, and language arts. PK3 and PK4 will also have computer classes. All classes have art and music as part of their curriculum as well.

Curriculum evaluations are held by the faculty to update the curriculum on a continuing basis.

CURRICULUM FEE & SCHEDULE

An annual curriculum fee (non-refundable) is charged and collected at the beginning of each year. It is used for educational materials on all age/grade levels. The curriculum fee also includes accident insurance for each child. All fees must be paid prior to the enrollment of the child.

ECC children who are absent due to illness for a full week may request a reduced payment for that period. A doctor's note is required.

After a student has been enrolled for one year, parents may request a week of vacation free of charge. This must be an entire week (Monday-Friday) and can only be used during summer care. The request must be made prior to the vacation week.

DAYS OF OPERATION

The school calendar posted on the web page indicates the days that the school is in operation. The ECC is generally open year-round, Monday through Friday, with the following exceptions. Please plan accordingly:

- New Year's Day
- Martin Luther King Day
- ECC Educator's Conference Days
- Good Friday
- Easter Monday
- 1-2 Days Prior to Summer Care Beginning
- Memorial Day
- Independence Day
- The 4 days prior to the Start of School
- Labor Day
- Columbus Day
- Thanksgiving Days
- Christmas Holidays

Regular Preschool classes are not held during Christmas Break or Spring Break and are not included in your school year TADS agreement. There will be an additional weekly charge for these weeks, billed separately on top of your regular tuition. The cost will be the regular weekly fee of your child's age. School age children will be charged the weekly rate of a PK4 student. If you do not need care during these weeks, you will not be charged. If you do sign up to attend, your TADS account will be charged even if you decide not to attend.

Although regular curriculum will not be taught during this time, we will have age-appropriate activities for the children. Lunches are not served by our caterer during these weeks. Sack lunches will need to be provided.

DETENTION OF STUDENTS

Occasionally students in grades K-12 may need to be kept out of part of their recess or after school. Students will be properly supervised. If the child is detained after school, the parent will be notified.

DISCIPLINE

In order that we may foster a God-pleasing spirit of cooperation and willingness to work together, all relationships with children are carried out with Christian love. Teachers will treat each child with love and endeavor to train, guide, lead, and properly discipline him/her so that he/she will receive the best possible education. This is built on the belief that students can behave appropriately in the classroom and that it is in their best interest to do so. We incorporate positive as well as negative consequences for student behavior.

Just as teachers consider their children gifts from God, so children should consider their teachers as gifts from God. Accordingly, students should show love, respect, and obedience to their teachers as God directs in the Fourth Commandment.

"Honor your father and your mother, that your days may be long in the land that the Lord your God is giving you." (Ex. 20:12 ESV)

What does this mean? We should fear and love God that we may not despise our parents and masters, nor provoke them to anger, but give them honor, serve and obey them, and hold them in love and esteem. (*Luther's Small Catechism*)

Each student at Trinity will strive to conduct himself or herself as a child of God in accordance with Christian principles of behavior at all times. The school will not

tolerate any student who stops a teacher from teaching and/or another student from learning.

There are five basic school rules that stem from the respect we have for God. They are:

1. Respect the teacher and others in authority
2. Respect others
3. Respect yourself
4. Respect school property and the property of others
5. Respect the learning environment

We also expect behavior away from school that will reflect favorably upon the school.

Procedures for Handling a Discipline Problem:

Each teacher handles problems in his/her own classroom, on the playground, and at any other time during his or her supervision, in a Christian manner, keeping in mind that each child is different and each one is a child of God.

Each teacher may have specific classroom rules stemming from the five basic school rules stated above to govern classroom behavior and to insure a positive learning climate. These rules are basic and include such areas as:

- * Receiving permission to speak.
- * Not disturbing other students.
- * Keeping hands, feet, and other objects to self.
- * No horseplay.
- * Not disturbing the teacher while instruction is taking place.

If the problem cannot be resolved by the teacher, it will be brought to the attention of the Principal/Director. If a student is sent to the Principal/Director's office, parents will be notified and a conference may be required. Other options such as suspension may be implemented.

In-School Suspension (K-12)

In-School Suspension is a supervised separation from other students for a length of time designated by the Principal. This time in suspension will be spent working on school assignments. Credit will be received for all schoolwork and the day's attendance. The suspension may last for the balance of the day and may reoccur on successive days.

Out-of-School Suspension (K-12)

The Principal may suspend a student at his discretion. There will be a loss of credit for the day(s) involved. The school reserves the right to demand immediate withdrawal of any student whose presence is considered detrimental either to the student or to the school's best interest.

If deemed necessary by the Principal, the Board of Christian School Ministry may become involved.

Students are encouraged to discuss disciplinary matters with the teacher and/or principal if they believe they have been treated unfairly by any staff member or student. Parents are also encouraged to discuss the matter with the teacher and/or principal. Disciplinary concerns and appeals may be made to the School Board at regular meetings.

Expulsion

The reasons for expulsion may include, but are not limited to: disregard of school rules and/or continued non-compliance, consistent disregard for teacher authority, willful destruction of property or vandalism, hazing, bullying or harassing other students, gang activities or involvement, use of profanity or vulgarity, possession of or use of tobacco, alcohol, and controlled substances on school grounds, bringing weapons or fireworks to school, habitual or severe fighting, deliberate injury to other students and/or staff members and repeated inappropriate behavior.

Upon recommendation by the Principal for expulsion, the Board of Christian School Ministry will review the matter. Expulsion is for the remainder of the school year. Parents will be notified verbally and in writing of the School Board's decision. Re-enrollment after that time is at the discretion of the School Board. All decisions are final.

DRESS CODE

Studies have shown that persons who are clean, neat, and modest in dress have more self-respect, self-discipline, and do better work than persons who are sloppy in appearance. We encourage the idea that good grooming is an asset. Therefore, extremes in dress, hairstyles, or makeup are not acceptable. (For ECC: All Shoes must have a strap across the back.) Clothing should be weather appropriate. All dresses must have shorts underneath them. It is strongly recommended that boys wear belts in pants that have belt loops.

These are the general guidelines for the dress code:

- * It is the student's responsibility to wear acceptable clothing.
- * It is the parent's responsibility to monitor their child's clothing.
- * It is the teacher's responsibility to advise students and parents when a student's clothing is questionable.
- * If the clothing is considered improper, the parents will be called to provide alternate, proper clothing.

Each student at Trinity Lutheran School is expected to:

- * Maintain a high standard of personal cleanliness and grooming.
- * Wear neat, clean clothing appropriate for a school environment and weather conditions.
- * Accept and comply with instructions regarding inappropriate dress and grooming.

The following general dress regulations apply to all students attending Trinity Lutheran School. Final discretion and/or exceptions lie with the School Principal.

- * Hats and hoods of jackets may not be worn in the building.
- * All types of shoes must have a back or a back strap and fit properly. Shoes must be tied. *No flip flops or crocs are allowed.*
- * Students must wear socks, athletic shoes and shorts during P.E and recess.
- * Shoes must properly fit your child.
- * Athletic wear may not be worn by students Grades 3 and up. This includes jerseys, warm-ups, PE uniforms, wind shorts, etc.
- * Shorts are allowed August through October and after Spring Break. Shorts must be hemmed and no shorter than the length of the fingertips when student's arms are fully extended at their side.
- * Skirt and dress length must be at least half-way between the top of the knee and the fingertips when their arms are fully extended at their side. All girls PK-Grade 12 must wear shorts under their dresses or skirts so that physical activity does not have to be limited. (During the months that shorts are not to be worn, girls must wear tights or leggings under their skirts.)
- * Shirts must have shoulder straps no less than three fingers wide and must cover the student's midriff and lower back when arms are

- raised above head. Shirts with spaghetti straps, no back, and have plunging necklines may not be worn.
- * Apparel with derogatory statements, questionable slogans, symbols, or language may not be worn.
 - * Boy's shirts that are designed to be tucked in should be tucked in.
 - * Boys are not permitted to wear earrings or ear cuffs.
 - * ECC girls should wear stud earrings only.
 - * Chapel uniforms must be worn on Wednesdays for chapel. Students in grades K-12 are required to wear a Chapel shirt (ordered at beginning of school) and khakis or black slacks. Boys Grades 5-12 must tuck shirts into their pants. Girls may wear skirts through October, but they must follow the guidelines for skirts set forth in this handbook section.
 - * Unnatural hair color and/or distracting styles are not permitted. This includes spiked hair, "man" buns, etc. Hair must not be in a student's eyes where it impairs or obstructs vision. Boy's hair on each side must be no longer than the bottom of the ear or the bottom of a shirt collar.
 - * Jeans, capris, and shorts must have no holes and must fit appropriately.
 - * Undergarments must not be visible.
 - * Leggings/yoga pants for girls are allowed. Students in Grades 3-12 that wear these pants must wear a top that extends past their backside.

EARLY DEPARTURE

Should a parent find the need to pick up a child prior to the end of the school day, it is imperative that the parent sign the "sign out sheet", which is either with the teacher or in the school office, prior to the child's removal from school. Please send a note with your child or call the school office at the beginning of the day if you know that your child will require early departure. If at all possible, doctor and dental appointments should be made after lunch.

EARLY DISMISSAL AND CANCELLATION

Emergency cancellations or closing of the School and Child Care Center due to bad weather or other causes are announced over social media. These are applicable only for the day announced. Generally, we will follow the schedule of the public schools in situations of inclement weather. However, be sure to listen to social media, radio and television announcements. Trinity may have an exception to the general announcement.

ECC SPECIFIC POLICIES

Below are policies that are only attributed to the ECC. They are listed below:

Biting Policy

While we understand that biting is a natural occurrence in the PK18 month rooms, we still hold that it is unacceptable behavior. When and if a child bites, their parent will be called as well as the parent of the child that was bitten. If a child bites more than twice on a given day, they will be sent home for the day. If a student of any age bites and breaks the skin, they will be sent home for the day. Any child ages 3-5 who bites for any reason will be sent home for the day. If a student bites on a regular basis, a conference with parents may be held.

Potty Training

All students in our PK3 and PK4 rooms must be fully and completely potty trained. Potty trained is defined as follows:

- * No longer needs diapers or pull-ups, even at nap.
- * Tells the teacher when they need to go to the bathroom
- * Attends to their own hygiene, except under unusual circumstances, i.e., diarrhea.

We will begin potty training students in our PK2 classrooms as soon as school starts if the child is ready. We will work with you when the time comes to assist you in getting this done. When you and the teacher are ready for underwear, please send extra pairs to allow for accidents.

We ask that while we are potty training that children are not sent in one-piece outfits or overalls. Two-piece outfits (top/bottom) are much easier to teach the children how to pull their pants up and down.

Naptime

All children in the ECC are required to have a rest period. A sleeping cot will be provided by the Child Care Center for naps. A small stuffed animal, small pillow and a small blanket may be brought and used during rest time. NO BEDROLLS ALLOWED. All of these items must fit into their backpacks. All nap items must be washed weekly.

No student may be returned from an outside appointment during naptime, 12:30-2:30.

If a sleeping cot is destroyed or damaged by a child, a replacement will be provided at the parent/guardian's expense.

No pacifiers are allowed in the ECC.

EMERGENCY INFORMATION

During the enrollment of your child, you will provide us with certain "emergency information." This includes parent(s) home and work telephone numbers, emergency telephone numbers, special instructions concerning the child, permission for use of school transportation for trips, and who may pick up your child. You must inform the School Office and or the Child Care Center office when there is any change in this information.

EMERGENCY PREPAREDNESS PLANS

Trinity School and ECC conduct fire, lockdown, disaster, and evacuation/relocation drills. This is for the safety of children by preparing them to act properly in case of a fire or other emergencies. Details of these drills are posted in each child's classroom. In the event of an emergency parents will be contacted.

EVALUATIONS/REPORT CARDS

All School and ECC students are evaluated quarterly. Students in Grades 1 through Grade 12 will also receive mid-term reports. All questions regarding these reports are to be addressed to the classroom teacher.

Letter Grade	Range
A	90 through 100
B	80 through 89
C	70 through 79
F	0 through 69

Kindergarten uses the letter grade system as well as +, -, E (excellent), S (satisfactory), N (needs improvement) and U (unsatisfactory).

Grades 1-12 use the letter grading system as well as E (excellent), S (satisfactory), N (needs improvement) and U (unsatisfactory).

The preschool classes use M (mastered), P (progressing) and N (needs improvement).

FACULTY MEETINGS

Faculty meetings are held monthly. Additional meetings are held as needed. If parents would like to place an item on the agenda for faculty discussion, it must be submitted to the school office by the first of each month.

FIELD TRIPS

If and when Trinity has the opportunity to take educational field trips, they will do so. These trips are planned by the teacher in order to enrich the child's learning activity. Parents will be notified in advance of all field trips with the details of the trip.

A form for blanket permission for all field trips is made available for parents to read and sign before school begins. Trips include visits to local historical and educational sites, libraries, excursions to parks, etc. Preschool students will not take field trips outside the city limits.

Children on field trips are under the direct supervision of their teacher.

Transportation to and from field trips will be provided through the use of the school vans or bus. All children must use seat belts and any child under the age of 8 must use a car seat unless taller than 4'9" when riding in the vans.

School parents are welcome and encouraged to come along on field trips to help drive and supervise. A copy of the parent's driver's license and insurance must be on file if they drive students other than their own child on the trip.

All age students must have on a current year Trinity Spirit Shirt when going on field trips. If your child does not have one on the day of a field trip you will be called and asked to come up to the school to bring one or purchase one that day. If you cannot make it to the school, your child will be given a shirt and your TADS account will be charged accordingly.

FINAL EXAM EXEMPTION POLICY (9th-12th)

Any student who meets the grade and attendance requirements listed below may be exempted from the final exam in each class both in the fall and spring semesters. The exemption applies to each class individually. In lieu of taking the exam, students may be provided with alternate activities during their scheduled

exam time. These alternative activities will be conducted on campus. Requirements are as follow:

- * A student must have actual grade average (unweighted) of 90 or better for the semester in a particular class.
- * A student may have no more than two excused absences in the class for which the exemption is desired. Students with even one unexcused absence or one day of in-school or out-of-school suspension may not be exempted.

The teacher's record (grade book) is the final authority; therefore, any questions about school-related absences should be cleared up with the teacher as soon as possible after the absence.

A student who meets the exemption requirements for a class may choose to take the exam regardless of his/her grade in a particular class. However, if he/she takes the exam, the grade will be counted and averaged with the semester grades in order to determine the final course grade. Students will be notified by each teacher of their exemption status the day prior to the first day of final exams.

GRANDPARENT'S DAY

The School and ECC observe Grandparent's Day during the school year. Children are encouraged to invite their grandparents to school on this day. A special program will be presented for the grandparents. If a grandparent is not able to participate, you are encouraged to consider "adopting" a grandparent for the event.

HEALTH REQUIREMENTS

Christians believe that our body is the temple of the Holy Spirit and that each individual should do nothing that would impair the health of his body or endanger the health of others. Parents of students with a suspected health problem shall be notified. Trinity Lutheran complies with all State Standards regarding health and immunization.

- * Health and immunization records shall be kept current at all times. Your cooperation in keeping your child's records up-to-date is critical and appreciated as this is required by the Texas Department of Health. Failure to comply as required may result in your child being disenrolled from the school.

- * We must follow recommendations of the Texas Department of Health concerning the admission or readmission of any child after a communicable disease. Please inform the School or ECC if your child is ill. You will be informed if a statement is required from the child's physician to readmit your child.
- * Medications should be administered at home whenever possible. When necessary, persons designated by the school Principal or Director may administer medications to students under established conditions. Children requiring medication must have a completed medicine dispensing authorization form.
- * All medicines from home must be signed into the school/ECC office daily.
- * All medicine must be in the original container with the date and the child's name on it. Dosages of non-prescription medicines given cannot exceed the recommended dosage for the appropriate age or weight on the medication label.
- * Prescription medication must have the prescription label attached.
- * You will be notified if your child should become ill. Fever above 100 degrees (tympanic), persistent diarrhea, or vomiting will result in your child being sent home. You will be expected to pick up your child within ***thirty (30) minutes***.
- * If your child is sent home for these reasons, he or she ***MAY NOT*** return the following day. The child must be **symptom free, without medication**, for 24 hours before returning to school. A signed medical statement is also required with an infectious condition or disease.
- * We reserve the right to send any child home that we feel is unable to participate in all of the activities set forth due to health reasons. Your child will be sent home for the day and may return the following day if they are able to participate in classroom activities.
- * Should a medical emergency occur, an attempt will be made to contact the parent or emergency contact provided by the parent. In the

event we are unable to contact anyone, we will seek professional medical attention by calling 911.

- * ECC parents will receive an injury report in their child's folder for any minor injuries.
- * All ECC students must have the topical cream/spray form (filled out upon registration) in their files. This form gives and/or refuses permission to put sunscreen, diaper cream and/or bug spray on your child. (These items are provided by the parent). It also includes antibiotic cream and anti-itch cream kept in the ECC office.

HEALTH SCREENING

It is a State Health Department requirement that we provide vision/hearing screening for all children 4 years of age as well as those in Kindergarten and Grades 1, 3, 5 and 7. Spinal screens are also required for children in grades 5 and 7. All children in these age/grade levels will participate in these screenings whether or not they may have received previous care.

Learning difficulties are often a direct result of poor eyesight or visual coordination and/or loss of hearing. If the child does not successfully pass the vision/hearing screening, parents will receive a letter informing them of the results and the need for arranging for a complete eye or hearing examination.

Since vision/hearing screening is non-diagnostic and represents only a rough approximation of vision/hearing function, it is strongly recommended that all children receive a professional eye or hearing examination on a routine basis.

HOME AND SCHOOL COOPERATION

We believe that we can achieve greater success in educating your child if our staff and parents work together for the common good of each child. We encourage parent's open communication, working together with consistency in meeting the needs of each individual child. We ask that parents schedule time to meet with teachers so as not to interrupt instruction time. It is our policy that teachers not use instruction time for parent communication. If you text or e-mail your child's teacher, please be patient as their response may not occur until their planning period or after school. If a concern arises, please remember to address the teacher first.

HOME AND SCHOOL COMMUNICATIONS

Parents will be notified by phone any time a child within our school has injuries that require medical attention, symptoms of health matters that would require being sent home, or any situation wherein the school/childcare center is made unsafe. Minor injuries will be shared by the teacher when the child is picked up from school or by an injury report in the child's folder/backpack.

The School/ECC office will communicate with parents by phone if a student has an issue that needs to be addressed immediately, either behavior or health-wise. Emergency phone numbers must be kept updated.

Take-Home Folders

Teachers will communicate daily with parents through notes home in their child's classroom take home folder and may contact them by phone if necessary. Please look for these communications daily. Parents may also send communication to the classroom teacher in these folders. Please ensure that these folders are sent back to school on a daily basis.

Trinity Tidbits

A weekly (or as needed) newsletter called the Tidbits will be posted online every Friday. News items regarding various classes, music, choir activities, field trips, etc. are printed in this newsletter. News items to be printed in the 'Tidbits' are to be turned in to the school office by Wednesday afternoon.

E-Mail

Teachers will send information during the week and will e-mail information to parents who have provided e-mail addresses. Many times, a response is requested from parents regarding school activities. It is very important that these response slips be returned to the teacher immediately in their take-home folders. Often times a slip must be returned whether or not a child is participating.

Trinity Trumpet

Trinity Lutheran Church publishes a monthly newsletter that will also be sent to parents who are not members of Trinity Lutheran Church.

KidBits (ECC) and Weekly Newsletters (School)

KidBits and Weekly Newsletters are sent home each Friday informing parents of events and pertinent information for the upcoming week.

APPS

Teachers in different grade levels use apps that are attached to your phones/computers to inform you about what is occurring daily in your child's classroom. Homework notes, memory work, pictures, etc. You will be sent a link for these at the start of the school year.

PK – Grade 2	Seesaw
Grades 3-12	Dojo

HOMEWORK/PROJECTS (Grades 1-12)

Children who excel at school often continue the learning process at home through additional study, no matter the age/grade level. The challenging program at Trinity Lutheran School has always required that some study be done at home. This is not only necessary for accomplishing our immediate goals, but also a helpful habit for future education, which is becoming more and more demanding. The amount of homework depends on the grade level and the ability and work habits of the child. A general rule of thumb is for you to expect your child to do 10 minutes of homework each night multiplied by the grade level they are in. (ex. 5th grade x 10 minutes = 50 minutes of homework). If you're having problems getting your child to complete his/her homework, here are some strategies you might try.

- * Set up a homework area without distractions.
- * Have a daily homework time. Even if the child says he has no homework, have him read a book.
- * Sit down and help, but don't do their homework/projects for them.
- * Keep in touch with your child's teacher so that your child realizes that there is a united effort between school and home.

LUNCH PROGRAM/ Snacks and Meals

Trinity does not provide breakfast, so please see that your child has been fed prior to bringing them.

CATERED LUNCHES

Trinity Lutheran School provides a catered hot lunch program for its students and staff members unless there are extenuating circumstances. You will be notified if lunch will not be available. The catered lunches are ordered on a daily basis at 9:00 a.m. so that the meals arrive on time. It is important that the office is notified prior to that time should your child be late due to an outside

appointment if they will need a catered lunch. After this time, parents are responsible for providing their child with a lunch. A lunch menu will be sent home monthly with your child.

Catered lunches for PK students are provided with enrollment.

Students in grades K-12 must purchase a lunch if they do not bring one from home. Lunch tickets may be purchased in the school office and the cost added to your monthly bill. Lunches may not be charged. Parents will be notified before a student's lunch ticket expires.

If your child is unable to eat any item on the lunch provided from the school, due to an allergy, you must send an **ENTIRE** lunch for that day. We are unable to give them a partial lunch.

Students may not bring a lunch from home and have a catered lunch as well. We do not have the space at the tables for two lunches.

LUNCHES FROM HOME

You may bring a lunch from home for your child but please remember that soft drinks are not allowed at lunch and we are unable to refrigerate or microwave lunches (PK- Grade 3), so they will need a cold pack to keep the items fresh. All lunches from home should be healthy in nature. Please send food in containers and packaging that can be easily opened by your child.

Milk may be purchased for students K-12 with lunches from home.

ECC students may bring a lunch to school provided by the parent; however, bringing a lunch to school does not reduce the monthly tuition charge.

All students in the ECC must sign a food waiver upon enrollment so that lunches do not have to be checked for guidelines set by the State of Texas.

SNACKS

Snacks are served each day in the morning at 8:45 a.m. and afternoon at 2:30 in the ECC. No snack substitutions may be made by the parent unless the child is allergic to the item. A note from a physician stating that allergy must also be on file in the ECC office. A copy of our snack menu will be sent home monthly.

Kindergarten students have a snack each morning. These items are provided by the parents.

Students in the other grades may bring a snack from home to be eaten at recess or as advised by the teacher. There is also a snack machine in the school hallway where students may purchase small snack items.

MILK (ECC)

Milk is served at least twice daily in the ECC. Licensing requires milk to be served at lunch time and one snack time to children unless a child is allergic. If your child is **allergic**, you may bring special milk for them **DAILY** in a thermos, otherwise they will be served water. A doctor's note must be provided stating an allergy. **No other preferences will be accommodated.**

LUNCH CONDUCT

Children pray before and after lunch. Students are made aware of lunchroom conduct, including orderliness before being served, table manners, and behavior as the meal comes to a close.

All children/staff are to wash their hands before eating. School students are to pick up their lunches and go directly to their seats. ECC children will be given their lunches by their classroom teacher. Students are to remain in their seats during the lunch period. Children are not allowed to exchange food.

If you bring your child to the school or ECC during or after their lunch period, they will need to have already been fed lunch.

Food Allergies

The Trinity Lutheran School Board recognizes that peanut allergies represent significant health and safety hazard to students who have such an allergy. For this reason, snacks and lunches provided by the School and ECC are peanut free.

ECC students may not bring any nut product in their lunches or snacks from home if they are allergic to the snack provided.

We do understand that as students get older, they are more able to discern what they should eat and what they should not. Therefore, it is the Board's policy that in grades K-12, students may bring peanut products to lunch, but cannot share their lunch or bring any peanut products to class for snacks or parties, if there is

an allergy in the classroom. (Parents will be notified by the classroom teacher if there is a peanut allergy in the room.)

Thank you for your understanding/help in regards to nut allergies.

HOURS

The ECC hours are 7:00 a.m. to 5:30 p.m.

School hours are 7:30 a.m.-3:30 p.m.

After School Care is from 3:30-5:30 p.m. (K-4th)

All Preschool students must be dropped off before 9:00 a.m. unless they have a scheduled appointment.

Preschool and School classes begin promptly at 8:00 a.m.

Note: Special notes will be sent or phone calls made to parents concerning early dismissal, if the need should arise.

The ECC closes at 5:30 p.m. and all children **MUST** be picked up by that time. If you are going to be late for some reason, we ask that you call us prior to 5:30 p.m. and the late fee may not be charged. *Any children not picked up prior to 5:30 will be charged \$25.00 per child. An additional fee of \$25.00 will be assessed at 5:45 per child. CPS will be called if any child has not been picked up by 6:00 and we are unable to contact a parent or guardian.* Late fees will be billed to the child's parent or guardian.

IMMUNIZATION REQUIREMENTS

All children enrolled in Texas schools are required to have immunizations as established by the State Legislature. An official, up-to-date immunization record must be on file for all children. An official immunization record must have the name and address of the clinic administering the shots as well as the signature of the medical personnel that gave the shots and/or the signature/stamp of the physician. (My Chart records are not considered official records.) Students who do not have current, official immunization records must be held out of school until these records are provided. When your child receives a new and/or updated immunization record, you must bring a copy for our student files as soon as possible. NOTE: All 6th graders entering 7th grade must have their Meningococcal shot before the start of school.

INSURANCE

Accident insurance is provided for each student and is paid through the registration fee for school children and the curriculum fee for ECC children. More information is available in the school office.

ITEMS FROM HOME

Cards, video games, toys, comic books, matches, and knives are not to be brought to school. Anything of this nature found in a student's possession at school will be confiscated, and a \$10 fee will be required before the item is returned to the parent.

All school items from home must be sent in one backpack. This includes nap items and changes of clothes.

ECC children may bring a small, soft sleep toy to be used at naptime, but it must remain in their backpack until they lay down.

Do not send medication in your child's backpack. All medication must be signed into the office.

No pacifiers are allowed in the ECC.

LIBRARY

Trinity Lutheran School maintains a library with thousands of volumes. A school librarian is on duty at designated times and each class may visit the library at least once per week. Any students causing a disturbance will be sent back to the classroom. Books may be checked out for one week. Fines of 10 cents per book per day will be assessed on each overdue book. The cost of replacement to damaged or lost books will be charged to your TADS account.

LOST AND FOUND

It is suggested that students have their names on all articles of clothing and personal property. If something is lost, a lost and found is located in the School and ECC. If lost and found articles are not claimed after two weeks, they may be turned over to a charitable agency.

MUSIC

Choir

All children in the School and Preschool participate in our Choir program. Children learn to appreciate music and song and have the opportunity to perform

on various occasions. Each class or age/grade makes up individual choirs. The choirs rehearse during the school hours and perform periodically at school activities and special events. All children are asked to participate in their respective School Christmas Services. Students in Grades K-12 may participate in the school Talent Show as well as our School Musical. Dates for these events are to be determined. A note will be sent home to parents prior to all music performances.

Handbells and Instrumental Music

Grades 5-12 music classes also include handbell and instrumental music instruction. No previous experience is necessary. Students will be instructed in theory as well as in playing and caring for the instruments used in these classes.

Instrumental music instruction (band or strings) may incur an additional fee. Students may use their own instrument or rent one from the school or a local music company. If one is rented from the school, the family will assume full responsibility for having an instrument available in good working condition.

Students will be responsible for proper care of their instruments, music and equipment.

Students should take the instruments home and practice on a regular basis each week.

NO SMOKING POLICY

Trinity Lutheran School and ECC are TOBACCO FREE facilities. Employees, parents, and visitors may not smoke or chew tobacco anywhere on the property. This includes buildings, playgrounds, fields, and parking lots.

NON-DISCRIMINATION POLICY

Trinity Lutheran School and ECC 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.

Trinity Lutheran School and ECC does not discriminate against students of any race, color, national and ethnic origin in the administration of its educational policies, admission policies, scholarships, loan programs and athletic or other school-administered programs.

OUTDOOR PLAY

Weather permitting, all children are required to have outdoor play each day. In the event of inclement weather, the children will recess in the school gym or the big room (ECC). Please dress your child accordingly each day.

PARENT TEACHER CONFERENCES

At the end of the first and fourth quarter of the school year, parents of students in grades K-12 are asked to come to the school at an appointed time to discuss their child's progress. This conference is normally limited to twenty minutes. School is dismissed at noon on these days to accommodate these conferences. Parents with students in the ECC may request a conference on these days from their child's teacher. Parents and/or teachers may request a conference at any time during the school year.

PARENT TEACHER LEAGUE (PTL)

All parents of students at Trinity Lutheran School and ECC are members of the Trinity Parent Teacher League, a member of the National Lutheran Parent-Teacher Association. Through this organization, our school and ECC are able to establish better home-school relations and provide parents with help in their all-important task of training Christian children. The PTL assists our school and ECC with fund drives necessary to supplement our programs.

PARTIES AND OTHER CELEBRATIONS

During special events or holidays, each classroom may have parties or celebrations. The scope of the parties is "low key". Parents and teachers work closely together in planning these events. All school parties are generally held during or after lunch. Preschool parties are generally held in the morning.

Individual student birthdays are celebrated during lunch periods. Parents may send a snack or treat in celebration of a child's birthday. Please inform your child's teacher if you choose to send a treat.

Invitations to private parties are not to be handed out unless the entire class is invited. You may invite all boys to a boy only party and all girls to a girl only party.

PHYSICAL EDUCATION (K-12)

The purpose of physical education is to build up the body and teach the rules and fundamentals of selected games. P.E. also presents the opportunity to learn sportsmanship. If students are unable to participate in their physical education

class, they must have a note from the doctor and/or parent stating the specific reason.

Students will have Health Education once a week that is included in our physical education program.

PROMOTION POLICY (K-12)

Students in grades 1-4 must have a final average of 70% or above in Religion, Reading, English, and Math as well as an overall average of all classes of 70% or above in order to be promoted to the next grade level.

Students in grades 5-12 must meet the criteria stated above and have an average of 70% or more in Science and Social Studies as well.

Students who do not meet the promotion criteria may be “conditioned” into the next grade level. The conditions for promotion will be established by the principal, in conjunction with the teacher, and shared with the student and parent. These conditions usually consist of summer school, summer tutoring, or other additional academic work in order for the student to master the curriculum objectives.

PSIA (Grade 1-Grade 8)

Trinity is a member of the Private School Interscholastic Association, which has an annual Meet for students in grades 1-8. Students select specific subject areas to study throughout the year and then are tested at a Meet in the spring. Students receiving top scores receive ribbons and the top two students move on to a State Meet. An information/organization meeting is held each year in September for interested students and parents.

QUESTIONS AND CONCERNS

If you have any questions, please feel free to contact your child’s teacher, the Director of the Child Care Center, or the Principal of the School. The staff is available to meet with you briefly before or after classes or at a mutually agreed upon time.

Any parent who has a concern or problem should first work with the teacher directly. If the situation is not resolved in an acceptable manner, the parent may take the concern to the Principal or the Director of Child Care Center.

If an ECC matter is not resolved by the Director, the School Principal should be informed.

Any parents that have followed the procedures above and still have concerns unresolved may bring their concern to the Trinity School Board at its monthly meeting. Please notify the School Principal at least one week before the meeting so that you may be placed on the Board Agenda for that evening. The Trinity School Board normally meets on the third Monday of each month.

RETENTION

In certain instances, a variety of academic, physical, maturity, emotional and social problems may arise. When and if this occurs it may be in the best interest of the child to be retained in their current grade for the following school term. Teachers will discuss possible retention with parents as soon as they have sufficient reason for such consideration.

SCHEDULE OF FEES

A schedule of fees will be published each year as a supplement to this Handbook. It will be available in the offices and published on the web site.

SCHOOL PROPERTY RULES

Parents and students are responsible for the care of all school property which includes, but is not limited to, desks, chairs, books, toys, computers and other equipment used by the students. Parents will be charged for willful destruction and/or unnecessary damages to school property. Other rules are as follows:

- * Chewing gum is forbidden on school property.
- * Students are not allowed to play in front of the school property.
- * Students are not allowed outside of the school fences without teacher or parent supervision during School/ECC hours.
- * Running and loud talking or noises are not allowed in the hallways or outside the classroom areas in the buildings.
- * Students are not allowed in the office areas except by permission of the Principal, ECC Director, teacher or other office personnel.
- * Students are not allowed in the church sanctuary without supervision or permission.

SECURITY

In addition to the Key Pad entries at all of the doors on our School/ECC facility, we have equipped the ECC and school with digital video surveillance and security

cameras. This system has been set in place to ensure the safety and security of all children, staff, parents and visitors. The cameras are installed in all of the ECC classrooms, hallways, outdoor play areas, parking lots and in other common areas in both the school and ECC. Because we respect the privacy of all children, parents, and staff in our Preschool/School, our video surveillance system/security cameras are for internal purposes only. Only authorized staff, licensing inspectors, and other state representatives will be allowed to view our security cameras/video footage. An authorization/ waiver must be signed by all parents prior to their children's enrollment in the School/ECC.

SPORTS EQUIPMENT

All sports equipment needed for sports activities are provided by the school. Personal sports equipment should not be brought to school unless requested by the coach or teacher. No hard balls or bats are to be brought to school. You may bring a ball to donate to the classroom for the year.

STUDENT ASSISTANCE REFERRALS

Students experiencing difficulty with educational, emotional, and/or social problems are referred to the Principal or Director for further assistance.

Special assistance from the school district may be available for students K-12. Private tutors are available on campus at the school for those parents who desire to contract for this type of service.

STUDENT RECORDS

Student cumulative records are located in the school/ECC offices. All pertinent and confidential information is recorded. Copies of student records will not be released to the parent or any other entity if there is an outstanding balance on your tuition.

STUDENT WITHDRAWALS

Any parent or guardian wishing to withdraw a student must fill out a Withdrawal Form. This form includes the reason for withdrawal and requires signature of the student's parent/guardian.

The ECC requires a 2-week notice when withdrawing.

Any prorated tuition may be dependent upon approval from the Trinity School Board.

SUMMER PROGRAM

The ECC Summer Program is open to members of Trinity Lutheran Church and the community. A waiting list is maintained when no space is currently available. Children are enrolled from the list according to age-appropriate space availability and date of placement on the waiting list. Priority is given to members of Trinity Lutheran Church and students currently enrolled at Trinity Lutheran School. Registration for the summer program begins in early May. Parents must enroll students online on our website for our summer program. This program is not a part of our school program.

The summer operating hours are the same as the school year program, 7:00 a.m. to 5:30 p.m.

Summer activities are age-appropriate and seek to provide both fun and enrichment in a controlled, Christian atmosphere. On campus activities include daily learning activities such as arts and crafts, games, singing, stories, etc. Off campus activities may include, but are not limited to, trips to museums, trips to the state park, and local playgrounds.

Water activities for the ECC will be made available on campus for all ages.

Fees for the summer program are announced during the spring of each year. School tuition and fees must be paid in full before attending the summer program. An activity fee is collected for the summer program to cover expenses for all the summer activities and must be paid prior to attendance.

TEACHER VISITS

Prior to the beginning of school, each family whose children are entering Kindergarten – 12th grade will be contacted by the child's teacher to schedule a convenient meeting time. Since this meeting occurs before the beginning of school, it will help the parent and student to get to know the teacher better before the first day of school and gives parents the opportunity to speak to the teacher about their expectations and goals.

School and ECC parents will also be given an opportunity to meet their classroom teachers at an Open House that will be scheduled the weekend prior to the beginning of the school year.

TELEPHONE USE

Parents are to call only in cases of necessity. Children will not be given permission to use the office telephone except in cases of emergency or illness.

Student cell phones may be brought to school, but must be turned off between 8:00 am – 3:30 pm. or they will be confiscated. Phones and electronic items are not allowed in the ECC. This includes our after-school care program.

TESTING

Students will be tested regularly in their respective subject matters. In addition, the Iowa Test of Basic Skills standardized tests are administered yearly. This test is administered to all students PK4 through Grade 12 in the spring. These tests are not only used to see the progress of students but is also used as a gauge for our teaching practices.

TRINITY OLYMPICS

All students participate in a Trinity Olympics activity in May of each year. Parents and friends are invited to assist in this activity and, at the same time, cheer individuals to victory in the various events.

TUITION, FEES, AND FUNDING

Trinity utilizes a Tuition Management Program (TADS) for billing and collection of all fees and tuition. Parents enroll each year and select the payment options that best suit them. Payments can be made by automatic withdrawals, credit or debit cards, or by checks. These payments have an .1% additional charge added to them. If you choose not to pay online, you may bring either cash or check to the school office. Late payments carry an additional charge as well as fees for insufficient funds.

Parents who are experiencing financial difficulties, which cause accounts to be late, should ask for a private conference with the Principal. We will attempt to work out a mutually agreeable solution to the situation, which may involve a formal payment agreement.

Failure to pay the required fees (i.e., registration, tuition, day care, etc.) or establishing a payment plan within 60 days will result in the dismissal of the child. Legal proceedings to collect all unpaid, required fees will be instituted. All legal fees will be the responsibility of the parents.

TUITION ASSISTANCE/SCHOLARSHIPS (School K-12)

Funds are available to assist with tuition costs of children whose families are not able to afford full tuition. It is the Board's desire that all parents who sincerely want a Christian education for their child be able to enroll. There is absolutely no stigma attached to accepting tuition assistance. The granting of assistance is kept confidential. We, Trinity Lutheran Church, the School Board, Principal and parents, are merely obeying Christ's command to "*Let the little children come to me....*" (Luke 18:16 NIV). However, our tuition assistance fund is limited. Funds will be distributed as long as they last. In appreciation of this assistance, parents are asked to volunteer around the school.

TUITION DISCOUNTS (K-12)

Members of Trinity Lutheran Church receive a \$100/month discount on tuition. Shannon employees and active military service members receive a \$50/month discount on tuition.

VISITING

Parents are always welcome to visit our facility during hours of operation to observe their child or to attend programs and activities, such as chapel, Grandparent's Day, Olympics, Books Fairs, etc. During the school year, an invitation may be sent to you inviting you to visit your child's class for these events. At other times, we ask that you make an appointment with the Principal or Child Care Director before visiting a classroom. There are times (e.g. during teaching or testing session, etc.) when a visitor would distract the class and may not be allowed. There may be times in unusual circumstances where visitation may not be allowed.

If allowed, parents and visitors are asked to sign in at the school or ECC office.

Thank you for choosing Trinity Lutheran School and Early Childhood Center to educate your child.

RECEIPT OF:

**TRINITY LUTHERAN SCHOOL
AND
EARLY CHILDHOOD CENTER**

PARENT/STUDENT HANDBOOK

I acknowledge receipt of the current Parent/ Student Handbook for Trinity Lutheran School and Early Childhood Center.

I have read and understand the Parent/Student Handbook. I fully understand and agree to comply with all policies and procedures as set forth. I understand that this document is also available for review on the Trinity Lutheran School website (trinityschoolsca.com).

Student's Name

Parent's Signature

Dated