

# Parent-Student Handbook

## 2019-2020



### **Trinity Lutheran Church and School**

1330 S. Fiske Blvd. Rockledge, FL 32955 (321) 636-5431

Visit our web site at: [www.trinity-rockledge.org](http://www.trinity-rockledge.org) Email: [School@trinity-rockledge.org](mailto:School@trinity-rockledge.org)

#### **SHARING JESUS' LOVE**

*This is how we know what love is: Jesus Christ laid down his life for us.  
And we ought to lay down our lives for our brothers and sisters. 1 John 3:16*



*By this we know love, that He laid down His life for us, and we ought to lay down our lives for the brothers.  
1 John 3:16*

Dear Parents and Students,

Welcome to another exciting year at Trinity Lutheran School!

***‘Love’, what is it?*** Philosophers, Theologians, and common people have discussed that question for thousands of years. We’ve been taught that there are several types of love: Eros, Philo, Storge, and Agape. Fancy words to describe the types of love, but still what ‘Is Love’?

Eros is love. Love where there is a strong physical attraction. Philo is love. Love where there is a very strong friendship and ‘brotherly love’. Storge is love. Love is the compassion of a parent who loves his/her child unconditionally. Agape is love. Love that is unbreakable commitment and an unconditional, selfless love, that is all giving. It is an undying love that is full of compassion and selflessness.

These are all definitions, BUT what is ‘Love’? What does it do? How far will it go? Who is it for? In years past there was a cartoon called ***‘Love Is’***. The cartoonist would finish the ***‘Love Is’*** cartoon with things that he thought love would do. Here are some endings to ***‘Love Is’***:

- ♥ Knowing he’ll never let you down.
- ♥ The relationship you never thought you’d have.
- ♥ Reassuring her you can’t see any cellulite.
- ♥ Letting her have the first bite.
- ♥ Listening to her talk and talk and talk.
- ♥ Cleaning up after him without complaining.

If God, our Heavenly Father sent us a ***‘Love Is’*** message what would it be? Well, the reality is He has, and it was in the form of His Son. The message attached is found in 1 John 3:16, ***“By this we know love that He laid down His life for us...”***

***Love Is Jesus who laid down His life in His death on the cross so we might have life.*** Jesus chose to die so we may live. He chose to trade His perfection and take our sinfulness. He chose to be rejected by God the Father so we would be accepted by God the Father. All this Jesus did this so we would ***‘know love’***. Jesus is ‘Love’.

We at Trinity Lutheran School want you and your children to know Jesus. If it is for the first time then, know Him as your Savior. If you already have faith that He is the Christ the Son of the living God, then we want to walk with you and help you grow in that faith walk with Him. You and your children are our brothers and sisters in Christ Jesus. Empowered by the Holy Spirit our day to day task at Trinity is to lay down our lives, our time, our effort, our energy for you and your children. This is our passion, this is our pleasure, and this is our service.

Included in our time together, we pledge that we will also lay down our time, talents, and energy to teach your children about this wonderful world God has created. We will teach your child about Science, Technology, Engineering, Art, Math, English Language Arts, and Love!

Welcome to the 2019-2020 school year at Trinity Lutheran School! We give thanks to the God of Love that you have chosen to join us!

Sincerely in Christ,



Jon Wareham, Principal



**TRINITY LUTHERAN SCHOOL  
PARENT/STUDENT HANDBOOK  
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# Trinity Lutheran School 2019-2020 Calendar At-A-Glance

## August (NUT: 23)

- 1...All Staff Retreat, Teachers/Staff Report
- 3...Campus Prep Day, 9 am-12 Noon
- 5-9...Staff Meetings, School Prep
- 11...Staff Dedication @ 10:30 AM
- 8...Parent Orientation @ 6:30 PM
- 9...Open House from 10:00-11 AM
- 12...First Day of School, 12:30 Dismissal, VPK: 12:00 Dismissal, **Extended Care Open**
- 23...NUT

## September (NUT: 13)

- 2...Labor Day, All Programs Closed
- 12...Midterm Qtr. 1
- 13...Early Dismissal: 12:00 ECE & 12:30 K-8, All Staff Collaboration Meeting, **Extended Care Closed in PM**
- 17...Midterm Reports Home (3<sup>rd</sup> -8<sup>th</sup> Grade)
- 25...12:30 Dismissal, FL/GA Educators Conference VPK: 12:00 Dismissal, **Extended Care Open**
- 26-27... All Programs Closed, Teachers to FL/GA Educators Conference, **No Extended Care**

## October (NUT: 11 & 25)

- TBA...Scholastic Book Fair
- TBA...Individual Student Pictures
- 14...Staff Meeting @ 3:30
- 16...End of 1<sup>st</sup> Quarter
- 22...Report Cards Home
- 23-25...Parent-Teacher Conferences, 12:30 Dismissal, VPK: 12:00 Dismissal, **Extended Care Open**

## November (NUT: 8 & 22)

- TBA...Picture Retakes
- 8...All Staff Meeting @1:00, **EC Closed in PM**
- 11...Veterans' Day, All Programs Closed
- 14...Midterm Quarter 2
- 19...Midterm Reports Home (3<sup>rd</sup>-8<sup>th</sup>)
- 26...Start of Thanksgiving Break, 12:30 Dismissal, VPK: 12:00 Dismissal, **Extended Care Open**
- 27-29...Thanksgiving Holiday, All Programs Closed

## December (NUT: 13)

- 4...Advent Begins
- 9...Staff Meeting @ 3:30
- 12...K-3<sup>rd</sup> Grade Christmas Program @ 6:30 PM
- 13...3's Christmas Program @ 11:15 AM
- 17...VPK Christmas Program @ 6:30 PM
- 19...4<sup>th</sup>-8<sup>th</sup> Grade Christmas Program @ 6:30 PM
- 20...12:30 Dismissal, VPK: 12:00 Dismissal, **Extended Care Open**
- 23-Jan 6...Christmas Holiday, PS-8<sup>th</sup> Closed, EC TBD

## January (NUT: 10 & 24)

- 6...Student Holiday, All Staff In-service & Planning Day, All Staff Report
- 7...First Day of 3<sup>rd</sup> Quarter, Students Report
- 9...Report Cards Home
- 17...Geography Bee @ 2:15 in Church
- 20...Martin Luther King, Jr. Day, All Programs Closed
- 24...Spelling Bee@ 2:15 in Church
- 27-31...National Lutheran Schools Week
- 29...Science Fair K-8, 6:30-7:30

- 31... Grandparents' Day, 12:30 Dismissal, VPK: 12:00 Dismissal, **Extended Care Open**

## February (NUT: 14 & 28)

- 10...Staff Meeting @ 3:30, Enrollment Opens to Current Families
- 11...Midterm 3<sup>rd</sup> Quarter, Open House for Future Trinity Families, 6:00-7:00
- 14...Valentine's Day
- 17.. Presidents' Day, All Programs Closed
- 18...Enrollment Opens to Public, Midterms Home (3<sup>rd</sup>-8<sup>th</sup>)
- 26...Ash Wednesday, Lent Begins
- TBA...District Music Festival**

## March (NUT: 13 & 27)

- TBA...Lutheran Schools Track Meet
- 6...Staff Collaboration Meeting, Early Dismiss 12:30/VPK 12:00, **Extended Care Closed**
- 12...End of 3<sup>rd</sup> Quarter
- 13...Fourth Quarter Begins
- 16-20...Spring Break, All Programs Closed
- 24...Report Cards Home
- 27...Parent-Teacher Conferences, 12:30 Dismissal, VPK: 12:00 Dismissal, **Extended Care Open**

## April (NUT: 24)

- TBA...Book Fair
- 5...Palm Sunday
- 6...Staff Meeting @ 3:30
- 6-10...Holy Week
- 9...Maundy Thursday, 12:30 Dismissal, Extended Care Open
- 10...Good Friday, All Programs Closed
- 13...Easter Monday, All Programs Closed
- 21...Midterm, Quarter 4
- 28...Midterm Reports Home (3<sup>rd</sup>-8<sup>th</sup>)
- 27-May 1...Iowa Standardized Test Administered

## May (NUT: 8 & 22)

- 12... VPK End of the Year Program @ 6:30 PM
- 14... K-3<sup>rd</sup> End of Year Program @ 6:30 PM
- 15...3's End of the Year Program @ 11:15 AM
- 19...4<sup>th</sup> - 8<sup>th</sup> End of the Year Program @ 6:30 PM
- 25...Memorial Day, All Programs Closed
- 26...8<sup>th</sup> Grade Graduation @ 6:30 PM
- 26-27...EARLY DISMISSAL at 12:30
- 27...Preschool-8<sup>th</sup> Final Day of School, 12:30 Dismissal, VPK: 12:00 Dismissal, **Extended Care Open**
- 24-31...Post Planning & Summer Camp Prep, All Programs Closed**
- 28-29...Staff Post Planning Meetings & Summer Prep

*This calendar is subject to change. Please watch newsletters for additions and changes*





## MISSION/GOAL/OBJECTIVE STATEMENTS

### **MISSION STATEMENT**

*"Our passion is sharing God's Word and Jesus' love with our community."*

Trinity Lutheran School exists as an outreach ministry of Trinity Lutheran Church. God has made us His children and heirs through the life, death, and resurrection of Jesus Christ. We are now free to live new lives in Christ. We believe that God's Word, the Bible, is the inspired and inerrant Word of God. We believe it is to be used for the training of all Christians. We believe it is the final authoritarian guide to salvation because it alone contains the message of salvation through faith in Jesus of Nazareth, the Messiah, the Son of the Living God.

#### **Our Goals Include:**

- ✓ **Service to our members**
- ✓ **Service to our community**
- ✓ **Educating our children**
- ✓ **Equipping our children for their future**
- ✓ **Equipping our children to enter the mission field**

#### **Trinity Lutheran School's Objectives are to:**

- 1) Share God's word in order to awaken each to our need for Jesus as personal Savior.
- 2) Share the love of Jesus in order to grow in the faith of God the Father, Son and Holy Spirit.
- 3) Educate children in the best practices of sound Christian Education so they may use their God-give talents to serve their community.

## NON-DISCRIMINATION STATEMENT

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

## THE PURPOSE OF THIS HANDBOOK

This handbook was developed to answer many of the commonly asked questions that you and your parents may have during the school year. Because the Handbook contains information about student rights and responsibilities, each student and his/her parents are responsible for knowing its contents. Please take the time to become familiar with the following information and keep this handbook available for you and your parents to use. It can be a valuable reference during the school year and a means to avoid confusion and misunderstanding when questions arise. Should you have any questions that are not addressed in the handbook, please contact our school office.

## SCHOOL HISTORY

Trinity Lutheran School has been in service to Trinity Lutheran Church and its community for over fifty years. In 1959, Rev. Milton Stohs approached Beverly Schmahl to initiate a Kindergarten program. A class of eighteen five-year-olds was established. Additional classes developed over the years, taught by Ruth Larimer and Alleen Horton. June Roll served as assistant teacher.

Through the years, preschool classes were added for children ages 2-4. 1974 saw the establishment of a Christian day care facility, through the work and dedication of Frank & Ruth Larimer. Rev. Phillip Schlessmann dedicated the center. June Roll and Pam Mahoney worked in the center. A Summer Rec. Program was initiated in 1994 for elementary age children. That same year, the day care program was changed to before and after school care only.

Perhaps the biggest change to the school overall came in 1996 when we began to develop elementary classes. We now are pleased to offer Christian education for preschool children through the 8<sup>th</sup> grade. The school has always enjoyed the dedication of the members and staff of Trinity Lutheran Church and School. Their time, treasures, and talents remain invaluable assets to our school.

The elementary schools of The Lutheran Church-Missouri Synod date back to the decade between 1830 and 1840, when a number of Lutheran congregations were organized in mid-western states and established Christian Day Schools for their children. The first of these schools is older than the public schools in most states.

Trinity is one of nearly 2,000 Lutheran Elementary Schools within the Lutheran Church-Missouri Synod. Approximately 200,000 children are enrolled in these schools, which are staffed by more than 14,000 teachers and administrators. The majority of these have received their educational training in Lutheran colleges.

Trinity is located within the FL-GA District of the Lutheran Church-Missouri Synod. There are presently 65 schools in our district offering Christian Education in Kindergarten and the Elementary grades.

The teachers meet together in conference with other Lutheran School teachers of the district. Our staff also joins with teachers of the Lutheran Schools in our region for professional growth experiences.

**Trinity Lutheran School is accredited, licensed, and registered.** We are accredited through the Lutheran Church Missouri Synod with National Lutheran School Accreditation. National Lutheran School Accreditation (NLSA) is recognized by the Southern Association of Colleges and School (SACS). Being accredited offers many opportunities for our students. First and foremost, students who transfer to other elementary schools, middle schools, and/or high schools receive full credit for all classes passed at Trinity. Trinity is licensed by the City of Rockledge and the County of Brevard, and is registered with the State of Florida Department Education.

**STAFF OF TRINITY LUTHERAN SCHOOL**

|                                    |                        |
|------------------------------------|------------------------|
| Principal                          | Mr. Jon Wareham        |
| Early Childhood Education Director | Mrs. Katy Miller       |
| Office Manager                     | Mrs. Dawn Banke        |
| School Receptionist                | Mrs. Stamatia Summers  |
| Church Receptionist                | Miss Linda Ambrosch    |
| Art                                | Mrs. Yvonne Barnes     |
| Hot Lunch Director                 | Miss Jamie O'Connor    |
| Media Center Volunteer             | Mrs. Tammy Bayliss     |
| Music                              | Mrs. Elizabeth Sellers |
| Physical Education                 | Mrs. Taylor Tucker     |

| <b><u>Grade</u></b>   | <b><u>Teacher</u></b> |
|-----------------------|-----------------------|
| 8 <sup>th</sup> Grade | Mrs. Nancy Lee        |
| 7th Grade             | Mrs. Jill Carlyle     |
| 6th Grade             | Mr. Jon Wareham       |
| 5th Grade             | Mrs. Elizabeth Alford |
| 4th Grade             | Mrs. Margaret Harper  |
| 3rd Grade             | Mrs. Mika Greenwald   |
| 2nd Grade             | Mrs. Holly Schlakman  |
| 1st Grade             | Ms. Terri Monsees     |
| Kindergarten          | Mrs. Katy Miller      |

| <b><u>Four-Year-Olds</u></b> | <b><u>Three-Year-Olds</u></b>  |
|------------------------------|--------------------------------|
| Mrs. Karen Hartney Assistant | Miss Nina Cox Mrs. Lori Fuller |
| Mrs. Mary Penna Assistant    | Mrs. Tammy Bayliss             |

**STAFF OF TRINITY LUTHERAN EXTENDED CARE**

Mrs. Lori Fuller, Mrs. Karen Hartney, Mrs. Mary Penna,  
Mrs. Tammy Bayliss, Miss Nina Cox, Mrs. Holly Schlakman,  
Mrs. Michelle Hamby, & Mrs. Katy Miller

**P.T.O. Officers**

|                        |                     |
|------------------------|---------------------|
| President              | Miss Linda Ambrosch |
| Vice-President         |                     |
| Treasurer              | Mrs. Nancy Lee      |
| Secretary              | Mrs. Michelle Hamby |
| Teacher Representative | Miss Jamie O'Connor |
| Yearbook Coordinator   | Mrs. Nancy Lee      |
| Advisory               | Mr. Jon Wareham     |

**TRINITY LUTHERAN SCHOOL BOARD**

|          |                       |
|----------|-----------------------|
| Chairman | Mrs. Leona Crockett   |
| Members  | Mrs. Merilee Hanson   |
|          | Mr. Ed Inman          |
|          | Mrs. Ethel Kozak      |
|          | Miss Corinne Viscardi |
| Advisory | Mr. Jon Wareham       |

## **BUSINESS OFFICE GUIDELINES**

Since our office serves both the church and school, we ask that you confine your stops for business or information. This allows our staff to perform their assigned tasks. The office is the primary means of maintaining contact with parents, especially during the school day. So that you may be reached in case of an emergency, please inform the office personnel immediately of changes of address or phone number. The school will distribute private solicitations for distribution under the following guidelines:

- 1) It is submitted to the Office Manager for Administration Team approval at least two weeks prior to requested distribution.
- 2) The activity submitted is in no way an activity that competes with any program occurring at Trinity Lutheran School during that time period.
- 3) If it is approved and the activity will occur on the property of TLS, all adults must have the highest level of background checks prior to the start of the activity.
- 4) In order for the activity to be placed on our calendar, the schedule must be clearly delineated.
- 5) Exact costs, time, and parent pick-up and drop off must be clearly explained.

### **Hours**

On school days the School Office is open for business from 8:15 am until 4:00 pm. It is closed on Saturdays, Sundays, and most national holidays. It is open during Christmas Break, Spring Break, and during the summer. However, office hours may be abbreviated during these times. Please call before visiting the office to make sure that your concern can be addressed.

### **Telephone/Cell Phone Use**

During school hours, parents are encouraged to avoid contacting his/her child. If you must, please leave a message with the receptionist and she will make sure your child receives it. Any important message will be delivered immediately to the student. Students will not be called out of the classroom to speak on the phone unless the office staff determines it is an emergency. If a child needs to call a parent they are to get permission from the teacher and use the phone in the school office. If you child has a cell phone, the phone is to be turned "off" while on campus. Use of a cell phone while on campus will result in confiscation.

### **Contact with Students During School Day**

Anyone wishing to deliver messages, books, lunches, and the like should take them to the office, not the classroom. Office personnel will make sure that your child receives your communication. Students are allowed to have cell phones at school; however they may not be carried and must be turned off. Direct contact must come through the office.

**FEE SCHEDULE AND FINANCIAL INFORMATION 2019-2020**

**PRESCHOOL RATES**

| Preschool 3's | 2 Day TU-TH               | 3 Day M-W-F               | 5 Day M-F                 |
|---------------|---------------------------|---------------------------|---------------------------|
| Registration  | \$250.00                  | \$250.00                  | \$250.00                  |
| Tuition       | \$2300.00<br>(230.00/mo.) | \$2700.00<br>(270.00/mo.) | \$3200.00 (320.00<br>mo.) |

Preschool hours are from 9:00 - 11:45 AM (3's)

|                              |                               |
|------------------------------|-------------------------------|
| Value Plus VPK               | 9-2:30 PM                     |
| Extended Care Registration * | \$100.00 (50.00 per semester) |

\*Extended Care Registration fee only applies to students not paying a school registration fee.

**KINDERGARTEN AND ELEMENTARY RATES**

|  |                         |
|--|-------------------------|
| Registration                                 | \$ 300.00               |
| Books  | \$ 300.00               |
| Technology Fee                               | \$ 275.00               |
| Tuition                                      | \$ 5850.00 (585.00 mo.) |
| New Student Screening (K - 8 <sup>th</sup> ) | \$ 80.00                |

Kindergarten and elementary hours are from 8:30 AM to 3:15 PM.

**PREPAID EXTENDED CARE**

| Level*<br>Weekly commitment | Hours          | Weekly Fee<br>1 <sup>st</sup> Child | Weekly Fee<br>Additional child |
|-----------------------------|----------------|-------------------------------------|--------------------------------|
| Level 1                     | Up to 10 hours | \$30                                | \$25                           |
| Level 2                     | 11 – 19 hours  | \$50                                | \$45                           |
| Level 3                     | 20 – 29 hours  | \$80                                | \$75                           |
| Level 4                     | 30 – 40 hours  | \$100                               | \$90                           |
| Drop-In                     | As needed      | \$5.00 per hour                     | \$5.00 per hour                |

A \$5.00 per hour is charged for additional hours beyond the contracted hours.\*

**ANNUAL TUITION**

Tuition may be paid in full by July 1 (10%/child discount), or by Aug 1 (4% child discount) or in two payments Aug1 & Jan 1 (2% child/payment discount), or in ten payments from July to April. Payments are due the 25<sup>th</sup> of each month and are late on the 1<sup>st</sup>. **A late fee of \$45.00 will be assessed on the 1<sup>st</sup>.** Additional payment plans are available, please call the office.

**PAYMENT BY CREDIT CARD**

Trinity will accept credit card tuition payments monthly, paid in full, or in two payments (no discount if made by credit card). Extended care payments for a period of a month or more in advance may be made by credit card.

**AUTOMATIC TUITION PAYMENTS**

Trinity Lutheran School is pleased to offer an automatic tuition payment program. With this program, you can make regular tuition payments through electronic funds transfer from your checking or savings account at no cost to you. When signing up for this program you will receive a 5% discount off your monthly tuition. Stop by the school office for forms and for more information.

**MULTIPLE STUDENT DISCOUNT**

The oldest child will be charged full tuition. Any additional children will receive a 10% discount on tuition.

**REGISTRATION FEE**

This fee includes registration for school and extended care expenses. The total registration fee must be paid to reserve your child a place on the roster. This fee is **NON-REFUNDABLE**.

**BOOK FEE**

This fee covers the costs for all textbooks, workbooks, and some supplies. It does not cover any music fees, because they will vary from one grade to another. The book fee is due on or before May 31<sup>st</sup>. This fee is **NON-REFUNDABLE**. There is a late fee for paying after the deadline. (After May 31<sup>st</sup> \$25 per child)

**TECHNOLOGY FEE**

This fee covers the costs of replacing and adding to our technology. The technology fee is due by May 31<sup>st</sup>. There is a late fee for paying after the deadline. (After May 31<sup>st</sup> \$25 per child)

### **EXTENDED CARE REGISTRATION FEE**

This fee includes registration for extended care, before and after school program expenses. This fee must be paid to reserve your child a place on the roster. This fee may be paid per semester and applies to those students not paying a school registration fee. This fee is ***NON-REFUNDABLE***.

### **EXTENDED CARE RATE**

Extended care hours are from 6:45 AM to the start of school and from the end of school to 6:00 PM. For the 2019-2020 school year, you may choose from four levels of Extended Care hours per week. Payment for extended care is due **in advance** on Friday for the following week. There is no refund for hours not used. You may, however, change the level of extended care you originally chose by Friday before the next week begins. There is no charge for weeks when school is not in session. When there is a holiday during a school week, extended care charges will be reduced by 20% for each day of the holiday. We offer a drop-in rate of \$5 per hour if you did not choose a level of care and need to occasionally leave your child in extended care. Additional hours used above and beyond the contracted hours are billed at \$5 per hour. If your child remains in extended care after 6:00 PM, there is a late pick-up fee of \$15 for every quarter hour. There will be a \$10 late fee added to any extended care bill that is not paid by Friday. The late fee of \$10 will be applied on Monday when the fees are past due. Drop-in charges are due on the Friday following receipt of your statement. Everyone will be charged the Drop-in rate until a completed Extended Care Enrollment Contract is turned in at the front office. The Extended Care Enrollment Contract for the 2019-2020 school year is due by August 1, 2019 to start the first week of school. You must pay a registration fee to use the extended care program.

### **NEW STUDENT FAMILY REFERRAL**

Trinity Lutheran School offers a loyalty reward to families who recommend family or friends new to Trinity, and who consequently register their child(ren) in our school. In order to receive the reward, the new family needs to inform the school who made the referral. You may receive multiple rewards but only one per newly enrolled family. The newly enrolled preschool reward (3's) is \$50.00 and K-8<sup>th</sup> grade is \$100.00 which will be credited to your Trinity account after the family has been enrolled for 6 months.

### **ACTION ON LATE ACCOUNTS**

It is imperative that you contact the school office if you see that you cannot make your tuition payment on time. **When tuition payments fall 30 days behind, the student will no longer be permitted to attend classes at Trinity Lutheran School until the school account is brought up-to-date.** If a student is withdrawn from Trinity with an outstanding debt to either the School or Extended Care, the student's school records will not be released to the next school until all debts are paid in full.

### **ACTION ON NON-SUFFICIENT FUNDS RETURNED CHECKS**

A charge of \$ 30.00 will be collected for any checks returned to Trinity Lutheran School by the bank. We will not return these checks to the bank and they must be covered in cash in the school office, within two working days. After two non-sufficient funds checks, Trinity Lutheran School reserves the right to require all subsequent payments to be made by cash, cashier's check, or money order.

### **EXCEPTIONS TO THIS PARENT/SCHOOL FINANCIAL AGREEMENT**

Exceptions to this Parent/School Financial Agreement must be submitted in writing to the School Board for consideration. The address is: Trinity Lutheran School, 1330 S. Fiske Blvd., Rockledge, FL 32955.

### **REFUNDS**

The Board of Christian Education, on an individual basis, considers Requests for refund of payments. Please direct a letter containing your request, including an explanation of the circumstances, to the Board.

### **HABITUALLY DELINQUENT TUITION PAYMENTS**

Trinity Lutheran School's policy regarding delinquent tuition payments is mentioned above. If a family is delinquent with tuition payments for 3 months consecutively or non-consecutively they will be considered habitually delinquent. All habitually delinquent families will need to make a choice on how to proceed with the school year. One of the following options must be selected ***if the child is to continue*** at Trinity Lutheran School:

1. Sign up for "Vanco" which transfers monthly tuition payments electronically from your account to Trinity's account.
2. Use a major credit card (Visa or Master Card) to pay the remainder of the year's tuition.
3. Write a check for the remainder of the year's tuition. Our Office Manager will work with you to establish your choice.

## ARRIVAL/DISMISSAL POLICIES

### Hours of Operation

|   |                    |
|---|--------------------|
| Middle School _____                                       | 8:30 am - 3:15 pm  |
| Elementary (1 <sup>st</sup> -5 <sup>th</sup> Grade) _____ | 8:30 am - 3:15 pm  |
| Kindergarten _____  | 8:30 am - 3:15 pm  |
| VPK Value Plus (Four-year-olds) _____                     | 9:00 am - 2:30 pm  |
| Preschool (Three-year-olds) _____                         | 9:00 am - 11:45 am |
| Extended Care _____                                       | 6:45 am - 6:00 pm  |

### Early Arrival

Preschool classrooms will open 15 minutes prior to the start of class. Classrooms will open at 8:15 am; classes begin at 8:30 am for Kindergarten - 8<sup>th</sup> Grade. All children can take advantage of before school care, which opens at 6:45 am. **Children who arrive at school before 8:15 am must be escorted and signed into the Before-School Care Program.** For safety reasons no child will be allowed to remain outside prior to the start of the school day.

### Morning Drop-Off

- **Preschool parents** must escort their children into the classroom.
- **Kindergarten parents** are encouraged to walk their children into the classroom in the morning and use the car pool loop for pick up at the end of school.
- **1st-8th Grade parents** are strongly encouraged to drop their children off in front of the school, where our safety patrol (supervised by an adult) will assist with unloading backpacks, and allow them to walk into the school on their own.

**School Arrival** The beginning of the school day is an especially busy time for all of our teachers. Since our school day begins promptly at 8:30am for Kindergarten through 8<sup>th</sup> Grade and 9:00am for Preschool, we ask that parents keep morning classroom visits short.

**School Dismissal** Parents of K-8<sup>th</sup> Grade students are **not allowed** to pick up children in the school hallway. Please remain in your car and your child will be brought to your car.

Trinity has 2 points of pick-up at the end of the school day:

**K-8<sup>th</sup> Graders** can be picked up at 3:15pm from 2 places:

**1. Multiple child and all Kindergarteners pick-up:** In front of the Church

**2. Single child pick-up:** Back of the school or by the playground gate

If students are not picked up within ten minutes following school dismissal, they will be escorted and checked into the Extended Care Program retroactive to the end of the school day. **Students may not wait in the hallway, front office, on the benches, or in the classroom once the 10-minute mark for dismissal has been reached.** At the start of the year parents will be given a "Pick-Up" card. On this card please write in **GIANT LETTERS:**

a) Your child's name

b) Your child's grade

Place this card on the dashboard of your car or hang it from the rear view mirror.

If the status of a child's pick up at the end of the day changes, parents must contact our office immediately in order for us to notify the classroom and supervising teachers overseeing dismissal.

Teachers are responsible to make sure each and every student is quickly and safely escorted to his/her vehicle or to extended care. **Teachers are not allowed to conference with parents during dismissal time.** If you would like a conference with a teacher, please wait until the teacher has quickly and safely dismissed his/her students and then meet with him/her.

### **EARLY DISMISSAL (PRIOR TO 3:15)**

It is crucial students leave at the appropriate time. The early release of students causes disruption to the academic performance of all students and may create safety and security concerns. Many vital reminders and assignments are given at the end of the day that are missed when a student is released early. **No students shall be released within the final 30 minutes of the school day unless authorized by the principal or principal's designee (i.e., emergency, sickness).** If a child is checked out before the end of the school day, it will be considered an early release, the same as an un-excused tardy. An unexcused tardy carries with it a 2% reduction in the grade of the subject from which a child was dismissed for that day.

## **PRESCHOOL / EXTENDED CARE**

### **Attendance Days**

The three-year-old children enrolled in the two-day-a-week program will attend school on Tuesdays and Thursdays. The three-year-old children enrolled in the three-day-a-week program will attend school on Mondays, Wednesdays, and Fridays. At any time during the year, if a parent wishes to change the days his child is attending (i.e., from three days to five or five days to three), he may do so by notifying the school office, **provided there is an opening in that class.**

### **Toilet Training**

**All children in Trinity Lutheran School's program for three year olds must be toilet trained.** Toilet training by definition means that the child must be able to communicate to an adult that he/she needs to use the restroom before using the restroom AND must be able to go through the entire day (including extended care if applicable) without the use of diapers and/or pull-ups. **All children four years old and up must be toilet trained prior to the first day of school.**

### **K – 8 Classroom Visitations**

Parents are encouraged to visit the classroom. Due to distractions during instructional time parents are allowed to visit their child's classroom once the following is completed:

1. Approval and arrangements are secured with the teacher and administrator at least 24 hours in advance.
2. The visit does not last longer than 20 minutes.
3. The parent has signed in and secured a "Visitor" badge.

Parents and legal guardians will be the only visitors allowed to spend time in the classroom as a 'Visitor'. Visits may be made only two (2) times in any one week. This policy applies only to "teaching time". Parents are always encouraged to come and eat lunch with their child.

Visitors other than parents (grandparents, aunts, uncles, etc) may only be in a classroom as a volunteer, having made arrangements with the teacher to assist with activities directed by the teacher.

### **3 Year-old Class Visitations**

Because this age group needs an abundance of consistency and regular uninterrupted routine, it is to the benefit of your children that we do not allow many visitors/observers during their school day. If you would like to observe/visit your child's class please speak to the Early Childhood Education Director.

### **VPK Class Parent Visitations**

Parents are allowed, even invited to stay from time-to-time in their child's classroom. At the beginning of the year it is important for your child to develop a relationship with the teacher, the aide and the other students in his/her classroom. It is for this reason that there will be no unscheduled visits for the first two weeks of school. During the 3<sup>rd</sup> – 7<sup>th</sup> weeks of school we will allow 30 minute visits to the classroom once a week so that parents/guardians can see what happens in the classroom and can learn the regular routine of the class. Visiting parents and guardians need to sign in at the front desk and wear a visitor's badge as well as check with the VPK teacher about the time and date of the visit After the 7<sup>th</sup> week of school, parents who want to spend more time in the classroom for longer periods must speak to the Early Childhood Education Director to discuss the reason for the extended visit, the date of the extended visit, and length of time of the visit.



### **Extended Care**

Extended Care provides quality care for children before and after school, during holidays, and the summer. This program is offered for our 3, and 4 year olds from 6:45am to 9:00am and 11:45am to 6:00pm, and 6:45am - 6:00pm on vacation days. It is offered for students in K-8<sup>th</sup> grade from 6:45am to 8:15am and after school from 3:15 to 6:00pm and 6:45am – 6:00pm on vacation days. The preschool children are provided story time, outside play, arts and crafts, and social development activities. The elementary children have the opportunity to do homework, play games, outdoor activities, and artwork.

### **Removing a Child from the Classroom**

The parent and/or legal guardian will be the only person allowed to have a child pulled from the classroom and brought to the office (school staff excluded) for a personal visit. If another family member (other than parent and/or legal guardian) desire to visit with a child by having the child removed from the classroom, the Office Manager must have written and/or verbal permission for that specific person to do so. We are not able to pull a child from the classroom for a visit from another relative or friend of the family (without the written or verbal permission from the parent and/or legal guardian.)

## School Attendance (K-8<sup>th</sup> Grade)

### ABSENCES

Florida Law (Section 1003.21, Florida Statutes) states that all children who are either six years of age, who will be six years old by February 1 of any school year, or who are older than six years of age but who have not attained the age of 16 years, **must attend school regularly during the entire school term.** A student who attains the age of 16 years during the school year is not subject to compulsory attendance beyond the date of which the student attains that age if he/she files a formal declaration of intent to terminate school enrollment with the school district.

### Truancy

Florida law defines "habitual truant" as a student who has **9 or more unexcused absences within 90 calendar days** with or without the knowledge or consent of the student's parent or guardian, and who is subject to compulsory school attendance.

### Excused V Unexcused Absences

Florida law requires local schools to determine the meaning and conditions associated with excused absences, unexcused absences, and tardiness. In part, the statute requires each school board to establish an attendance policy that includes the number of days a student must be in attendance per year and to determine whether an absence or tardy is excused or unexcused according to criteria established by the governing school board. In this instance the Board of Christian Education, using state guidelines, has established the following policy in regards to excused and unexcused absences:

1. **All students who attend Trinity Lutheran School are subject the State's 'compulsory school attendance' laws.**
2. Trinity Lutheran School will recognize absences as excused absences when the reason for the absence is due to:
  - a. Court Dates
  - b. Illness less than 3 consecutive days with a note from the parent stating that the child was ill
  - c. Illness for 3 or more than consecutive days with an attending physician's note stating the dates of the illness, child's name, and illness
  - d. Chronic Illness where the school is informed, via the attending physicians note stating the expected duration of the illness and the expected return date.
  - e. Unexpected 'acts of God' that prevent school attendance (to be determined by the Principal and the governing board of the school)
  - f. A death in the family. If the death is local, within 100 miles the child will be given 2 days of excused absence. When the death is greater than 100 miles away from home, the child will be given 4 days of excused absences. Advance notification must be given to the office and missed work may be required to be taken with the child.

When a student is continually sick (more than 3 days) and repeatedly absent from school, the student must be under the supervision of a doctor in order to receive missed days as 'excused'. The doctor's statement should confirm that the student's condition requires absence for more than the number of days permitted by Trinity Lutheran School's policy.

Trinity requires that all work, missed due to excused absences, be completed within a reasonable period of time as determined by the Principal and the teacher of the absent student. Full credit will be given for all work completed within the time frame established by the Principal and the teacher for excused absences. Work completed after the agreed upon time frame will receive a 0 and will not be changed in the teacher's grade book.

Trinity Lutheran School will recognize absences as **unexcused** when the reason fails to meet any of the 5 (a-f in #2 above) criteria mentioned above. Although family vacations are important, Trinity builds time into its calendar for family vacations to be taken. Built-in vacation days include Federal Holidays, Religious Holidays, Spring Break, and early release days. Vacations taken outside of these times will be considered 'unexcused absences' and will be credited toward the maximum number of unexcused absences explained in the next paragraph.

Any student with more than **9 unexcused absences** within a grading period will be assigned a failing grade in those subjects for that grading period where the 9 unexcused absences were earned. All unexcused absences will require students to complete the work missed, within a reasonable period of time as determined by the Principal and the teacher of the absent student. In order to keep the student from falling behind the student will be given 50% of the normal grade. Work not completed within the reasonable amount of time as determined by the Principal and teacher will be assigned a 0%.

### **Natural Consequences**

Whether excused or unexcused, all absences have *'natural'* consequences that are beyond the control of Trinity Lutheran School. The first natural consequence is that the child does miss the lessons that are taught in the classroom. Excessive absences, excused or not, cause a gap to be formed in the logical progression of learning and mastery of necessary skills required for the next level of learning. The more gaps, the more learning is lost, which in turn causes the child to fall further behind in his/her academic progression.

In short, the more absences the more learning is lost, and the more difficult academic subjects become. This in turn **impacts standardized testing and overall learning which eventually could lead to a student remaining in his/her grade for another year.**

The second natural consequence deals with students who have funding through the McKay Scholarship and the Step-Up for Students Scholarship program. **Excessive absences will cause the eventual loss of a student's funding.** Trinity is annually audited by both of these programs and gives student data to these state programs regarding absences and tardies.

### **Enforcement**

Florida law (Section 1003.26, Florida Statutes) specifies steps for enforcement of regular school attendance. It is the responsibility of the school administration to enforce school attendance of all children who are subject to compulsory school age requirements. Again, all students attending Trinity Lutheran School are subject to Florida's compulsory school attendance.

Therefore, as unexcused absences are earned by a family, Trinity Lutheran School will:

- Notify parents by mail when 3 unexcused absences have been earned.
- Notify parents by phone when 5 unexcused absences have been earned.
- Notify parents by phone when 6 unexcused absences have been earned and REQUIRE A PARENT-PRINCIPAL CONFERENCE to develop a plan in order to avoid the child failing the entire semester.
- Notify parents by phone when 9 unexcused absences have been earned, and REQUIRE A PARENT-PRINCIPAL CONFERENCE in order to have the parent sign a document stating that when their child earns 10 unexcused absences he/she:
  - **WILL receive a failing grade in all subjects for that 90-day semester.**
  - ***May be retained in the current grade for the following school year.***
  - May be referred, due to a pattern of nonattendance, to the **Department of Child and Family Services and the Local Police Department.**

### **FAQ Re: Absences:**

Q: Are days taken as 'family vacations' considered excused or unexcused?

A: Unexcused, we schedule in vacation days where school is out many holidays.

Q: What if my child just refuses to come to school, is that excused?

A: No, unexcused.

Q: What should I do if my child just refuses to come to school?

A: Contact a professional and get additional help.

Q: Can a day be considered excused if a relative from out of state comes to visit?

A: No, it will be counted as unexcused and will count towards the 9 days allowed in the 90-day period (1 Semester).

Q: What if I am the only driver and for some reason (illness, work, car breaks down, etc.) I cannot transport my child to school?

A: Unexcused, please arrange to secure back-up drivers for your child to come to school.

Q: What if I disagree with an absence that is determined by Trinity to be unexcused?

A: First, review a-f on the previous page that define 'excused absences'. Second, determine which one (a-f) your child's absence would fall under. Third, call and make an appointment with the Principal and be ready to explain how your child's absence falls into that category of 'excused absence' in item a-f.

Q: Are there any exceptions that will be considered excused outside of a-f on the previous page?

A: No, a-f are the only categories and circumstances under which Trinity will recognize absences as 'excused'.

## **TARDIES**

Arriving to school on time is critical to student success. Tardiness is defined as arriving in the classroom one second after 8:30. At 8:30 all exterior doors will be locked, with the exception of the School Office door. All students who arrive at any time after 8:30 are considered tardy and will need to stop at the front office and secure a 'Pass to Class' slip prior to being allowed to enter the classroom.

The following action will be taken by the classroom teacher based on Tardies:

### **K-4<sup>th</sup> Grade:**

- 4 Tardies: Teacher will call home to get clarification
- 6 Tardies: Loss of Privilege
- 8 Tardies: Parent-Teacher Conference & Loss of Privilege
- 10 Tardies: Parent-Teacher-Principal Conference & Loss of Privilege
- 12 Tardies: Discipline Referral to Principal

**5<sup>th</sup>-8<sup>th</sup> Grade:** Tardies and all discipline issues will be kept track of in the student's planner. Each tardy and discipline issue will receive a check. For every 5 checks in a student's planner a student will attend silent lunch detention in Mr. Wareham's classroom. For every 20 checks accumulated in a grading period the student will be given a discipline referral and will receive 3 additional silent lunch detentions. Each quarter the student's tardy sheet starts new.

**Silent Lunch Detention:** Silent lunch detention is held every day in the 6<sup>th</sup> Grade Classroom.

When attending lunch detention:

- No homework will be done
- No reading will be done
- No electronics will be used
- There is no microwave in the 6<sup>th</sup> grade room, thus no microwave will be used
- Socializing will not be allowed
- If one day is missed it will be carried over to the next day
- If a student is late for lunch detention or forgets to attend, 2 additional days will be added

## **Doctor/Dental Appointments**

Parents are strongly encouraged to make appointments after school and on days off. Parents are required to notify teachers in advance of appointments during the school day. Parents are required to sign out a student in the school office before he/she can be excused from class.

## **Absences Leading to Retention**

### **ABSENCES OF 20 DAYS OR MORE PER SCHOOL YEAR MAY RESULT IN NON-PROMOTION.**

#### **Illnesses**

If a student is absent from school the day of a school sponsored activity (fieldtrip, program, or sporting event) due to illness then the student is not allowed to participate in that one school sponsored activity. If a student is absent for any other reason the principal must give permission in order for the student to participate in that day's activity. Such activities include, but not limited to fieldtrips, clubs, sporting events, and/or special programs. See "Health" section of this handbook for handling of Illnesses.

#### **PE non-participation**

Students who, after 3 consecutive days of non-participation in Trinity's Physical Education program, per parent's request, must have a doctor's note stating that the child, for medical reasons, cannot participate in our PE curriculum.

#### **School Closing**

Trinity Lutheran School and Extended School Child Care will follow any Brevard County School Board decision to close due to poor weather conditions. Announcements pertaining to such closings can be heard on radio and television. You may call the school office for verification. Should Trinity need to close for any other reason, you will receive a phone call as early as possible.

#### **End of Year Academic Record Transfer**

Trinity Lutheran School will transfer all academic records to parents/guardians and or requested schools at the end of an academic year once all fees and charges on a family's account have been paid in full for that academic year. Fees and charges that apply to the future (next) academic year will not be considered part of the necessary fees and charges required in order to share the final report card and/or ITBS student test results.

## **VPK Attendance Policy**

It is for the benefit of your child to attend school daily and arrive on time. The teacher is required to keep a daily log of attendance for each student. Parents of VPK children must verify attendance by signing their children in and out each day. In addition, the parent or legal guardian of a VPK child must verify attendance by signing a monthly attendance form. This is a state requirement and must be followed accordingly. Providers are paid the full base student allocation for the time a child attends their VPK program, unless the child misses more than 20% of the program each month. It is important that you notify the school if your child must be absent. It is also imperative that your child attends school through the end of the school year, including the last day of school. The school will lose payment on those students who are absent on the last day of school. Please communicate with the teacher should it be necessary for your child to miss more than the 20% allocated absences. Trinity Lutheran School reserves the right to withdraw any child from the VPK program due to excessive absences.

### **Arrival/Dismissal Policies**

- Preschool parents must escort their children into the classroom each morning. Children should be picked up from the classroom at dismissal time or from the Extended Care room during after-school hours.
- Parents of VPK children must verify attendance by signing their children in and out each day. This is a state requirement and must be followed accordingly.

## ADMISSIONS AND DISMISSALS

Our school admits students of any race, color, nationality, and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, nationality, and ethnic origin in administration of its educational policies and admission policies. (License #070382)

Trinity Lutheran School reserves the right to refuse any application or dismiss any child at any time for unacceptable work or conduct, or any other reason it deems necessary. Neither the application nor payment of fees is considered to be binding upon Trinity Lutheran Church. The dismissal will be the judgment of the Principal and the Board of Christian Education.

### TRINITY LUTHERAN SCHOOL APPLICATION/ACCEPTANCE PROCESS

#### **1. Initial Application**

Before a student may be considered for acceptance, the following must be completed and submitted to the school office:

#### **2. Necessary Forms/Assessment Screening**

Admissions evaluation will take place only when our office is in receipt of all the application forms and items for students applying for grades Kindergarten through 8th Grade. Trinity strives to meet the academic needs of the students it accepts. We will only accept students for which we can meet their academic needs.

##### **a. Preschool**

1. Trinity Lutheran Church and School's Application Forms
2. A copy of the child's birth certificate
3. A copy of the child's updated immunization form (DH 680 from doctor's office)
4. Form CHS-17 (Brevard County Form)
5. Medical Examination form (DH 3040 from your child's doctor)
6. Family Worship Life form
7. Extended Care Registration form

##### **b. Elementary/Middle School (K-8<sup>th</sup>)**

1. Trinity Lutheran Church and School's Application forms
2. A copy of the child's birth certificate
3. A screening fee of \$80.00 (Non-refundable)
4. A copy of the child's latest report card (s)
5. A copy of the child's most recent standardized test results
6. One completed Teacher Recommendation Form
7. A copy of any screenings that pertain to the child's educational history, i.e. learning challenge screening and discipline screenings
8. A copy of any behavioral referral forms
9. A copy of the child's updated immunization form (DH 680 from doctor)
10. Form CHS-17, (Brevard County Form)
11. Medical Examination form (DH 3040 from your child's doctor)
12. Family Worship Life form
13. Extended Care Registration form
14. Internet Policy Form
15. Completed Cumulative folder Request Card

**c. Admissions Screening**

Once all the necessary items are on file in Trinity's office, an assessment test will be given to gain insight into academic strengths and weaknesses. The Kindergarten Readiness Test (KRT) will be administered to all new Kindergarten applicants. The QRI and the Wide Range Aptitude Test-3<sup>rd</sup> edition (WRAT-3) will be administered to all new applicants applying for grades 1-8. The student screening provides us the tool to appropriately determine if we can meet the needs of the student, and if we can, it assists with proper placement.

**3. Family Applicant Interview**

During the collection of the necessary forms, if the Principal deems it necessary, he will conduct an interview with the parent(s) and child(ren) making application. The teacher of the grade being applied for may be in attendance. If the child is in Preschool the Principal may also include the Early Childhood Education Director. The purpose of the interview is to establish the compatibility of academic, social and spiritual goals of the family and school.

**4. Acceptance**

Once all of **2** and **3** are complete, Trinity Lutheran School will make a decision regarding acceptance. Notice of official acceptance or non-acceptance will be communicated in writing or by phone within 5 working days once **2** and **3** are complete. Once the parent receives official acceptance, he/she will have 5 working days to pay the necessary fees (registration fees, book fees, and first month's tuition).

**5. Enrollment**

Final enrollment will be completed once all applicable fees, forms, and interview(s) are complete and on file in our office. All fees are non-refundable.

## HEALTH

### Emergency Information

Registration forms include a request for emergency information. **It is the parents' responsibility to keep the office informed of changes to a family's change of address, phone number, emergency phone numbers, medication changes, allergic reactions, etc.** The office should be notified immediately when emergency information changes.

### Administering Medication

It is the responsibility of the parent and/or legal guardian to administer medication that requires regular daily doses as prescribed by a physician. Should a child come to school not having the physician prescribed dosage administered, Trinity Lutheran will remove the child from the classroom, call the parent and/or legal guardian responsible to have administered the proper dosage and have them come and do such. The child will remain in the office until the proper medication and dosage is administered.

### Minor Cuts and Bruises

The office personnel will provide first aid for minor cuts and bruises. If there are concerns, we will contact you.

### Serious Injury

A serious injury, which needs emergency treatment, is usually referred to Rockledge Regional Medical Center, (previously, Wuesthoff Hospital). If a child should ever need immediate transportation to the hospital, the school office will call 911 for an ambulance. A staff person, familiar to the child will go to the hospital with the child until a parent or parent designee arrives. The parent listed on the Emergency Information Form will be notified. If we are not able to get in touch with one of the parents, then the person listed on the emergency card will be notified and we will continue to attempt to contact the parents.

### Student Insurance

Trinity Lutheran School does not cover 'accident' insurance on students. Should a child get injured on our property, it is the responsibility of the parent to cover all of their child's costs.

### Long Term Illness and Illness During the School Day

If a student becomes sick during the day, the teacher will excuse the student and send him/her to the office. Office personnel will make arrangements with the parent for early pick up.

Children with the following symptoms are not to be in school or extended care: acute cold, swollen glands, sneezing, coughing, nausea, vomiting, fever, sore throat, earaches, running nose, red discharging eyes, flushed skin, drowsiness, chills, headache, etc.

Parents should keep the child at home if he/she

- a. has a fever or has had one in the previous 24 hour period (especially if the fever was high during the night) or has yellowish or greenish nasal discharge
- b. has symptoms (previously listed) of a possible communicable disease
- c. has diarrhea, or has had diarrhea within the previous 24 hour period
- d. is vomiting, or has vomited within the previous 24 hour period

We will call you at your place of employment if your child shows any of the above symptoms. Your child may come to school:

- a. if a cold is over, but a minor nasal drip remains
- b. if there has been exposure to a communicable disease, the school was notified, and the appropriate incubation period has been satisfied, or a doctor's release is presented

For protection of all students, **no pupil will be allowed to have any medication at their desk or on their person during the school day.** Any medication must be given to the school office for dispensing. Please observe the following guidelines:

- a. All long-term maintenance medications must have the parent and physician's forms on file
- b. A parent or doctor's written permission shall be required for short-term medications,



such as antibiotics, etc. The note shall include the following:

Name of student, name of medication, time and amount of medication to be given

Students are not permitted to carry any prescription or non-prescription drugs into school. If a student is required to take medication during school hours, it must be brought to the school office in its ***original container*** with the drug label, dosage instructions, and date. An Authorization for Medication form must also be filled out and signed by the parent/guardian.

Teachers want healthy students and they want to remain healthy themselves. This can only happen with your help. **Please keep your child home until full recovery from an illness has been achieved.** Remember, we are a well center only. In order to keep your child and others from getting sick we must appeal for your cooperation.

## **CHILD RELEASED TO ADULT**

### **Only Adults Listed Will Pick Up**

Please advise us of the manner in which your child will be going home from school (i.e., in a carpool, walking, etc.). We cannot allow your child to go home with someone other than those listed on the enrollment form, without a written note from you. As you can understand, this is for your child's safety and protection. If an emergency arises, and someone other than those listed on the enrollment form is required to pick your child up, verbal permission must be given followed by written permission via fax or email to the school office. Any person under the age of 18 will not be allowed to check a child out of our Preschool, VPK, School and/or Extended Care.

### **Divorce with Court Orders**

If you are going through a divorce and have a court order preventing the other parent from visiting the child at school, attending school functions, or picking the child up, a copy of the court order must be given to our office at the time of registration or as soon as the order is issued.

### **Divorce without Court Orders**

If you are going through a divorce and you **do not** have a court order preventing the other spouse from visiting the child at school, attending school functions, or picking the child up, Trinity Lutheran Church and School will need a written agreement from both parents telling us who can visit the child, attend school functions, and/or pick the child up from school. Both parents will need to sign the agreement. If there is no written & signed agreement, we are sorry, but Trinity will not be able to honor the request if one parent does not want to allow the other to have access to the child during and after school hours.

## **FIRE/TORNADO/LOCKDOWN DRILLS**

All students and teachers are given instructions for emergency situations. Special drills are held throughout the year.

The Fire Department, Health & Rehabilitative Services, and the County Health Department, ensure that we have approved operating equipment capable of notifying us in case of a fire, inspect our school annually. We have a fire drill on a monthly basis.

We monitor the weather conditions. Our office and childcare rooms have a weather radio that notifies us when dangerous weather conditions approach and are present. In these situations we keep the children inside and continue to monitor conditions.

There are times when Rockledge Police Dept. and Cocoa Police Dept. notify us of local police actions near the school. When these situations occur, we keep all children and staff inside and we will lock all doors until the police department gives us the "all-clear" phone call. In the event the school is under a "lockdown", there will be **absolutely no entering or exiting of the school building** by any parent, staff, child or person. Trinity Lutheran will return to its normal entry and exit procedures after the "lockdown" is over.

## LOST AND FOUND

Please put your child's name on his resting mat, painting shirt, sweaters, and outdoor clothing. Lost and Found is located in the school office. Items are discarded at the end of the school year.

## FIELD TRIPS

Academic field trips are encouraged for classes 4 yrs. old and up. Announcements of such trips will be made well in advance and permission slips will be sent home to be signed before each field trip. These slips must be signed and returned before the day of the field trip or your child may not go along.

All parents who drive must have seatbelts in their cars, and children must wear their seatbelts at all times while riding in the car. Parents who volunteer to drive must have \$200,000 Combined Single Limit (CSL) or **\$100,000/\$300,000 Bodily Injury Limit** - per person/per accident insurance coverage as required by Florida Statute 234.03 (4). Volunteers are also required to leave in the school office a copy of their driver's license, a current insurance card, a copy of their insurance policy's Declaration's Page, and fill out a Statement of Insurance on Private Vehicles prior to leaving for the fieldtrip. This paperwork must be completed the day before the field trip. If parents know they will be volunteering to drive on field trips early in the year, this paperwork can be taken care of at the beginning of the school year.

## DISCIPLINE

Trinity Lutheran School exists to proclaim the Gospel message of salvation through Jesus Christ and to offer a quality education.

In order to live the Christian life, we must know the will of God as it applies to our lives. The Law serves to show us our sin and our need for Jesus as our personal Savior. The Law also functions as a curb to behavior that would lead us into sin and away from the Lord. The Law is taught and modeled by the staff of Trinity Lutheran School in order for our students to grow in a clear understanding of the principles of a Christian life and to teach effectively the principles of other academic necessities.

The Gospel of Jesus Christ, which offers forgiveness, renewal, and regeneration, must also be taught and lived. The Gospel is taught and modeled by the staff of Trinity Lutheran School in order for our students to grow in a clear understanding of the principles of a Christian life and to teach effectively the principles of other academic necessities.

We at Trinity, with the help of God, strive to attain a balance of Law and Gospel. The result is the effective nurturing of the child's Christian faith. It also develops a lifestyle, which implements each student's intellectual, spiritual, social, emotional, and aesthetic potential.

Our goals for students as they grow in their personal relationship with Jesus Christ:

1. To demonstrate Christian concern for others, as well as self. (1 Cor.13)
2. To respect the rights of others. (Prov. 20:4)
3. To accept and respect those in authority. (Heb. 13:17)
4. To grow in an understanding and demonstration of Christ-like behavior, this results from self-discipline.

The following general behavior is not acceptable:

1. Any behavior that breaks the 10 commandments
2. Any behavior the staff deems harmful to self or others
2. Any behavior disruptive to classroom setting
3. Any behavior disrespectful to authority or peer group
4. Any behavior resulting in destruction or defacement of school property

The following disruptive behavior is not acceptable and the minimum discipline measures will be enforced immediately. Additional consequences may be enforced at the discretion of the Principal.

| <u>Infraction</u>  | <u>Minimum Discipline</u>                   | <u>Maximum Discipline</u> |
|--|---|---------------------------|
| 1. Fighting Physically   | One day suspension                          | Expulsion                 |
| 2. Bullying<br>*(in person or electronically)  | Loss of privilege                           | Expulsion                 |
| 3. Vulgar Language<br>(using Lord's name in vain)                                    | Loss of privilege                           | Expulsion                 |
| 4. Cheating, plagiarism, forgery   | One day suspension                          | Expulsion                 |
| 5. Obscene gestures  | Loss of privilege                           | Expulsion                 |
| 6. Bringing weapon to school<br>(knife, gun, bullet)                                 | Three days suspension                       | Expulsion                 |
| 7. Threatening to do physical<br>harm to student or staff mbr.                       | Three days suspension                       | Expulsion                 |
| 8. Eating candy or chewing gum<br>without permission                                 | Loss of privilege                           | One day suspension        |
| 9. Making a physical gesture<br>threatening to a staff mbr.                          | Loss of privilege                           | Expulsion                 |
| 10. Bringing disruptive items<br>to school   | Confiscation<br><u>(not to be returned)</u> | Three days suspension     |
| 11. Viewing inappropriate websites<br>or bringing pornographic<br>material to school | Suspension                                  | Expulsion                 |
| 12. Blatant disrespect to staff member<br>(Part-time, Full-time or substitute)       | One day suspension                          | Expulsion                 |

In all instance of these 11 offenses, when a referral is made to the Principal, the parent will be notified in writing via a 'Referral Form'. The Referral Form must be signed and returned the next school day. If the student does not return it the next school day, then more severe disciplinary action may be taken.

In all cases where suspension or expulsion is administered, the parent(s) will be required to meet with the teacher and the Principal.

In all cases of suspension, all work missed must be completed in order to keep up with the class. However, all grades will be recorded in the teacher's grade book as a '0' (zero).

In all cases of expulsion, the parent will be notified and required to attend a meeting with the teacher and Principal. All items that belong to the child will be removed from the classroom and the child will not be allowed back in the school or classroom.

In all cases of suspension and loss of privilege referrals, children returning the following year will be given a "clean-slate."

In all cases of expulsion, the student's cumulative folder will be duly marked, and that infraction will be passed on to any school requesting the records from Trinity.

It is the practice of the Principal to get the full picture of every event when it comes to administration of equitable discipline. This includes talking to eye witnesses of a situation. It will always involve the teacher; however, the teacher does not necessarily need to be an eye witness in order for disciplinary action to take place. The teacher is the final authority in the classroom and will always be treated with a higher level of truth than that of a student.

In all cases of discipline the decision of the Principal is the final authority.

### **Definitions:**

1. **Physical Fight:** Altercation where physical contact is deliberately made through pushing, tripping, slapping, punching, throwing things, spitting, biting, hair pulling, pinching, etc.
2. **Bullying:** Habitual mistreating, abusing, brutalizing, harassing, being cruel, physically or verbally to others.
3. **Vulgar Language:** Language that is offensive to the norms of Trinity Lutheran School's community. Language that is demeaning or racially offensive.
4. **Plagiarism:** Failing to recognize the work of another person as taken from written, video, or internet resources.
5. **Weapon:** Any item that can be used to stick, hit, shoot or do physical harm to another.
6. **Physical Threatening Gesture:** Raise of hand or arm to hit or slap. Movement of body towards another individual's space.

A variety of procedures may be used at the school's discretion if such unacceptable behavior occurs:

1. Verbal warning to the student
2. Time out during class time and/or during privilege time
3. Writing sentences
4. Loss of privileges of recess, art, PE, and/or computer time
2. Conference with involved students and their parents
4. Notes/phone call to parents
5. Conference with parents
6. Conference with the Principal
7. A Conduct Referral will be placed in the student's file
8. After School Detention
9. Silent lunch
10. In-school or out-of-school suspension
11. Expulsion

Trinity Lutheran School does have a committee of staff members that periodically check student's facebook pages, text messages, youtube accounts and several other social media sites for appropriate content and contacts. We reserve the right to take disciplinary action should our committee find inappropriate content, material, or bullying ongoing. Appropriate action may include anything from minor loss of technology use, to parent conference, to contacting proper governmental and/or police authorities.

## DRESS CODE

### KINDERGARTEN, FIRST AND SECOND GRADE

**Boys:** **Navy blue or dark red polo-style shirt with embroidered Trinity logo.** Navy blue or khaki tan shorts (**Cargo Shorts/Pants are not acceptable**) or pants, uniform style only-fitted and fastened at the waist (no low riding permitted), shorts length above the knee.

White or black solid crew or ankle socks are to be worn with tennis shoes.

**Girls:** **Navy blue or dark red polo-style shirt with the embroidered Trinity logo.** Navy, khaki tan, or blue plaid skirts, culottes, high-neck box pleated jumpers, shorts, or pants, or Capri uniform style only (**no blue jeans, tights, leggings, stretch pants**), shorts or skirt length must reach bottom of fingertips. Cargo pants are not acceptable. Blue plaid uniform must be worn with white dress blouse uniform with Peter Pan collar.

White or black crew socks (above ankle) are to be worn with tennis shoes.

**Outerwear:** Solid color navy sweatshirts and sweaters may be worn in school. Please purchase these items before cold weather arrives.

Other jackets may be worn at recess, before and after school.

Hats or head coverings are not permitted in school.

**P.E.:** For both boys and girls in K-2nd grades, navy athletic shorts and Kelly Green Trinity Rams t-shirt will be worn just on the days the student has Physical Education. Navy sweat pants may be worn during cold weather. Only flat-soled sneakers are acceptable.

**Hair:** Hair will be kept clean and neat, not covering the face or obstructing the vision of the child. Boy's hair must be above the collar, above the eyebrow, and  $\frac{3}{4}$  of the way up the ear. Hair must be of a natural shade and traditional cut. 'Hair pieces, that are not of the student's natural color, length, and texture are not considered jewelry and thus are not allowed to be worn by girls or boys.

**Jewelry:** **Girls:** Girls are permitted to wear small earrings. Earrings must be small post earrings or small loops (smaller than the end of the child's pinky finger). No other piercing on the face or body, which is visible, are allowed. It is the discretion of the teacher and Principal to determine if a loop is too large.

**Boys:** Boys are not permitted to wear earrings. However, if a boy gets an earring during the school year it must be covered front and back with a band-aid. After 1 month the band aide and earring must be removed and neither may be worn. Earrings are not allowed to be worn by the child on or to any school-sponsored field trip, school program, school concert or class activities.

**Tattoos:** No – Not even washable.

Uniform polo-style shirts navy blue or dark red can be purchased through Sir Walter, Inc. (500 S. Plumosa Street, Merritt Island). Uniform style Navy blue or khaki tan pants and shorts (**cargos are not accepted as uniform**) may be purchased at Penney's, Wal-Mart, Land's End, Bealls, and Target.

Exception: Scouts are allowed to wear the complete uniform *only* on the day of their meeting.

The second and fourth Friday of every month will be 'NUT' Days (No Uniform Today). Modest street clothing will be acceptable. Street clothing must cover the body from the neck to the ankles (cold days) and

the neck to the knees on warm days. Dress Code requirements for “Outerwear”, “Hair”, and “Jewelry” apply even on dress-down days. Tank tops, spaghetti straps, and writing on shirts are not appropriate dress on dress down days. **Tennis shoes are to be worn on NUT days.**

The uniform is the required dress of the day, every day. The student will receive a warning the first time he is not in uniform. The second warning will require a note to go home to the parent to be signed. The third warning will result in a phone call to the parent to bring proper attire to school for the student to wear.

### **3<sup>rd</sup> GRADE THROUGH 8<sup>th</sup> GRADE**

**Boys:** **Navy blue or dark red polo-style shirt with embroidered Trinity logo**, tucked into pants/shorts so belt is visible at all times. Navy blue or khaki tan shorts (**Cargo Shorts/Pants are not acceptable**) or pants, uniform style only-fitted and fastened at the waist (**must always be worn on the hips**). Shorts length must reach the bottom of the fingertips when arms and hands are fully extended at the side. Shorts and pants must have belt loops with a belt securely fastened about the waist. Any clothing with holes, missing buttons, and/or torn collars/sleeves, etc. is to be mended or replaced. Shirts are to be mended using thread. Shirts mended with staples, tape or paperclips are considered out of dress code.

White or black solid crew or ankle socks are to be worn with tennis shoes.

All sneakers/tennis shoes worn are to cover the entire foot. Sneakers/tennis shoes are the only acceptable type of shoe. Shoe laces are to be tied at all times and are to match.

Black or Brown Belts are to be worn and visible at all times. **Belts other than black or brown are not acceptable. Black or brown belts that have decorative metal, plastic, or ceramic beads or decorations are also unacceptable.**

**Girls:** **Navy blue or dark red polo-style shirt with the embroidered Trinity logo**, tucked into pants/shorts so the belts are visible at all times. Navy, khaki tan or blue plaid skirts, culottes, high-neck box pleated jumpers, shorts, Capri pants or pants uniform style only are acceptable (**no blue jeans, cargo pants/shorts, tights, leggings, or stretch pants**). Blue plaid uniform must be worn with white dress blouse uniform with Peter Pan collar. The length of shorts, skirts, culottes, and jumpers must reach bottom of fingertips when arms and hands are fully extended at the side. Shorts, pants, skirts, and culottes are worn fastened at the waist (**must always be worn on the hips**). **Pants/shorts that are “skin-tight” are inappropriate. Shorts and pants must have belt loops with a belt securely fastened about the waist.** Any clothing with holes, missing buttons, and/or torn collars/sleeves are to be mended or replaced. Shirts are to be mended using thread. Shirts mended with staples, tape or paperclips are considered out of dress code.

White or black solid crew or ankle socks are to be worn with tennis shoes.

All sneakers/tennis shoes worn are to cover the entire foot. Sneakers/tennis shoes are the only acceptable type of shoe. Shoe laces are to be tied at all times and are to match.

Black or Brown Belts are to be worn and visible at all times. **Belts other than black or brown are not acceptable. Black or brown belts that have decorative metal, plastic, or ceramic beads or decorations are also unacceptable.**

**Outerwear:** Solid color navy sweatshirts and sweaters may be worn in school. All sweatshirts and sweaters must be solid navy blue with no other writing on it. Navy sweatshirts and sweaters with the school logo may also be worn. Please purchase these items before cold weather arrives. Any overly large or small sweatshirt or sweater that hinders the child’s ability to sit and/or write is inappropriate.

Other jackets may be worn at recess, before and after school. Only Trinity Lutheran School Sweat shirts and jackets that are solid navy blue or have the school logo may be worn in the classroom or at Chapel during the day.

Hats or head coverings are not permitted in school. This applies to both boys and girls.

**P.E.:** For both boys and girls in 3<sup>rd</sup>-8<sup>th</sup> grades, navy athletic shorts and Kelly green Trinity Rams t-shirt will be worn only on the days the student has Physical Education. Only flat-soled sneakers may be worn. Navy sweat pants may be worn during cold weather. P.E. uniform may be worn only on days when P.E. is part of that day's schedule. If the P.E uniform is worn on a day that does not have P.E. as part of the daily schedule the child will be considered out of uniform.

**Hair:** Boys and Girls hair will be kept clean and neat, cut above the eyebrows, allowing the vision of the child. Boy's hair must be above the collar, above the eyebrow, and ¾ of the way up the ear. Hair must be of a natural shade and traditional cut. Traditional combing styles are acceptable. Unacceptable combing and cut styles include (but are not restricted to), Mohawks, punk cuts, and cuts with designs. 'Hair pieces, that are not of the student's natural color, length, and texture are considered jewelry and thus are not allowed to be worn by girls or boys.'

**Facial Hair:** Excessive facial hair will not be allowed. It is the decision of the Principal and/or Teacher to determine if the facial hair is excessive.

**Nails/Cosmetics:** Nails will be short, clean and well groomed. Girls will not wear make-up to school. Tattoos (permanent or non-permanent) are not permitted.

**Jewelry:** **Girls:** Girls are permitted to wear small earrings. Earrings must be small post earrings or small loops (smaller than the end of the child's pinky finger). No other piercing on the face or body, which is visible, are allowed. It is the discretion of the teacher and the Principal to determine if a loop is too large.

**Boys:** Boys are not permitted to wear earrings. However, if a boy gets an earring during the school year it must be covered front and back with a band-aid. After 1 month the band aide and earring must be removed and neither may be worn. Earrings are not allowed to be worn by the child on or to any school-sponsored field trip, school program, school concert, or class activity.

Uniform white dress blouses and polo-style shirts navy blue or dark red can be purchased through Sir Walter, Inc. (500 S. Plumosa Street, Merritt Island) Uniform style navy blue or khaki tan pants, capri and shorts (**cargos are not accepted as uniform**) may be purchased at Penneys, Wal-Mart, Land's End, Bealls, and Target.

Exception: Scouts are allowed to wear the complete uniform *only* on the day of their meeting.

The second and fourth Friday of every month will be 'NUT' days (No Uniform Today). Modest street clothing will be acceptable. Street clothing must cover the body from the neck to the ankles (cold days) and the neck to the knees on warm days. Dress Code requirements for "Outerwear", "Hair", and "Jewelry" apply even on dress-down days. Tank tops, spaghetti straps, and writing on shirts are not appropriate dress on dress-down days. **Tennis shoes are to be worn on dress-down days.**

The uniform is the required dress of the day, every day. The student will receive a warning the first time he/she is not in uniform. The second warning will require a note to go home to the parent to be signed and returned. The third warning will result in one of the following: a phone call to the parent to bring proper attire to school for the student to wear.

## **Dress Code Enforcement**

**PURPOSE:** The purpose of this policy is to reward those students who day in and day out come to school dressed appropriately and to reduce the burden on the faculty and staff to enforce the dress code.

### **ENFORCEMENT:**

1. Each teacher will maintain a calendar month by month of dress code inspections.
2. First thing each morning, as the teacher does daily housekeeping routines (e.g. attendance, pledge, etc.) he/she will check his/her students to see if each child meets our dress code.
3. Those who are not dressed appropriately will have their initials written on the calendar on the day of the infraction.
4. The teacher will complete a note to the child's parent stating which infraction occurred. The note will be taken home the day of the infraction.
5. At the end of the 2<sup>nd</sup> and 4<sup>th</sup> week (the second and fourth Friday of each month) every child who has all but two days signed off on the dress code will get to have a NUT Day (No Uniform Today) on that Friday. Students who have more than 2 days where the teacher has not signed off on appropriate dress will have to wear their "dress code appropriate" clothing on the same Friday.
6. Students will be sent to the office when the 3<sup>rd</sup> infraction of the dress code policy has occurred.
7. The office, after the teacher has given two (2) warnings, will call the parent in order to secure the appropriate dress.

## **CURRICULUM**

We dedicate ourselves to providing a quality Christian education and to maintaining a qualified, dedicated, experienced, and degreed faculty. We strive for constant curriculum development and improvement through faculty study, in-service training, and cooperation with other schools. Our policy is to keep our class sizes from becoming too large so that each child receives the individual attention of the teachers. We work closely with parents so that church, school, and home may cooperate to the glory of God and for the education of Jesus' lambs. The curriculum is aligned with the requirements of the State of Florida, consistent with the Brevard County Public School's and meets suggestions outlined by the Curriculum Guide for Lutheran Elementary Schools established by the Lutheran Church-Missouri Synod (LCMS).

### **RELIGION: Concordia Publishing House**

At Trinity Lutheran School, our goal is to educate the whole child. We not only plan to enhance the child's physical, emotional, social, and intellectual development, but also his/her spiritual development. Each day at school each child is made aware of God's love and care. The child hears over and over again that Jesus loves everyone. Our school places proper emphasis on worship and the study of Holy Scripture through the medium of appropriate Bible stories, songs, and purposeful activities. We follow the Lutheran Curriculum "*One in Christ*". Through these various activities, the child will be led to realize that God is still at work today and that Jesus is their friend and Savior. We teach simple religious truths for building and establishing Christian habits, attitudes, and ideals. Every week the children attend church for a chapel devotion. Student participation and proper behavior is expected.

Chapel consists of Gospel centered lessons, praise, prayer, drama, etc. A weekly chapel offering is collected in the elementary classes to benefit mission projects, which are selected and announced throughout the year. It is suggested that children may become accustomed to earning an allowance and returning a portion to the Lord. We consider this to be valuable training for practicing good stewardship. Parents are encouraged to attend these services.

### **PHYSICAL EDUCATION: Staff Directed**

We believe physical education is a way of teaching that the human body is a gift of God to be cared for and developed to its full use of abilities and talents. It promotes social development as children listen to others, share ideas, and learn to cooperate with a respect for rules and authority while reflecting Christian character. Our program develops a child's small and large motor skills and promotes general fitness. Creative movement activities, games, and lead-up activities for teaching skills of soccer, basketball, volleyball, and baseball are all taught at appropriate age levels.



### **MUSIC: Staff Directed**

Music involves a child's active participation in the making and performing of rhythm, melody, and harmony. In the preschool program, music is used in building the child's body, developing coordination, and developing creativity. Songs and musical activities are also taught in specific music classes. The elementary classes use the curriculum of Silver Burdett Ginn, *The Music Connection*. It includes the capability of reading music, the appreciation of varying types of music, choirs and private instrumental or vocal music instruction. This program also includes an introduction to hymns and liturgies used in the church services. Private music lessons of special types are available with the Music teacher.

### **ART: Staff Directed**

Through art, a child is able to express their thoughts, feelings, and ideas through a variety of methods. These may include the use of crayons, paints, chalk, clay, etc. The process of producing something is more important than the product. Creative and innovative activities help children learn an appreciation and enjoyment of a variety of artistic avenues and styles.

### **LANGUAGE ARTS: Reading-Pearson/Scott Foresman, Spelling & Vocabulary-Sadlier-Oxford, Handwriting-D'Nealian (Pearson/Scott Foresman), English-Glencoe**

The preschool child learns pre-reading skills such as listening, small motor skills, following directions, and verbal communication. They also learn the letters of the alphabet and their phonetic sounds.

The Language Arts program includes reading, phonics, grammar, spelling, literature, spoken and written language, and creative writing. Pearson Reading Street program is used in Kindergarten and follows through the elementary grades. This integrated curriculum ties together all language arts aspects through themed units. D'Nealian handwriting is taught. Cursive writing instruction begins in the second half of grade 2.

### **MATHEMATICS: Saxon**

Mathematical activities begin early in a child's life as he counts, measures, learns to recognize numbers, and problem solves through play and interest-building activities. Through the Saxon Math curricula, these areas develop to include time telling, money usage, computations, graphing, geometry, algebra, metrics, and related areas.

### **SOCIAL STUDIES: Scott Foresman**

Preschoolers discover the world around them through introductions to community helpers, holidays, and famous heroes. Scott Foresman builds on this foundation with the series *Here We Go*. Geography skills, U.S. and world history, citizenship responsibilities, and current events balance out the elementary program.

### **SCIENCE: Houghton Mifflin Harcourt**

Our young children recognize that God has created our world and everything in it. They are helped to understand their bodies and personal hygiene. They explore all types of animals: domesticated and wild. The Houghton Mifflin Harcourt, *Science Fusion* gives students the sufficient time to develop a deep understanding of essential scientific ideas. Students work their way through the Life, Earth, and Physical Sciences with hands-on activities and experiments that increase their scientific literacy.

### **COMPUTERS: Enrichment-Internet, Staff and Publisher Directed**

Computers are available in every classroom and students have the opportunity to use them for learning games, word processing, research, and Internet access in the upper grades. Our computer lab consists of desktops, iPads, and Chromebooks. The computer carts with iPads and Chromebooks are available for class and individual work. Our goal in providing Internet service to students and staff is to encourage in-depth research, resource sharing between schools, and growth in communication.

The Internet is an electronic highway connecting thousands of computers all over the world. Students and teachers will have access to electronic mail, information and news, and university library catalogs. With access to computers and people all over the world also comes the availability of material that may not be considered to be of educational value in the context of the school setting. Trinity Lutheran School has taken reasonable precautions to restrict access to controversial materials through software and direct supervision. In addition to these reasonable precautions, however, we have also initiated some strict guidelines for students

and teachers to follow. These guidelines encourage ethical and legal use of the Internet. If anyone violates any of these provisions, his or her access to the Internet will be terminated and future access could possibly be denied. The signatures at the end of this agreement are legally binding and indicate that both students and parents have carefully read the terms and conditions of this agreement, understand their significance, and agree to support it.

### Acceptable Use Policy for Technology

***What is an AUP (Acceptable Use Policy)?*** An AUP is a written agreement signed by Trinity Lutheran users, parent/guardian and students in grades K-8 that describes the terms and conditions for the use of technology available to all people during TLS sponsored activities. This agreement outlines the rule of acceptable behavior during online Internet and offline Intranet sessions and the consequences for their abuse and one's own misbehavior. This agreement delineates published usage of student photographs and student work on the Internet/Intranet.

#### **TLS Technology**

With the use of electronic networks, including Internet and Intranet, TLS is expanding technology access for students, parents, and staff. With this access comes the responsibility for appropriate use. All users are expected to maintain Christian ethics in making appropriate decisions regarding their technology use provided by Trinity Lutheran School. That requires, in general, efficient, ethical, and legal utilization of the network/non-network resources. Responding to this statement, the following principles will be applied:

- **The signatures required in accordance with the AUP are legally binding and indicate the parties who signed have read the terms and conditions carefully, understand their significance, and agree to abide by them.**
- **Failure of users to abide by the AUP guidelines may cause the elimination of a user account at any time as required.**
- **In accordance with AUP guidelines, the Trinity Lutheran School administration at its sole discretion will deem what is inappropriate use and all such decisions by the administration are final.**
- **Additionally, if TLS incurs a financial cost due to the user misuse or intentional malicious action, the user will bear the sole responsibility for the financial cost incurred.**

#### **Technology General Use and Guidelines**

The following rules will apply to use of any electronic devices:

- No food or drink is permitted near any electronic devices.
- Devices should be handled with care.
- Each student will be assigned a specific device number and use will be monitored by the teacher.
- The use of technology is a privilege, not a right, and inappropriate use may result in discontinued use and/or other disciplinary action as described in the AUP.

#### **TLS Network Users**

The electronic network at TLS is a 'public place' and user's actions are visible to other users on the network. TLS has the right and obligation to monitor network use to ensure that the network continues to function properly for all of its users.

All TLS existing policies and regulations apply to the use of technology. Community users and students are expected to comply with the following policies

and procedures when using the TLS network or accessing any resource via the Internet. Users will:

- follow TLS Acceptable Use Policy.
- not use any material that is not preloaded onto the computers or approved by the TLS Technology Committee.
- refrain from sending and using hate mail, harassments, discriminatory remarks, threatening , and other antisocial, non-Christian messages
- not be used to transmit any communication where the meaning of the message, or its transmission or distribution would violate any applicable law or regulation or would likely be offensive to the recipients(s).
- use the computer to promote efficient use of networks to reduce congestion of the networks and interference with the work of others using the networks. Such interference or disruption includes, but is not limited to:
  - altering the computer system's operating perimeters such as screensavers, desktops, sound, or other appearance aspects of the computer
  - propagation of computer worm, viruses, or spyware
  - using the network to make unauthorized entry into other computational, informational, or communications devices or resources.
  - Access of files belonging to anyone else on the network without express consent.

### **TLS Internet Users**

Use of the Internet and its various activities must be in support of ministry, educational and research that is consistent with the goals, objectives, and policies of Trinity Lutheran School. The use of the Internet is a privilege, not a right, and inappropriate use will result in a cancellation of that privilege, disciplinary action consistent with the student handbook, and/or civil or criminal liability. Prior to participation, a user will receive information pertaining to the proper use of the Internet and sign an **AUP User Agreement**.

TLS has taken reasonable precautions to restrict access to controversial and offensive materials. However, on a global network such as the Internet, it is impossible to control all available materials. We firmly believe that the valuable information and interaction available on the internet far outweigh the possibility that users may procure material that is not consistent with the goals of TLS. It is the user who controls the material accessed. With this in mind, we believe that it is imperative to teach our community members to make Christian choices about the type of material they access.

***E-mail and the Internet do not replace face-to-face communication. Following the Biblical principles stress in Matthew 18 is the appropriate procedure used to resolve personal conflicts.***

### **Internet Etiquette**

Internet users will abide by the following rules of network etiquette. They include, but are limited to, the following:

- Students are responsible for their behavior and communication on the network, which includes the internet.
- Be polite, courteous, and respectful in your messages to others. Use language appropriate to school situations in any communications made through the

network. Do not use obscene, profane, lewd, vulgar, rude, inflammatory, sexually explicit, defamatory, threatening, abusive or disrespectful language in communications through the network (including, but not limited to, public messages, private messages, and material posted on web pages). Do not use the Lord's Name in vain. Resolve conflicts in person according to Matthew 18, not through writing.

- Use of the network to engage in cyber bullying is prohibited.
- Illegal activities including, but not limited to, downloading computer worms, viruses, and spyware; items that are plagiarized in written, object or document form; viewing of pornographic and violent materials; or any other information generally considered inappropriate in a Christ-centered learning environment is strictly forbidden.
- Students may not use the network to engage in "hacking" or other illegal activities.
- Transmission of any material in violation of any State or Federal law or regulation, or school policy is prohibited.

In addition to these, all students who use our network will:

- Only access the network, Internet and any applications by using their assigned network account, if applicable. Use of another person's account/address/password is prohibited. Students may not allow other users to utilize their account/address/password. Students may not go beyond their authorized access.
- Never reveal names, addresses, phone numbers, or passwords of yourself or other students, family members, teachers, administrators, or other staff members while communicating on the Internet. This prohibition includes, but is not limited to, disclosing personal identification information on commercial web sites.
- Not intentionally seek information on, obtain copies of, or modify files, data or passwords belonging to other users, or misrepresent other users on the network.
- Not transmit pictures or other information that could be used to establish your identity without prior approval of a teacher.
- Never agree to get together with someone you "meet" on-line and report to teacher immediately any such requests.
- Promptly disclose to their teacher or other school employee any message they receive that is inappropriate or makes them feel uncomfortable, especially any e-mail that contains inappropriate content. Students should not delete such messages until instructed to do so by a staff member.
- Immediately turn off the device if he/she finds anything inappropriate on a website and simultaneously notify the teacher supervising the computer exercise of the action and the reason of the action.
- Follow rules against plagiarism. All communications and information accessible via the Internet should be assumed to be private property (i.e. copyrighted and/or trademarked). All copyright issues regarding software, information, and attributions/acknowledgement of authorship must be respected.
- Do not download documents, software or apps from the Internet. Downloading of information onto any device is prohibited, without prior approval from the site manager. A teacher must first approve it, if a student transfers files from an internet web site or USB device, CD, DVD or any electronic media to any school device; the student must check the file with a virus-detection program before opening the file for use. If a student transfers a file or software program that infects the network with a virus and causes damage, the student will be liable for any and all repair costs to make the network once again fully operational.

- Use the Internet for educational purposes only.
- Have an adult present at all times while using the Internet.
- Ask permission to access the Internet from the supervising staff member prior to entering use on the Internet.
- Secure prior approval from a teacher before joining any web site, including social networking sites like facebook. Furthermore, students should not post personal messages to any web site without permission from their classroom teacher.

### **Electronic Mail**

Users should be aware that electronic mail is not private. People who operate the system do have access to all mail. Transmission and viewing of any material via e-mail that is in violation of any U.S. or state regulation is prohibited. This includes, but is not limited to plagiarized copyrighted material, threatening or obscene material or material protected by trade secret or classified government information. All e-mail users are required to abide by the accepted rule of network etiquette.

### **Violations**

Interpretation, application, and possible modification of these policies shall be within the sole discretion to the TLS Administration and Technology Committee. Violation of these policies will be reviewed on a case-by-case basis by the administration.

The TLS administration may at any time make determinations to decide whether or not a particular use is consistent with the purposes of the network and computer resources. The administration reserves the right to discontinue access to the user once it is decided that he/she violated the outline of this document. Service may be temporary or permanent.

Automatic notification will be made to the parent/guardian of the student involved in any violation of the AUP. Violations include, but are not limited to, the following:

- Internet abuse including, but not limited to, choosing to visit inappropriate websites, downloading controversial material, abusive language.
- Hardware Abuse including, but not limited to, malicious mistreatment of any piece of technology hardware.
- Software Abuse including, but not limited to, amending program instruction, initiating to illegally copy media, and/or downloading software or apps.
- Network Abuse including, but not limited to, illegal/inappropriate use of username and password, accessing non-authorized files, misuse of network resources.

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**Acceptable Use Policy**

I/We the parents of \_\_\_\_\_ have read and understand  
Trinity Lutheran School's AUP terms and conditions carefully, understand their  
significance, and agree to abide by them.

---

**Parent Signature**

**Date**

---

**Child's Signature**

**Date**

---

**Homeroom Teacher**

**Date**

## **PARTIES/CELEBRATIONS**

Trinity Lutheran School believes in celebrating important holidays and events. Our teachers are encouraged to set time aside for these very important celebrations.

### **School Holidays**

Teachers and students are encouraged to celebrate the following important holidays:

- ✓ Thanksgiving
- ✓ Christmas
- ✓ Easter
- ✓ End of the school year
- ✓ Christian Festivals
- ✓ Federal Holidays
- ✓ Cultural Events
- ✓ Community Events
- ✓ Other Events approved by the teacher

### **Birthdays**

If you should wish for your child's birthday to be celebrated at school, you may provide a birthday treat for the class, with the teacher's approval.

Personal invitations for private parties may be sent through the school only if the teacher approves and **every student in the class is invited**. If every student in the class is not invited then invitations may not be handed out at school.

## **EXTRA CURRICULAR ACTIVITIES**

### **Evening Activities**

The school's VPK-8<sup>th</sup> grade classes are expected to participate in evening school-sponsored programs. **Attendance by all students is expected**. Activities that occur during the evening can be identified on the school calendar.

### **Sunday Activities**

Elementary and preschool students sing in a Trinity Lutheran Church worship service twice a year. Our Music Teacher produces a schedule of dates when each class is invited to sing at the beginning of each school year. Please allow your child to participate in our worship. It is our way of keeping the educational ministry lifted to the Lord in corporate worship and a way to show the importance of it to the members of Trinity Lutheran Church.

### **School Clubs**

Trinity Lutheran School seeks to provide additional social and enrichment activities through various after school clubs. Opportunities may include sports, crafts, drama, yearbook, newspaper, musical, cooking missions, and other outreach areas. These clubs are sponsored and supervised by staff personnel and parent volunteers.

### **Absences and School Activities**

If a student is absent the day prior to a special school activity, then that child may not participate in that activity.

Example: If a child is sick the Friday before a Saturday basketball game, then the child will not be allowed to participate in that Saturday's game.

## TESTING, GRADING & ACADEMIC RECOGNITION

### Achievement Tests

Trinity Lutheran School administers the Iowa Test of Skills, a nationally recognized achievement test, to children in grades 1-8.

### Grading Scale

The school shall use the following grading scales:

#### **Grades K-1**

S = Satisfactory

N = Needs improvement

U = Unsatisfactory

#### **Grades 2 - 8**

A = 90 -100

B = 80 - 89

C = 70 - 79

D = 60 - 69

F = below 60

### Grading Policy for Special Classes

- Students in the Kindergarten or 1<sup>st</sup> grade will receive -, ✓, or +.
- Students in the 2<sup>nd</sup> through 8<sup>th</sup> grades will receive a percentage and a letter grade.
- Students will earn their grades through daily participation points, project points, homework points (where applicable), and test points.
- For the daily participation points, each student will start out with 10 points daily. Students will lose points if they do not follow classroom rules and if they are not participating.
- Students will lose 1 point out of their daily points if they are absent from class regardless of whether it is an excused or an unexcused absence. This is due to the fact that if they are not in class then they are not participating and cannot earn their full daily participation points and they are missing the content taught by the teacher that day.

### Honor Rolls

- ❖ Trinity Lutheran School recognizes students who earn good grades.
- ❖ We recognize students who earn all A's (High Honor Roll) in the determined academic subjects.
- ❖ We recognize students who earn all A's and B's in the determined academic subjects.

Honor Roll recognition is given quarterly to students in grades 3<sup>rd</sup> through 8<sup>th</sup> grade. At the end of each grading period the Principal awards all Honor Roll students with a certificate. The certificate is presented to all students earning High Honor Roll and Honor Roll following a chapel service.

## PROMOTION & RETENTION

Teacher input, classroom performance, the attainment of necessary skills, maturity level, and academic achievement will be used in determining the promotion of students. The classroom teacher and administration decide retention of a student. Consultation with parents accompanies this decision. Students must meet all requirement standards needed for promotion.

## PARENT/TEACHER CONFERENCES

K - 8<sup>th</sup> Grade: Report cards will be sent to the parents at the end of each quarter. In addition, individual parent/teacher conferences will be held at the end of the first and third quarters (check the school calendar for exact dates). Other conferences with the teacher may be arranged with the classroom teacher.

Preschool: Individual conferences may be arranged by the teacher or at the request of a parent.

## CUMULATIVE RECORDS

Trinity Lutheran keeps a permanent record on file for each student. This information is confidential and not for public viewing. Only you, as parents, or a faculty member may have access to this information. If your child is a transfer student to Trinity from another school, please be sure to sign a Request for Records form upon acceptance. If your child transfers from Trinity, please be sure the new school sends us a Request for Records. Our procedures follow the Family Rights and Privacy Act of 1975.



## PARENT-TEACHER ORGANIZATION

Trinity Lutheran School has a Parent-Teacher Organization. The purpose of this organization is to enhance the educational opportunities and experiences of the children and families enrolled at Trinity Lutheran School. All parents are encouraged to participate in one or more of our PTO's fun activities and fundraisers.

### Membership

All parents and guardians who have a child currently enrolled in any program at Trinity Lutheran School are voting members. All members of Trinity Lutheran Church are voting members.

### Meetings

The General Assembly meetings are held monthly and are open to all PTO members (voting and advisory) of Trinity Lutheran Church and School.

### Committees

1. **The Executive Committee.** This committee consists of the President, Vice President, Secretary, Treasurer, Principal, Pastor, ECE Director, and Teacher Representative. The purpose of this committee is to make sure that the activities of the PTO are serving to accomplish the "Purpose" set forth in this constitution. The Executive Committee can convene a General Assembly meeting by notifying all voting members at least 2 weeks in advance of the special meeting
2. **The Planning Committee.** This committee consists of the Executive Officers and the Chairpersons and Coordinators of the other Sub-committees.
3. **The Sub-committees.** These committees meet to accomplish the objectives set forth in this Constitution.

### Officers

The **Executive Officers** of the Parent-Teacher Organization shall be as follows:

1. **President**
2. **Vice President**
3. **Secretary**
4. **Treasurer**
5. **Teacher Representative**

Additional officers that serve on the **Planning Committee** and oversee the **Sub-committees** are:

6. **Room Parent Chairperson**
7. **Parent Education Chairperson**
8. **Student Education Chairperson**
9. **Fundraiser Chairperson**
10. **Yearbook Coordinator**

## **WHAT PARENTS CAN DO FOR THEIR CHILD**

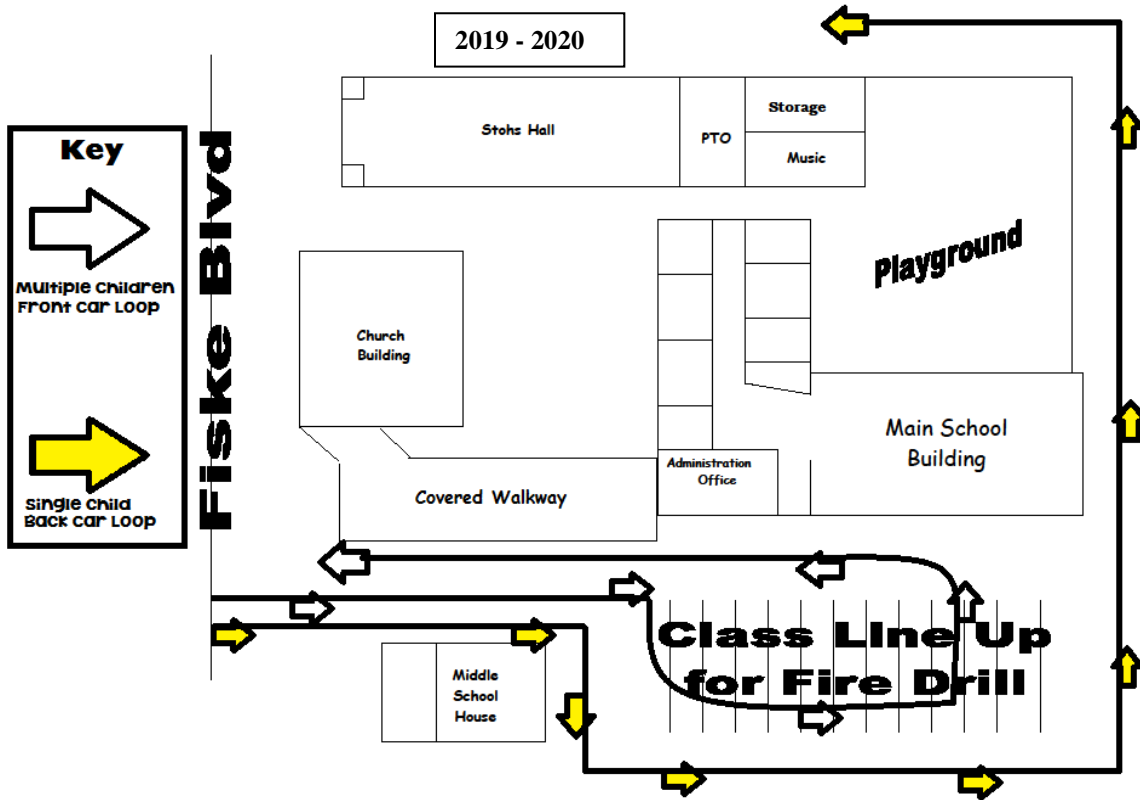
The expectations of parents enrolling their children in Trinity Lutheran School need to coincide with the principles of Trinity Lutheran School. As home and school form a team, the child receives the best possible education. Parent behaviors that support the educational objectives of Trinity Lutheran include:

1. Parents are regular in their own worship and Bible Class attendance.
2. Parents pray for the church and its educational ministries.
3. Parents support the efforts of the entire teaching staff through encouraging trust and respect for the authority of the teacher.
4. Parents are involved in the Parent Teacher Organization (PTO).
5. Parents support school-sponsored activities and programs.
6. Parents encourage their children to take responsibility for their actions.
7. Parents fulfill their financial commitment to the school.
8. Listen to what your child has to tell you, and be interested in what your child brings home from school.
9. Insure that your child has a good night sleep and a nutritious breakfast.
10. Volunteers are involved in many aspects of our school program. Parents serve in such varied capacities as homeroom coordinator, library assistants, and classroom helpers. We encourage involvement with the school whenever possible. An “Affidavit for Volunteers” and a “Background Check” are required for our regular monthly volunteers. Forms are available in the office. Contact the Director, Principal, or the classroom teacher if you are interested in serving.

## **QUESTIONS, CONCERNS & COMPLAINTS**

If you have any questions, misunderstandings, or grievances, discuss them freely with the teacher **before talking with others**. Parent-teacher communication is important in analyzing each child’s progress. We all, at some time, disagree on some point. If such a circumstance arises, please consult **FIRST** with the teacher. If the problem is not resolved, please consult with the principal and teacher together. Difficulties can usually be ironed out quite easily when the approach is made in a Christian manner.

It is our goal to assist parents in preparing each child to live in our world, to cope with its multitudinous problems, and to follow our Savior’s commands to preach the Gospel to all men.



2019-2020

|                           |                             |   |                             |                            |                              |                   |  |  |  |
|---------------------------|-----------------------------|---|-----------------------------|----------------------------|------------------------------|-------------------|--|--|--|
| 7th Grade<br>Mrs. Carlyle | 5th Grade<br>Mrs. Alford    | <b>Other Classrooms:</b><br>1. Music in Stohs Hall<br>2. 8th Grade in The House |                             |                            |                              |                   |  |  |  |
| 4th Grade<br>Mrs. Harper  | 6th Grade<br>Mr. Wareham    |   |                             |                            |                              | <b>Playground</b> |  |  |  |
| Media Center              | 3rd Grade<br>Mrs. Greenwald |   |                             |                            |                              |                   |  |  |  |
| Teacher Work Area         | Girls                       | 2nd Grade<br>Mrs. Schlakman   | Art                         | 3 Year Olds<br>Mrs. Fuller | Extended Care                |                   |  |  |  |
| Administrative Office     | Boys                        | 1st Grade<br>Ms. Monsees  | Kindergarten<br>Mrs. Miller | VPK<br>Mrs. Penna          | VPK Hartney<br>Extended Care |                   |  |  |  |

## Main Education Building



