***Trinity Lutheran School***

***Parent-Student Handbook***

***2022-2023***



*Let’s Light the World*

Ephesians 5:8

*Trinity Lutheran School*

*55 North Pacific Street*

*Cape Girardeau, Missouri 63701*

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***BE IT KNOWN TO ALL WHO ENTER HERE,***

***THAT CHRIST IS THE REASON***

***FOR THIS SCHOOL,***

***THE UNSEEN BUT EVER PRESENT***

***TEACHER IN ITS CLASSES,***

***THE MODEL OF ITS FACULTY,***

***AND THE INSPIRATION OF ITS STUDENTS.***

**TABLE OF CONTENTS**

Introductory Letter………………………………………………………………………………………………….…………………………….. 5

Absences ………………………………………………………………………………………….………………………………………………….. 14

Administration of Trinity Lutheran School................................................................................................... 8

Admission Policy.......................................................................................................................................... 9

Adult Volunteers…………………………… ……………………………..………..…………………….……………………………………... 22

Attendance Policy………………………………………………………………………………………………………………………………….. 14

Bad Weather............................................................................................................................................... 26

Before and After School Drop Off/Pick Up................................................................................................. 24

Bullying and Harassment ………………………………………………………………………………………………………………..…… 17

Cell Phone Policy........................................................................................................................................ 17

Cheating ……………………………………………………………………………………………………………………………………………... 21

Class Parties................................................................................................................................................. 21

Class Size ..................................................................................................................................................... 12

Communications..….................................................................................................................................... 25  
Code of Conduct …………………….………………………………………………………………………………………………………….... 28  
Concussion Information Form ……………………………………………………………………………………………………………… 26

Conduct & Discipline …………………………………………….………………..…………………………………………………..………. 16

Daily Schedule............................................................................................................................................. 12

Delinquent Fees Policy ............................................................................................................................... 13

Division of Classes....................................................................................................................................... 12

Dress Code for Days of Sporting Events .................................................................................................... 19

Eighth Grade Trip ....................................................................................................................................... 22

Enrollment Requirement............................................................................................................................ 10

Extra Curricular + Interschool Athletics………………………………………………………………………………………………… 23

Field Trips .................................................................................................................................................. 22

Government Regulations ………………………………………....……..………………………………..……………………….……… 27

Graduation ………………………………………………………………………………………………………………………………………... 22

Guidelines for Volunteers ........................................................................................................................ 22

Home/School Partnership ........................................................................................................................ 8

Homework ……………………………….………………………………………………………………………………………………………… 20

Homework Club ………………………………………………………………………………………………………………………………… 24

Honor Roll ………………………………………………………………………….………………………………………………………………. 21

Immunization Requirements .................................................................................................................... 11

Interschool Athletics ................................................................................................................................ 23

Insurance ................................................................................................................................................. 25

Ladder of Communication ....................................................................................................................... 15

Lost and Found ........................................................................................................................................ 25

Lunch Program ........................................................................................................................................ 23

Medication Policy ..................................................................................................................................... 24

Mission Statement .................................................................................................................................. 6

Notice of Nondiscrimination ................................................................................................................... 9

Nuisance Items ........................................................................................................................................ 18

N.U.T.T.Y Days ……………………………………………………………………………………………………………………………………... 19

Objectives of Trinity Lutheran School ....................................................................................................... 7

Parent Teacher Conferences ..................................................................................................................... 20

Parent-Teacher League ............................................................................................................................. 25

Parties/Invitations .................................................................................................................................... 25

Payment Policy ......................................................................................................................................... 12

Personal Appearance and School Dress ................................................................................................... 18

Philosophy ................................................................................................................................................ 6

Public Display of Affection ........................................................................................................................ 19

Release of Students …………………………………………………………………………………………………………………………….. 10

School Attendance ………….......................................................................................................................... 13

Social Media Policy ……………………………………………...……..……………………………………………………………………. 10

Special Needs …………………………………………………………….…………………………………………………………………….…. 10

Student Progress ....................................................................................................................................... 20

Student Records ........................................................................................................................................ 20

Tardiness………………………………………………………………………………………………………………………………………………. 15

Technology……………………………………………………………………………………………………………………………………….…. 23

Transportation .......................................................................................................................................... 25

Tuition and Registration Fee ..................................................................................................................... 12

Weapons and Other Dangerous Items at School ………………………….……………………………………………………... 19

Worship ................................................................................................................................................... 13

**\*\*\*\*\*\* PLEASE SIGN THE FOLLOWING PAGES AND RETURN TO SCHOOL OFFICE\*\*\*\*\*\***

**Student’s Code of Conduct ………………………………………………………………………………………………………..…… 29  
Student/Parent Handbook Agreement Form …………………………………………………………………………..…….. 30**

**All COVID policies and procedures supersede those outlined in the handbook regarding days absent, fever etc...**

Dear Parents,

Thank you for your interest and support of Trinity Lutheran School. For over 168 years, Trinity Lutheran School has provided a quality Christ-centered environment in order to:

* ***Assist families in proclaiming and sharing the Christian faith***
* ***Provide opportunities for spiritual, intellectual, emotional, and social growth***
* ***Empower students to recognize and utilize their God-given potential***

The actions of the board, administration, pastoral and teaching staff are centered on the mission of Trinity Lutheran School. Our purpose is to serve families who desire not simply a private education, but a distinctively Christian education for their children. To ensure a ***quality Christ-centered education***, we continue to work on the School Action Plan as a result of our National Lutheran School Accreditation. Trinity Lutheran School also completes the necessary criteria to be certified by the Missouri Nonpublic School Accrediting Association. An evaluation procedure is also in place for our administration, faculty, and staff. Students are assured of Christ-centered education through weekly chapels, daily religion classes, and God’s Word being upheld in the entire curriculum. Our staff at Trinity Lutheran School is committed not only to academic excellence, but also to teaching students how to apply the truths of God’s Word to every aspect of life.

Trinity Lutheran School has been blessed over the years with the successes we have accomplished. Those blessings would not be possible without the support and loyalty of our parents and area Lutheran congregations. But mostly, our success is possible only through the good and gracious will of our Lord and Savior. With your cooperation, support, prayers, and God’s continued blessings, we look forward to another year at Trinity Lutheran School.

The Student/Parent Handbook is a guide for all families that provides many of the Trinity Lutheran School’s policies, procedures, and expectations for both parents and students. We ask that you read and understand this handbook. If you have any questions pertaining to anything in the handbook, please contact the school principal (334-1068). After reading the handbook and if you have no further questions, please sign the ***Parent/Student Handbook Agreement Form***, ***Student Technology Usage Form, and The Parent/Student Code of Conduct Form*** in the back of the handbook and return them to school.

God’s Richest Blessings,

TLS Board for the Day School

**MISSION STATEMENT**

Trinity Lutheran School, Cape Girardeau, Missouri, provides a quality Christ-centered environment in order to:

* Assist families in proclaiming and sharing the Christian faith
* Provide opportunities for spiritual, intellectual, emotional, and social growth
* Empower students to recognize and utilize their God-given potential

**STATEMENT OF BELIEF**/**PHILOSOPHY**

*“Train up a child in the way he should go; even when he is old,*

*he will not depart from it.” (Prov. 22:6)*

We believe that the Christian Gospel proclaims the suffering, death, and resurrection of Jesus Christ, and guarantees the believer eternal life. Since the Gospel message affects all aspects of life, it is essential to apply it to all areas of the student’s physical, social, mental, and spiritual life.

With the universal Christian Church, The Lutheran Church-Missouri Synod teaches and responds to the love of the Triune God: the Father, creator of all that exists; Jesus Christ, the Son, who became human to suffer and die for the sins of all human beings and to rise to life again in the ultimate victory over death and Satan; and the Holy Spirit, who creates faith through God’s Word and Sacraments. The three persons of the Trinity are coequal and coeternal, one God.

At Trinity Lutheran School we accept and preach the Bible-based teachings of Martin Luther that inspired the reformation of the Christian Church in the 16th century. The teaching of Luther and the reformers can be summarized in three phrases: Grace alone, Faith alone, Scripture alone.

We believe that Trinity Lutheran School has Christ as the focal point of its educational process (Is. 54:13). Webelieve that Trinity Lutheran School is a mission agency in our community (Matt. 28:19-20). We believe that we must hold steadfast to the doctrine of our parent body, Trinity Lutheran Church, a member of the Lutheran Church-Missouri Synod. We believe that both the future of the church and of the country lie in the hands of our children. Therefore, we believe our school is one of the best agencies to develop in children the necessary skills and attitudes that will make them responsible citizens of our community, and to teach them their proper relationship with God and each other. We believe that God Himself has commissioned us through His Word (Deut. 6:6-7).

Statement of Belief on Forgiveness and Conduct

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

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

Statement of Belief on Marriage, Gender, and Sexuality

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

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

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

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

**OBJECTIVES**

In keeping with our Christian philosophy of education and with the guidance of the Holy Spirit, the following objectives form the foundation for all instructional and extracurricular activities of Trinity Lutheran School.

The child in relation to God

It is the objective of the school that the child:

1. Develops a growing knowledge of the Triune God, a growing trust in Jesus Christ as his Savior from sin, and an increasingly worshipful, sanctified lifestyle.

2. Develops a growing knowledge of the Holy Scriptures as the Word of Life, a proper understanding of the Law and the Gospel, an increased ability to apply God’s Word to the situation, and a desire to gain the blessings of the Holy Baptism and the Lord’s Supper.

3. Develops an understanding of the nature, function, and responsibility of the church as the body of Christ, plus a willingness and ability to serve as an active member of this body.

The child in relation to himself and his abilities

It is the objective of the school that the child:

1. Develops the knowledge, attitudes, and conduct needed to function effectively as God’s child (spiritual powers.)

2. Understands his body and accepts responsibility for its health, safety, and recreation (physical powers.)

3. Develops logical, scientific, and creative thinking habits, gains knowledge and the skills of communication, and acquires significant elements of his cultural heritage (mental powers.)

4. Develops social skills needed to live competently and creatively (social powers.)

5. Appreciates the beauty of nature and the fine arts and expresses himself in different fine arts media (aesthetic powers.)

The child in relation to his fellow human beings

It is the objective of the school that the child:

1. Recognizes all people to be God’s creation and shows respect, courtesy, and consideration for the rights and

welfare of others.

2. Respects parents as God’s representatives and appreciates his privileges and responsibilities as a member of an earthly family, of which Christ is the head.

3. Develops Christian social responsibility and cooperative skills.

4. Develops concern for the spiritual and material welfare of all people and demonstrates this concern through witness and charitable activities.

5. Respects government as God-ordained and appreciates his privileges and responsibilities as a member of a local, state, national, and world community.

The child in relation to nature

It is the objective of the school that the child:

1. Understands that God is the creator, ruler, and preserver of nature.

2. Thanks and praises God for all the gifts of nature.

3. Develops knowledge, attitudes, and conduct needed to understand, use, and care for the earth and its environment.

4. Willingly uses nature to glorify and serve God

**HOME/SCHOOL PARTNERSHIP**

While Trinity Lutheran School and Trinity Lutheran Church have made provisions to aid parents in the Christian training of their children by providing a Lutheran elementary school, it remains the primary God-given responsibility of parents to provide for the Christian education of their children. One important means in accomplishing this is to maintain a Christian home environment. The school cannot hope to accomplish in the classroom what is not already happening in the home and family. The Christian education received in the school will be most effective when it is seen in the context of reinforcing a home environment that lives and breathes an ever-present Christ.

Trinity Lutheran School considers parents as partners in the Christian education of their families. A triangle has to be present for the job to be done well. The sides of the triangle are the home, church, and school. If any of the three sides of the triangle is missing, there is no triangle left. All three are vitally important. For this reason, open lines of communication and a sincere effort of cooperation and understanding between teachers and parents are important to the success of the child. Teachers and the school principal will always be willing to meet with parents to discuss any relevant issue concerning the welfare of the student.

**ADMINISTRATION OF TRINITY LUTHERAN SCHOOL**

Trinity Lutheran School is an integral part of Trinity Lutheran Church. The operation of the school is under the direction of The Board for the Day School. The Board for the Day School shall consist of at least six (6) members of Trinity Lutheran Church, including the elective chairman of the board. The principal of Trinity Lutheran School shall be an advisory non-voting member of the board. The number of such members is to be determined by the Voter’s Assembly of Trinity Lutheran Church. The basic objectives of this board is to establish the basic purpose and policies of the school and to execute them; to approve the curriculum and assure the quality of the overall program; to propose the school operating budget, recommend the tuition rate, and encourage financial support; to promote the enrollment; and to maintain a qualified staff and encourage each person in his/her ministry. The principal reports to the Board of Education concerning school matters, makes recommendations regarding policy, and is responsible for carrying out the policies of the board.

Regular meetings of the TLS Board for the Day School are held once a month. Parents wishing to address the board on a particular subject must contact the chairman or principal prior to the date of the meeting to be placed on the board’s agenda. Minutes of regular meetings of the board are on file in the school office. Persons wishing to view those minutes may make a request through the school principal.

Trinity Lutheran School is a member of the Lutheran Church-Missouri Synod. Trinity Lutheran School is accredited through the Missouri Chapter of the National Federation of Non-Public School State Accrediting Association, and also through the National Lutheran School Accreditation-Lutheran Church-Missouri Synod. Trinity Lutheran School is a member of the Missouri District of the Lutheran Church- Missouri Synod. The director of schools for the Missouri District acts in an advising capacity on a wide range of educational matters and also serves as the school’s representative to the Missouri Department of Elementary and Secondary Education. Trinity Lutheran School will attempt to conduct its affairs in conformity with federal, state, and local requirements whenever those requirements do not conflict with the philosophy under which the school operates.

**NOTICE OF NONDISCRIMINATION**

Trinity Lutheran School admits students of any race, color, nationality, or ethnic origin to all rights, privileges, programs, and activities generally accorded and made available to students at the school. It does not discriminate on the basis of race, color, nationality, and ethnic origin in the administration of its policies, scholarship, and loan programs, and athletic and other school administered programs.

**ADMISSION POLICY**

A parent-principal-student interview is required for all students wishing to enter Trinity Lutheran School for the first time in all grades. A screening and interview with the Kindergarten and/or Pre-Kindergarten teacher is also required for those entering Pre-Kindergarten or Kindergarten.

**INCOMING TRANSFER STUDENTS**: All transfer students will follow the admissions process outlined below:

1. Parents of children transferring from another school are to sign a release of records form from the previous school so that Trinity Lutheran School may obtain the child’s master record folder. Records (report cards, test scores, special needs reports, etc.) must be submitted as part of the registration process before final admission is confirmed. TLS personnel may speak to the student’s past and/or present teacher and administrators regarding the student. Trinity Lutheran School reserves the right to refuse admission to students who have demonstrated behavioral problems at other schools or within their communities, or whose special learning needs exceed the resources and/or the curricular program of TLS.

2. Parents of students applying for grades 1-8 are to submit an application with transcript information and arrange an interview with the principal to discuss their interest in transferring to Trinity Lutheran School.

All students are enrolled on a tentative basis until all records are received and reviewed by the principal.

Enrollment of any pupil is subject to approval by the Board for the Day School in consultation with the principal, teachers, and pastors. Trinity Lutheran Church office confirms for the school whether or not a family has met the criteria to be eligible to receive the church subsidy for the following school year and the special “parishioner” tuition rate. For those transferring from another city/parish, a letter from the pastor, principal or teacher is desirable.

**ENROLLMENT REQUIREMENT**

Children of members of Trinity are given preference on enrollment. We feel that our first responsibility in Christian education is toward the children of our congregation. Whenever the size of the class permits, the children of non-members will be admitted in the following order:

1. Children of parents belonging to a sister congregation.

2. Children of parents who are members of no church.

3. Children of parents who are members of another church body.

Age Requirements:

* Pre-Kindergarten – Child must be 3 or 4 years old before August 1 of the school year and completely toilet-trained prior to the first day of attendance. No exceptions.
* Kindergarten – Child must be 5 years old before August 1 of the school year.
* First Grade – Child must be 6 years old before August 1.

Children may enroll in Pre-Kindergarten classes if they are four years old before August 1 of the current school year. Children who will be at least five years of age before August 1st of the current school year may enroll in Kindergarten. Children who will be at least six years old before August 1st of the current school year are eligible for enrollment in first grade.

**RELEASE OF STUDENTS**

Under normal circumstances, a student should not be deprived of a Lutheran education on grounds relating to the attitude or behavior of parents. Nevertheless, a situation may arise in which an uncooperative or destructive attitude or behavior of parents so diminishes the effectiveness of the school, that the family will be asked to “Withdraw” from school. Parents may ask the Board of the Day School for reinstatement at the beginning of the next school year.

**SPECIAL NEEDS**

Trinity Lutheran School strives to offer a Christian Education to the community of Cape Girardeau. We want to include any of God’s children that desire to hear the Word of God along with academics. The enrollment of students with special needs will be handled on a case by case basis, weighing the desires and needs of the applicants and taking into consideration the impact it would have on the classroom in which he or she would be placed. These decisions will be made by the Board of the Day School, upon recommendation from the principal.

**SOCIAL MEDIA**

*Do not let any unwholesome talk come out of your mouths, but only what is helpful for building others up according to their needs, that it may benefit those who listen. Ephesians 4:29*

*We should fear and love God so that we may not deceitfully belittle, betray, slander, or defame our neighbor, but defend him, [think and] speak well of him, and put the best construction on everything.* (Luther’s Small Catechism, “Explanation of the Eighth Commandment”)

Trinity Lutheran School is dedicated to the mission of providing a Christ-centered environment in order to assist families in proclaiming and sharing the Christian faith, provide opportunities for spiritual, intellectual, emotional, and social growth, and to empower students to recognize and utilize their God-given abilities. We are increasingly discovering how we can empower every member of the school community to grow as global students, disciples, and citizens. The web and social media provide important communication channels for students, parents, faculty, and alumni. Participation in these spaces is an important element in the school’s witness, curriculum, and educational plan.

For the purpose of this policy, Social Media will include, but is not limited to:

Facebook, Twitter, Instagram, SnapChat, internet blogs, internet chat rooms, email, texting, etc. It will apply to staff members, parents, coaches, volunteers and anyone who works with students at Trinity Lutheran School. ***Electronic******communication between students and teachers will be limited to* *school related issues.*** Any communication (email, text, or otherwise) will be ***copied*** to the ***administrator and parents.***

Inappropriate communication between students, students and teachers, teachers, or any other adults associated with the school will not be tolerated. This includes but is not limited to: bullying, inappropriate language, sexual content, etc.

Pictures of school sponsored activities should not be posted unless parents of all those in the picture have given their consent. Out of courtesy, please check with other parents before posting.

Violation of this policy by staff members and other adults will be reported to the TLS Board of Education and result in disciplinary action up to and including termination. Violations by students will fall under the school disciplinary code and be handled in that manner.

**Procedures related to this policy are available in the Technology Usage Form, which should be read by every family. Parents are asked to sign a form included at the back of this handbook to indicate their compliance with this policy.**

**IMMUNIZATION REQUIREMENTS**

Missouri State Law requires that any child not updated on immunizations before the first day of school must be EXCLUDED from school. A copy of updated immunization records must be kept at the school office. Following are the minimum required immunizations for each grade level:

Grade/Age Number of Dosages

16-59 months (PK) 4 DTP, 3 OPV or IPV, 1 MMR, 3 HB, 1 or more Hib, 1 Varicella

Grades K - 1 4-5 DTP, 3+ OPV or IPV, 2 MMR, 3 HB, 1 Varicella (the last dose of DTP & OPV must be after age 4) **Also, a second dose of varicella (chickenpox) vaccine for all children entering kindergarten**

Grades 2 - 7 4-5 DTP, 3+ Polio, 2 MMR, 3 HB,(the last dose of DTP & OPV must be after age 4)

Grade 8 3 DTP, 3+ Polio, 2 MMR, 3 HB,

**Tdap vaccine required for all incoming 8th grade students if the child has completed the recommended childhood DTaP/DTP vaccination series and has not received a Td booster within the past 2 years.  
Meningococcal vaccination (must be brand names Menveo, Menactra or have MCV4)**

In addition, students entering Kindergarten or new enrollees in 1st grade are asked to have a vision examination by a licensed optometrist or ophthalmologist before entering school.

**DIVISION OF CLASSES**

When the total number in a grade level need to be divided, these guidelines will be used:

Full day classes would be divided with these considerations: first priority would be the recommendation of the previous year’s teacher; the second priority, as much as possible, would be an equal division of boys and girls and/or the total number of students; the third priority would be any special needs which might be addressed by a particular teacher.

**DAILY SCHEDULE**

Begins at 8:00 AM and ends at 3:05 PM

**TUITION AND REGISTRATION FEE**

Parents or guardians who are members of the congregations affiliated with the Lutheran Church-Missouri Synod should be aware of the policies and procedures for enrollment and church commitment established by their home congregations.

Full tuition for the months of July through April is paid by Pre-Kindergarten 3 year old program - 8th grade if neither he/she nor one of his/her parents is a member of Trinity, Hanover, St. Andrew, or Good Shepherd Lutheran congregations. These congregations pay varying amounts of the tuition for their members who are students of Trinity Lutheran School. Members of these four congregations should check with their church for exact amounts. Trinity uses the SMART Tuition Management Service to collect tuition payments at a cost of $50.00 per family.

If unmarried or separated parents of a Trinity student are members of different Cape Girardeau Lutheran churches, the tuition rate will be charged to the church of the parent with physical custody. In cases of joint custody, the church where the student is a baptized member will be charged. A copy of the current legal custody agreement is required to be given to the principal.

The registration fee for the school year is **$150.00 for Pre-Kindergarten through Grade 8 due by the first Monday in March yearly. If the registration fee is received after the first Monday in March**, the registration fee at that time will be **$200 for Kindergarten through Grade 8.** Registration fees are non-refundable.

The Board for the Day School annually reviews tuition figures by January 1 and may adjust the amount beginning July 1.

**PAYMENT POLICY**

The SMART tuition fee is due by May 1 if not paid upon re-enrollment. The Registration fee will be payable by the first day of August of the current school year. Tuition will be payable monthly from July through April to the SMART Tuition Management Service. Under this program, parents can elect the payment plan that best meets their needs. A $50 per family fee for the use of SMART services will be the responsibility of the parents. This fee will be credited if the parent elects to pay the entire year’s tuition by June 22, of the school starting year.

The first semester tuition fees must be paid by **December 15, of the current school year,** as reported by SMART or the student will not be considered registered and will not be accepted for enrollment for the second semester. Students will not be considered registered, and will not be accepted for enrollment for the following school year if 100% of the current year’s tuition and fees are not paid. Tuition payments and fees (including SMART) must be current before any report cards are sent home at the end of the school year and transcripts or transfer records will be sent to another school. Additionally, if SMART informs Trinity that tuition is three months or more delinquent, the child could be dropped from the Trinity Lutheran School program.

**DELINQUENT FEES POLICY**

All book fees, tuition, cafeteria fees, nutrition fees, or any other outstanding bills shall be paid. Those with delinquent accounts that **are 30 days past due will be contacted by the Board for the Day School.** Unless some form of good faith payment has occurred and arrangements have been made to settle these delinquent accounts and all other monies owed the school, the school reserves the right to hold records and report cards and deny admittance for the following semester, whether it be spring or the beginning of the fall school year.

**WORSHIP**

Worship is a natural and important part of the life of every Christian. Trinity Lutheran School provides numerous worship opportunities for students to learn of and respond to God’s love for them.

Trinity Lutheran expects families to heed God’s Word stated in the third commandment and worship regularly. Parents should nurture their children’s faith by worshiping with them. The family worship experience can also be enhanced by daily family devotions, mealtime prayers, and bedtime prayers.

Church and Sunday School attendance records are kept by the teachers for the students. This information is based on what the child reports when church attendance is taken in the classroom each week. This information is recorded for parents’ information on the quarterly report cards. Trinity Lutheran Church, as well as St. Andrew, Hanover, and Good Shepherd, have church attendance expectations for families whose students are enrolled at Trinity Lutheran School. Please check with your church to know what is expected of your family.

The opening chapel service on the first day of school will be held at 8:15 AM at Trinity Lutheran Church, weather permitting. Most other chapel services are held every Wednesday, 8:00 AM, in the school gym. As part of our religion curriculum at TLS, all students are required to attend weekly chapel services. Family and friends are invited and encouraged to attend these chapel services whenever possible. Offerings are collected each week at the chapel service. These offerings are designated for various special mission and charitable projects locally, across the US, or throughout the world. Chapel offerings provide an excellent opportunity for students to learn the importance of mission work in the world and develop God-pleasing stewardship habits.

Each month, on a designated chapel service day, we recognize the baptismal birthdays of both the students and teachers of the school. Those celebrating their baptismal birthdays are called to the front of the chapel setting where they receive a token gift as a remembrance of this most important day in their life.

**SCHOOL ATTENDANCE**

Regular attendance is essential if a student is to make use of the educational opportunities the school offers. Regular attendance develops dependability and responsibility in the student and contributes to his or her academic achievement. Chronic absenteeism seriously hampers academic achievement.

A good attendance system must stress the importance of punctual and regular attendance, but it must also concern itself with the factors underlying non-attendance. It must, therefore, provide for individual counseling and guidance. It must also build up good home/school relationships. The following are considered reasons for being absent: illness of the child, emergency at home (limited), serious illness or death in the family, and

pre arranged trips with parents that have been approved by the principal.

The following policies and procedures have been established in the hope that they will result in regularity of school attendance on the part of each student, more effective teaching, and student satisfaction.

When students are not in school due to school-sanctioned events, they will not be counted absent, but students are responsible to request work that will be handled according to classroom policy.

**Attendance Policy**

In order to ensure the best possible education, students must be in attendance at school regularly. Absences shall not exceed 10 days per semester. When a student has been absent a total of 5 days, a letter will be sent from the office and the teacher will contact the parent to inquire if there are concerns and to encourage better attendance. Following the eighth absence, parents will be contacted and a meeting arranged with the administrator, teacher, parents, and student to ascertain the reasons for frequent absences and to develop a plan for improving attendance and keeping the student current with his or her academics. If a student misses more than 10 days per semester, the teacher and principal will review the student’s grades and standardized test scores to determine if the student will be promoted. The Board for the Day School will be advised of the recommendation before the parents are contacted.

**Students who are absent 3 consecutive days due to illness are asked to present a doctor’s note upon return.**

If a parent contacts the office to get an absence excused and the child receives work before leaving, the work will be due immediately upon return to school. Work that is not completed will be handled according to classroom policy.

Please observe common courtesy and let the office know if your child will be arriving late or leaving early.

**Absences**

1. Excused absences are those which are unavoidable, as in the case of illness or death in the family. The teacher determines whether or not work needs to be made up.

2. Unexcused absences are those which are avoidable and those for which:

\*The school is given no explanation

\*The absence was not pre-excused

\*The student neglected to bring a written explanation within two days of his or her return

3. Absences due to vacations are strongly discouraged. In order to be considered excused, it must meet the following criteria:

a. It must be approved by the principal **in person, by email, or phone**.

b. All assignments made up in the appropriate time (days equivalent to time missed). Teachers are not expected to give assignments ahead of time. If students are given work in advance of their absence, the work must be complete when returning to school.

4. Truancy is an absence without the knowledge of the parent or guardian.

5. Students **MUST** be fever free for 24 hours without the use of medication to reduce fever before returning to school. Please follow this guideline because it will avoid “relapses”.

**Any absence not approved by the principal cannot be excused and no credit for work will be given.**

**Even an Excused Absence Counts against Perfect Attendance**

**Procedures for Reporting Absence**

Parents are **expected** to call the school by 8:00 AM if their child will be absent. Since it is essential that we keep a close check on all children under our care, each teacher reports the names of absentees immediately after the opening of school. The school will then contact the home if information on absentees has not been reported by the parents.

**Excuses**

Upon returning to school following an absence, parents should write a note or send an email through Fast Direct to the School, explaining the reason for the absence. This is necessary for record keeping.

**Tardiness**

For students in K-2, the parents will be personally contactedby the Principal to address the issue of tardiness and to develop a plan for punctual arrival. Continued tardiness will be referred to the Board of the Day School.

For students in grades 3-8 the following policy is in effect:

After three unexcused tardies, parents will be notified to rectify the situation.  On the fourth unexcused tardy, the student will serve a detention, and athletic or other extra-curricular participation may be suspended for a period of time as determined by the principal.

Children arriving between 8:01 AM and 11 AM are considered tardy.

Children arriving after 11:00 AM will be counted ½ day absent.

Children leaving between 11:00 AM and 1:00 PM and not returning will be counted ½ day absent.

**A pupil is tardy if he/she is not in his/her classroom when the last bell for the beginning of classes rings.**

**Tardy students are to report to the office before proceeding to their classroom to receive an admit slip.**

Excused tardies include:

1. Request of a parent for child’s doctor or dental appointment. (A note from the doctor or dentist is required.)

2. Delay of transportation due to weather conditions. Students shall not be marked tardy when the vehicle is delayed. (However, an unreasonable delay of a student to report to class after arrival is not excused.)

3. If any of these reasons causes the child to not be in school prior to 11:00 AM, the situation then

becomes a ½ day absence. The same ½ day absence will occur with any child who leaves school for the above reasons between 11:00 AM and 1:00 PM and does not return to school before dismissal time.

**LADDER OF COMMUNICATION**

Whenever people are working together, misunderstandings and differences of opinion occur. Open communication gives the opportunity to share concerns and suggestions as well as to hear an explanation as to why things are done in specific ways. Sharing concerns and offering suggestions can also offer the opportunity to see the need for change.

Prayer for understanding, guidance, and that His will be done would always be the first step in the resolution process. In addition, our Lord recognized that conflicts occur and gave us directions to follow to resolve them in **Matthew 18:15-17**. Please follow these steps when you have a concern:

*“If your brother sins against you, go and tell him his fault, between you and him alone.” (Vs. 15)*

1. Communicate with the teacher or staff member first. Too often emotions get the better of our judgment, and we “go over someone’s head.” Also, details have been omitted that can clarify matters. In order for you to get the full time and attention of the teacher, please schedule a conference before or after school.

*“But if he does not listen, take one or two others along with you, that every charge may be established by the evidence of two or three witnesses.” (Vs. 16)*

2. If the problem has not been resolved after an honest attempt has been made in cooperation with the teacher, then contact the principal.

*“If he refuses to listen to them, tell it to the church.” (Vs. 17)*

3. If, after an honest attempt with the principal and teacher a solution has not been found, then, and only then, contact the Board for the Day School. Parents need to inform the principal or chair of the board of the parent’s intention to come to the next board meeting.

The Panther Press Newsletter will be emailed regularly to each family via Fast Direct. Any family who does not have access to Fast Direct email may request that a paper copy be sent home.

**CONDUCT AND DISCIPLINE**

Trinity Lutheran School provides each child enrolled at the school the opportunity to receive a Christian education. No child has the right to interfere with this opportunity. We expect students to conduct themselves in a manner consistent with a Christian lifestyle outlined in God’s Word. Students are always to keep in mind that as representatives of their Lord, their church, and their school, they give witness of their faith to all with whom they come in contact, regardless the location. Their actions should present a positive Christian witness. All employees of the school, both professional and volunteer, shall be treated and addressed in a respectful manner.

In order to maintain an atmosphere in school conducive to learning, sound discipline will be maintained at all times. Guidelines for student conduct are based on the word **RESPECT.**

**Respect God and those in authority**

**Respect others and yourself**

**Respect our learning environment**

In spite of all of the expectations, children still misbehave…sometimes deliberately, sometimes unintentionally. Parents are to realize that corrective measures are administered in a spirit of love in their stead. Where there is law, there must be Gospel. Corrective disciplinary measures are used to point out wrong and unacceptable behavior, but these measures are always followed by a Gospel message, assuring the child that he is a forgiven child, and although we may not always like what he/she does, we still love him/her. We share with our students Ephesians 4:32: “*Be kind to one another, tenderhearted, forgiving one another, as God in Christ forgave you.”*

Each classroom teacher will have a discipline plan for the classroom. This plan will contain steps that have consequences. The final classroom consequence will result in the student being sent to the office. When a child is sent to the office, the principal follows a stepwise progression of discipline that has been approved by the Trinity Lutheran Board for the Day School. This stepwise progression of discipline depends upon severity of incident(s) and may include a letter sent to parents, detention, in school suspension, grades lowered, longer suspension and/or meeting with the school board.

Major physical altercations will result in immediate suspension from school. Before the student may be readmitted, approval of the Board for the Day School will be necessary.

Following are some *additional* discipline topics that are addressed specifically in this handbook:

**A: Bullying and Harassment**

Trinity Lutheran School acknowledges that children have been entrusted to our care. With that care comes the responsibility of providing a safe environment so that physical, social, emotional, intellectual, and spiritual growth can take place. The mandate to care for one another comes from our Lord Jesus in Matthew 22:37-39:

*“And he said to him, “You shall love the Lord your God with all your heart and with all your soul and with all your mind.  This is the great and first commandment.  And a second is like it: You shall love your neighbor as yourself.”*

Bullying is defined as “any unwanted, repeated pattern of written or verbal expression, or physical act or gesture that is intended to cause distress upon one or more students in the school, on the school grounds, or at school activities or sanctioned events”.

In order to effectively handle these cases, they must be **immediately** reported to the teacher or adult in charge. Then, that person will document the incident and report it to the teacher or school official.

Students who engage in any act of bullying are subject to appropriate disciplinary action, which may include detention, suspension, expulsion, and/or referral to law enforcement authorities. Incidences of bullying shall be documented by school personnel. When a pattern of inappropriate behavior has been documented, or a severe incident occurs, the principal will decide the disciplinary action. In order to fulfill our duties as Christian educators, school personnel will work with the parents and the student who is being bullied and the one who is bullying to assist them in dealing with the issues and affecting change in behavior.

Cyber-bullying that occurs DURING school hours and ON school property will also follow this policy.

**B: Cell Phones**

It is recognized that students today may need, or desire a cell phone for contact with parents outside of the school day. During the school day, classroom phones are available for parents to contact students or vice versa. If it is necessary for a student to make a phone call during the day, permission should be obtained from the classroom teacher or staff member. For the safety and well-being of all, students will be asked to turn off their cell phones and **place them in a secure place with the teacher** during the school day. Students not complying with this will have their cell phone taken and parents will have to pick it up in the office. “SMART watches are not allowed during the school day.”

**C: Nuisance Items**

Classrooms are places of learning, and although we want learning to be fun, we do not want children hindered in their learning by unnecessary distractions or temptations. Any items not directly related to instruction including fidget toys shall remain at home, “if a teacher believes a student would benefit educationally by having a fidget toy, the teacher will provide one to the student for use in class” this includes all devices that have access to the internet (Smart devices, Smart watches, iPods, tablets, etc...). If items are brought to school for a legitimate purpose, they should be given to the teacher immediately for safekeeping. The school is not responsible for the loss or damage of these items brought to school, even if they are taken from a student temporarily or confiscated.

**D: Personal Appearance and School Dress**

A Christian attitude is reflected through neat and proper attire. An atmosphere conducive to study and good school work is enhanced through these means. Students attending Trinity Lutheran School will be dressed and groomed in an acceptable manner. Trinity Lutheran School expects that its students present themselves in a manner that reflects Christian ideals and practice. Our approach to our personal appearance is reflected in the neatness and appropriateness of our dress. As Christian people we reflect Christian ideals in all areas of living. We therefore take pride in our personal appearance. We take pride in the clothes we wear and in the manner in which they are worn. Students in Grades K-8 have a “Standardized Dress Code.”

**Parents are asked to take responsibility for their children’s dress at school. If guidelines are abused, parents will be contacted to bring proper clothing before the child will be allowed in class. The school reserves the right to make the final decision as to if the clothing or accessory is unsuitable for school or distracting to other students.**

This means that TLS students will wear:

1. A solid colored, collared shirt or long sleeved polo, mock turtleneck shirt or blouse. The shirt will have no monogram or logo other than “TLS” or “Trinity Lutheran”. The shirt or sweater may be in these colors: white, yellow, navy, royal blue, green, burgundy, or sky blue. Shirts will be tucked in and buttoned: nothing sleeveless.

2. Non-uniform (coats, jackets, non-uniform sweatshirts and hoodies) may **NOT** be worn in the classrooms. **Approved TLS sweatshirts, hoodies, and fleeces of the same color as the approved polo shirts WITH TLS LOGOS may be worn in the classrooms.**

3. Slacks, shorts, skorts, jumpers, or capris:

Pants with belt loops require a belt.

A. Black, navy, khaki, or plaid.

B. Plaid will be the blue, green, gold.

C. **Shorts, skorts, or skirts must be an appropriate length of mid-thigh or longer.**

4. Socks must be worn.

5. On Fridays, students may wear long jeans or jean capris and any Trinity Lutheran t-shirt. Jeans with holes are not appropriate. Shirts do not need to be tucked in, nor does a belt need to be worn. If a child does not have a Trinity t-shirt, he or she should wear a regular uniform shirt with jeans.

6. Boots designated for snow may be worn to school and on the playground; however, they must be removed for the school days. Boots worn throughout the day are only permitted on NUTTY days.

The dress code includes appropriate haircuts for boys and girls. Neither boys’ nor girls’ hair should hang below the eyebrows. Neither boys’ or girls’ hair should be cut or colored in any way that is unnatural, draws undue attention to them, or is distracting to students or teachers (this includes Mohawk haircuts). Students with inappropriate cuts or coloring will not be permitted to attend class until changes are made that are acceptable. If you are unsure if a particular cut or style is appropriate, please check with the principal before proceeding.

Upper grade girls may wear moderate make-up. No student should have excessively pierced ears (and NO other piercings are permitted), and no tattoos or other markings.

Shoes should be suitable for the school activity; non-marking tennis shoes are required for P.E. No sandals or crocs allowed.

Final judgment as to what is acceptable rests with the principal. Students who do not comply with the dress code will have the following consequences:

**1st Offense: A note will be sent home to be signed by the parents and returned to the teacher.**

**2ndOffense: A note will be sent home to be signed by the parents and returned to the principal.**

**3rd Offense or more: The student will be required to remain after school that day in detention.** A phone call will be made to the parents informing them of this. If it is impossible for the student to remain on that day, two days will be scheduled in the immediate future.

Students will go outside for recess whenever the weather permits and will need to dress accordingly.

**E: N.U.T.T.Y Days**

Throughout the year, there are scheduled days called N.U.T.T.Y. (No Uniform Today Thank You). This privilege comes with a donation to the designated chapel charity for the month, or sometimes it is specific to a holiday or other special event. On these days, students are not required to wear their uniform.Spaghetti straps, and tops with wording that is not appropriate for a Christian school (alcohol, un-Christian like saying, etc.) are not permitted. Shorts, skirts, and dresses must be long enough to cover all body parts and must be mid-thigh or longer. Other shoes can be worn on these special days; however, if it is a P.E. day, non-marking tennis shoes must be worn for P.E**.**  All attire should be God-pleasing.

**F: Dress Code for Days of Sporting Events**

Boys and Girls Basketball and Volleyball, and Cheerleading

Anyone playing basketball, volleyball, or cheering for Trinity Lutheran School may wear the basketball, volleyball, or cheerleading t-shirt to school on the day of the game or meet. It must be tucked in, and the sleeves cannot be rolled up. If a scheduled or make-up game falls on a Saturday, the basketball t-shirt may be worn on the Friday before the game.

**G: Public Display of Affection**

Any behavior that might be categorized as “Public Display of Affection” is inappropriate in the school setting. This includes the prohibition of any touching, punching, grabbing, etc. The “school setting” would include times during the school day and at school related functions (games, trips, concerts, etc.). The students involved will be spoken to by the teacher involved. If the initial reminder is not adhered to, the students will be sent to the principal and asked to call home. Any further occasions of such behavior will be dealt with through the discipline policy.

**H: Weapons and Other Dangerous Items at School**

Trinity Lutheran School has zero tolerance for weapons (any device not related to instruction and which may cause injury) and drugs of any kind, including tobacco. Possession or use of any of these will result in immediate suspension, possible police referral, and student and parents must meet with the Board for the Day School to enact a plan for treatment that is in the best interest of the student and the school, using the Board Policy. (Available in the office)

A student’s desk and locker is considered school property and may be searched at any time. At times, it will be necessary to search the student’s belongings or person. The student’s consent is not required when there is reasonable suspicion that the search will result in the discovery of alcohol, drugs, or drug paraphernalia.

By Missouri law and school board policy, all school buildings, all school campuses, and up to 1000 feet of the perimeter of all school grounds are designated to drug free and weapon free areas. Police dogs may be used without warning to detect drugs, weapons, or other dangerous devices in lockers, buildings, or cars parked on parking lots or adjacent streets. Those found in possession of any drug, weapon or dangerous devices are subject to prosecution and permanent expulsion from Trinity Lutheran School.

Students are encouraged to turn in a violator. Any student who knows anyone who may possess any weapon or dangerous device is urged to tell a teacher, staff member, or administrator. Your name will be kept confidential. Also, parents are encouraged to call the principal if they receive similar information.

**PARENT TEACHER CONFERENCES**

It is essential for the education of each child that parents and teachers communicate regularly. At the end of the first quarter, a conference is scheduled at school for the parents and teacher to discuss the child’s progress. Written and e-mail communication throughout the year is strongly encouraged and an additional conference may be scheduled as needed. All teacher meetings should be planned ahead of time. Dropping in just before, during, or after school can interfere with the teacher’s time with students or preparations that need to be made before the school day begins. Please make phone appointments in advance so the teachers can schedule their time more effectively.

**HOMEWORK**

There is not a specific policy at Trinity Lutheran School regarding the maximum number of minutes students at various grade levels can spend on homework. The challenging program at Trinity Lutheran has always required that some study be done at home. Children must learn to take the responsibility necessary to complete the work at home which they were unable to complete while at school. As the children move up in the grades, they are expected to be learning to take more and more responsibility outside the classroom for their education. Therefore, teachers give special assignments which might require more time than the hours at school would allow. It is also fitting that students be informed of an approaching test and encouraged to take home their books to study for these tests. In cases where homework is not being completed, the parent will be informed.

**STUDENT PROGRESS**

Reports of student progress are essential components in the parent-teacher partnership. Grades are updated on Fast Direct every Monday by noon for grades 3-8. Mid-termprogress reports are available online at the midterm of each quarter for grades 3-8. Once the report card has been viewed by parents, inform the teacher(s) that it has been seen. . Report Cards are provided to parents four times during the school year. The first quarter report is given directly to the parents during the parent-teacher conference. The second and third quarter reports are available online through Fast Direct. They should be printed, signed, and returned to school. Fourth Quarter Report Cards are sent home with students on the last day of school.

**Passwords and information concerning access to Fast Direct will be provided to the parents. Please inform your child’s teacher if you have no internet access so that hard copies can be provided to you.**

Students of Trinity Lutheran School who make normal progress during the school year will be promoted to the next higher grade level. If a student does not appear to be making satisfactory progress toward the next level, this will be called to the attention of the parents early in the school year so that a mutual agreement can be reached concerning promotion or retention of the student. When a mutual agreement cannot be reached, the decision of the principal will prevail. The possibility of summer school may become mandatory for promotion.

The grade scale used at Trinity is as follows:

96-100 A 82-84 B- 67-69 D+

92-95 A- 78-81 C+ 63-66 D

89-91 B+ 74-77 C 60-62 D-

85-88 B 70-73 C- Below 60 F

**HONOR ROLL**

To promote and encourage academic excellence, students in grades 5-8 have the opportunity to be named to the school Honor Roll. The Honor Roll is named after each quarter grading period. Three levels of achievement have been established. They are:

**Principal’s List-** Students in grades 5-8 must receive All A’s for ALL classes.

**High Honor Roll-** Students in grades 5-8 must have more A’s than B’s for ALL classes.

**Honor Roll-** Students in grades 5-8 must have A’s and B’s for ALL classes.

**CHEATING**

Students who are caught cheating will receive a zero for the work involved. All students involved may receive the same punishment. Parents will be informed immediately, since this will affect the student's quarterly grades. If there would be another incident, the discipline policy consequences would be put into effect.

**STUDENT RECORDS**

Permanent records are kept on all students of Trinity Lutheran School. These permanent records are kept in fire-proof files located in the office area and contain copies of report cards, standardized test scores, attendance, health, and family information relative to the student’s education. Upon transfer to another school, the records of the students are photocopied and forwarded to the new school. Parents may examine the records of their children upon request.

**CLASS PARTIES**

Various class parties are held during the school year depending upon the level of the class. Parties are held in the afternoon if the class meets the entire day. Room parents usually handle the details of the party as part of room parent responsibilities. Teachers and room parents should be in contact with each other before party day to see if there are any concerns about the organization of the party.

End-of-the-year class parties, or picnics, may be held off the school grounds. Such parties are to be treated as field trips that require written permission, signature of a parent and sufficient supervision.

The cost involved in the classroom parties is handled by the class. Individual classes choose the way to handle the costs, either through a party fund or collecting for each party separately.

**FIELD TRIPS**

Our teachers realize that there are tremendous opportunities for learning beyond the walls of the classroom, and field trips are an important part of the curriculum for students at Trinity Lutheran School. Parents sign a “Field Trip Permission” form authorizing the school to take children away from school premises for each field trip experience. Parents are urged to watch the weekly newsletter or notes from teachers for details regarding these trips. Where there is cost involved, parents are to send that amount to school with their child prior to the date of the field trip. **Whenever money is sent to school, the money should be placed in a sealed envelope and clearly marked with the child’s name, amount enclosed, and purpose of the money.**

The honor of a field trip is a privilege, not a right. When a child’s conduct is repeatedly inappropriate (i.e. repeated misconduct, repeated unfinished work, etc.) the privilege of a field trip may be withdrawn. The decision of whether or not a child has earned the privilege of a field trip is at the discretion of that child’s teacher and/or the principal.

**Volunteer drivers and chaperones are needed to facilitate field trips. Volunteer driver forms are available in the office, and must be filled out prior to the field trip with proof of insurance and a copy of a valid driver’s license. Volunteers need to be able to give full attention to the class for whom the field trip was organized.**

**EIGHTH GRADE TRIP**

Each year the 8th grade takes an end-of-the-year trip. The trip has been to Washington D.C. the past several years. Fundraisers will be held to help defray parental costs.

**GRADUATION**

Eighth grade graduation is the evening of the final day of the school year.

**ADULT VOLUNTEERS**

At Trinity Lutheran School, we want to involve our parents as much as possible. We are convinced that the more families are involved in the educational program of their children, the better the child does in school. Volunteers are very important to the school. Before volunteers are considered, a background check through Protect My Ministry will be required.

**Guidelines for Volunteers**

1. Volunteers should remember that they serve as an assistant to the teacher. The classroom teacher is responsible for the educational programs of his/her classroom, and it is important for volunteers to take their direction from the teacher or staff person in charge of the activity.

2. Even though volunteers serve in a volunteer capacity, when they have committed themselves to a task, people are depending on them. If, for some reason, they cannot meet their commitment, they should inform the teacher, staff person or committee chairperson so that the day’s schedule may be adjusted accordingly.

3. Volunteers are sometimes party to privileged information or have the opportunity to observe individual children and interaction between students or between students and teachers. Information of this sort must be confidential. Volunteers do not have the authority to contact parents to inform them of behavior problems or academic needs. Concerns of this kind should be discussed with the teacher or principal. Contacts with the home should come from the professional staff. It is also a breach of ethics to discuss school situations with other parents.

Volunteers should not administer any punishments should such disciplinary measures be needed. This should be handled by the professional staff. Volunteers should check in at the main school office before going to classrooms.

**EXTRA CURRICULAR + INTERSCHOOL ATHLETICS**

The purpose of an interscholastic athletic program is to develop wholesome competition, good sportsmanship, and Christian fellowship among students. The athletic program at Trinity Lutheran will offer students in **grades 5 through 8** an opportunity to participate in a variety of sports. Basketball, volleyball and track are offered to both boys and girls, plus cheerleading for girls. There will be a $25 fee per athlete per sport to help defray the cost of officials and supplies. Specific athletic policies will be published in an Athletic Handbook, available to all athletes. In addition to athletics, students who participate in our Coding Club (5-8) and Lego Club (3-4), will be required to pay a $25 fee to defray the cost of materials and supplies.

**TECHNOLOGY**

We are a 1:1 school and offer our students devices (ipads for pre-k to 1st grade and Chromebooks for 2nd to 8th grade). To offset the replacement cost, students in grades 1st-8th will be required to pay a $125 fee each school year.

**LUNCH PROGRAM**

The Board for the Day School strives to operate the Hot Lunch Program in such a manner as to provide lunches at the lowest possible cost to the students. In order to provide a cost-effective lunch that is nutritionally balanced. Trinity will not participate in the Federal Program. This will be reevaluated for future school years.

Meals are to be paid for **in Advance.** The price for a student or adult hot lunch is $3.25 per day (the prices for hot lunches are subject to change at the discretion of the School Board). Money may be put into a child’s lunch account in the office at any time. The following list may be helpful in planning meal purchases: 5 days = $16.25, 10 days = $32.50, 15 days = $48.75, and 20 days = $65.00. Lunch account balances are available on Fast Direct. We encourage you to keep a check on your account. Notices are sent home regularly to students whose lunch accounts have dropped below $6.50 (the price of two meals). **NO LUNCHES WILL BE** **CHARGED**. If the student’s lunch account has insufficient funds for that day, a phone call will be made to the parents, giving them the option of bringing lunch or bringing money to put in the student’s account. If it is not possible for the parent to do this, a peanut butter and jelly sandwich and milk will be given to the child. Students who bring their own lunch from home may purchase milk for $ .45 per carton.

Families who, because of hardship or low-income, qualify for free or reduced cost meals, are invited to apply to the school office. All applications and free meals granted will be kept confidential according to an agreement with the School Lunch Section of the State Department of Education.

It is the policy of the Board for the Day School that Trinity Lutheran School will observe a noon lunch during which all students eat lunch in the cafeteria. Students may bring lunches from home, but **FAST FOOD LUNCHES ARE NOT ENCOURAGED.**

**MEDICATION POLICY**

Because of stringent Missouri State Law in the administration of medication, Trinity Lutheran School must be very cautious in how medication is administered at school. Trinity teaching staff, educational and instructional paraprofessionals, cafeteria staff, custodial staff, and coaches WILL NOT administer any form of medication to students in school, nor will they store medication for students and families. The term “medication” does include over-the-counter medications such as Tylenol, Ibuprofen, cough syrup, etc., as well as prescribed items. Parents may administer the medication to their children as long as it occurs in the school office.

If medication needs to be taken at school and parents are unable to administer it, only office staff can administer the medication, and all medication must be stored in the office. A parental consent form must be filled out and be on file in the office before over-the-counter medication can be given. Prescription medication will need the “Parental Consent” form and permission from a practitioner (physician, dentist, podiatrist, etc.) licensed to Missouri to administer prescription medication at school. Medication should be properly labeled and **brought in the original container**. Please send a note indicating the time the medication needs to be taken and a clean dosage container (if called for) from which to have medication dispensed. It is the child’s responsibility to come to the office at the proper time to receive the medication. We will not track them down.

Trinity Lutheran School does not allow students to bring medication to school and administer the medication themselves. This creates safety and legal issues as to the possibility of other children misusing the medication. In today’s modern medical world it is possible to have antibiotics and other forms of medication last 8 - 12 hours before another dose is needed. Please consult your physician about the prescribed medication and inform them of this policy.

**We would appreciate it if parents, not students, bring and pick up medication to and from the office.**

**BEFORE AND AFTER SCHOOL DROP OFF/PICK-UP**

Students should not arrive at school before 7:00 AM. At 7:00am, a teacher on supervision will open the door and parents will be able to drop off their child(ren).

For after school pickup, all parents should drive through the pickup line. Cars should enter from the south entrance (same as drop off). There will be 2 car lines that will line up starting at the side of the building. We use KidAccount, a digital software for school dismissal, wherein each parent will receive a card containing a barcode. A teacher will come by each vehicle and scan cards before students are dismissed. If you would like someone else to pick up your child, you will need to call the school office and have that person added to your approved pick up list.

Any student remaining at 3:15 pm**, will be taken to Homework Club; however, parents will only be charged if their child is not picked up by 3:30pm.**

**HOMEWORK CLUB**

Trinity Lutheran School offers an After School “**Homework Club**” for all school age students enrolled at TLS. The Homework Club meets in the Assembly Room. Hours are 3:05 - 5:30 PM on a regular full day of school. Homework Club will run with the school calendar and is directed by our Teachers. It is available any day that school is in session for a full day. There is a **$5 per day/per child charge to use the Homework Club service.**  All billing will be handled through each families’ Fast Direct account. **A $10 late fee will be assessed for each 10 minute increment the child has not been picked up past 5:30 p.m.**

**Pre-registration is not required to use the Homework Club program**.

**PARTIES/INVITATIONS**

Invitations for parties distributed at school MUST be for EVERYONE in the class. If the party is to involve only a few of the students in the class, the invitations must be sent through the mail. Parties at school will include everyone in the class.

**COMMUNICATION**

Trinity Lutheran School strives to keep an open line of communication between the school and home. Some of the ways this is implemented are:

Our school website: [www.t-lutheranschool.org](http://www.t-lutheranschool.org) Calendars, supply lists, menus, AR lists, and schedules are available here.

Fast Direct, our information site is located at [www.fastdir.com/tlscg](http://www.fastdir.com/tlscg). Parents should contact the school office for activation code and password. This site provides the following information:

1. Grades updated weekly on Monday for grades 3-8
2. E-mail directly to the teachers and staff
3. Report cards and mid-term reports
4. Receive emails from school
5. Menus
6. School calendar
7. Individual classroom assignments, activities, etc.
8. Tuition balance, After school care, and lunch account balance

A monthly newsletter is available on Fast Direct and on www.t-lutheranschool.org.

Text messages and email are available through Fast Direct.

**TRANSPORTATION**

Transportation to and from school is the responsibility of the parents who have children enrolled in the school. Transportation to school sponsored activities, such as field trips, athletic events, etc., is provided by parents at the request of the classroom teacher.

**INSURANCE**

Pupils on the school athleticteams must be covered by insurance. A written, signed statement must be submitted to the office by the parents. K&K Insurance Group offers cover*age* for students, ifneeded. For details and to apply, please visit [www.studentinsurance.kk.com](http://www.studentinsurance.kk.com).

**PARENT-TEACHER LEAGUE - PTL**

All parents of children enrolled in Trinity Lutheran School are members of the Parent-Teacher League. Meetings are held periodically throughout the year. The PTL provides many materials and programs at Trinity through their fundraisers. Parents are strongly encouraged to volunteer and support the PTL and its activities.

**LOST AND FOUND**

Each year there is a large accumulation of lost and found items. These items are kept by the south entrance. Much of this could be prevented by **LABELING** garments, gloves, hats, boots, etc. Losses

should be reported to the teacher immediately. Any items not claimed by the end of the year will be donated to a worthy cause.

**BAD WEATHER**

If school is closed due to inclement weather conditions, an announcement will be made on the local television station KFVS TV 12 and a Textcaster message will be sent to all families that have signed up to receive texts. Parents are asked to watch TV (after 6:30 AM) and not call the school, the teacher, or the principal to receive that information. **Under normal conditions, Trinity Lutheran School will close if the Cape Public Schools close.** When school is closed due to inclement weather, all other school-related activities scheduled for that day will also be canceled.

If school is to be canceled during the day, the KFVS12 and a Textcaster message stations will be notified. In addition, an email will be sent to all parents through Fast Direct. **Please do not call the school—this ties up the lines and prohibits the office from obtaining necessary information to make a decision.**

**Concussion Information Form**

***(Required by MHSAA Annually)***

A concussion is a brain injury and all brain injuries are serious. They are caused by a bump, blow, or jolt to the head, or by a blow to another part of the body with the force transmitted to the head. They can range from mild to severe and can disrupt the way the brain normally works. Even though most concussions are mild, **all concussions are potentially serious and may result in complications including prolonged brain damage and death if not recognized and managed properly**. In other words, even a “ding” or a bump on the head can be serious. You cannot see a concussion and most sports concussions occur without loss of consciousness. Signs and symptoms of concussion may show up right after the injury or can take hours or days to fully appear. If your child reports any symptoms of concussion, or if you notice the symptoms or signs of concussion yourself, seek medical attention right away.

**Symptoms may include one or more of the following:**

Headaches Amnesia

“Pressure in head” “Don’t feel right”

Nausea or vomiting Fatigue or low energy

Neck pain Sadness

Balance problems or dizziness Nervousness or anxiety

Blurred, double or fuzzy vision Irritability

Sensitivity to light or noise More emotional

Feeling sluggish or slowed down Confusion

Feeling foggy or groggy Concentration or memory problems

**Signs observed by teammates, parents and coaches include:**

Appears dazed Answers questions slowly

Vacant facial expression Slurred speech

Confused about assignment Shows behavior or personality changes

Forgets plays Loses consciousness

Is unsure of game, score, or opponent Seizures or convulsions

Moves clumsily or displays incoordination Change in personality

**(What can happen if my child keeps on playing with a concussion or returns too soon?**

Athletes with the signs and symptoms of concussion should be removed from play immediately. Continuing to play with the signs and symptoms of a concussion leaves the athlete especially vulnerable to greater injury. There is an increased risk of significant damage from a concussion for a period of time after that concussion occurs, particularly if the athlete suffers another concussion before completely recovering from the first one. This can lead to prolonged recovery, or even to severe brain swelling (second impact syndrome) with devastating and even fatal consequences. It is well known that adolescent or teenage athletes will often fail to report symptoms of injuries. Concussions are no different. As a result, education of administrators, coaches, parents and students is key to a student-athlete’s safety.

**MHSAA Concussion Policy:**

* An athlete who reports or displays any symptoms or signs of a concussion in a practice or game setting should be removed immediately from the practice or game. The athlete should not be allowed to return to the practice or game for the remainder of the day regardless of whether the athlete appears or states that he/she is normal.
* The athlete should be evaluated by a licensed, qualified medical professional working within their scope of practice as soon as can be practically arranged.
* If an athlete has sustained a concussion, the athlete should be referred to a licensed physician preferably one with experience in managing sports concussion injuries.
* The athlete who has been diagnosed with a concussion should be returned to play only after full recovery and clearance by a physician. Recovery from a concussion, regardless of loss of consciousness, usually takes 7-14 days after resolution of all symptoms.
* Return to play after a concussion should be gradual and follow a progressive return to competition. An athlete should not return to a competitive game before demonstrating that he/she has no symptoms in a full supervised practice.
* Athletes should not continue to practice or return to play while still having symptoms of a concussion. Sustaining an impact to the head while recovering from a concussion may cause Second Impact Syndrome, a catastrophic neurological brain injury.

**I have reviewed this information on concussions and am aware that a release by a medical doctor is required before a student may return to play under this policy.**

**GOVERNMENT REGULATIONS**

Our school complies with all state and federal regulations regarding the exposure to fibrous materials, radon, lead in water, etc. The facility is regularly inspected and meets all building codes or standards.

Asbestos Information

Trinity Lutheran School was inspected on May 30, 1988, for asbestos by Larron Laboratory. The results of this inspection are included in the management plan that is available in the school office for your inspection during the school day. The ceiling containing asbestos building material has been removed and replaced. Certain floor tiles have been removed and replaced.

Emergency Medical Treatment

When immediate treatment is needed, an emergency ambulance will be called by a member of the school staff. Parents or other designated persons will be notified following the call for the ambulance. Parents will be responsible for paying the cost of the ambulance services.

AIDS Policy

In order to provide for the welfare of the general population of the student body and the particular good of the student infected with the disease or the virus associated with Acquired Immune Deficiency Syndrome (AIDS), the school authorities shall follow the adopted procedures which are available in the principal’s office and may be viewed upon request through the principal.

Blood Borne Pathogens

Information and plan of compliance to the OSHA federal law enforcing the controlling of occupational exposure to blood borne pathogens are on file in the principal’s office and may be viewed upon request through the principal.

Sexual Harassment

Sexual harassment is a violation of school policy and state and federal laws. By the Civil Rights Act of 1991, victims’ rights are acknowledged by allowing compensatory and punitive damages and trial by jury. Sexual harassment is defined as “unwelcome sexual advances, request for sexual favors, sexually motivated physical contact or other verbal or physical conduct, or communication of a sexual nature, when the conduct or communication creates an intimidating, hostile, or offensive educational environment.

***Trinity Lutheran School***

**Code of Conduct**

The Trinity Lutheran School Codes of Conduct for parents and students were developed to promote a learning environment based on reverence, respect, discipline, responsibility and excellence. Students learn best when they are free of inappropriate interference and know what is expected of them. Teachers are most effective when they use a consistent approach to student behavior and know that the administration and parents support their handling of students. Therefore, parents and students both need to be aware of these rules and their relationship to the rights of other persons in the school.

***PARENTS’ CODE OF CONDUCT***

As my child’s most important educator, I understand that I teach my child best by my own example of reverence, responsibility, and respect. I ask Trinity Lutheran School to assist me in the academic and moral formation of my child. I understand that my child’s teacher is a dedicated professional who makes many sacrifices to teach in a Lutheran school. In order to show my cooperation, support and thankfulness….

* I will have my child at school on time every day, prepared both mentally and physically, with all necessary supplies and appropriate dress.
* I will abide by all guidelines set forth in the school handbook.
* I will show respect for the teacher and any other adult in authority in front of my child at all times.
* I will come to Trinity Lutheran School with a positive attitude and voice any concerns I may have through the proper channels when I have a problem.
* I will speak respectfully and with kindness and courtesy to other parents in front of students, especially when there is any disagreement.
* I will speak to the teacher or adult in charge before I accept my child’s version of an incident. I know the good of all children comes before my child’s needs or wants.
* I will follow the school’s rules, calendars and deadlines and will read all correspondence and emails.
* I will monitor all outside media that my child may be exposed to so that they meet within the boundaries of the school and my teachings.
* I will not tolerate vulgar or inappropriate language from my child or bullying, violent, or aggressive speech or behavior. I will set a good example in my own speech and behavior.
* I will build a bridge of acceptance and understanding, and expect my child to do the same, among the different cultures represented at Trinity Lutheran School.

**STUDENTS’ CODE OF CONDUCT**

The ideal of discipline in Lutheran education is to enable students to move from externally imposed discipline to self-discipline and finally to adult discipleship. Children must first learn appropriate behavior through someone or something outside themselves. As soon as they are sufficiently mature, however, they should be helped to govern their conduct from within themselves so that they can live responsibly. The Trinity Lutheran School Code of Conduct for Students is designed to move the students toward this ideal, helping them to accept responsibility for their actions and to understand the consequences of not doing so. Accordingly, all students are asked:

* To be trustworthy, responsible, respectful, fair, caring and a good citizen.
* To be courteous to and considerate of others, including guests and visitors to the school.
* To maintain a respectful and academic atmosphere in the classroom, common areas and church at all times.
* To treat the entire school community with dignity and respect and to carry this philosophy of discipleship into the community.
* To except that God made me his wonderful creation and to use the appropriate restroom/locker room that is in conformance with one’s biological sex.
* To abide by all guidelines set forth in the school handbook.

***Code of Conduct Acknowledgement and Commitment***

I have read the Trinity Lutheran School Codes of Conduct for Parents and Students and will uphold the honor and reputation of Trinity Lutheran School by adhering thereto.

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Signature of Parent or Guardian

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Print Name

- Turn over to sign Handbook Agreement

**Trinity Lutheran School**

**Student/Parent Handbook Agreement Form**

**Parents: Please read the following statements carefully and sign below to indicate your agreement.**

**All COVID policies and procedures supersede those outlined in the handbook regarding days absent, fever etc...**

I hereby affirm that I have read the Student/Parent Handbook and discussed its policies with my student(s). I certify that I consent to and will submit to all governing policies of the school, including all applicable policies in the Student/Parent Handbook.

I understand that the services of the school are engaged by mutual consent, and that either the school or I reserve the right to terminate any or all services at any time. I understand that this Student/Parent Handbook does not contractually bind Trinity Lutheran School and is subject to change without notice by decision of Trinity’s Board for the Day School. Admission to the school is a privilege, not a right, and admission for one school year does not guarantee automatic admission for future school years.

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Signature of Mother/Guardian Date

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Signature of Father/Guardian Date

**Students in Grades 6-8: Please read the following statements carefully, and sign below to indicate your agreement.**

I hereby affirm that I have read the Student/Parent Handbook. I certify that I consent to, and will submit to all governing policies of the school, including all applicable policies in the Student/Parent Handbook.

I understand that this Handbook does not contractually bind Trinity Lutheran School and is subject to change without notice by decision of Trinity’s Board for the Day School.

I understand that admission to the school is a privilege, not a right, and that any behavior, either on or off campus, which is not consistent with the school’s standards could result in the loss of that privilege.

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Signature of Student Date