

## **FORWARD**

The purpose of this handbook is to acquaint parents and guardians with the program of Christian education offered here at Trinity Lutheran School. We hope this book will help parents and members become familiar with the policies and practices of our school.

## **HISTORY**

Trinity Lutheran School has been in operation since 1862. It was founded by Immanuel Lutheran Church of St. Charles for the benefit of its members living in the Prairie District northeast of the city. The first school was built in 1862.

In 1875, the members of the Prairie District were given release from Immanuel and were granted the privilege to build the present house of worship.

In 1955, a new, two-room, brick school was dedicated on a three-acre location about a quarter of a mile southwest of the church. It continues to serve as our school facilities today.

When Trinity established sports teams, the tiger mascot and the school colors of green and gold were adopted.

In 2003, a new multi-purpose building was constructed, attached to the school building. It was dedicated in August of 2003.

In 2008, it was decided to add Kindergarten and restructure Trinity to include three classrooms consisting of K-2, 3-5, and 6-8. A third full-time teacher was hired in the spring of 2009 for this process to begin with the 2009-10 school year.

## **CONTROL AND OPERATION**

Trinity Lutheran School is a department of Trinity Lutheran Church. Policies and activities are controlled by that body. Supervision is vested in a congregational Board of Education consisting of four lay people, the Sunday school superintendent, the principal, and Pastor.

## **MISSION STATEMENT**

Trinity Lutheran Church and School is . . . . .

“Settled between two rivers,  
Showing the way to the Water of Life.”

## **PHILOSOPHY STATEMENT**

Trinity Lutheran School is an institution that offers a “Christian Education that deepens.” Like a river that deepens as one moves in from its banks, our Christian education grows more challenging as our faith matures and deepens.

Since Jesus says in Matthew 28:19-20a, “Therefore go and make disciples of all nations, baptizing them in the name of the Father and of the Son and of the Holy Spirit, and teaching them to obey everything I have commanded you,” we believe:

Christian education begins through the living waters of  
Holy Baptism;  
Christian education continues as a lifelong journey of  
faith; and,  
Christian education is a part of the total mission of the  
church.

The flow of our education is channeled by the following bedrocks of our faith:

We believe and teach that the Bible is the true Word of  
God without error.

We believe and teach that we are saved by grace  
through faith in Christ Jesus alone.

We believe and teach that Luther’s Small Catechism is  
a brief, comprehensive, and true explanation of the  
Word of God.

## **PURPOSE STATEMENT**

Therefore, our purpose is to educate each child in a Christ-centered atmosphere, providing faith-integrated academics that empower students to function with confidence in Christ through all life’s situations.

## **GOAL STATEMENT**

Furthermore, our goals are:

To teach children in a stimulating environment, offering a variety of experiences and materials that develop each child’s full potential in Christ; To equip parents and guardians for their important role in Christian education; and To foster an environment where the church, school, and family work together for a child’s total education.

## **ENROLLMENT POLICY**

Trinity Lutheran School is a private church school for the children of Trinity Lutheran Church, and, as space is available, for the children of other parents or guardians interested in securing a Christian education for their children. Applications for enrollment are accepted and approved by the Board of Education according to the following order of priority:

1. Children of Trinity Lutheran Church members.
2. Children of sister congregations of the Lutheran Church-Missouri Synod.
3. Children of non-Lutheran parents or guardians who attend Trinity Lutheran Church and Sunday School.
4. Children whose parents or guardians hold membership in other denominations.
5. Children whose parents or guardians hold membership in non-denominational churches.
6. Children whose parents or guardians are un-churched.

Students are accepted according to the following policy:

1. Applications for enrollment of non-member children new to Trinity Lutheran School should be received by July 1.
2. All non-member children applying for enrollment at Trinity Lutheran school for the first time may be requested to take an admittance test administered by a member of the staff.
3. The enrollment of non-member students who have attended Trinity Lutheran School will be reviewed annually prior to the beginning of the new school year.
4. Applicants for Kindergarten/first grade should attain the age of five/six years by August 1, according to Senate Bill 572 of the state of Missouri. Students who miss this date within a short time period may be considered and admitted upon recommendation and approval of Trinity's staff and Board of Education.

With current staffing, we are not able at this time to enroll children with extensive special needs. Enrollment decisions pertaining to students with special needs will be made by the Board of Education.

As consistent with our philosophy of Christian education we hold that in addition to religious training during the week, students are also expected to attend Sunday school and worship services regularly.

## **TRANSFER POLICY**

In addition to enrollment procedures, children who transfer to Trinity Lutheran School from another school will be required to complete an official transcript request form or present official

transcripts from a previous school. Eighth grade second semester transfers are highly discouraged.

### **EXIT POLICY**

Parents or guardians of students who will no longer be attending our school will be requested to complete an exit evaluation form for review by the Board of Education.

### **STATEMENT OF NON-DISCRIMINATION**

Trinity Lutheran School admits students of any sex, race, color, and national or ethnic origin.

### **ABUSE AND NEGLECT POLICY**

All school personnel are mandated reporters of abuse and neglect per Missouri state law 210.115, and are required by this law to report any suspected abuse and neglect to the child protection service of the local department of welfare or law enforcement agency.

Definitions of abuse and neglect per Missouri state law:

**“Abuse”**, any physical injury, sexual abuse, or emotional abuse inflicted on a child other than by accidental means by those responsible for the child’s care, custody, and control, except that discipline including spanking, administered in a reasonable manner, shall not be construed to be abuse.

**“Neglect”**, failure to provide, by those responsible for the care, custody, and control of the child, the proper or necessary support, education as required by law, nutrition or medical, surgical or any other care necessary for the child’s well-being.

### **RESOURCE OFFICER**

Trinity Lutheran School has at their service a resource officer who is employed through the St. Charles County Sheriff’s Department. This officer will periodically talk to the students about health and safety issues. This officer may also be contacted to report any safety concerns.

### **CURRICULUM**

A school curriculum consists of the sum total of any experience that comes to the child through the school.

Our curriculum is Christ-centered and supports our philosophy of Christian education. Therefore, our curriculum shall work to improve the spiritual, mental, social, and physical

well-being of each student. This is best expressed in Luke 2:52, "And Jesus increased in wisdom (mental) and stature (physical) and in favor with God (spiritual) and man (social)."

*The Missouri Learning Standards from DESE and The Curriculum Guide from Lutheran Elementary Schools Association* serves as guides for goals, methods, and content of instruction.

Our curriculum consists of Religion (Bible study, catechism study, and the study of church history), Memorization (Bible verses, the chief parts of the catechism, prayers, and hymns), The Language Arts (reading, spelling, language, and handwriting), The Arts (music, drawing, and crafts), The Sciences (mathematics, general sciences, health), The Social Studies (geography, history, civics), and Physical Education. All educational materials are selected by the staff and reviewed by the Board of Education.

### **REGISTRATION FEE**

Each student is required to pay a registration fee which is used to help defray the cost of books and other educational materials. A registration fee of \$496.25 will be assessed per student if enrollment occurs prior to May 1. If enrollment occurs after the 1<sup>st</sup> of May the fee will be increased to \$546.25 per student. The balance of all registration fees is due the first day of the school year. All registration fees are nonrefundable and all late or delinquent in registration fees will cause the School Board to take action.

If you are unable to pay the balance in full by the beginning of the school year, a payment plan will be put into effect to ensure payments in a timely fashion. Your balance will be divided as evenly as possible for the months of August through November – due the 30<sup>th</sup> of each month **(including a service fee of \$5.00/month)**

Failure to pay the fees prior to the first day of school or keep current on a payment plan will result in the ineligibility to participate in sports and other extra-curricular activities.

Supplies such as pencils, notebooks, rulers, scissors, crayons, PE shoes and attire, etc. are the responsibility of the students and parents. A supply list will be handed out by each teacher informing you what needs to be brought the day school begins.

### **HEALTH PROGRAM**

A complete health record of each student must be kept on file at the school. State law requires that all children be immunized or show proof of exemption from immunization against measles, German measles, poliomyelitis, diphtheria, and Hepatitis B before attending school. If you wish your child to be exempt from the immunization requirements as stated by law, please contact the school principal for a Physician's Medical Exemption Form which will require a doctor's

signature. If you wish to obtain a religious exemption, please contact the MO Dept of Health for the appropriate documentation. This must be submitted before the student can be enrolled.

### **CHURCH AND SUNDAY SCHOOL ATTENDANCE FOR MEMBER FAMILIES**

All students and families are encouraged to be active members of the Trinity Lutheran Church, attending church and Sunday school on a regular basis. Trinity's Board of Education, Board of Elders, and Church Council have defined 'regularly' to mean at least half of the Sundays in a school grading quarter at Trinity Lutheran School. Attendance at Trinity is expected the Sundays that children sing in church.

If students do not attend church services at Trinity Lutheran Church Orchard Farm at least half of the Sundays in a quarter, parents will be informed and given the chance to improve attendance the next quarter. If church attendance does not meet minimum standards the following quarter, students will be moved to a tuition status.

### **TUITION**

Our congregation has made it a mission to fully support our Christian day school program. Therefore, there is no monthly tuition for children of Trinity Lutheran Church members. Members and students are expected to attend Sunday school and worship services regularly. Families with students who do not attend more than half of the services in a given quarter will be contacted, regarding their church attendance situation, by the Board of Elders and/or the Board of Education. **If the attendance does not show improvement by the end of the next grading quarter, barring no extenuating circumstances exist, the family may be considered in 'non-member' status regarding school tuition, and may be expected to pay the non-member rate the following month.** All parents or guardians who are not members of Trinity Lutheran Church are to make monthly non-refundable payments of \$400.00 for the first child enrolled, and \$300.00 for each additional child enrolled from the same family. Non-refundable tuition payments are due the first day of each month school is in session and are collected for a period of nine months.(September-May) Parents or guardians will receive a \$75.00 per student discount for the school year if the tuition for the entire school year is paid in advance of the new school term. If tuition is paid for the year, it is refundable for the months after disenrollment. The \$75 discount will be deducted from the amount refunded.

Parents or guardians who anticipate difficulty meeting the monthly tuition payments are encouraged to request a confidential meeting with the Board of Education to propose an alternate method of payment.

Failure to meet payments or to make proper arrangements with the Board of Education may result in denied admittance for the student(s) for the following school year, and/or final transcripts and report cards will be held until payment has been submitted.

## **ATTENDANCE POLICY**

To best support learning, it is vital that the child attend school regularly. A record of attendance is kept annually and is then entered on the student's permanent file. All absences will be recorded on an hourly basis.

Should a child become ill at school, we will notify the parent or the designated emergency contact. A child will be sent home if he/she is vomiting, has diarrhea, or has a temperature of 100.0° or higher. A child will not be allowed to return to school unless he/she has been symptom and fever free for 24 hours.

If your child must be absent from school due to an illness or family emergency, please call the school prior to 8:30 A.M.

If your child misses three or more consecutive days due to illness, a physician's excuse is required the day the student returns to school. All classroom work from the days they were absent must be completed. Promotion of any student absent from school for an extended time must be approved by the Board of Education.

When you must take your child out of school during the day or your child will be absent from school, please inform us via planner, parent note, phone call, personal conversation, or e-mail a day in advance, or more when possible, so that your child may have the assignments for the time he or she will be absent. Students may have to miss parts of recesses or lunch time in order to make up work for absences, tardies, unfinished, or late assignments. Parents/guardians must sign the attendance log in the office when taking a student from the premises. Students must be signed back in if returning during the school day.

Using state guidelines, student absences will be categorized in the following three ways:

### **Unexcused:**

(1) Unverified-an absence for which no contact is made with the parent or guardian. For example, the parent or guardian does not call or send a note to the school, and a school official is unable to make contact with the parent or guardian.

(2) Verified-the parent or guardian calls the school or sends a note indicating awareness of the student's absence, but no other documentation of the absence is submitted. Verifying the absence assists with determining issues of truancy and/or educational neglect.

### **Excused:**

An absence for which the family has submitted documentation showing that the absence was beyond the control of the student and/or parent. This

documentation could include letters from doctors or dentists regarding health concerns, records of hospitalization, and funeral or court documents.

Trinity Lutheran School will notify parents regarding student absences according to the following timeline each semester:

**Step 1:** The school will notify parents after five unexcused absences.

**Step 2:** The school will notify parents after seven unexcused absences.

**Step 3:** The school will notify parents after nine unexcused absences. This letter will remind parents that the Children's Division (formerly DFS) will be notified once a student has accumulated eleven absences.

**Step 4:** On the eleventh unexcused absence, the school will report the student's attendance history to the Children's Division and parents will receive a notification letter indicating that CD has been contacted.

### **TARDINESS POLICY**

School doors will open at 8:10 A.M. Students should not arrive before 8:10 A.M. unless prior arrangements have been made with the principal. Students are tardy when they are not sitting in their seats ready for class at 8:30 A.M. Therefore it is suggested that your child arrive prior to 8:25 A.M. so that students have time to prepare for each day.

Students arriving after 8:30 a.m. must have parents/guardians sign the attendance log in the office.

Students who have accumulated 2 tardies in a quarter will begin missing their morning recess/break for each tardy received the remainder of the quarter. Cases of habitual tardiness will be reviewed and dealt with by the Board of Education. A record of tardiness is kept and is recorded annually and becomes part of the student's permanent file.

### **GRADING PERIOD & SCALE**

The school year consists of 174 days, divided into four quarters. At the end of each quarter report cards will be given out to show student progress. At the end of the first and third quarters, parent-teacher conferences will be scheduled.

Teachers may request a meeting with the parents or guardians anytime throughout the year.

If parents or guardians wish to call a conference with a teacher to express concerns, the parent should schedule an appointment for the after-school hours in order to discuss matters more thoroughly.



Standardized achievement tests are given annually and cognitive ability tests are given four times during the child's eight years of attendance. A cumulative record is kept for every Trinity student.

The following grading scale will be used for all core curricular areas of study (Reading, Language, Spelling books and tests, Mathematics, Science, and Social Studies):

A+ - 100%	C+ - 77% - 79%
A - 95% - 99%	C - 74% - 76%
A- - 90% - 94%	C- - 70% - 73%
B+ - 87% - 89%	D+ - 67% - 69%
B - 84% - 86%	D - 64% - 66%
B- - 80% - 83%	D- - 60% - 63%
F - 59% and below	

The following grading scale will be used for all non-core curricular areas of study (Religion, Memorization, Handwriting, Spanish, Music, Art, Physical Education, and Work Habits):

E – Excellent G – Good S – Satisfactory U –Unsatisfactory

Grades K-2 will receive a report form with more detailed developmental criteria than the other grades.

### **THE REFERRAL PROCESS**

The required steps in the process of identification of students with special needs are described in this section. The steps are (1) screening, (2) implementing alternative intervention strategies, (3) referral and screening review, (4) notice and consent for evaluation, (5) evaluation and diagnosis, (6) Individualized Service Plan (ISP) development and review.

All students are given standard vision screenings during the course of a school year. If a learning problem is suspected, other developmental screenings may be used in these areas: health and motor, cognitive, academic, speech and language, social, emotional, or behavioral. If a teacher suspects a special need, the parents or guardians will be notified.

After the results of the screenings, alternative intervention strategies would be implemented by the teacher. These are modifications made to the student's regular learning program in attempts to remedy the area of educational concern.

Teachers will document the various strategies attempted and the progress of the learner.

All formal evaluations and diagnoses will be performed by Special Lutheran Services or by the public school district in which the student lives. If warranted an ISP will be developed by a team consisting of the parent(s), the student (optional), teachers, principal, diagnosticians, and any

other professionals that would impact the learning of the child. The ISP will be implemented and followed during the course of the school year. Progress will be documented.

## **DISCIPLINE POLICY**

The initial responsibility for discipline rests with the individual student. Each student is responsible for their own words and actions and is expected to demonstrate a high degree of self-discipline. No physical violence or verbal abuse toward another student will be tolerated.

When lack of self-discipline interrupts a learning situation, the student will be subject to the consequences for each classroom.

The following will be enforced for the Lower Grade Room:

### **Grades K-2 Expectations:**

1. Follow directions quickly
2. Listen when someone else is talking
3. Raise your hand to speak
4. Make smart choices
5. Respect others, respect yourself, and respect your school

Students' behavior should not only be corrected, but reinforced as well. This year I will be implementing parts of the "Whole Brain Teaching" approach to managing behaviors. Rules will be reviewed and discussed frequently. We will have a whole class "scoreboard". This scoreboard will be used to show students when they are meeting expectations, as well as show when their behavior is not up to par. This will help track the class as a whole, but individual behaviors will be tracked with the stoplight chart system that I had implemented part way through the previous school year. All students will start on green at the beginning of the day. Each student will receive one warning for negative behaviors, then they will begin to move their stick up to the next color of the stoplight. Students will have the opportunity to move their stick back down if/when they demonstrate positive behaviors again. Each day I will stamp the color your student finished the day with in his or her planner. Students will earn tickets based upon what level of the chart they finish the day on. These tickets can be redeemed for a variety of prizes.

Certain infractions will result in immediate action, rather than following the previously described steps. Such actions could include loss of recess, being removed from the classroom (either to the office or to the hallway), a phone call to parents, or a visit to the principal. If the principal feels a student is not able to control their behavior at school, parents will be called to pick the student up.

The following will be enforced for the Middle Grade Room:

### 3-5 Expectations

The classroom rules are posted so each child can see them and are reviewed often. They are as follows:

- 1) KAHFOOTY = Keep all Hands, Feet, and Other Objects To Yourself
- 2) Be respectful and honest.
  - 3) Ask permission first by raising your hand.
  - 4) Follow directions the first time they are given.

### **Behavior Management**

Sometimes a reminder is all kids need to get them back on track, and sometimes more is necessary. The middle grade class operates the "Go Green" Behavior Management Program. Students will have a stick with his or her name on it. Each day his/her stick will start in the green zone of a spotlight on the board in our classroom. When an infraction occurs, the student will receive a verbal warning with no penalties attached. Upon the second infraction, he/she will move his/her stick to the yellow zone of the spotlight. This will have the consequence of 5 minutes off the next recess. Upon the next infraction, his/her stick will be moved to the red zone on the spotlight with 10 minutes off the next recess and signing the behavior log which will be reviewed (if necessary) at parent-teacher conferences. Misbehaviors after this will warrant a visit with the Principal. Feedback on student behavior will be communicated in the student planners. All students will start on green again at the start of a new school day. Encouragement will also be given throughout the day for helpful behaviors to uplift and foster a healthy, positive classroom environment.

The following will be enforced for the upper grades:

### **Behavioral Expectations for Grades 6-8**

1. Be attentive, hard-working, cooperative, and participate well in class.
2. Show respect to others in words and actions. No disrespect towards adults will be tolerated.
3. Keep hands, feet, and objects, to yourself. Don't invade others' space. No physical or verbal abuse towards others will be tolerated.
4. Do your best work on all assignments and complete them on time.
5. Planners are generally signed by the teacher on Fridays. Students must have them signed by a parent by the first day of the next week.
6. Walk quietly throughout the school building; no running.
7. Ask permission before leaving the classroom.
8. Wear proper P.E. attire (non-marking tennis shoes, T-shirt, and shorts or long pants with elastic waist) on physical education days. Recurring offenses may result in a detention point.
9. No electronic entertainment devices will be allowed during school hours.

10. Dress according to our school's dress code. Wearing apparel that is revealing or that displays questionable material is prohibited. Student will be removed from the classroom and asked to change clothes. Also, refrain from decorating items at school and Chromebook screens with questionable matter. Remember-you are a light reflecting Christ's love.

Misbehaviors will be documented and parents/guardians will be notified when his/her child receives points towards a detention in the weekly planner or via email or phone call.

### **Behavior Management**

Sometimes a reminder is all kids need to get them back on track; therefore, a verbal warning will be given for a first misbehavior. Upon a second misbehavior, a point towards a detention will be given. Detention points will also be issued for any late assignments. Students will receive a detention when he/she has accrued four detention points in one school week. Encouragement will also be given throughout the day for helpful behaviors to uplift and foster a healthy, positive classroom environment.

### **Rewards:**

Students will be allowed to put up 'bonus stickers' for various positive tasks accomplished. (100%, memory work, timed tests, etc.) A completed bonus chart (20 stickers) may be redeemed for a 'prize' or to get out of an assignment (the choice of assignment must be mutually agreed upon by teacher and student.)

All students who receive 2 or less detention points for a six-week period will be allowed to participate in a 'Fun Festival', consisting of possibly ordering out for lunch, extra recess, a movie, etc.

### **TRINITY LUTHERAN SCHOOL DETENTION POLICY**

1. A detention is scheduled on a Saturday morning or an afternoon (3:30-5:00) of the following week to be monitored by Trinity staff or an adult designated by the Principal.
2. Any student with unacceptable classroom behavior, or 4 detention points acquired in a week (Monday-Friday), will be required to serve detention the following week.
3. Parents will be notified on Friday, with acknowledgement of the notice to be returned the following Monday.
4. Any student serving a detention will not be allowed to participate in school sponsored extra-curricular activities for the week of the detention.
5. These detentions will be placed on the student's quarterly report card, and will be kept as part of the student's permanent record.
6. If a student has received three detentions in a quarter, the third detention will result in an out-of-school suspension. A joint meeting with the teacher, principal, Pastor, and parent is required before the student may return to school.

An out-of-school suspension shall consist of the following:

- a) one day of absence.
- b) completion of all assignments and are due the day the child returns to school.
- c) a written plan of self-improvement presented to the board of education.
- d) a scheduled meeting with child, parent, and staff.
  - 1. If a student's performance shows little or no improvement following the suspension, the parents will be required to meet with the Board of Education to consider disenrollment.

### **SCHOOL CHOIRS**

The primary choir consists of grades K through four and the junior choir consists of grades five through eight. The children will perform during worship services throughout the year. The scheduled dates are listed on the school's google calendar for the year and will be posted in weekly newsletters. It is vital that every student participates. The teachers would appreciate written notification at least a week in advance if a student is unable to attend an event.

### **PHYSICAL EDUCATION**

Each student is required to take part in physical education on a regular basis unless excused. Please send written notification if your child is not to take part in PE for some reason. If your child is unable to participate for more than a week, a doctor's note will be required.

All students are required to have a pair of non-marking rubber soled-tennis shoes, T-shirt, and shorts or long pants with elastic waistband to wear during every physical education class.

We believe physical education and activity is an important item in our curriculum of developing the whole child.

### **COMPUTER USE POLICY**

Parents and students will be asked to sign and abide by a Technology Usage Policy Agreement at the beginning of each school year.

### **DRESS CODE**

Trinity Lutheran School requests students to give careful consideration to how they dress and groom themselves in order to aid our Christian witness and promote an academically focused environment. Surveys show that most people make quick judgments about a person based upon his or her personal appearance. Keeping Trinity's mission of "Settled between two rivers, Showing the way to the Water of Life" firmly in mind, we want these judgments to be favorable so as not to hinder the Gospel message. To assist students, some general guidelines are given. Parents are urged to carefully monitor the clothing worn by their students to school.

1. Student dress is to be modest with the fabric and cut not too tight or revealing, nor so loose fitting as to be immodest.
2. Student dress is to be neat and clean. Torn or ragged clothes are not appropriate.
3. While certain imprinted designs and verbal messages are acceptable on clothing, there are some that are not to be worn to school. Clothing imprinted with the following shall not be worn: any clothing with messages that are sexually suggestive, promote alcohol, drugs, anti-Christian, satanic, or evil elements of society.
4. All clothing must be such that undergarments or bare midriffs are not exposed during normal body movements throughout the school day. A student should be able to sit and raise their hand or lean forward without exposing undergarments or skin. We expect students to maintain the type of appearance that is not distracting to teachers and other students. Some guidelines of things not to be worn are: halter or spaghetti straps (unless covered by a jacket in grades 3-8), midriff tops, sagging shorts/pants, shorts that are shorter than arm's length, below the waistline, or pajamas. The principal always has the discretion of adding to this list, if necessary.
5. Students should have a spare set of shoes at school, if they choose to wear open-toed shoes to school. Flip-flops, clogs, and other open shoes are not safe for recess.
6. Clothing should be appropriate to the weather to protect the student's health.
7. Jewelry or Body Art: Any jewelry and/or body art should be worn in good taste. Any item deemed bizarre or drawing attention to oneself is prohibited.
8. Students are not to wear hats in school.

### **Dress Code Enforcement**

Students must follow the intent of the dress code. The administration will have the final say on any dress code questions. If a student is found to be inappropriately dressed or groomed, a private consultation will be held with a teacher and/or principal to inform the student of the expectations. An information slip will be sent to the parents to be signed and returned by the next school day. Any concerns regarding the policy should be sent in writing to the principal.

## **SAFETY DRILLS**

Periodic drills will be held throughout the year for fire, tornado, earthquake, and armed intruder.

## **LUNCH PROGRAM**

Trinity students are expected to bring a lunch from home for every lunch period. Milk will be available for students to purchase. There are also water coolers available at which a student may get a cold glass of water. Students may pay in advance and the teachers will keep track of the amount available to the student. They will make an effort to inform parents when the balance is reaching zero.

If a student forgets his/her lunch, he/she may purchase a lunch for \$2 from school consisting of a main meal and a side.

## **FIELD TRIPS**

A number of field trips will be scheduled for all students throughout the school year. In order to participate in these outings, the student must be eligible and will be required to bring a parent-signed permission slip to their teacher on the day they are due. Students without signed permission slips will not be allowed to participate.

Parents should give ample notice if attending for reservation and ticketing purposes. Please note that no younger siblings are allowed to attend a school sponsored field trip.

On the date an account becomes 30 days past due, the student or students will be suspended from being able to participate in field trips, school sponsored trips, graduation, etc. until all registration payments and fees have been paid.

All state guidelines will be followed when taking children on field trips. Students requiring car seats will be required to use them on all field trips. MO state law states the following:

- LESS THAN 40 POUNDS — Children weighing less than 40 pounds, regardless of age, shall be secured in a child passenger restraint system appropriate for that child.
- LESS THAN 8 YEARS OLD/80 POUNDS OR UNDER 4'9" — Children at least four years of age but less than eight years of age, who also weigh at least 40 pounds but less than 80 pounds, and are also less than 4'9" tall shall be secured in a child passenger restraint system or booster seat appropriate for that child.
- CHILDREN AT LEAST 8 YEARS OLD, GREATER THAN 80 POUNDS OR TALLER THAN 4'9" — Children at least 8 years old, at least 80 pounds or children more than 4'9" tall shall be secured by a vehicle safety belt or booster seat appropriate for that child.

Parents of these students are asked to provide car seats on the days of field trips.

Chaperones are always needed and are encouraged to participate. When an adult volunteers to provide transportation on school sponsored trips, they must abide to the following guidelines:

1. A copy of their driver's license and proof of insurance must be on file in the school office.

2. A driver will not be allowed to drink alcohol while on the field trip.
3. A driver must not be under the influence of any drugs or medication which could impair their driving ability.
4. A driver may not smoke in the presence of other children in his/her vehicle while driving on a field trip.

A trip is scheduled for the 6-8 grade students each year. The destination will alternate between Branson, Chicago, and Nashville.

### **SCHOOL PARTIES**

Three parties, Fall, Christmas, and Valentine's Day, are planned for all students. Adults are encouraged to help with these celebrations. Volunteers may sign up during Back to School Night.

### **VOLUNTEERS**

Whether visiting the library, taking spelling tests, being tutored, or the like, students will work with volunteers often at Trinity Lutheran School. TLS welcomes parents and friends to serve voluntarily on a regular basis to assist the classroom teachers and school to carry out its mission of "showing the way to the Water of Life." Routine duties will be assigned to a volunteer and will be under the supervision of a staff person.

Volunteers are welcomed, appreciated, and expected to follow the Volunteer Guideline listed below. It shall be the responsibility of the TLS staff to review these and any other guidelines with the volunteer.

1. Volunteers are to become familiar with TLS's mission statement and support it.
2. He/She will check with the classroom teacher or staff person regarding appropriate times and activities.
3. Volunteers should dress appropriately.
4. Other than verbal requests, disciplining students shall be the responsibility of the teacher or staff.
5. Volunteers shall model Christian behavior for students at all times.
6. Confidentiality of student conduct or work shall be maintained at all times. The classroom teacher will be responsible for reporting any necessary situations to the parent(s)/guardian(s).
7. Volunteers are expected to inform the teacher or staff of all seen or possible unsafe hazards. Student safety is a priority!
8. All volunteers who regularly work with children will be required to have a criminal background check.



9. All volunteers will be expected to fill out a health inventory form to have on file in the event an emergency occurs during their time at Trinity.

## **CHAPEL SERVICES**

Trinity Lutheran School will hold chapel services every Friday. Normally, services will be held at school. We will have two special worship services at church; one is the opening service on the first day of school and the closing service on the last day of school. Parents and guests are always welcome to come and worship with our students.

As part of our Christian service and witness to the community, Trinity students are encouraged to participate in worship at Mt. Carmel the first Thursday of various months that school is in session.

## **EXTRA CURRICULAR ACTIVITIES**

During the course of the school year an attempt will be made to schedule various extra-curricular events. For sports, the number of students dedicated to a specific sport will determine whether games can be scheduled with other schools.

Practices will be held throughout the course of a season. It is vital that an athlete attend as many practices as possible to narrow the risk of injury and widen the effectiveness of play.

To help in planning, please notify the coach as soon as possible if a student will be unable to attend practice.

If uniforms, warm-up apparel, or other equipment is issued to the student, it is expected to be returned to the school laundered and in acceptable condition.

### **Eligibility**

Trinity students must have the following to be eligible to participate in practices or games:

1. Have a current physical on file in the school office. (Physicals received in February of one year are good through May of the next year)
2. Have a permission form signed by the parent and athlete.
3. Attend school for at least 4 hours of school during the day of the practice or game.
4. Account balances must not be in arrears. Students will not be allowed to participate in any extracurricular activities with a past due balance. On the date an account becomes 30 days past due, the student or students will be suspended from being able to participate in field day, school sponsored trips, graduation, etc. until all registration payments, and fees have been paid.

To be a participant in extra-curricular activities, a student must remain eligible. That responsibility belongs to the student.

The following standards must be met in order to participate in extra-curricular activities at Trinity:

1. Have all passing grades (no F's on report card or mid-term progress report).
2. Maintain a C average for subjects which receive a letter grade. Eligibility determining grades are checked at mid-quarters and at the end of the marking period.
3. The athlete will not be able to play or practice for a two-week period starting the Monday after the report comes out. Ineligible athletes must raise deficient grade(s) to eligibility standards in order to participate once again.
4. When ineligible, the student may not participate in any games or practices. However, the student is encouraged to attend the game to watch or take stats.

When practices and games occur at Trinity after school, participants in these events are required to be with their team at all times. Siblings and other students who are not members of the team will be placed in after-care at 3:45 p.m. and parents will be expected to pay \$5 per student per day.

Remember, we are ambassadors for Christ and representatives of our school. Good sportsmanship is a necessity from coaches, players, and fans to make each event a success.

### **PARENT - TEACHER LEAGUE**

During the 86-87 school year the Parent-Teacher League was officially organized. The purpose of the league is to foster communication between teachers and parents for the benefit of the children and the school in areas of mutual concern. Any parent or guardian having children enrolled at Trinity Lutheran School, as well as any communicant member, of Trinity Lutheran Church, may become a member of this association. The League will meet at least four times each year within the months of August, October, January, and April.

### **TIME SCHEDULE/ BEFORE CARE**

School doors open at 8:10 A.M. Parents or guardians of children arriving earlier than this will need to make arrangements for Before School Care. Before School Care will be offered daily from 7:00 – 8:10 at a fee of \$3 per student per day. Parents will be asked to pay for the week, the following Monday (or first day of the next week).

School begins at 8:30 A.M. and ends at 3:30 P.M.

The first Friday of every month is reserved for staff meetings. Therefore, school will dismiss at 12:00 P.M.

At this time, no after-care will be provided due to lack of participation. If the need arises, this can be examined further.

Trinity practices a closed campus policy. No child will be permitted to leave the school grounds during the school day without teacher permission. All guests and visitors must check in at the office.

### **DROP-OFF/PICK-UP POLICY**

Doors will officially open for the school day at 8:10am. Upon arriving at school, students should be dropped off at the main lobby doors. Students in grades K-5 will report to the gym if arriving prior to 8:20, students in grades 6-8 will be allowed to go directly to their classrooms. After 8:20 all students will then go to the classrooms. All doors will be locked for the day at 8:30 A.M. Any students arriving after 8:30 must be dropped off at the front office doors and must check in at the office before going to class.

When a child is to be picked up during the school for a doctor's appointment, dentist appointment, etc., the parent must write a note or call to let the office know when the child is to be picked up, by whom, for what reason, and when or if the child will return to school. The person picking up the child must come to the office to get the child and sign the attendance log. If a child is dropped back off at school following an appointment, the attendance log must be signed again.

If anyone other than a child's parents will be picking them up after school, the parent must notify the school by phone and/or in writing before the child will be allowed to leave with them. Drivers will be sure to use the entrance lanes of school property. Drivers will drive around the school building and pull into the dismissal lane to pick up their child(ren). (The dismissal lane begins at the tree near the flagpoles.) Students will be dismissed at 3:30 from the school's main lobby. Students will be excused to their car waiting in the dismissal line. Once all members are buckled safely, it is highly recommended that drivers use their blinker and look for other cars when pulling out of the dismissal lane into the driving lane. Once in the driving lane, vehicles will use the exit lanes of school property. Should a driver need to park, please use an outer parking space on the east side of the building and use caution when pulling into the exit lane. Students must be picked up no later than 3:45. Students who are not picked up by 3:45 will be placed in After Care and parents will need to pay \$5 per student per day.

### **FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)**

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

- Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.

Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.

- Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):
  - School officials with legitimate educational interest;
  - Other schools to which a student is transferring;
  - Specified officials for audit or evaluation purposes;
  - Appropriate parties in connection with financial aid to a student;
  - Organizations conducting certain studies for or on behalf of the school;
  - Accrediting organizations;
  - To comply with a judicial order or lawfully issued subpoena;
  - Appropriate officials in cases of health and safety emergencies; and
  - State and local authorities, within a juvenile justice system, pursuant to specific State law.

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a PTA bulletin, student handbook, or newspaper article) is left to the discretion of each school.

For additional information or technical assistance, you may call (202) 260-3887 (voice).

Individuals who use TDD may call the Federal Information Relay Service at 1-800-877-8339. Or you may contact us at the following address:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, D.C. 20202-5920

## **BOARD OF EDUCATION**

(Due to elections, the board is subject to change in January.)

Craig Beckmann-Chairman

Jeremey Hollrah

Sam Dunkmann

Amanda Weber

Stefanie Stuckstede, Sunday School Superintendent (Reports to the Board of Education)

## **FACULTY**

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Stephanie Beckmann – Secretary/Athletic Director

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