

## **FORWARD**

This document was revised June 2022. The purpose of this handbook is to acquaint parents, guardians, and students with the program of Christian education offered here at Trinity Lutheran School. We hope this information will help everyone 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 an organization of and within Trinity Lutheran Church. Supervision of Trinity Lutheran School is vested in a congregational Board of Education consisting of the pastor and four voting lay members. The Sunday school superintendent and the principal shall serve the Board of Education as non-voting advisors and reporters. The Board of Education oversees the policies and procedures of the school. The principal oversees the daily operations of Trinity Lutheran School.

## **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 out 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.

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

Trinity Lutheran School admits students of any socio-economic background, gender, race, color, and national or ethnic origin.

### **INITIAL ENROLLMENT POLICY**

Trinity Lutheran School is a parochial school for the children of Trinity Lutheran Church, and, as space is available, for the children of 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 unchurched.

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. A child is eligible for admission to kindergarten if the child reaches age five before the first day of August of the school year beginning in that calendar year. Applicants for first grade should attain the age of six years by August 1, according to the Missouri Department of Elementary and Secondary Education. 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-IN 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 all previous schools attended. Eighth grade second semester transfers are highly discouraged.

### **CONTINUOUS ENROLLMENT POLICY**

Once a family has completed the initial enrollment process to become a student in our school and has been officially accepted as a Trinity student, then we consider that student enrolled continuously until (a) graduation, (b) the parent decides to leave our school system, or (c) the school leadership/Board of Education makes this decision regarding the student to terminate his or her enrollment. The continuous enrollment of a student will eliminate the duplication of information that is already contained within the school information system. It is the duty of the family to inform the school office with any changes to the information obtained in the initial enrollment process. Each year, there will be an instructional fee assessed to every family to offset the costs of instructional materials, technology, general supplies, etc. (See Instructional Fee.)

### **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 principal and the Board of Education.

### **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.

## **NO WEAPONS**

Our school has a “no tolerance” policy for any student who brings weapons onto school property. This will result in immediate dismissal from school property with suspension and/or expulsion at the discretion of the School Board of Education and Principal.

## **CURRICULUM**

Our school’s curriculum consists of the total of all experiences, knowledge, and skills that derive from daily routines, classroom instruction, field trips, project-based learning, and other academic pursuits through our church and 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 serve 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 Fine Arts (music, drawing, painting, crafting, drama, etc.), The Sciences (mathematics, general sciences, STEAM, health), The Social Studies (geography, history, civics, economics), and Physical Education. All educational materials are selected by the staff and reviewed by the Board of Education.

## **INSTRUCTIONAL FEE AND UPDATED FORMS**

Each family is required to pay an instructional fee to help defray the costs of instructional materials, technology, general supplies, etc. This fee is reviewed and established annually by the Board of Education. The instructional fee for the 2022-2023 school year is set at \$575.00 per student. If this amount is paid in full by May 1, 2022, a \$25 discount will be applied. ALL remaining balances are due July 15, 2022.

Instructional fees can be made using cash, checks made out to TLS, or a credit card using the Pace Payment System on your Fast Direct Account. You will receive verification from the school office once your payments have been processed. All instructional fees are nonrefundable.

If you are unable to pay the balance of the instructional fee in full by July 15, we are happy to work with you. A payment plan will be put into effect to ensure payments in a timely fashion. Your remaining balance will be divided as evenly as possible for the months of August through October – due the 30<sup>th</sup> of each month. A \$5.00 service fee per month will be added.

Failure to pay the instructional fees or maintaining a faithful payment plan will result in ineligibility for your child to participate in sports and other extracurricular activities. Continually late or delinquent payments in instructional fees will cause the School Board to take action.

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

Parents/Guardians will be responsible for filling out and submitting various forms (some electronically) in order to keep school records in our school's information system (Fast Direct) as up-to-date as possible. Other forms/records are long-standing to be kept on file and will be updated when necessary. Parents/Guardians are responsible for notifying the school office when recordable changes occur. All records are the property of the school, and it is Trinity's responsibility to handle all records with the proper care.

### **STUDENT HEALTH & HEALTH RECORDS**

While Trinity Lutheran School cannot prevent the spread of germs and illnesses of many kinds, here are some routines that we embed into our schedule each day to promote the health and safety of all of our staff and students. We promote handwashing before and after recesses, lunches, and snack breaks. We do not allow food-sharing at lunch. We provide each student with a locker to store personal belongings. We encourage students to wipe down their personal classroom space at the end of each school day. We encourage these practices in all extra-curricular activities of TLS.

Complete health records of each student must be kept on file at the school. State law requires that all children be immunized or show proof of exemption before attending school. Should your child be exempt from the immunization requirements as stated by law, you will need to turn in a "Medical Exemption Form" signed by a physician. If you are in the process of obtaining the required immunizations, you will need to present a "Immunization In-Progress Form" signed by a physician. Both the "Medical Exemption Form" and the "Immunization In-Progress Form" should be obtained through your health-care provider. If you so choose to obtain a religious exemption, please contact the MO Department 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 at Trinity 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 for the services that children sing.

If students do not attend church services at Trinity Lutheran Church Orchard Farm at least half of the Sundays in a quarter, parents/guardians will be informed and given the chance to improve attendance the next quarter. If church attendance at Trinity does not meet minimum standards the following quarter(s), 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 at Trinity. Families with students who do not attend church more than half of the services in a given quarter at Trinity will be contacted regarding their church attendance situation by the Board of Elders and/or the Board of Education.

If church attendance does not show improvement by the end of the next grading quarter, barring no extenuating circumstances, the family may be considered in 'tuition-paying' status regarding school tuition, and will be expected to pay the non-member tuition rate the following month.

All parents or guardians who are not members of Trinity Lutheran Church in Orchard Farm are to make non-refundable tuition payments. The annual fee is set at \$4000 per child with a 2% savings for being paid in full prior to the start of school. If tuition is paid-in-full for the year, it is refundable for the months after disenrollment. However, the 2% discount will be deducted from the amount refunded.

Otherwise, non-refundable monthly tuition payments are due the first day of each month school is in session and are collected for a period of ten months (August-May).

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.

### **LATE PAYMENT POLICY**

Parents/Guardians who would anticipate difficulty meeting payment plans for instructional fees, tuition, and other school fees are encouraged to request a confidential meeting with the principal and/or Trinity's Board of Education to propose an alternate payment plan that can work with your financial needs.

This Late Payment Policy pertains to all families in regards to instructional fees, tuition, and other set fees. Once a payment plan has been established, 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(s) will be suspended from being able to participate in school sponsored events such as field days, field trips, graduation, etc. until such time as all delinquent payments/fees have been paid. Transcripts and student records will not be released until past due debt/contract obligations have been paid.

### **SCHOOL ATTENDANCE POLICY**

To best support learning, it is vital that the child attends school regularly. A record of attendance is kept daily and is entered on the student's permanent file. All absences will be recorded on an hourly basis. Excessive absences, excused or unexcused, have a detrimental effect upon academic progress and may be one factor considered in promotion/retention decisions. Healthy students are encouraged to be present whenever school is in session. The Board of Education and Principal will review the records of any student missing more than 10% of the days in a semester. Further action may be taken as a result of chronic absenteeism. (See paragraphs below.)

Should a child become ill at school, we will attempt to notify the parent/guardian first and then 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 without fever-reducing medication..

If your child must be absent from school due to an illness or family emergency, please contact the school office by phone or email 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 contacts 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 necessary. 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/guardians regarding student absences according to the following timeline each semester:

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

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

**Step 3:** The school will notify parents/guardians after nine unexcused absences. This letter will remind parents/guardians 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/guardians 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**

This school year consists of 165.5 days, divided into four quarters. At the end of each quarter report cards will be given out to show student progress. Parent-teacher conferences will be held at the end of the first quarter. Parents/guardians and teachers may conference other various times when needed.

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.

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

A+ - 100%		
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%	
C+ - 77% - 79%	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.

### **STANDARDIZED TESTING**

Standardized achievement tests are administered 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 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. A parent/guardian may request the referral process to begin at any time by contacting Orchard Farm School District. In doing so, we encourage parents/guardians to contact their child's homeroom teacher as well.



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. If the parents/guardians suspect a special need, they should bring their concerns to the teacher and contact Orchard Farm School District with their concerns.

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 Orchard Farm School District. If warranted an Individualized Service Plan (ISP) will be developed by a team consisting of the parent(s)/guardian(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 monitored and documented. Goals will be reviewed annually.

## **DISCIPLINE POLICY**

The initial responsibility for discipline rests with the individual student. Each student is responsible for his/her own words and actions and is expected to demonstrate a high degree of self-discipline. No physical violence or verbal abuse toward another student or adult will be tolerated. When lack of self-discipline interrupts a learning situation, the student will be subject to the consequences for each classroom.

## **Behavior Management; Our Philosophy**

We have found that prevention and positive reinforcement work best. It is important that students have the best opportunities to be successful in making good decisions when it comes to their behavior. This mentality was adopted from the "Love & Logic" philosophy. The four basic principles of "Love & Logic" include: Respect, appreciation, and love prevents potential problems; freedom to problem-solve and make decisions fosters motivation; focusing energy on problem prevention is rewarding; and showing empathy and compassion is effective (<https://www.loveandlogic.com/>). This particular method of management behavior allows teachers and staff to help students take responsibility for their actions, and understand the effects of the choices they make, whether they are positive or negative. It also allows for students to feel empowered and helps them realize they have a say in their education.

Students are expected to follow school and classroom rules. They are expected to be cooperative, attentive, hard-working, and to participate well in class. Students are encouraged to do their best at school and conduct themselves as forgiven children of God. Encouragement will be given throughout the day for helpful behaviors to uplift and foster a healthy, positive classroom/school environment.

Our highly trained and certified teachers are readily equipped to effectively manage the education and behaviors of the students in his/her care. Our teachers will communicate his/her classroom management programs with families and students through letters, emails, planners, apps, home visits, and/or other various forms of communication. Our teachers will also post the classroom and school expectations in the classrooms for all to see. Simple redirections and reminders are sometimes all that are needed to maintain an effective learning environment. When more is needed, teachers will rely on their individual and classroom management systems and will communicate with parents/guardians consistently regarding student progress and behavior.

## **Severe Infractions**

Sometimes students behave in a way that requires more serious consequences. In these cases, the consequences will be dependent upon the infraction. Consequences may include: loss of recess, a phone call to parents/guardians, removal from the classroom, or a visit and discussion with the principal. If the principal feels the student is not able to control his/her behavior at school, the parent will be called to pick the child up. In any of these cases, the teacher will conduct a short conference with the student, and in some instances both the student and parents/guardians. We will discuss the student's behavior, why that behavior caused the consequence that followed, and what choice would be best in the future.

## **Grades 6-8**

Misbehaviors will be documented, and parents/guardians will be notified when his/her child receives demerits towards a detention. A follow-up email, text, phone call, or other notice might also be appropriate.

### **Grades 6-8 Behavior Management and Rewards System**

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 demerit will be given. Demerits will also be issued for any late assignments. Students will receive a detention when he/she has accrued four demerits in one school week. Students will be invited to put up 'bonus stickers' for various positive tasks accomplished. (100%, excellent memory work recitation, great behavior, etc.) A completed bonus chart may be redeemed for a 'prize' or to get out of a future assignment. The choice of assignment must be mutually agreed upon by teacher and student.

**Grades 6-8 Pizza With the Principal:** All students in grades 6-8 who receive 3 or less demerits in a quarter will be invited to participate in a lunch hosted by the principal.

## **GRADES 6-8 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 demerits acquired in a week (Monday-Friday), will be required to serve detention the following week. (A demerit is a point towards a detention.)
3. Parents/guardians will be notified when the detention has been earned, with acknowledgement of the notice to be returned promptly.
4. Any student serving a detention will not be allowed to participate in school sponsored extracurricular 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.
- c) a written plan of self-improvement presented to the Board of Education.
- d) a scheduled meeting with the child, parent/guardian, and staff.

If a student's performance shows little or no improvement following the suspension, the parents/guardians will be required to meet with the Board of Education to consider disenrollment.

## **TRADITIONAL AND FLEXIBLE SEATING**

Trinity uses a combination of traditional and flexible seating. Many times throughout the school day students will have the freedom to work in a spot that fits their learning style and needs. Students can choose to use a standing desk or a lap desk. There are traditional desks in the classrooms as well. Students will have their own cubby and locker to store their materials and belongings.

Students will be aware of the expectations when working independently and in small groups while multigrade instruction is taking place. Students will also know the consequences for not following the expectations. Although the students are entrusted with behavioral responsibilities, teachers reserve the authority to change around the students' seating as he/she sees best fit for the learning environment and the child's needs.

## **SCHOOL CHOIRS**

Choirs are divided yearly by enrollment and numbers of students in each grade. The children will perform during worship services and other various events 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.

## **GUIDANCE PROGRAM**

As children of God through faith in Jesus Christ, students are taught concepts related to healthy living and positive social and emotional growth and development. Our guidance counselor is on campus once a week as an additional positive trusted adult to listen to children. Our counselor is here to promote healthy relationships among peers. Our guidance counselor will teach such topics including, but not limited to exploring feelings, good decision-making models, self care, empathy and kindness, study skills, health and nutrition, diversity appreciation, anti-bullying techniques, exploring careers, and safety. Our guidance counselor might also meet with individuals or small groups on an on-going basis as needed.

## **COMPUTER USE POLICY**

Parents/guardians and students will be asked to sign and abide by a Technology Usage Policy Agreement at the beginning of each school year. (See Technology Usage Policy Document)

Personal electronic devices of any kind are the sole responsibility of the owner and are not the responsibility of the employees of Trinity Lutheran School. Personal electronic devices are not to interfere with the education of students in any way.

## **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/guardians 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.
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 a 4" inseam, or pajamas (except on designated days). 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 overtly attention-seeking is prohibited.
8. Students are not to wear hats/hoods in class during a school day (except on designated days).

## **DRESS CODE ENFORCEMENT**

Students must follow the intent of the dress code. The principal 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/guardians 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 healthy 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. Parents/guardians may pay in advance for milk, and Trinity staff will keep track of the amount available to the student. Trinity's staff will make an effort to inform parents/guardians 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/guardians 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 tuition or instructional fees and payments 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/guardians 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 by 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 MO, IL, TN, KY or other destination deemed fitting by the staff and/or parents/guardians.

### **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/guardians 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.
10. All volunteers will be asked to watch some training videos prior to the start of the school year and will be expected to act in accordance with the materials seen and discussed in the videos.

### **CONFIDENTIAL BACKGROUND CHECKS**

Volunteers, divers, chaperones, and other school personnel working with children are subject to background checks. Forms will be collected so that these checks can be performed. All information collected from these checks will remain for the safety and protection of all students and will be kept confidential.

### **CHAPEL SERVICES**

Trinity Lutheran School will hold chapel services each week. 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/guardians 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 The Boulevard Senior Living services as a school-sponsored activity during various months that school is in session.

### **SERVICE OPPORTUNITIES**

Trinity Lutheran School provides many opportunities for parents, staff, and students to serve one another, our school, our church, and our community through acts of helpfulness and kindness. We encourage and foster these opportunities and a vital part of the educational experience at Trinity Lutheran School.

### **EXTRA-CURRICULAR ACTIVITIES/SCHOOL-SPONSORED CLUBS**

During the course of the school year an attempt will be made to schedule various extracurricular 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 attends as many practices as possible to narrow the risk of injury and widen the effectiveness of play. It is important that a club member attend as many practices as to best learn their craft and role.

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

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.

### **EXTRA CURRICULAR ACTIVITIES 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.
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 a practice or game.
4. Have paid account balances. 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.
5. Must remain academically eligible. That responsibility belongs to the student.

The following academic eligibility standards standards must be met in order to participate in extracurricular activities at Trinity:

- a. Have all passing grades (no F's on report card or mid-term progress report).
- b. 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.
- c. The athlete will not be able to play or practice for a two-week period starting the Monday after the report comes out. Ineligible students must raise deficient grade(s) to eligibility standards in order to participate once again.
- d. When ineligible, the student may not participate in games, events, or practices. However, the student is encouraged to attend the game or event to watch, take stats, or provide a service.

### **SCHOOL SPONSORED EVENTS**

When practices, games, or events occur at Trinity after school, participants in these events are required to be with their team or group leader 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/guardians will be expected to pay \$5 per student per hour.

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

### **GENDER/FACILITY USE POLICY**

1. A person's gender is either male or female and is determined by God.
2. Participation in any program or activity sponsored or hosted by Trinity that is limited to individuals of one gender is exclusively limited to individuals who are persons of that gender, unless otherwise approved.

3. Access to facilities (e.g. bathrooms or locker rooms) that are designated for use by only one gender is exclusively limited to individuals who are persons of that gender.
4. Programs, publications, and communication (oral or written) in any program or activity sponsored or hosted by Trinity must use the pronouns which correspond to a person's gender (he/him; she/her).

### **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/guardians 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.

### **CLOSED CAMPUS DURING THE SCHOOL DAY**

School begins at 8:30 A.M. and ends at 3:30 P.M., and for safety purposes our school doors will remain locked.

The first Friday of every month is reserved for staff meetings. Therefore, school will dismiss at 12:00 P.M. Lunch time will not be part of the school day schedule on these early dismissal days.

Trinity practices a closed campus policy. No child will be permitted to leave the school grounds during the school day without a parent/ guardian or teacher permission. All guests and visitors must check in at the office. No guest or visitor unrelated to our church or school will be let into the building during school hours without a scheduled appointment.

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

Doors will officially open for the school day at 8:10 A.M. Upon arriving at school, students should be dropped off at the entrance near the flagpoles and use the main lobby doors to enter the school building. 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 signed in by a parent/guardian at the school 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.

Every parent will have a student pick-up authorization form on file in the school office. This form permits us to release your child at dismissal time to anyone on that authorization form. If anyone other than their designated ride is 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 handicapped parking space 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 blinkers 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. **Passing other vehicles in the dismissal line is strictly prohibited and is hazardous to the safety of our students.** Should a driver need to park, he or she will use an **outer** parking space and use caution when pulling into the exit lane. If a child is not present at dismissal, a driver has three options: 1) park the car in a designated outer parking space to get the child, (2) pull into the circle drive nearest the main doors and wait patiently, or (3) drive around the building and get back into the dismissal line again.

### **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 as needed from 7:00 – 8:10 A.M. at a fee of \$3 per student per day. Parents/guardians will be asked to pay for the week on the following Monday or first day of the next week. Before Care is not a school program but is offered privately on our school's property.

### **AFTER CARE**

Students must be picked up no later than 3:45 P.M. Students who are not picked up by 3:45 will be placed in After Care and parents/guardians will need to pay \$5 per student/hour. After Care is not a school program, but is offered privately on our school property.

### **VALUED COMMUNICATION**

We value relationships and want to maintain clear, open lines of communication between parents/guardians, students, faculty, and staff. We use personal interaction, emails, phone calls, student planners, written notes, signs, flyers, etc. to reach out to families. We also email school information once a week in a publication called "Thursday Notes." We send publications to our church bulletin and church newsletter and have a church and school website that is maintained. Should a problem arise, please calmly contact only the involved parties. Going directly to the source follows the Biblical model for resolving any conflict. If that does not bring resolution, next reach out to the principal or pastor, then the School's Board of Education, and then the Church Council.

### **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/guardians 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/guardians 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/guardians or eligible students to review the records. Schools may charge a fee for copies.

parents/guardians 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/guardians and eligible students about directory information and allow parents/guardians and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents/guardians 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 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 scheduled elections, the Board is subject to change in January.)

**[tlsboardofed@gmail.com](mailto:tlsboardofed@gmail.com)**

Donna Kluesner - Chair

Angie Wiesehan - Secretary

Jenna Westerfeld

Michael Stuckstede

Pastor Thomas

The Sunday School Superintendent and the Principal report to the Board of Education.

### **FACULTY and STAFF**

Amanda Broeker - Office Administrator

[school@trinityof.org](mailto:school@trinityof.org)

Kathy Chapin - Principal/Teacher

[kchapin@trinityof.org](mailto:kchapin@trinityof.org)

Rachel Homolak - Music Teacher

Heidi Keen - Office Administrator

[school@trinityof.org](mailto:school@trinityof.org)

Susan Kriesmann - Teacher

[skriesmann@trinityof.org](mailto:skriesmann@trinityof.org)

Kelsey Lehmen - Art Teacher/Teacher's Assistant/Activities Director

[klehmen@trinityof.org](mailto:klehmen@trinityof.org)

Jeff Oberle - Guidance Counselor

[joberle@newdaystl.com](mailto:joberle@newdaystl.com)

Carla Rutledge - Spanish Teacher/ELL Support/Teachers' Assistant

[crutledge@trinityof.org](mailto:crutledge@trinityof.org)

James Thomas - Pastor, Catechism Class Teacher

[jthomas@trinityof.org](mailto:jthomas@trinityof.org)

Claire Wiegand - Teacher

[cwiegand@trinityof.org](mailto:cwiegand@trinityof.org)

Melynna Wolk - Teacher's Assistant