

**TRINITY LUTHERAN SCHOOL  
&  
EARLY CHILDHOOD CENTER**



**2023-2024**

**Trinity Lutheran School**

**&**

**Early Childhood Center**

12-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](http://trinityschools.sa.com)

*Mr. Ron Fritsche, Principal*

*Tracy Rabb, Child Care Director*

Is a Ministry of

**Trinity Lutheran Church**

3536 Lutheran Way, San Angelo, TX 76904

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*Reverend Allan Eckert, Sr. Pastor*

**BOARD OF CHRISTIAN  
SCHOOL MINISTRY**

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# WELCOME TO TRINITY LUTHERAN SCHOOL

*Our school program includes students from 12 months old through 12<sup>th</sup> grade.*

*This handbook addresses policies and procedures as adopted by the Trinity Lutheran School Board.*

*It is divided into four sections.*

*The first section applies to all students 12 months old through 12<sup>th</sup> grade.*

*The second section is directed to parents and students in the Preschool program. 12 months old through PK4.*

*The third section addresses issues affecting Kindergarten through fifth grade.*

*The final section is directed toward our middle school and high school.*

*If you have any questions at all regarding these policies and procedures, please contact the School Principal.*

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

*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.

### **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. The Accreditation granted by these commissions are recognized by the Texas Education Agency.

### **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 School Board 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 sessions once a month, normally on the third Monday at 6 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 PK12 must be 12 months to 17 months old by the first day of the school year. Students must be walking with assistance.
4. 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 1<sup>st</sup> 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 1<sup>st</sup>. Students entering First Grade must be 6 years of age on or before September 1<sup>st</sup>. Exceptions may be made in extenuating circumstances (K-1) with Principal approval.
5. 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.
6. 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.
7. Acceptance of the enrollment of a child is conditional upon meeting the qualifications outlined above and the availability of classroom space.
8. 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 test scores (gr. 1-12);
  - \*After acceptance, complete online enrollment;
  - \*Pay the non-refundable registration & curriculum fee;(Exceptions may be made in extenuating circumstances with Principal approval.)
  - \*ECC students (including after school care) must fill out licensing paperwork. (This is not online.)
1. 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.

## **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 website. The calendar shows the dates for report cards, parent-teacher conferences, important school functions, and holidays.

## **CHAPEL DAY**

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. PK12, 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](http://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 8:00 a.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>.



## **DAYS OF OPERATION**

The school calendar posted on the web page indicates the days that the school is in operation.

## **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 so 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 ensure 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.

Any student that threatens or attacks a teacher or staff member (hits, kicks, bites, throws something, or verbal threats) will be sent home for the day. A parent conference may be required prior to returning to school.

#### 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 School Board 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 School Board 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.

## **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 suspected health problems shall be notified. Trinity Lutheran complies with all State Standards regarding health and immunization.

\*Health and immunization records must 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 the 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, the School/ECC office staff 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.

\*Non-prescription medication must be in the original container with a valid expiration date and have 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. Non-prescription medication given once a day should be given at home. If a medication needs to be given during the day, we will do so for up to three days. Any non-prescription medication that needs to be given for more than three days, must be authorized by a physician. We will not give Tylenol or Ibuprofen products.

\*Prescription medication must have the prescription label with the child's name attached.

## 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.

### -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 may send information during the week and may 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. 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.

### -Kid Bits (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

## ILLNESS WHILE AT SCHOOL

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. Parents will be notified by phone for any head injury.

\*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.

### **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.

### **NO SMOKING POLICY**

Trinity Lutheran School and ECC are TOBACCO-FREE facilities. Employees, parents, and visitors may not smoke, chew tobacco, or vape 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 do not discriminate against students of any race, color, or national and ethnic origin in the administration of its educational policies, admission policies, scholarships, loan programs, and athletic or other school-administered programs.

## **RESPECT FOR TEACHERS/COACHES**

Teachers and Coaches should receive “yes sir” and “yes ma’am” or “no sir” and “no ma’am” responses from students when talking to them. Students in return will be treated with respect by their teachers/coaches. Whenever a teacher/coach is speaking with a student, either individually or in a group, student will always give the teacher/coach their undivided attention and will always establish eye contact with the teacher/coach.

## **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 website.

## **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 the 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.

## **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 .3% additional charge added to them. If you choose not to pay online, you may bring either cash or a check to the school office. The school office cannot accept credit card payments. Late payments carry an additional charge as well as fees for insufficient funds. Late fees are \$50, and insufficient funds fee is \$75.

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., fees, tuition, etc.) or establish 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.





**Trinity Lutheran School, San Angelo**  
**Preschool Handbook**  
**for Students and Parents**

**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 an 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 Health & Human Services. Parents wishing to contact them may do so at the following:

Health and Human Services Commission  
622 S. Oakes Suite "E165"  
San Angelo, TX 76903  
(325) 659-7629  
[www.hhs.texas.gov](http://www.hhs.texas.gov)

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*

## ADMISSIONS

Students entering PK12 must be 12 months and fully walking with assistance before beginning our program. Enrollment may be held by paying ½ tuition until they turn 12 months. Students entering PK18 must be 18 months before beginning our program. Enrollment may be held by paying ½ tuition until they turn 18 months. Students entering PK2/PK3 and PK4 must be 2, 3, and 4 respectively on or before September 1<sup>st</sup> to enroll in that program. (Students entering our PK3 program must be fully and completely potty trained.) (SEE POTTY TRAINING)

## ARRIVAL and DROP OFF/PICK-UP PROCEDURE

### Arrival:

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

***DROP OFF CUT OFF TIME IS 9:00 a.m.***

Morning drop-off should be made at the front of the ECC. Please use the parking spaces provided. All students in the Preschool Program must be signed in each day before entering the building. Not only is this a licensing requirement, but it will also ensure that your child will receive a hot lunch. (A fee of \$5 will be charged for all students not signed in. All new students will have a grace period and will not be charged before Labor Day.) Parents may walk their child(ren) into the ECC from 7:00 a.m. – 8:55 a.m. Parents dropping children off before 8 a.m. may enter their child's classroom. All ECC students must be dropped off before 9:00 a.m. unless they have an outside scheduled appointment. The ECC office needs to be made aware of the student coming in late and a note from the doctor, dentist, etc. needs to be brought when dropping the child off.

ECC students who have outside appointments may not be returned to school during nap time 12:30-2:30 p.m. ECC parents must exit the parking lot onto Sunset Dr.

### Departure and Pick-up:

Students enrolled for the Preschool Half-Day Program ***MUST*** be picked up by 1:00 p.m. All ECC students, including after-school care, must be picked up by 5:30p.m. Parents may enter the building to pick up their child/ren after 2:45p.m and before 5 p.m. Please call ahead if you would like us to bring your child to the door during that time. 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 to pick up the child and be on the licensing pick up list. 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.

Students who are being picked up must be signed out and escorted to the car. ECC students should be escorted by hand from the front door to their 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 5:30p.m. 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 dropping off or picking up your children. This is not only for the safety of the parents and students 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.

#### **BITING POLICY**

While we understand that biting is a natural occurrence in the PK12 and PK18 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.

#### **CHANGE OF CLOTHES**

Occasionally, accidents may occur causing the need for a student to have a change of clothes. Parents of preschoolers are required to provide a complete change of clothing for their child. Clothing should be appropriate for the season and marked with your child's name. 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 a child's clothing for outside school activities.

## **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.

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

All courses are selected and designed to meet each child's needs and to nurture and develop the "whole child".

Our ECC curriculum includes religion, math, science, and language arts. PK3 and PK4 will also have technology 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 continuously.

## **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 for all age/grade levels. The curriculum fee also includes accident insurance for each child. All fees must be paid before the enrollment of the student.

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

## **DAYS OF OPERATION**

The ECC is generally open year-round, Monday through Friday, with the following exceptions. Please plan accordingly:

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

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 a 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.

The school calendar posted on the web page indicates the days that the school is in operation.

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

\*Hats may not be worn in the building.

\*All types of shoes must have a back or a back strap and fit properly. ***No flip-flops or crocs are allowed.*** Shoes must properly fit your child.

\*Shorts are allowed August through October and after Spring Break.

\*Shorts, Skirt and dress length must be at least halfway between the top of the knee and the fingertips when their arms are fully extended at their side. All girls 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.)

\*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.

### **EARLY DEPARTURE**

Should a parent find the need to pick up a student between 9:00 a.m. and 2:45 p.m., please call the office and we will have them ready. It is imperative that the parent sign the "sign out sheet" which is either with the teacher or in the school office before the child's removal from school.

## **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.

## **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**

The ECC conducts 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. All questions regarding these reports are to be addressed to the classroom teacher.

The preschool classes use M (mastered), P (progressing), and N (needs improvement) in their evaluations. The goal is for students to have mastered the curriculum by the end of the school year.

## **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 SCREENING**

All ECC students will receive vision screening and all PK4 students will receive hearing screenings as required by The Texas Department of Health.

If a student 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.

### **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 parents' open communication, working together with consistency in meeting the needs of each individual child. We ask that parents schedule a 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 they have a break or after school. If a concern arises, please remember to address the teacher first.

### **LUNCH PROGRAM/ SNACKS and MEALS**

The ECC does not provide breakfast, so please see that your children have been fed before bringing them.

#### **SNACKS**

Snacks are served each day in the morning at 8:45 a.m. and afternoon at 2:30 p.m. 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. No snack item from home may contain any nut products.

#### **CATERED LUNCHESES**

As part of your enrollment at Trinity Lutheran School, a catered lunch program is provided for its students and staff members unless there are extenuating circumstances. You will be notified if lunch will not be available. **Catered lunches are ordered daily at 9:00 a.m. so that the meals arrive on time. You must notify the ECC office before that time should your child be late due to an outside appointment if they will need a catered lunch. After this time, parents will be responsible for providing their child with a lunch.** Lunch menus are sent home monthly.

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



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

### DELIVERED LUNCHES

All lunches delivered to the school must arrive by 11:00a.m. We strongly encourage parents not to use delivery services for lunch. Deliveries are not always timely and students do not get the full lunch period to eat.

### 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. Lunches from home should be healthy and be sent in packaging that can be easily opened. We are unable to refrigerate or microwave lunch items. **NO SODAS ARE ALLOWED.** 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 Childcare Regulation.

### MILK (ECC)

Milk is served daily in the ECC. Licensing requires milk to be served at lunchtime 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 lunch. Students are made aware of lunchtime 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. 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 return your child from an outside appointment to the 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 hazards 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 products in their lunches.

## **HOURS**

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

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

After School Care is from 3:30 to 5:30 p.m. (K-2nd)

All Preschool students must be dropped off before 9:00 a.m. unless they have a scheduled appointment (Parents must call to let us know that a child will be late).

Preschool 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 before 5:30 p.m. and the late fee may not be charged. *Any student not picked up before 5:30 will be charged \$25.00 per student. An additional fee of \$25.00 per student will be assessed at 5:45 p.m. CPS will be called if any student 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 student's parent or guardian.

## **IMMUNIZATION REQUIREMENTS**

All students 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 students. 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.

## **ITEMS FROM HOME**

All items from home must be sent in one backpack. This includes nap items and changes of clothes. Please do not send any toys from home except for a small, soft sleep toy.

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

-No pacifiers or sippy cups are allowed in the preschool.

-No bedrolls.

## **LOST AND FOUND**

Students should 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 within two weeks, they may be turned over to a charitable agency.

## **MUSIC**

All ECC students will participate in classroom music as well as large group music on Fridays. PK3 and PK4 students will sing in chapel on specified dates.

All children are asked to participate in their respective School Christmas Services. Dates for these events are to be determined. A note will be sent home to parents before all music performances.

## **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, a 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.

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 student, a replacement will be provided at the parent/guardian's expense.

## **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 ECC big room. Please dress your child accordingly each day.

## **PARENT-TEACHER CONFERENCES**

Parents and/or teachers may request a conference at any time during the school year.

## **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. Preschool parties are generally held in the morning or celebrated during lunch.

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.*

### **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 PK18/PK2 classrooms as soon as school starts and/or when the student 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 children not be 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.

### **PROPERTY DAMAGE**

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.

### **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 Child Care Director.

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

Any parents that have followed the procedures above and still have their unresolved concerns may bring their concerns 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.

### **STUDENT ASSISTANCE REFERRALS**

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

### **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/ ECC. 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 before attendance.

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 before the vacation week.

Summer care rules and regulations will be issued to each student attending at the start of the ECC summer care program.

### **TESTING (ITBS)**

All PK4 students will be administered the Iowa Test of Basic Skills in the spring. These tests are not only used to see the progress of students but are also used as a gauge for our teaching practices.

### **VISITING**

Parents are always welcome to visit our facility to attend programs and activities, such as chapel, 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 Child Care Director before visiting. 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.

**Trinity Lutheran School, San Angelo**  
**Elementary Handbook**  
**for Students and Parents**

## **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.

Morning drop-off should be made at the front of the school. 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.

Students in Grades 5<sup>th</sup> & up should wait at the pavilion for their homeroom teacher.

### **Departure and Pick-up:**

School dismissal is as follows:

Kindergarten: 3:10 p.m. (front of the school)

Grades 1-2: 3:20 p.m. (front of the school)

Grades 3-4: 3:30 p.m. (front of the school)

Grades 5 and older: 3:30p.m (loop side parking lot)

## **ATTENDANCE/ABSENCES/TARDIES**

Every student 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 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 of absence, 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 that arrive after 8:05 a.m. are considered tardy. Tardy students must go to the school office and obtain a tardy slip before 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 three 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 the promotion. Students with fewer than this must petition the School Board 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.

### **AFTER SCHOOL CARE**

Students in grades K-2<sup>nd</sup> (must be under 8 years of age) may enroll in the after-school care program. Students must pre-register in the program before attending and complete all child care enrollment forms from the ECC. Weekly fees are charged for this program. Parents interested in this program should contact the school office.

### **ACADEMIC LANGUAGE THERAPISTS**

There is an academic specialist on site who is available to work with students who require 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. Sometimes there is aide available through programs outside of Trinity.

### **BEHAVIOR**

Classroom rules will be discussed on the first day of each class.

Inappropriate behavior includes: arguing with anyone outside of debate, theft, name-calling, hitting, kicking, or throwing objects, insults and demeaning

comments, losing your temper, and ANYTHING that disrupts the learning environment. A severe behavior problem will be sent directly to the principal.

### **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. Parents will be responsible for the cost of a replacement book if lost or damaged.

### **CLASSROOM EXPECTATIONS**

- 1) Respect God.
- 2) Respect yourself.
- 3) Respect others.
- 4) Respect your learning environment.
- 5) Respect others’ property.
- 6) Come to school ready to learn.
- 7) Always do your best.

### **CLASS PETS**

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

### **CLASSROOM RULES**

- 1) Destroy nothing.
- 2) Keep your hands, feet, and objects to yourself.
- 3) Raise your hand if you have a question.
- 4) Follow directions the first time they are given.
- 5) Attend to the task assigned

### **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, Spanish, 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.

### **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 for all age/grade levels. The curriculum fee also includes accident insurance for each child. All fees must be paid before the enrollment of the child.

### **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-School Suspension**

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**

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 School Board 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 School Board 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. Clothing should be weather appropriate. All dresses must have shorts underneath them for all ages. It is strongly recommended that boys wear belts in pants that have belt loops. Boys in grades 5<sup>th</sup> -high school **MUST** wear a belt on chapel days.

In addition to the dress code in the Parent/Student Handbook, the hoods on hoodies may not be worn in the classroom. If a student violates the dress code, they will be informed of the violation and the parent will be notified with a Dress Code Reminder slip which the parent will be required to sign and send back to the teacher the following day. Students will serve lunch detention until the Dress Code Reminder slip is returned. If a student is issued more than three Dress Code Reminder slips in a grading period, parents will be required to bring appropriate clothing. *Remember* that ***Wednesday is chapel dress day***. Students should wear their blue Trinity polo shirt, tucked in, with khaki or black pants. Also, boys should wear a belt. If a student forgets, they are first warned; then the student will be asked to call home for appropriate attire.

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/ 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 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 in 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 students' arms are fully extended at their sides.

\*Shorts, Skirts, and dress length must be at least halfway 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 the head. Shirts with spaghetti straps, no back, and 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.

\*Chapel uniforms must be worn on Wednesdays for chapel. Students in grades K and up are required to wear a Chapel shirt (ordered at beginning of school) and khakis or black slacks. Boys should tuck shirts into their pants. Girls may wear skirts through October, but they must follow the guidelines for skirts outlined 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.

\*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 before 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, before 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.

### **ELECTRONICS FROM HOME**

Electronic devices from home such as cell phones, smart watches, tablets, iPad, etc. are not to be brought to school in grades K-4<sup>th</sup>. Upper grade has their own set of rules in the middle school – high school handbook. If items are brought into school they are to be turned off and in their backpacks. If students have these items out, they will be confiscated by the teacher and returned directly to the parents. Trinity Lutheran School is not responsible for any damages or losses of ANY electronic items brought to school. Grade K-4<sup>th</sup> students have iPads for school use. These iPads remain in the classrooms all year.

### **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 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 K-4 use the letter grading system as well as E (excellent), S (satisfactory), N (needs improvement), and U (unsatisfactory).

## **FIELD TRIPS**

Teachers are encouraged to plan field trips for their class, both educational and service oriented. 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.

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 buses. 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. Written permission must be on file for another parent to drive anyone other than their child as well.

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.

Siblings are not allowed to be released from school to go on another sibling's field trips. There may be extenuating circumstances in which this is approved, but must be approved by the principal.

### **GUM, CANDY, OR FOOD**

Gum is not allowed on school property during regular school hours, including lunchtime. Snacks, candy, drinks and other food items are to be eaten outside the building during recess time or before and after regular hours, unless designated by a teacher or administrator.

### **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 the 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 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 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 **symptoms-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.

### **HEALTH SCREENING**

It is the State Health Department that requires that we provide vision/hearing screening for all students in Kindergarten and Grades 1, 3, 5, and 7. Spinal screens are also required for students in grades 5 and 7. All students 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 parents' open communication, working together with consistency in meeting the needs of each individual child. We ask that parents schedule a 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.

### **HOMEWORK/ASSIGNMENTS**

Students will have an assignment almost every day in almost every subject. There is usually time at the end of each period for students to complete the assignment. Any

assignment that is not completed during the day is considered homework. Homework is usually due the day after being assigned, unless other instructions are given. Although there may not be homework in every subject every night, there is always some project or some assignment that they can be working on. If your child completes all of his/her assignments in class, they may read a book or magazine. A list of daily assignments can be found written on the board and will be sent to you via Class DoJo. All assignments in Math will be done in pencil. All other work can be done in either pencil or pen. Students may either print or use cursive. Homework that is **not** legible will be redone.

### HOMework/PROJECTS

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. 5<sup>th</sup>-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.

### LATE ASSIGNMENTS

Percentage points will be taken off for all late assignments. Twenty-five points will be taken off if the assignment is one to four days late, fifty points for an assignment that is five to ten days late, and anything later than ten days will receive a zero. Students will be required to make up late work. Please make sure the assignment is turned in on time. *All assignments must be turned in, regardless of how late. Students will not be allowed to go on any field trips if they have any outstanding assignments in any class. All outstanding work must be completed by 3:30 the preceding day of the field trip.*

If an emergency arises and the child is unable to complete the assignment on time, please send a note explaining the situation. Extra time may be given to complete the assignment.

When a student misses' school due to illness, the homework they missed may be completed without penalty if a doctor's note is provided. Ample time will be given to make this work up; usually, one day is granted for each day missed to turn in complete work. If more time is needed, please contact the teacher. If absences occur due to family vacations or other non-illness-related events, students should either complete the work before they leave on the trip or during the trip and then submit it to the teacher on the day of their return.

### LUNCH PROGRAM/ SNACKS AND MEALS

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

#### CATERED LUNCHESES

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 daily at 9:00 a.m. so that the meals arrive on time. It is important that the office is notified before 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.

Students must purchase 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 by 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 space at the tables for two lunches.

#### DELIVERED LUNCHESES

All lunches delivered to the school must arrive by 11:00a.m. We strongly encourage parents not to use delivery services for lunch. Deliveries are not always timely and students do not get the full lunch period to eat.

#### LUNCHESES 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 (K- 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 a quarter per milk.

### **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. 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 during or after their lunch period, they will need to have already been fed lunch.

### **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 6<sup>th</sup> graders entering 7<sup>th</sup> grade must have their Meningococcal shot before the start of school or have an appointment scheduled.

### **LIBRARY**

Trinity Lutheran School maintains a library with hundreds of books. 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. Another book will not be issued until a book is returned. The cost of replacement to damaged or lost books will be the responsibility of the parents.

### **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. If lost and found articles are not claimed after two weeks, they may be turned over to a charitable agency.

## **MORNING SUPERVISION**

Students that arrive at school between 7:30a.m. - 7:55a.m. will be held in the lobby or gym. After 7:55a.m. students may go directly to their classroom. Students should quietly read, work on homework, or talk quietly in the lobby or gym. Personal electronic devices may be used at this time as long as they don't become a distraction. Any inappropriate behavior that does not follow these guidelines will be brought to the principal.

## **MUSIC**

All children 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 school hours and perform periodically at school activities and special events. All children are asked to participate in their respective School Christmas Services. Students participate in the school Talent Show as well our School Musical. Dates for these events are to be determined. A note will be sent home to parents before all music performances.

## **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 and/or teachers may request a conference at any time during the school year.

## **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. 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**

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. Otherwise, all students must participate.

### **PROPERTY DAMAGE**

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.

### **PROMOTION POLICY**

Students in grades 1-4 must have a final average of 70% or above in Religion, Social Studies, 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 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.

### **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.

### **SPORTS ELIGIBILITY**

If a student is failing any class or has incomplete work, he/she is considered *ineligible* and is suspended from any and all games until the grade is above 70% and all work is completed. Exceptions may be made in *extenuating circumstances*.

### **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 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.

## **TARDIES**

Teachers will keep track of student tardies in each classroom at the beginning of each period. Only tardies at the beginning of the day will be reported on the report card. Students should come to class prepared with all the necessary books and supplies. If a student has to leave the room to retrieve anything, they will be marked tardy on their return. Class attendance and participation is part of the student's grade in each subject area and, therefore, excessive tardies will affect a student's grade.

## **TEACHER VISITS**

Before the beginning of school, each family whose children are entering Kindergarten – 12<sup>th</sup> 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 parents will also be given an opportunity to meet their classroom teachers at an Open House that will be scheduled the weekend before 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.

## **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 K through 8<sup>th</sup> Grade 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 grade K-8<sup>th</sup> participate in a Trinity Olympics activity in May of each year. High school helps run the events. Parents and friends are invited to assist in this activity and, at the same time, cheer individuals to victory in the various events. Ribbons are given out the following Monday after the event.

## **TUITION ASSISTANCE/SCHOLARSHIPS**

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**

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

## **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 sessions, 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 office.

## **WATER BOTTLES**

Students may bring a clear water bottle to school, but they must be in a clear container, and recyclable water bottles are preferred. The water bottles will only be used for WATER. These water bottles can be carried with students throughout the day and can be refilled at one of our water stations around the school. Water bottles that become a distraction will be confiscated, and students may lose this privilege if abused.



**Trinity Lutheran School, San Angelo**  
**Middle and High School Handbook**  
**for Students and Parents**

Trinity Lutheran School Middle School and High School is in session from 8:00 a.m. to 3:30 p.m. At the end of the school day, any student who is not picked up by 3:30 or not involved in a co-curricular activity will be required to attend after-school supervision and will be charged a fee.

## **ATTENDANCE POLICY**

### **Attendance**

Good Christian stewardship and Texas School Law require that a student be punctual and in attendance. Students will be required to make up all missed class time and school work whether the absence or tardiness is excused or not. Texas school statute requires high school students to attend 90% of the school days to be eligible for earned credit. Circumstances such as extended illness may result in special consideration as determined through parent contact. The administration reserves the right to review all attendance issues on a case-by-case basis.

### **Absence**

When a student is absent, parents must notify the school office by 9:00 A.M. on the day the student is absent. This can be done by calling 325-947-1275.

The number of unexcused absences allowed per class per semester is NINE (9). Upon the 10th absence in each class, students will be denied course credit. Participation in a school-sanctioned activity will not be included in the absence total.

Extenuating circumstances will be considered in only those cases where doctors' notes have been submitted at the time of the student's absence. A doctor's note documenting the student's condition must accompany any absence insisting of three (3) or more consecutive days. A student wishing to participate in school-sponsored activities and sports must attend a minimum of half the school day on the same day the event is scheduled.

No student may leave school before the close of the day without the written permission of a parent/guardian and notification of the school office.

### **Absence Failures**

Because presence in class is essential to education, and in accordance with state law, Trinity will deny credit to students determined to have excessive absences.

### **Planned Absence**

If there is to be a planned absence, the students must complete a *Planned Absence Form*. This form can be picked up in the front office by providing a note

explaining the absence and signed by a parent/guardian. This must be done **two weeks** before the date of the absences. It is the student's responsibility to make up all work missed before their departure or the day after their return to school.

### **Leaving Early/Appointments**

To preserve and protect quality instructional time, we ask that our families make every effort to avoid students leaving school during school hours.

If leaving during the school day is a necessity, the following procedures must be followed:

- A note signed by the parent or an email sent from the registered email of the parent must be provided to the School Office Staff no later than before school on the day of the appointment.
- The school office will issue the student a pass that contains the time he/she should be excused from a class, chapel, or assembly.
- The student will present the pass to their teacher and will be excused at the given time.
- The parent will meet the student in the front office and officially sign him/her out of school, or needs to include that the student will be driving themselves in the original note.

We strongly discourage last-minute student checkouts. There may be a thirty-minute wait time to get a student out of school without following this procedure. In the event of an emergency, a student may be called out of class.

### **ABORTION**

Trinity supports the scriptural position of the Lutheran Church-Missouri Synod, which is pro-life. When the school administration becomes aware of a student who has undergone an abortion, a consultation with the student, the student's parents, outside counselors, and principal will occur. A determination about the student's continued enrollment at Trinity will be decided based on the outcome of that meeting.

### **ADVANCEMENT**

Courses taken for advancement (initial credit for required course) must meet the following guidelines:

- The course must be taken through an approved, accredited institution
- The student must receive preapproval from the principal.
- The student and his or her parent(s) must submit a completed approval form before the start of the course
- The course must be completed by the agreed-upon deadline

Failure to meet any of these requirements will result in denial of the credit earned, regardless of the grade. A maximum of one credit may be taken for advancement. Students who transfer into Trinity from another school may be allowed more than one credit if it is necessary to complete graduation requirements.

### **AUTOMATIC EXPULSION**

The incidents listed below are situations for which Trinity has zero tolerance and will result in automatic expulsion:

- Possession and/or use of alcohol, illegal drugs, look-alike drugs; drug paraphernalia, or the misuse of prescription drugs or over-the-counter drugs either on school grounds or at school activities.
  - Possession and/or use of firearms, ammunition, knives, or other dangerous weapons or substances on school grounds or at school activities.
  - Making a credible death threat toward student(s), faculty, and/or staff. This includes threats that are made verbally, in writing, and/or electronically.
- All three of these are illegal activities and students may be reported to the appropriate law enforcement agencies.

### **BASIC MARKS**

Trinity Lutheran issues report cards with percentage grades. Marks of 70-100 are considered passing. Any grade below a 70 will need to be repeated for credit. Incompletes (I) are temporary failing marks that change to failing marks when the administration deems that an acceptable time has passed to make up work. The student should meet all deadlines associated with a grade of Incomplete.

### **BEHAVIOR OUTSIDE OF SCHOOL**

If a student outside of the school day or school-sanctioned activities acts in any way deemed by the administration inconsistent with the intended atmosphere at Trinity Lutheran School, that student may be asked to terminate his or her enrollment in our school. If the student desires to re-enroll the following year, the administration will determine enrollment status on a case-by-case basis.

### **BOOK BAGS/BACKPACKS/VEHICLES OR PERSON SEARCHES**

The school reserves the right to search individuals (clothing only) and their belongings, including vehicles parked on campus, while on school grounds, or at school-sponsored activities. This search will be conducted only after reasonable suspicion has been found to support such a search. The school also reserves the right to search all items brought on a field trip and/or overnight trip. All students on these trips are subject to search at any time. Failure to comply with a request

for a search on or off campus will result in discipline including suspension and/or expulsion.

### **CLASS DOJO**

Class Dojo is an online program that is a quick and effective way to communicate with parents, either with photos or text. At the beginning of the year, parents are given a code and then asked to sign into Class Dojo.

### **CHAPEL ATTENDANCE**

Students who miss chapel for any reason, but attend class on that same day, will receive a "Chapel Absence". This category of absence is meant to encourage worship attendance. Consequences of repeated chapel absences will be determined by the principal and may include detentions and/or parental meetings to determine future consequences and possibly future enrollment. If a student is not in attendance for the entire day, he/she will not be given a *Chapel Absence*.

### **CHAPEL/WORSHIP BEHAVIOR**

Students at Trinity participate in weekly chapel services, daily devotions, and prayer. While not all students will share the same faith, all students are expected to respect the worship of God by others by displaying respectful behavior during those times. Disrespect shown God and others during these times will have consequences, which may include removal from school.

### **CHEATING**

Cheating demonstrates a lack of integrity and character, which is inconsistent with Christian values and the goals of our school.

#### **Cheating includes:**

- The use of unauthorized materials, e.g., cell phones, cheat sheets, class notes, and/or textbooks during tests or quizzes
- Exchanging assignments with other students, either handwritten or computer generated, whether you believe they will be copied or not
- Using a computer or other means to translate an assignment from one language to another and submitting it as an original translation
- Giving or receiving answers on a test or quiz. It is a student's responsibility to secure his/her work to minimize the opportunity for others to copy work
- Accessing a test or quiz or answers in advance of its administration
- Text messaging or having a cell phone out during an exam

Students referred to the administration for cheating will receive a zero on the work in question and possible suspension. A second cheating violation in the same class

may result in withdrawal from the class for the balance of the semester with a failing grade.

### Plagiarism

Plagiarism is the act of taking someone else's work or ideas and passing them off as one's own. It is a form of cheating that clearly violates the student code of conduct. More information regarding plagiarism will be given to and discussed with students. If it has been determined that an assignment has been plagiarized, the student will receive a zero on the assignment and possible suspension. Students who repeatedly violate this policy may be withdrawn from the class for the balance of the semester and given a failing grade for that class.

### CHROMEBOOKS

Students in grades 7-12 will be issued a Chromebook during the first week of school. These devices will be used in most classes and it is the responsibility of each student to bring their Chromebook to class and that it is charged. These are for educational use only and may be taken home with parent permission. Parents assume the responsibility of the cost of repair and/or replacement, if such is needed, due to student negligence, including loss by theft. Any device at school used for gaming or social media access will be confiscated and returned to the student only after a parent conference with the principal. Students who have their devices confiscated will lose the privilege of using that device or any other device for an amount of time to be determined by the principal. Students are not allowed to bring personal devices to school. Chromebooks will be monitored by school personnel.

### CHRISTIAN APPROACH TO DISCIPLINE

Trinity uses a Christian approach of admonition in disciplining, consistent with our beliefs about Law and Gospel. This process involves confrontation (explaining the seriousness of the improper action), repentance (sorry for one's sins), forgiveness (no longer held accountable for one's sins), and new life (changed behavior). Generally, the steps in the admonition process are:

- Admonishment by the teacher (parent contact, if necessary).
- Admonishment by an administrator with consequences for the student. Expect a telephone call at home or work concerning the situation.
- Suspension and a mandatory parent conference. Parents must come and pick up their student immediately.
- Expulsion (depending on the gravity of the situation).

## **COURSES TAKEN OUTSIDE TRINITY LUTHERAN HIGH SCHOOL**

The grade earned in a course for credit retrieval will replace the failing grade for calculation in the student's GPA. The grade earned in a course for advancement will be used for calculation in the student's GPA. In either case, if the institution awards a letter grade, the grade will be converted to a percentage for GPA calculation upon a 4.0 GPA grading scale.

## **CREDITS EARNED OUTSIDE TRINITY**

Credits not earned at Trinity either for credit retrieval (a course in which a student fails to earn credit during the school year) or for advancement (a course required for graduation in which a student attempts to earn initial credit outside of Trinity) must be completed through an approved, accredited institution. These credits may be earned through the public school district summer school or evening school, online programs (for example, UT, Texas Tech) or correspondence courses. Courses taken for credit retrieval (make-up credit for a failed course) must be pre-approved by the principal. In all cases, any cost for earning outside credits is the responsibility of the student and his or her family.

## **CRITERIA FOR EXTRA-CURRICULAR ELIGIBILITY**

Although individual coaches or sponsors may set higher standards for their groups, the following guidelines determine student eligibility at TLHS: Students must be taking a minimum of six classes during the school day to be eligible. Eligibility is determined by the quarterly report card. If a student is not passing a class on this report, that student will not be eligible until the midterm report. If the student is passing all subjects on the midterm report, they are again eligible to participate. Ineligible students may practice, but may not participate in games or other performances.

## **CRITERIA FOR CURRICULAR ELIGIBILITY**

Students must be passing all subjects and have no incomplete work to be eligible to go on a field trip or special event activity. They will remain at school and work on their incomplete work or other work provided by their teachers to enable them to improve their grade to a passing grade.

# CURRICULUM

## Trinity Lutheran High School College Preparatory Graduation Requirements

Subject Area	Credits		
	Minimum	Recommended	Advanced
English English I, English II English III , and English IV	4	4	4
Religion (One credit per year enrolled)	.5-4	.5-4	.5-4
Social Science Geography World History US History US Government Economics	3	4	4
Science Biology Chemistry Anatomy & Physiology Chemistry Physics	2	4	4
Mathematics Algebra I Geometry Algebra II Algebraic Reasoning Pre-Calculus Statistics	3	4	4
Technology	1	1	1
Foreign Language (same language)	0	2	3
Physical Education (Athletics)	1.5	1.5	1.5
Fine Arts (Drama, Art, Music)	1	1	1
Other Electives	3.5	.5-3.5	1.5-3
Service Hours			
<b>TOTAL</b>	<b>23</b>	<b>26</b>	<b>26</b>



## **DANCE POLICY**

At any school-sponsored dance, the following guidelines must be followed:

- In general, all school policies must be followed.
- Alumni may attend school dances and must abide by the same rules as students.
- Students who wish to bring a visitor to the dance must obtain a visitor form that should be completed by the visiting student's school and parent. These forms must be turned in to the front office twenty-four hours before the dance.
- Dance guests from other schools must be of the opposite sex. Exceptions can be made only by the principal.
- Students must be at a dance no later than 30 minutes after the start time and stay until at least 30 minutes are left. Once a student leaves a dance, he or she will not be allowed back on school grounds.
- Once in the building, a student is not permitted to go to his or her car until a decision has been made to leave the dance unless school officials or chaperones grant specific permission.
- Middle school students (gr.6-8) may participate in high school-sponsored dances at the discretion of the principal.

## **DELIVERIES FROM THE OFFICE**

While parents may deliver a forgotten item to students, the front office will notify students but will not deliver these items to the student. It is the responsibility of the student to check in the office for the forgotten item.

Delivered items are not secure, and Trinity is not responsible for lost or stolen items.

## **DETENTION**

A 45-minute detention after school, date selected by the administration, where the student will sit silently with no activity or work allowed. If a student has caused damage to the school, they may be asked to clean up areas of campus. Occasionally, lunch detention may be assigned to work with the student and school schedules.

## **DISPLAYS OF AFFECTION**

A prolonged embrace, inappropriate touching, and kissing are not allowed on campus or at school functions. Failure to comply with this expectation will result in a meeting with the principal or other administrator where a warning will be given. Repeated behavior that is unacceptable regarding displays of affection could result in detention, suspension, or dismissal from the school.

## **DRESS AND APPEARANCE**

An attractive appearance promotes an improved self-image, while maintaining a neat appearance of the student body. Chapel and spirit attire further identifies students as members of the school community and fosters a spirit of cooperation, participation, and safety.

- Students must wear chapel uniforms (school polo shirts and black or Khaki pants or/shorts) on Chapel days and other days as required by the school administration or their teacher. Boys must tuck chapel shirts in and wear a belt.
- All clothing articles must be clean, unstained, in good repair, and worn as intended.
- Pants and shorts must be worn at the waist. Sagging is prohibited. Belts must be worn if belt loops are present.
- No studs or spikes on apparel or accessories.
- Hats may not be worn in the building. Unless special dress up days.
- As a Christian school, Trinity does not allow outward physical expressions of non-Christian beliefs (e.g. turbans, yarmulke).
- Footwear: All shoes must have a back or back-strap with a closed toe for protection.
- Athletic wear (warmups, jerseys, wind shorts, etc.) may not be worn but Trinity Warmups may be worn on cold days if both pieces are worn.
- On game/performance days, eligible athletes/students may wear an adjusted uniform to school, if required by the coach/instructor.
- Hoodies may be worn in the building, but must keep hood off.
- No student may have visibly pierced body parts, except earrings for girls.
- No ragged or torn clothing where the skin is visible.
- No visible tattoos or defacements.
- No sunglasses in the building. Unless special dress up days
- Students dressed inappropriately will be given a dress code violation slip which must be signed by parents and returned the following school day or lunch detention will be given. The student may be suspended from class until they are in proper attire.
- Dress code decisions are made solely by the school administration and are not subject to appeal.

## **GIRLS**

- Shorts and Skirts must end below the fingertips when arms are relaxed and held to the sides.
- Boots that have a flat bottom or a walking heel no more than two inches and do not extend above the knee are permissible.
- Flip-flops and strapless sandals are not permitted.
- Hair must be of modest style, and of natural color (natural-colored highlights are acceptable).
- Girls may wear leggings, but their shirt must cover their backside.
- Clothing exposing the midriff may not be worn.
- Torn or fishnet stockings may not be worn.
- Earrings may be worn in the ears only, no other visible piercings are allowed. Gauges or spacers are not allowed.

## **BOYS**

- Hair must be of modest cut and natural color.
- Hair must be worn above the collar bottom and must be out of the eyes.
- Spiked hair may not be any longer than 1 ½” from the top of the head, and may not be cut into a Mohawk.
- Facial hair must be neatly kept (Determined by Administration)
- No earrings or piercings of any type.
- Gauges and spacers are not allowed.

## **DRESS CODE INFRACTIONS**

Students with dress code infractions will have a dress code violation slip sent home and parents will be contacted. Severe infractions will be sent to the office for a wardrobe change and possible consequences decided by the administrator.

The administration will advise the student to seek alternative clothing. If that option does not work, the student will be suspended from class until a parent/guardian can bring appropriate clothes to school, or in the case of older students, when the student has been given permission by a parent/guardian to leave school and return appropriately attired. Frequent dress code violations may incur after-school detentions or more severe disciplinary action.

## **DRESS AT SCHOOL EVENTS**

Students should remember they are representing a Christian school and their dress should be reflective of that. Students may be asked to change clothes or

leave the activity if their clothing is not in keeping with that theme. Students should follow all dress code guidelines while attending all school events unless otherwise directed.

The administration reserves the right to modify the interpretation of the dress code for special events or as the need arises during the school year.

### **DRUGS, ALCOHOL AND TOBACCO POLICY**

Trinity subscribes to a “zero tolerance” policy towards those who bring illicit drugs and/or alcohol into our school setting. If such materials are on campus or at a school activity, the parents of the involved student(s) will be contacted, and the school reserves the right to also contact the police. Students who bring illicit drugs or alcohol onto the school campus or to any school activity may face expulsion. Consequences will be determined by the school administration. Should there exist reasonable cause in the judgment of school officials that a student is under the influence of alcohol and/or drugs, parents will be informed. Drug testing for these substances may be required within twenty-four hours of notification to the parent/guardian of the student under suspicion before student is allowed to attend classes. Students may also be required to undergo a drug test should there exist reasonable suspicion that a student is using drugs outside of school. The determination of reasonable cause is at the sole discretion of school officials. Cost of testing will be the sole responsibility of the student’s parent or guardian. Lack of compliance may result in expulsion.

Trinity prohibits the use of tobacco on campus or school events. Possession or use of any tobacco product while on campus or at a school event will subject the student to a suspension.

Repeat offenses may lead to harsher consequences, including expulsion. Student athletes violating this policy are also subject to the school athletic code.

The use of E-cigarettes or vapor pens on campus or school events is not allowed and the student will be subject to the same disciplinary actions outlined here.

This policy is designed to help Trinity students resist the temptations of the world. Our Lord has provided us with tools to build up the body. Our goal is a safe, nurturing learning environment. In partnership with parents and guardians, we will use these tools to achieve those ends.

## **DUE PROCESS**

Students suspended for more than one day of school are entitled to an informal hearing with parents or guardians present to discuss the reasons for and the length of the suspension. Students expelled by the administration for violations of the student code of conduct may appeal that decision to the principal who will convene a hearing to review the circumstances leading to the expulsion. If a resolution has not been reached, a family may appeal to the School Board. That appeal may be made via letter or in person. The type of appeal will be decided upon by the Board. The decision of the Board is final.

## **EARLY DISMISSAL**

Juniors or Seniors who are on pace for graduation may opt for early dismissal, which means they may be dismissed at 1:45. Again, they may do so if they are passing all classes and have no incomplete work. This will give these students extra time to work or take additional dual credit classes. Students must leave campus immediately after their last class unless previous permission is granted and they may return for athletic practice. A student must be attempting the proper course load to reach graduation to qualify. On Fridays, 11<sup>th</sup> & 12<sup>th</sup> Grade students may be dismissed at 12:30pm to attend meetings of NHS, STUCO, Esports, Clubs, and etc. 9<sup>th</sup> & 10<sup>th</sup> Graders will be able to participate during second semester.

## **ELECTRONIC DEVICES- CELL PHONES (ETC.)**

Electronic devices from home such as laptops, smart watches, tablets, etc, are not to be brought to school. Trinity Lutheran School is not responsible for any damages or losses of any electronic item brought to school, including cell phones. Cell phones may be brought to school but must be turned off or silenced and kept in a backpack or locker for students in grades 5<sup>th</sup>-8<sup>th</sup>. They may be used with the teacher's permission only!

Students in high school (grades 9<sup>th</sup>-12<sup>th</sup>) may bring their cell phones to school but may only be used during passing periods and lunch. Phones must be placed in the collection areas in each classroom upon entering the classroom, not in pockets or backpacks. Phones used outside these parameters are not allowed and phones will be confiscated for 24 hours and returned only to a parent.

Multiple infractions may result in a fine or losing the privilege completely.

## **EXPULSION**

Violations of probation may result in a termination of the student's enrollment and immediate removal from the school environment.

## **FAILURES**

Students are expected to retrieve credit for any course or semester of a course in which credit was not earned. Prerequisite credit must be earned before advancing. (For example, a student must receive credit for both semesters of English 1 before he or she will be allowed to enroll in English 2.) Because of prerequisite requirements, if credit is not retrieved during the summer, graduation in four years will be jeopardized. (See "Credits Earned Outside of Trinity" section below for information on credit retrieval.)

## **FIELD TRIPS**

A signed permission and medical treatment form must be on file in the school office before any student is allowed to participate in a school-sponsored field trip or extra-curricular trip. Students with failing grades or incomplete work may not attend a field trip and must remain at school to complete late work or additional work to improve their grade. Trinity reserves the right to search all items brought on a field trip.

## **FINAL EXAM EXEMPTIONS**

Allowing a final exam exemption is one way the school recognizes superior academic achievement. Any high school student may be exempt from no more than two finals in any semester, and seniors may be exempt from any number of exams, provided the following conditions are met for each course. The teacher must approve the exemption.

- The average of the two quarter grades must be at least 90%, and each quarter grade must be at least 88%.
- The student must complete and return a Final Exam Exemption Request before the announced deadline, generally a week before the start of exams.
- Students missing a class five times or more will not be able to exempt the class final.

## **GENDER IDENTITY**

Trinity supports the Biblical position of the Lutheran Church-Missouri Synod, which says that God created man in His image and He created them male and female. Based on this, Trinity defines males and females according to their biological sex at birth. Gender specific appropriate pronouns will be used.

## **GRADUATION**

Participation in graduation activities, including Baccalaureate, Commencement and any award ceremonies, is a privilege reserved for those who have completed the academic program of Trinity Lutheran School. The following guidelines apply to graduation participation.

- All academic requirements for a particular diploma must be met, except that student lacking one semester ( $\frac{1}{2}$  credit) of a required course (or an elective needed for graduation) may participate in ceremonies.
- Students lacking more than  $\frac{1}{2}$  credit may not participate in any graduation activities.
- Students are required to have completed the ten hours of community service hours, per year of attendance, to graduate.

## **HIGH SCHOOL GRADUATION REQUIREMENTS:**

To graduate from high school, Trinity students must have a minimum 23 credits, plus passing all religion classes (Minimum diploma which needs to be principal approved before the beginning of their senior year), with most students working for 28 credits. Course work not passed must be repeated in core subject areas, and credit must be made-up for elective classes.

## **GUM, CANDY, OR FOOD**

Gum is not allowed on school property during regular school hours, including lunchtime. Snacks, candy, drinks and other food items are to be eaten outside the building during passing periods and before and after regular hours, unless designated by a teacher or administrator.

## **HARASSMENT**

Trinity will not tolerate any harassment of any person by any staff member or student relating to the person's gender, race, ethnic group, color, religion, age, or handicap. The term *harassment* includes, but is not limited to:

## **Bullying**

- Hiding, damaging, destroying, or stealing work/belongings
- Verbal bullying: name-calling, put-downs, teasing, using abusive language
- Physical bullying: hitting, pushing, or threatening physically
- Deliberately excluding a person from a group

## **Sexual Harassment**

- Unwelcome touching or brushing against a person
- Whistling, gesturing, or making comments that are sexually explicit and offensive
- Telling offensive jokes or showing offensive reading material
- Making comments about a person's sexuality
- Deliberately excluding a person because of gender

## **Racial Discrimination**

- Making degrading comments or gestures about a person's culture or background
- Calling a person, a name because of race
- Telling offensive jokes or showing offensive material
- Deliberately excluding a person because of race

## **Ability or Difference Harassment**

- Making degrading comments or gestures about a person's intellectual or physical ability
- Calling a person, a name.
- Making jokes about physical or intellectual abilities
- Deliberately excluding a person because of ability or intellect

## **Libel/Slander**

- Spreading rumors about a person or a person's family
- Writing unpleasant notes to or about a person
- Writing graffiti about a person or any group to which a person belongs
- Digital or electronic versions of slander

## **Electronic Harassment**

- Using electronic software and technology in such a way that other people are harassed or offended by the information
- "Flaming," hacking or passing on inappropriate messages regarding people, or changing information belonging to other users



Those individuals who believe they have been the victims of any type of harassment should directly inform the person engaging in such conduct that it is offensive and should stop immediately. If students do not feel comfortable doing this, they should direct their complaints to an administrator or teacher. The school's first step in this process will be a conflict resolution meeting between the parties involved which may include peer mediation. The person receiving such a report will inform the alleged harasser that the offensive behavior must stop. The report will be held in confidence, so far as the law allows.

Since such conduct creates an intimidating, hostile, or offensive school climate, it has no place in a Christian setting. Retaliation against any individual who makes a charge of harassment against any individual is likewise prohibited. Those guilty of harassment or retaliation will meet with the appropriate sanctions, which may include suspension, expulsion, or criminal or civil charges.

### **HOMEWORK/ASSIGNMENTS**

Students will have an assignment almost every day in almost every subject. There is usually time at the end of each period for students to complete the assignment. Any assignment that is not completed during the day is considered homework. Homework is usually due the day after being assigned, unless other instructions are given. Although there may not be homework in every subject every night, there is always some project or some assignment that they can be working on. If your child completes all of his/her assignments in class, they may read a book. A list of daily assignments can be found written on the board, and will be sent to you via Class DoJo. All assignments in Math must be done in pencil. All other work can be done in either pencil or pen. Students may either print or use cursive. Homework that is **not** legible will be redone.

*All* homework, tests, and quizzes on loose leaf paper must have a proper heading.

The heading is to be at the TOP RIGHT-HAND CORNER. It should contain the following information in this order:

- Name
- Subject
- Assignment
- Date Assigned

Assignments completed in a workbook or folder do not need the name or subject listed, as that should be written in the folder or workbook. Teachers may also allow assignments to be emailed to them. **TEACHERS WILL NOTIFY STUDENTS OF EXCEPTIONS.**

### **INTERNET POSTING POLICY**

Trinity prohibits students and their families from posting slanderous, negative, harassing, or degrading content on the internet about the school, any Trinity student, or any faculty or staff member.

Slanderous, negative, degrading, or harassing content posted on the internet may be cause for immediate expulsion.

The administration reserves the right to determine the discipline of this kind of activity on a case-by-case basis that may include but is not limited to: suspension, loss of technology privileges, suspension from public representation of Trinity at school events, or expulsion.

### **LATE ASSIGNMENTS**

Percentage points will be taken off for all late assignments. Twenty-five points will be taken off if the assignment is one to four days late, fifty points for an assignment that is five to ten days late, and anything later than ten days will receive a 25% reduction. Students will be required to make up late work.

Please make sure the assignment is turned in on time. *All assignments must be turned in, regardless of how late. Students will not be allowed to go on any field trips if they have any outstanding assignments in any class. All outstanding work must be completed by 3:30 the preceding day of the field trip.* If an emergency arises and the child is unable to complete the assignment on time, please send a note explaining the situation. Extra time may be given to complete the assignment.

When a student misses' school due to illness, the homework they missed may be completed without penalty if a doctor's note is provided. Ample time will be given to make this work up; usually one day is granted for each day missed to turn in complete work. If more time is needed, please contact the teacher. If absences occur due to family vacations or other non-illness-related events, students should either complete the work before they leave on the trip or during the trip and then submit to the teacher on the day of their return.

## **LEAVING SCHOOL GROUNDS**

Trinity Lutheran High School operates a closed campus. Once students are dropped off or come on to school premises in the morning, they are expected to remain on campus. No permission will be given to leave without the authorization of the student's parent or guardian. The only exception is at lunchtime. Juniors and Seniors may leave campus if they have parental permission during the lunch period. They may travel with other Juniors and Seniors if parental permission is obtained. Students that leave campus for lunch must return on time for their next class and may not return with food or drink for themselves or any other student.

## **LOST AND FOUND**

Any items found on school premises, or any unclaimed articles will be placed either in front office or in the lost and found area in the hallway outside the gymnasium.

## **LUNCH**

Students may order a school lunch or bring a lunch from home. Parents are welcome to drop off lunches in the school office up to 30 minutes before lunchtime. The student will not be notified until the end of class. Students may not have lunches delivered by other students, fast food restaurants or delivery services such as door dash, grub hub, etc.

## **MEDICATIONS**

To administer prescription medications the front office staff must have written permission from a parent/guardian and a written order from the prescribing practitioner. Medications dispensed from a pharmacy **MUST** be properly labeled (patient's name, medication name and dose, directions for administration and the name of the prescribing practitioner). Over-the-counter (OTC) medications may be dispensed with signed approval of the parent (Non-Prescription Medication Permission Form). This form covers generic forms of Aspirin, Tylenol, Advil/Motrin, Aleve, Tums, Claritin, Zyrtec, and Allegra). If a change needs to be made to this authorization form, the change must be in written form from the parent.

It is the student's responsibility to come to the office to take medication. Medications dispensed from the office will be documented.

Students requiring inhalers or a life-saving device such as an EpiPen may carry this medication with them. Again, a doctor's order and parent

permission must be kept on file in the office.

The front office staff should be informed of any contagious or infectious conditions and in some cases, a medical clearance might be required before a student can return to school. If a student is found carrying medication (except for a life-saving medication/device), a parent will be contacted. Please remember, only medications that must be administered during school hours should be kept in the front office.

### **PASSES**

Any student finding it necessary to move around campus during class periods must have a hall pass that is either signed by their teacher or the school office.

### **PARENT CONDUCT POLICY**

Parental behavior that is threatening or harassing to staff or disrupts campus community life or the integrity of the educational process, may result in denial of access to school grounds and/or notifying the family that the student will need to leave Trinity Lutheran High School to attend another school.

### **PHYSICAL EDUCATION CREDIT**

Credit for Physical Education may be earned by participation on an extracurricular athletic team.

Credit will be based on participation, knowledge of rules and strategy, and other requirements set forth by the coach or sponsor.

Please note that any student who has not earned at least one PE credit by the end of the sophomore year will have PE added to the junior schedule.

### **PERSONAL PROPERTY**

The security of all electronic devices and other personal belongings not essential for school are the sole responsibility of the student. Although we discourage students from bringing these items on campus, students may do so at their own risk. Please keep them on your person or locked up in a school-issued locker to avoid theft or damage.

Phones may be used during lunch and passing periods. All classrooms will have storage spaces for all phones. Students will be expected to put their phones and other digital communication devices in those spaces when they enter the classroom unless instructed by a teacher. They may then be retrieved at the end of the class period on their way out of the room. Smart watches are not allowed. Phones may never be out in the restroom, locker rooms, or in the chapel.

Disciplinary action will be taken, and suspension or expulsion is a possible consequence. Students who are seen using their phones during an exam will receive a failing grade on that exam and are subject to the school's cheating policy. If a reasonable suspicion arises, the school reserves the right to read text messages, listen to voice mail, and access the history of phone usage on student phones to ensure a safe and positive environment.

### **POLICY CHANGES**

Should situations arise where there is sufficient cause and apparent need, the administration reserves the right to modify rules and policies for the betterment of the school and the needs of students.

### **POSSIBLE CHILD ABUSE**

State and Federal law mandates that the school administration report all suspected cases of child abuse, rape and/or neglect involving any student at our school to the proper authorities. It is our Christian and civil duty to be aware and promote the general welfare of our students. Students are also encouraged to report to a staff member any information regarding these situations. We will be in contact with the alleged victim's family as the law allows and do whatever we can to help. The school administration will follow all procedures that authorities ask of us including the withholding of information until the proper authorities authorize us to provide details to all individuals.

### **PROBATION**

Students may be placed on probation for violations of the student code of conduct or academic or attendance concerns. Students may be admitted to school on probation. A letter outlining the specific terms of a student's probation will be sent to parents/guardians.

### **RE-ENROLLMENT AND PROMOTION**

To be advanced to the next grade level, a student needs to complete a certain number of credits each year (including the summer). Failure to earn the required credits means that the student is not on track for graduation, and he or she may need to repeat a year.

- To become a sophomore, a student must have completed 6 credits
- To become a junior, a student must have completed 12 credits
- To become a senior, a student must have completed 18 credits

A student who repeats a year will repeat those classes for which he or she did

not pass both semesters. Promotion to a new grade level is made only at the beginning of the school year. In order to graduate you must have 23-28 credits based on graduation path. (Refer to graduation requirements.)

## **REPORT CARDS**

At Trinity, students and parents are informed of grades in three different ways.

ThinkWave - Parents and students may access their accounts and check on grades at any time. Teachers are encouraged to update the student's grades by Monday noon each week.

Midterms- Midterm Reports are issued halfway through each quarter and reports are sent home to parents with the student.

Quarter Grades - Quarter grades are issued at the end of each nine-week grading period. Quarter report cards will also be mailed.

Semester Report Cards - These grades will be mailed home as well at the end of each semester.

## **REVIEW OF CONTINUED ENROLLMENT**

Any parent/guardian, who after full disclosure of concerns, is deemed by the administration to be a hindrance to normal school function, the learning process, or otherwise aids in illegal or unsafe behavior for their child or any other child may cause the disenrollment of their child. This includes parties hosted off campus where activities that are deemed inappropriate take place.

Continued enrollment is contingent on support and respect of school philosophies, beliefs, policies, procedures, administration, faculty, and staff.

## **SEMESTER AVERAGES AND COURSE CREDIT**

In each course, credit is awarded based on the semester average. In most cases, ½ credit is awarded for each semester in which the semester average is 70% or above. Semester averages are calculated using the quarter averages (40% each) and the final exam (20%) in courses for which there is a final exam. If there is no final exam or if a student has exempted the final, each quarter average will be worth 50% of the semester grade.

Credit is awarded on a semester basis; students are expected to repeat each semester of a course in which the semester average was not at least 70%.

When the first semester average (of a two-semester course) is below 70%, however, a student may not be required to repeat the first semester provided that the following conditions have been met.

- The student must pass both the third and fourth quarters of the course.
- The student must pass the second semester of the course, and the average of the two semester grades must be at least 70%.

**\*\*If a student satisfies both conditions, the first semester grade will be changed to a 70%.**

For second semester failures or failures of one semester courses, credit must be earned by repeating the course or if the administration will allow, projects to make up for the deficient grade, preferably in summer school.

### **SERVICE HOURS**

We find in Scripture many instances where Christ calls His people to serve others. In Matthew 20:28 Jesus says, "...the Son of Man did not come to be served, but to serve." Part of the mission of our school is to develop and enable our students to become Christian servant leaders. As such, Trinity incorporates service hour requirements within our curriculum.

Each student must complete 2.5 hours each quarter (10 hours per school year) for the time he/she is enrolled at TLHS. Service hours are included as 10% of the Theology grade each quarter and are a requirement for graduation.

These hours **MUST BE COMPLETED WITHIN THE QUARTER** in which they are qualifying. Any additional service hours or hours completed outside the quarter will **NOT** count towards the 2.5 hours, but instead, will be kept on file for future reference and use when seniors apply to colleges and for scholarships.

We encourage our students to go above and beyond the 10 hours required for the year as they set the example to others of Christian service.

### **SEXTING**

"Sexting" is the sending of sexually explicit messages or photos, typically via cell phone, but sometimes via the internet. When the school discovers a student has been involved in "sexting" either as sender or recipient, a required parent conference (RPC) will be held. Provided the "sexting" was limited to receiver and sender, the student and parents will be advised of the dangers inherent in this activity and no further action will be warranted. Repeated involvement in "sexting" will result in disciplinary action by the school, administered on a

case-by-case basis.

If a student forwards a sexual picture of someone underage, he or she could face child pornography charges, go to jail, and have to register as a sex offender. Students who forward these images are as responsible for them as the original senders. If the school determines that "sexting" involves communication between more than two individuals, the school reserves the right to further discipline those involved. The school also reserves the right in these cases to ask for police involvement. Students who forward explicit messages or images are subject to the full range of school consequences, including suspension and/or expulsion.

## **SEXUALITY**

The Biblical and philosophical goal of Trinity is to develop students into mature, Christian individuals who strive to live a Christian life. Of necessity, this involves the school's understanding and belief of what qualities or characteristics exemplify a Christ-like life. Even though parents may personally believe differently, while enrolled at Trinity, all students are expected to exhibit the qualities of a Christ-like life espoused and taught by the school and to refrain from certain activities or behavior. Thus, Trinity retains the right to refuse enrollment to or to expel any student who engages in sexual immorality, including but not limited to homosexual unions, as well as any student who promotes such practices (Romans 1:27, and 1 Thessalonians 4:3).

## **STANDARDIZED TESTING**

Throughout the year students in grades 9 – 12 will be given standardized tests. According to the testing schedule below:

### **TESTING SCHEDULE**

- 9<sup>th</sup> Grade – PSAT 9 and Pre-ACT
- 10<sup>th</sup> Grade – PSAT and Pre-ACT
- 11<sup>th</sup> Grade –PSAT/NMSQT, SAT, and ACT
- 12<sup>th</sup> Grade –SAT, and ACT

## **STUDENT DRIVING**

A student must register his/her vehicle with the school office and give proof of insurance, registration, and a copy of the student's driver's license. With reasonable suspicion the school administration reserves the right to search private vehicles parked on campus. Failure to comply will result in removal from school.



- Students must drive carefully and sensibly. Excessive speed on school grounds or on nearby streets will not be tolerated.
- The parking areas and cars are off-limits to students during the school day unless an administrator or teacher gives specific permission. Once students are on the campus and the cars are parked, the students are to immediately leave the vehicle/parking lot and not return to them until the end of the school day. This policy includes during the lunch or passing periods.
- The student driver will not transport student(s) from campus without the explicit permission of the other student's parent or guardian.
- Students' cars may not have any inappropriate markings, stickers or painted on messages that are contrary to the student code of conduct or our Christian beliefs. If a vehicle has inappropriate markings, stickers or painted on messages, the vehicle will be forbidden to park on campus until it has been cleaned. Administrators will determine what is considered inappropriate.
- Infringement of rules and regulations regarding driving may result in the loss of the privilege of driving to school.
- Trinity Lutheran School is not liable for any damage or theft to a vehicle while on our campus.

## **STUDENT MARRIAGE/EMANCIPATED STUDENTS**

Trinity operates as a school for the education and spiritual growth of adolescents and teenagers, and as such, holds that its social setting is not designed to include married students, students cohabitating with a member of the opposite sex, or students living on their own, in regular attendance. Should these situations occur, the school administration reserves the right to determine on enrollment of the students involved.

## **STUDENT LIFE**

### **Student Code of Conduct**

The rules and standards set forth hereafter apply: a) to conduct on school premises, b) to conduct off school premises which directly affects other students of the school and/or may be perceived by the community as representing the school and, c) to conduct at school functions off school grounds. The behaviors listed below are some examples of behaviors that will result in disciplinary and/or legal action for students and visitors:

- Use of foul, crude, obscene, or otherwise un-Christian language.

- Smoking or possession of tobacco products.
- Irresponsible or dangerous behavior (as determined by school administration).
- Repeated removal from class for misconduct.
- Repeated dress code violations.
- Leaving or being off school grounds without permission.
- Thefts of or damage to the property of the school or the property of anyone in attendance at an authorized school function.
- Truancy as defined in the attendance policy.
- Physical abuse or the threat of physical abuse against any person at any school-authorized event; or any other conduct that threatens or endangers the health, safety, spiritual welfare, or physical well-being of any person (this includes bullying/intimidating). All parties involved in a fight will be removed from school as soon as possible and suspended. Students involved in a second fight may be expelled.
- Repeated disrespect.
- Interference with or demonstrated disrespect for worship activities sponsored by the school.
- Cheating/Plagiarism.
- Harassment (see policy).
- Lying to a school official during the course of an investigation.
- Any other act deemed by the school administration to be injurious, detrimental, or dangerous to the health, safety, spiritual welfare, or physical well-being of other persons on school property or present at any school-sponsored event.

### **STUDENT LOCKERS**

Students will be responsible for the locker assigned them and must not move to another. Students may provide locks to lock their lockers. The school reserves the right to determine whether or not the items inside a locker are within the boundaries of good taste and the intended atmosphere of the school. Please be advised that the school retains ownership of the lockers and can conduct searches of the lockers and their contents to insure the health and safety of all of our students.

### **STUDENT PREGNANCY**

When the school becomes aware of a student pregnancy, a consultation with the student, and the student's parents, counselor and principal will occur. This meeting will be used to determine the best course of action for the school, the family, and the student. If a student is unable to continue at the

school because of the pregnancy, school administration may help provide off-campus educational options during the pregnancy. After the pregnancy, the student's re-enrollment will be determined on a case-by-case basis if they have been removed from campus.

### **STUDY HALL**

Study hall is considered a class, although credit is not granted. Students should bring appropriate materials for work through the entire class period. Study halls are for work and study, not for socializing, talking, eating, sleeping or playing.

### **SUMMER, CORRESPONDENCE, & SUMMER ELECTIVE COURSES**

Courses taken through other institutions do not necessarily cover the same material covered in Trinity classes. Summer school or correspondence course work may not be substituted to meet specific course graduation requirements or course prerequisites, unless the principal gives prior approval.

### **SUSPENSION**

The administration has the authority to suspend, not to exceed ten school days, any pupil whose presence in school is detrimental to the best interest of the student, other students, or the school. Parents will be notified of suspensions by phone as soon as possible. Students who are suspended will be placed on disciplinary probation. This probation will have guidelines instated for the student. If the student fails to meet the guidelines that are set, he/she will be subject to further consequences that could result in expulsion. In-school suspension means a student attends school but is removed from their peers and withheld from classes. Credit for work will be determined by the school administration. Out-of-school suspension is reserved for the most serious violations of the student code of conduct.

### **TARDINESS**

All students are expected to be inside their classrooms at the start of each day and the start of each class. Students who are late will be marked tardy, but only tardies at the beginning of the day will be reported on the report card. Students should come to class prepared with all the necessary books and supplies. If a student has to leave the room to retrieve anything, they will be marked tardy on their return. Class attendance and participation is part of the student's grade in each subject area and, therefore, excessive tardies will affect a student's grade.

As students accumulate tardies, this issue may cause the student to lose eligibility for exempting finals and receive detentions or suspensions for repeated offenses and refusal to improve. Students who are more than fifteen minutes late to class will be marked as absent and reported to the school office.

### **TECHNOLOGY USE POLICY**

Our students are blessed with access to an ever-increasing world of electronic information. As good stewards of time and talents, individuals using electronic resources like the internet must be aware that not all the material is beneficial to a Christian or consistent with the mission and philosophy of Trinity. Specifically, students engaged in “hacking” or other inappropriate/illegal use of school technological resources may be subject to expulsion. Students who access technological resources through the school are governed by the guidelines found throughout the student handbook and Trinity Computer and Network Acceptable Usage Policy. Students should not expect privacy when using our technological resources. When a student uses our technological resources, he/she is giving consent to our monitoring access, keystrokes, and recording usage as needed. Students who threaten others via email or instant messaging, whether inside or outside of school, are subject to school and/or legal discipline. Even though we use technologies to protect our network by use of security devices, software, monitoring, and filtering content, we cannot catch all sites and means that are not appropriate for use in our network. Being able to access an inappropriate website or accessing files not intended for your viewing does not mean it is an appropriate site/file to access or that consent is given in any way. Students will be subject to disciplinary consequences for access to unauthorized sites and or files. USB devices, required for storage of homework and brought to our school are subject to search. No operating systems, games, or programs are to be loaded and/or run from a USB device, external device, CD, DVD, or other storage means onto any of Trinity’s technological resources without prior permission from the principal. Any inappropriate material found on an external storage device may be deleted and or confiscated.

### **THEOLOGY CREDIT**

If a student fails a Theology class, Trinity will provide opportunities for makeup work. Remedial work will be independent study in nature, and the student may be charged a fee.

## **TRANSCRIPT REQUESTS**

Requests for official transcripts to be sent to universities or scholarships organizations can be made by contacting the school office and submitting the appropriate form. All other requests should be made to the principal.

## **TRUANCY**

Truancy is leaving campus or failing to report to class without parental permission. Truant students may not make up class work, assignments, or tests that are missed while truant and zeroes are assigned. Truant students will be subject to a detention on the first offense and may be expelled on subsequent offenses.

## **VALEDICTORIAN AND SALUTATORIAN**

The valedictorian and salutatorian of the graduating class are those students with the highest and second highest GPAs at the end of seven semesters (End of first semester of senior year). In the case of ties, averages will be calculated to the nearest hundredth. Ties at this point will not be broken; there may be more than one valedictorian or salutatorian, if necessary. Students must have completed three semesters at Trinity at the time of valedictorian/salutatorian selection to be eligible for this honor. The students receiving these honors will be named during the third quarter of the senior year. However, the principal may withdraw the honor based on extreme academic or personal misconduct on the part of the named student(s). In this case, the student(s) with the next highest GPA may be named valedictorian or salutatorian.

## **VISITORS**

Trinity Lutheran High School requires all visitors to report to the school office for a visitor's badge before visiting on campus, except during special school or sporting events. Visitors of students are limited to parents, guardians, grandparents, and alumni. Visitors must be dressed in clothing consistent with Trinity Lutheran's dress policy.

## **WATER BOTTLES**

Students may bring a clear water bottle to school. The water bottles will only be used for WATER. These water bottles can be carried with students throughout the day and can be refilled at one of our water stations around the school. Water bottles that become a distraction will be confiscated, and students may lose this privilege if abused.

# **Student-Athlete Handbook**

**The policies contained in the student-athlete handbook are superseded by those in the Parent/Student Handbook.**

**Any violations during participation time in sports may also have consequences as listed above in the Student/Parent Handbook.**

**Trinity expects each athlete will:**

1. Glorify God with your abilities in both practices and games.
2. Get an education.
3. Pass every class (giving his/her best in doing so).
4. Conduct him/herself as young Christian ladies or gentlemen at all times. Remember, you represent yourself, your family, your school, and your beliefs at all times and in all places.
5. Give unselfish love and respect to teammates.
6. Love and respect him/herself.
7. Be honest in all dealings.
8. Be loyal to your school, administration, teammates, coaches, families, and friends.
9. Never take an opportunity to criticize, nor pass up an opportunity to praise.
10. Be part of a great school and a great athletic program.

**Each athlete can expect that Trinity will:**

1. Treat him/her as a special gift from God.
2. Help him/her become a productive Christian adult while reaching his/her athletic goals.
3. Be loyal to him/her in all areas.
4. Be honest.
5. Provide leadership and training necessary to achieve his/her goals.
6. Work the athlete hard in practice.
7. Assist him/her in any way possible now and after graduation.
8. Make decisions based on what is best for the team first and then what is best for the individual.

## **ATHLETIC DEPARTMENT POLICIES**

### **ATHLETIC FEES- (IF NECESSARY)**

To help defray an expense of uniforms and equipment, athletes may be asked to pay an athletic fee, if passed by the school board, for a sport in which they participate. Additional charges may be levied for personal equipment such as shoes, socks, etc. As with all fees, the athletic fee is non-refundable. It may however be transferred from one sport to another (see "Changing or Dropping Sports"). If a fee is required, uniforms may not be issued and the athlete may not participate in game-play until the athletic fee is paid.

### **ATHLETIC PHYSICAL**

Each student who participates in an athletic program is required to have a sports physical each school year. Student Medical History and Physical Examination Forms can be picked up from the school office or printed off from our school website before the beginning of the school year. Please complete the Medical History Form and have your family physician complete the Physical Examination Form. An athlete may not practice or play until his/her athletic physical is on file in the school office.

### **TAPPS ACKNOWLEDGMENT OF RULES**

All athletes must have a current Acknowledgment of Rules form on file. This form is required by the Texas Association of Private and Parochial Schools (TAPPS) and must be completed each school year. TLHS is a member of TAPPS and competes in TAPPS sanctioned athletic events. These forms must be returned to the school office before a student may practice or participate in his/her chosen sport.

### **PARENT MEETINGS**

At the beginning of each season, the varsity head coach will conduct a parent informational meeting. Information at this meeting will include the following: risk of injury (minor to serious), transportation policy, practice and season schedules, expectations for the particular sport, game day dress code, and any other pertinent information.

### **CONDUCT**

The way we act is a reflection of what we are and what we represent. We will glorify God with our athletic ability and witness to His love with our actions. Competitiveness is a gift from God. Self-control is also His gift. We must seek to balance our competitiveness with self-control. We will show respect for



opponents, and their coaches, and officials. Remember that one of our goals for athletics is to help athletes learn to handle adversity in a Godly manner. Part of the responsibility of the athletic director is to refuse admission to athletic contests to persons who have shown lack of sportsmanship.

### **RESPECT FOR COACHES**

Coaches and teachers should receive “yes sir” and “yes ma’am” or “no sir” and “no ma’am” responses from players when talking to them. Players in return will be treated with respect by their coaches.

Whenever a coach is speaking with a player, either individually or in a group, players will always give the coach their undivided attention and will always establish eye contact with the coach.

### **DRUGS AND ALCOHOL**

The use of drugs and alcohol will not be tolerated. First offense could result in dismissal from the team and possible expulsion from Trinity.

### **PROFANITY**

Profanity will not be allowed. We will display class and a Christian attitude in competition. First offense will result in disciplinary action.

### **STEALING**

Stealing includes taking anything without that person’s knowledge. Stealing will result in disciplinary action and may result in dismissal from the team.

### **ATTENDANCE**

If you will be absent from classes or practice, you should notify the school office and ask to leave a message for your coach. If you know in advance that you will be absent, please inform your coach.

Frequent absences or tardiness to practice can result in dismissal from the team or lack of PE credit (see PE Credit Through Athletic Participation). Athletes must be in attendance by the beginning of class following lunch to participate in practice or the game on that day. This rule may be waived for some extreme instances. Administration will deem whether a situation is “extreme”.

Athletes taking P.E. class must dress out and participate in class to participate in practice or the game on that day. Practice times are very valuable learning sessions that prepare athletes for competition. Coaches have the authority to restrict an athlete’s playing time in a game because of tardiness to practice, missed practices or, missed school time, even if the absence was excused.

## **INJURY OR ILLNESS**

In the rare event you are injured or ill and cannot participate, notify your coach so the proper course of action can be taken for your welfare and the team's. Each athlete must have proof of a major medical plan. Any time a player visits a doctor due to injury they must have a release note from the doctor. The note must state at what point the athlete can begin practice/playing again.

## **PROMPTNESS**

Always be on time for all classes, practices, and games. Failure to do so can affect playing time. Games, trips, practices, and meeting times will not be delayed. You will be left if you are late. Life is about time and schedules - learn to meet deadlines with time to spare.

## **DRESS**

When representing Trinity, the school dress code applies. Game uniforms will be worn in the same way. Always be aware of the effect your dress and actions have on little children and adults. Children look up to you and the adults are watching to see what type of person you will be. Let your dress and actions be a role model for them. Look sharp and play sharp!

## **PHYSICAL APPEARANCE AND WELL-BEING**

Because you are constantly in the public eye as representatives of Trinity, athletes are to be clean, neat, and well-groomed. Specific attire for game days will be set by coaches. All athletes should give diet and sleeping habits special attention - coaches may set basic guidelines.

## **CARE OF EQUIPMENT AND FACILITIES**

Take care of all equipment and facilities you use. Many individuals have worked very hard to provide you with what you have. Unclean equipment can cause deterioration of the equipment as well as the spread of disease. Keep your areas neat and clean up after yourself.

## **TRANSPORTATION**

Athletes are to ride the team van/bus to and from any practice or contest that is not held on the Trinity campus, unless the head coach expresses otherwise. Each athlete is required to have a Transportation Permission and Release Form on file in the school office. An athlete may ride home with his/her parents from an away event by notifying the coach in person. Parents may arrange for the students to meet at the site if it proves more convenient, but there must be written permission from the parents to the coach. If the athlete is to ride home with a person other

than one of the parents, written permission must be given from the parents to the coach. Trinity coaches are instructed NOT to allow athletes to leave from away events with friends without written permission. Maps to away events can be obtained from the athletics website.

### **PE CREDIT THROUGH ATHLETIC PARTICIPATION**

PE credit can be earned through athletics. For credit to be earned the sport must meet for a minimum of 70 hours (the rough equivalent to the time that a class would have to meet). The athlete should make certain with the coach that these requirements will be met. The athlete also has to meet the standards of the coach (just like passing a class) and cannot miss 10% or more of the time that the team meets.

#### **-Sports that receive PE credit**

Basketball and Volleyball.

#### **-Sports that MAY receive PE credit**

Cheerleading, Tennis, Cross Country, Swim, Track & Field, Football, Soccer, and Golf

### **CHANGING OR DROPPING SPORTS**

Any athlete choosing to withdraw from a sport must notify his/her head coach, parent and the athletic director. Participation in another sport may not begin until proper notification is given. No athlete may quit one sport and begin another during the same season without the agreement of both head coaches.

### **CRITERIA FOR EXTRA-CURRICULAR ELIGIBILITY**

Although individual coaches or sponsors may set higher standards for their groups, the following guidelines determine student eligibility at Trinity: Students must be taking a minimum of six classes during the school day to be eligible. Eligibility is determined by quarterly report cards. If a student is not passing a class during these check points, that student will not be eligible for a minimum of two weeks. Once the initial two weeks has passed, the student will be evaluated weekly to assess eligibility. The student must be passing ALL classes to be made eligible for competition. Ineligible students may practice, but may not participate in games or other performances.

### **DO RIGHT:**

In life and athletics, our actions depict our true character. What we view as RIGHT can be distinguished from WRONG through our words and actions. Our words and actions should:

1. Help unite a team, not divide its members; including coaches
2. Be beneficial and not harmful to our goals.
3. Help strengthen not weaken the leadership of our team.
4. Help consolidate and not undermine the rules and regulations necessary for successful team effort.
5. At all times, be beneficial and not harmful when inter-related to the families, friends and fans who support the team.

## **PARENTS**

Do not discuss frustrations with coaches on the day of a game; emotions are high on both ends and should be dealt with in a less charged environment.

Coaches are working to care for all athletes and helpers

(managers/statisticians/videographers, etc.) as well as taking care of their other family and school duties. We should be partners in working with the student athlete. For this reason, public comments should remain positive. All actions of parents should follow the appropriate guidelines for students at school functions.

## **EVENT CONDUCT**

Every person attending a game of a Trinity Lutheran team on-site or off-site or anyone attending a game at another gym as a supporter of Trinity will need to follow the highest level of conduct. The expectation of the fan is to cheer and support our players, as well as good effort and play from the opponent. Any negative comments about any team, coach, official, or fan will not be tolerated. We are a Christian school and need to live this at all times, including the very public situation of a game. We need to represent our Savior, our faith, our school, and our team with the utmost of dignity. We also need to follow any specific rules that a particular site (field, gym, track, etc) may have when we are playing at an off-site facility.

## **CODE OF CONDUCT**

Each parent and athlete are required to read, understand and sign this document before the student can participate in competition.

## **ANY UNCOVERED SITUATIONS**

Any current policy situations not covered in this handbook, may be clarified by the Trinity School Board and the head of school.

**RECEIPT OF:**  
**TRINITY LUTHERAN SCHOOL**  
**PARENT/STUDENT HANDBOOK**

*I acknowledge receipt of the current Parent/ Student Handbook for Trinity Lutheran School.*

*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 ([trinityschools.ca](http://trinityschools.ca)).*

\_\_\_\_\_  
Student's Name

\_\_\_\_\_  
Parent's Signature

\_\_\_\_\_  
Dated

