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## MISSION STATEMENT

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

assist families in proclaiming and sharing the Christian faith  
provide opportunities for spiritual, intellectual, emotional, and social growth  
empower students to recognize and utilize their God-given potential

## PHILOSOPHY

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

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

*“Go therefore go and make disciples of all nations, baptizing them in the name of the Father and of the Son and of the Holy Spirit, and teaching them to observe all I have commanded you.” (Matt. 28:19-20)*

*“Fathers, do not provoke your children to anger; but bring them up in the discipline and instruction of the Lord.” (Eph. 6:4)*

*“And these words that I command you today shall be on your heart. You shall teach them diligently to your children, and shall talk of them when you sit in your house, and when you walk by the way, and when you lie down, and when you rise.”(Deut. 6:6-7)*

*“Train up a child in the way he should go; even when he is old, he will not depart from it.” (Prov. 22:6)*

*“All your children shall be taught by the Lord, and great shall be the peace of your children.” (Is. 54:13)*

## OBJECTIVES

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

### The child in relation to God

It is the objective of the school that the child:

1. Develops a growing knowledge of the Triune God, a growing trust in Jesus Christ as his Savior from sin, and an increasingly worshipful, sanctified lifestyle.
2. Develops a growing knowledge of the Holy Scriptures as the Word of Life, a proper understanding of the Law and the Gospel, an increased ability to apply God's Word to the situation, and a desire to gain the blessings of the Holy Baptism and the Lord's Supper.
3. Develops an understanding of the nature, function, and responsibility of the church as the body of Christ, plus a willingness and ability to serve as an active member of this body.

### The child in relation to himself and his abilities

It is the objective of the school that the child:

1. Develops the knowledge, attitudes, and conduct needed to function effectively as God's child (spiritual powers.)
2. Understands his body and accepts responsibility for its health, safety, and recreation (physical powers.)
3. Develops logical, scientific, and creative thinking habits, gains knowledge and the skills of communication, and acquires significant elements of his cultural heritage (mental powers.)
4. Develops social skills needed to live competently and creatively (social powers.)
5. Appreciates the beauty of nature and the fine arts and expresses himself in different fine arts media (aesthetic powers.)

### The child in relation to his fellow human beings

It is the objective of the school that the child:

1. Recognizes all people to be God's creation and shows respect, courtesy, and consideration for the rights and welfare of others.
2. Respects parents as God's representatives and appreciates his privileges and responsibilities as a member of an earthly family, of which Christ is the head.
3. Develops Christian social responsibility and cooperative skills.
4. Develops concern for the spiritual and material welfare of all people and demonstrates this concern through witness and charitable activities.
5. Respects government as God-ordained and appreciates his privileges and responsibilities as a member of a local, state, national, and world community.

### The child in relation to nature

It is the objective of the school that the child:

1. Understands that God is the creator, ruler, and preserver of nature.
2. Thanks and praises God for all the gifts of nature.
3. Develops knowledge, attitudes, and conduct needed to understand, use, and care for the earth and its environment.
4. Willingly uses nature to glorify and serve God

## **Home/School Partnership**

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

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

## **The Administration of Trinity Lutheran School**

Trinity Lutheran School is an integral part of Trinity Lutheran Church. The operation of the school is under the direction of The Board for the Day School. The Board for the Day School shall consist of at least eight (8) members of Trinity Lutheran Church, including the elective chairman of the board. The principal of the Day School shall be an advisory non-voting member of the board. Communicant members of sister congregations may be appointed to this board. The number of such members is to be determined by the Voter's Assembly of Trinity Lutheran Church. The basic objectives of this board are to establish the basic purpose and policies of the school and to execute them; to approve the curriculum and assure the quality of the overall program; to propose the school operation budget, recommend the tuition rate, and encourage financial support; to promote the enrollment; and to maintain a qualified staff and encourage each person in his/her ministry. The principal reports to the Board for the Day School concerning school matters, makes recommendations regarding policy, and is responsible for carrying out the policies of the board.

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

Trinity Lutheran School is a member of the Lutheran Church-Missouri Synod. Trinity Lutheran School is accredited through the Missouri Chapter of the National Federation of Non-Public School State Accrediting Association, and also through the National Lutheran School Accreditation-Lutheran

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

### **Notice of Nondiscrimination**

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

### **Admission Policy**

A parent-principal-student interview is required for all students wishing to enter Trinity Lutheran School for the first time in grades 1-8. A screening and interview with the Kindergarten and/or Pre-Kindergarten teacher is also required for those entering Pre-Kindergarten or Kindergarten.

Test scores and/or report cards for the previous three years will be requested of students entering grades 3-8. If these scores or report cards are not available before registration, the parents may be asked to pay for testing to be done by Trinity Lutheran School.

Parents of children transferring from another school are to sign a release of records form from the previous school so that Trinity Lutheran School may obtain the child's master record folder.

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

Enrollment of any pupil is subject to approval by the Board for the Day School in consultation with the principal, teachers, and pastors.

### **Enrollment Requirements**

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

Children of members of Trinity are given preference on enrollment. We feel that our first

responsibility in Christian education is toward the children of our congregation. Whenever the size of the class permits, the children of non-members will be admitted in the following order:

1. Children of parents belonging to a sister congregation.
2. Children of parents who are members of no church.
3. Children of parents who are members of another church body.

### **Special Needs**

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

### **Social Media**

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

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

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

For the purpose of this policy, Social Media will include, but is not limited to: Facebook, MySpace, Twitter, internet blogs, internet chat rooms, email, texting, etc. It will apply to staff members, coaches, volunteers and anyone who works with students at Trinity Lutheran School. ***Electronic communication between students and teachers will be limited to school related issues.*** Any communication (email, text, or otherwise) will be ***copied*** to the ***administrator and parents.***

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

bullying, inappropriate language, sexual content, etc

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

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

**Procedures related to this policy are available in the Technology/Social Media Acceptable Use Policy and the Photo/Media Permission Form which should be read by every family. Parents are asked to sign a form included with this handbook to indicate their compliance with this policy.** These forms are located at the end of this handbook.

### **Immunization Requirements**

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

| <u>Grade/Age</u>  | <u>Number of Dosages</u>   |
|-------------------|--|
| 16-59 months (PK) | 4 DTP, 3 OPV, 1 MMR, 3 HB, 1 or more Hib, 1 Varicella  |
| Grades K - 1      | 4-5 DTP, 3+ OPV, 2 MMR, 3 HB, 1 Varicella (the last dose of DTP & OPV must be after age 4)<br><b>Also, second dose of varcella (chickenpox) vaccine for all children entering kindergarten</b>   |
| Grades 2 - 7      | 4-5 DTP, 3+ Polio, 2 MMR, 3 HB, (the last dose of DTP & OPV must be after age 4)   |
| Grade 8           | 3 DTP, 3+ Polio, 2 MMR, 3 HB,<br><b>Tdap vaccine required for all incoming 8<sup>th</sup> grade students if the child has completed the recommended childhood DTaP/DTP vaccination series and has not received a Td booster within the past 2 years.</b> |

**Please note that Varicella (chicken pox) vaccine or proof of disease is required for Kindergarten through 4<sup>th</sup> grade students for the 2012-2013 school year.**

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

### **Class Size**

|                         |  |                         |
|-------------------------|--|-------------------------|
| <u>Pre-Kindergarten</u> | 11 and below                             | one teacher             |
|                         | 12-20 (limit of 20)                      | one teacher and aide    |
|                         | Over 20                                  | additional class        |
| <u>Kindergarten</u>     | 20 and below                             | one teacher             |
|                         | 21-26                                    | teacher and aide        |
|                         | Over 26                                  | cut-off or second class |
| <u>Grade 1</u>          | 24 and below                             | one teacher             |
|                         | 25-28                                    | teacher and aide        |
|                         | Over 28 at or before beginning of school | – additional class      |
|                         | Cut-off during the school year           | at 26                   |
| <u>Grades 2-8</u>       | 25 and below                             | one teacher             |
|                         | 26-31                                    | teacher and aide        |
|                         | Over 31 at or before beginning of school | – additional class      |
|                         | Cut-off during the school year           | at 29                   |

The Board has the authority to make recommendations regarding class size should there be any unusual circumstances or enrollment issues in any of the grades.

### **Division of Classes**

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

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

### **Daily Schedule**

The school day for grades Pre-K-8 begins at 8:00 AM and dismisses at 3:05 PM.

### **Tuition and Registration Fees**

Parents or guardians who are members of the congregations affiliated with the Lutheran Church-

Missouri Synod should be aware of the policies and procedures for enrollment and church commitment established by their home congregations.

Full tuition of \$489 per month for the months of August through April is paid by K-8 pupils if neither he nor one of his parents is a member of Trinity, Hanover, St. Andrew, or Good Shepherd Lutheran congregations. These congregations pay varying amounts of the tuition for their members who are students of Trinity Lutheran School. Pre-Kindergarten pupils pay full tuition of \$3600 total for the months of August through April if not a member of one of the before mentioned Lutheran churches. Members of these four congregations should check with their church for exact amounts. Trinity uses the SMART Tuition Management Service to collect tuition payments at a cost of \$50.00 per family.

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

Registration fees for the 2016-2017 school year are **\$150 for Pre-Kindergarten through Grade 8 if paid by April 30<sup>th</sup>**. This fee is **\$200 starting May 1<sup>st</sup> and is to be paid by August 1<sup>st</sup>**. Registration fees are non-refundable.

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

### **Payment Policy**

The SMART tuition fee is due by May 1 upon re-enrollment. The book fee will be payable by the first day of August of the current school year. Tuition will be payable monthly from August to April to the SMART Tuition Management Service. Under this program, parents can elect the payment plan that best meets their needs. A \$50 per family fee for the use of SMART services will be the responsibility of the parents. This fee will be credited if the parent elects to pay the entire year's tuition by July 1.

The first semester tuition fees must be paid by **December 20** as reported by SMART or the student will not be considered registered and will not be accepted for enrollment for the second semester. Students will not be considered registered and will not be accepted for enrollment for the following school year if 100% of the current year's tuition and fees are not paid. Tuition payments and fees (including SMART) must be current before any report cards are sent home at the end of the school year and transcripts or transfer records will be sent to another school. Additionally, if SMART informs Trinity that tuition is three months or more delinquent, the child could be dropped from the Trinity Lutheran School program.

### **Delinquent Fees Policy**

All book fees, tuition, cafeteria fees, nutrition fees, or any other outstanding bills shall be paid. Those

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

### **Worship**

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

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

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

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

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

### **School Attendance**

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

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

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

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

Students who are absent from school are not allowed to participate in after school activities.

### **Policy**

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

Students who are absent 3 consecutive days due to illness, will be asked to present a doctor's excuse upon their return. **No credit for work will be given until the excuse is received.**

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

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

### **Absences**

1. Excused absences are those which are unavoidable, as in the case of illness or death in the family. The teacher determines whether or not work needs to be made up.
2. Unexcused absences are those which are avoidable and those for which:
  - \* The school is given no explanation
  - \* The absence was not pre-excused
  - \* The student neglected to bring a written explanation within two days of his or her return
3. Absences due to vacations are strongly discouraged. In order to be considered excused, it must meet the following criteria:
  - a. It must be approved by the principal **in person** (not e-mail or phones)
  - b. Parents must meet with the teacher and give them the approval form signed by the principal.
  - c. All assignments made up in the appropriate time (days equivalent to time missed). Teachers are not expected to give assignments ahead of time.

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

4. Students must be in school by 11 a.m. to attend or participate in after school functions. If a student is not present 11 a.m. – 3 p.m. they cannot participate in any after school function.
5. Truancy is an absence without the knowledge of the parent or guardian. School work for truancy cannot be made up.
6. Students **MUST** be fever free for 24 hours before returning to school. Please follow this

guideline because it will avoid “relapses”.

## **Even An Excused Absence Counts Against Perfect Attendance**

### **Procedures for Reporting Absence**

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

### **Excuses**

Upon returning to school following an absence, parents should write a note or send an e-mail, explaining the reason for the absence. This is necessary for record keeping.

### **Tardiness**

For students in K-2, the parents will be personally contacted (first by the teacher and if no improvement is made, by the office) to address the issue of tardiness and to develop a plan for more punctual arrival. Continued tardiness will be referred to the Board for the Day School

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

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

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

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

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

### **A pupil is tardy if he is not in his room when the last bell for the beginning of classes rings.**

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

Excused tardies include:

1. Request of a parent for child’s doctor or dental appointment. (A note from the doctor or dentist is required.)
2. Delay of transportation due to weather conditions. Students shall not be marked tardy when the vehicle is delayed. (However, an unreasonable delay of a student to report to class after arrival is not excused.)
3. If any of these reasons causes the child to not be in school prior to 11:00 AM, the situation then becomes a ½ day absence. The same ½ day absence will occur with any child who leaves school for the above reasons between 11:00 AM and 1:00 PM and does not return to school before dismissal time.

## **Ladder of Communication**

Whenever people are working together, misunderstandings and differences of opinion occur. Open communication gives the opportunity to share concerns and suggestions as well as to hear an explanation

as to why things are done specific ways. Sharing concerns and offering suggestions can also offer the opportunity to see the need for change.

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

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

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

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

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

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

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

The Panther Press will be emailed to each family on the Fridays or the last day of the week school is in session. Any family who does not have access to email may request that a paper copy be sent home with their child.

### **CONDUCT and DISCIPLINE**

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

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

**Respect God and those in authority**

**Respect others and yourself**

**Respect our learning environment**

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

*one another, as God in Christ you.”*

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

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

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

### **A: Bullying and Harassment**

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

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

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

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

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

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

### **B: Cell Phones**

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

and parents will have to pick it up in the office.

### **C: Nuisance Items**

Classrooms are places of learning, and although we want learning to be fun, we do not want children hindered in their learning by unnecessary distraction. Any items not directly related to instruction shall remain at home. If items are brought to school for a legitimate purpose, they should be given to the teacher immediately for safekeeping. The school is not responsible for the loss or damage of these items brought to school, even if they are taken from a student temporarily or confiscated.

### **D: Personal Appearance and School Dress**

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

This means that they will wear:

1. A solid colored, collared short or long sleeved polo, mock turtleneck shirt or blouse. The shirt will have no monogram or logo other than “TLS” or “Trinity Lutheran”. The shirt or sweater may be in these colors: white, yellow, navy, royal blue, green, or burgundy.
2. Sweatshirts of the same colors as the approved polo shirts with (or without) an approved monogram. (Ex. Trinity Lutheran logo).
3. Slacks, shorts, skorts, jumpers, or capris:
  - A. Black, navy, khaki, or plaid.
  - B. Plaid will be the blue, green, gold #3394 at Hancock’s Fabrics. They also carry a navy “uniform” material.
  - C. Jumpers will be pattern #7683 or #9337 of the Simplicity brand at Hancock’s Fabrics.
  - D. Shorts, skorts, or skirts must be no shorter than two inches above the knee, and shorts may not be rolled up.
4. Socks must be solid, of the same colors as shirts.
5. On Fridays, students may wear long jeans or jean capris and any Trinity t-shirt. Jeans with holes or skin tight jeans are not appropriate. Shirts do not need to be tucked in. If a child does not have a Trinity t-shirt, he or she should wear a regular uniform shirt with jeans.
6. Boots designated for snow may be worn to school and on the playground; however they must be removed for the school days. Boots worn throughout the day are only permitted on NUTTY days.

The dress code includes appropriate haircuts for boys and girls. Neither boys’ nor girls’ hair should hang below the eyebrows. Boys’ hair should not touch the collar. Neither boys’ or girls’ hair should be cut or colored in any way that is unnatural, draws undue attention to them, or is distracting to students or teachers (this includes Mohawk haircuts). Students with inappropriate cuts or coloring will not be permitted to attend class until changes are made that are acceptable. If you are unsure if a particular cut or style is appropriate, please check with the principal before proceeding. Upper grade girls may wear moderate make-up. No student should have excessively pierced ears (and NO other piercings are permitted), and no tattoos or other markings. Shirts will be tucked in and buttoned: nothing sleeveless. Pants with belt loops require a belt. Shoes should be suitable for the school

activity; tennis shoes are required for P.E.; sandals must have a strap in the back; socks are required with sandals. Individual teachers may request a certain type of footwear.

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

1<sup>st</sup> Offense: A note will be sent home to be signed by the parents and returned to the teacher.

2<sup>nd</sup> Offense: A note will be sent home to be signed by the parents and returned to the principal.

3<sup>rd</sup> Offense or more: The student will be required to remain after school that day in detention.

A phone call will be made to the parents informing them of this. If it is impossible for the student to remain on that day, two days will be scheduled in the immediate future.

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

### **N.U.T.T.Y Days**

Throughout the year, there are scheduled days called N.U.T.T.Y. ( No Uniform Today Thank You). This privilege comes with a donation to the designated chapel charity for the month, or sometimes it is specific to a holiday or other special event. On these days, students are not required to wear their uniform. Tank tops, spaghetti straps, and tops with wording that is not appropriate for a Christian school (alcohol, un-Christian like saying, etc.) are not permitted. Shorts are to be no shorter than mid-thigh and skin-tight bottoms or leggings are not acceptable. The requirement for shoes remains the same as in the dress policy. Boots are permitted on these days only.

### **Dress Code for Days of Sporting Events**

#### **Boys and Girls Basketball and Volleyball, Track, and Girls Volleyball and Cheerleading**

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

### **E: Public Display of Affection**

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

### **F: Weapons and Other Dangerous Items at School**

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

A student’s desk and locker is considered school property and may be searched at any time. At

times, it will be necessary to search the student's belongings or person. The student's consent is not required when there is reasonable suspicion that the search will result in the discovery of alcohol, drugs, or drug paraphernalia.

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

Students are encouraged to Turn In a Violator (T.I.V.). Any student who knows anyone who may possess any weapon or dangerous device is urged to tell a teacher, staff member, or administrator. Your name will be kept confidential. Also, parents are encouraged to call the principal if they receive similar information.

### **Parent Teacher Conferences**

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

### **Homework**

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

### **Student Progress**

Reports of student progress are essential components in the parent-teacher partnership. Grades are updated on Fast Direct every Monday by noon for grades 3-8. Mid-term progress reports are

available online at the midterm of each quarter for grades 3-8. Parents are asked to print the report, sign it, and return it to school. Report Cards are provided to parents four times during the school year. The first quarter report is given directly to the parents during the parent-teacher conference. The second and third quarter reports are available online through Fast Direct. They should be printed, signed, and returned to school. Fourth Quarter Report Cards are sent home with students on the last day of school.

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

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

The grade scale used at Trinity is as follows:

|        |    |       |    |          |    |
|--------|----|-------|----|----------|----|
| 96-100 | A  | 82-84 | B- | 67-69    | D+ |
| 92-95  | A- | 78-81 | C+ | 63-66    | D  |
| 89-91  | B+ | 74-77 | C  | 60-62    | D- |
| 85-88  | B  | 70-73 | C- | Below 60 | F  |

### Honor Roll

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

**“B” Honor Roll-** Students in grades 5-8 having a B average, (7, 8, or 9) for ALL classes.

**“A” Honor Roll-** Students in grades 5-8 having an A average, (10 or 11) for ALL classes.

To be eligible for either honor roll, the student may not have a D+, D, D-, F, or Incomplete grade. The subjects which meet four or five times a week (math, science, reading, social studies, and language arts) will have their grade points doubled. Classes which meet two or three times a week (spelling, art, band/choir, computer, Spanish, and physical education) will have the grade counted once. The total will then be averaged.

Conversion of letter grades to numbers is as follows:

|    |    |    |   |    |   |    |   |
|----|----|----|---|----|---|----|---|
| A  | 11 | B  | 8 | C  | 5 | D  | 2 |
| A- | 10 | B- | 7 | C- | 4 | D- | 1 |
| B+ | 9  | C+ | 6 | D+ | 3 | F  | 0 |

## **Cheating**

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

## **Student Records**

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

## **Class Parties**

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

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

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

## **Field Trips**

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

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

**Volunteer drivers and chaperones are needed to facilitate field trips. Volunteers need to be able to give full attention to the class for whom the field trip was organized. Siblings may not accompany a class on a field trip.**

### **Eighth Grade Trip**

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

### **Graduation**

Eighth grade graduation is the final school event of each school year. Graduation takes place in the evening. of the last day of school.

### **Adult Volunteers**

At Trinity Lutheran School, we want to involve our parents as much as possible. We are convinced that the more families are involved in the educational program of their children, the better the child does in school. Volunteers are very important to the school. At the beginning of the school year, room parents for each grade are organized.

### **Guidelines for Volunteers**

1. Volunteers should remember that they serve as an assistant to the teacher. The classroom teacher is responsible for the educational programs of his/her classroom, and it is important for volunteers to take their direction from the teacher or staff person in charge of the activity.
2. Even though volunteers serve in a volunteer capacity, when they have committed themselves to a task, people are depending on them. If, for some reason, they cannot meet their commitment, they should inform the teacher, staff person or committee chairperson so that the day's schedule may be adjusted accordingly.
3. Volunteers are sometimes party to privileged information or have the opportunity to observe individual children and interaction between students or between students and teachers. Information of this sort must be confidential. Volunteers do not have the authority to contact parents to inform them of behavior problems or academic needs. Concerns of this kind should be discussed with the teacher or principal. Contacts with the home should come from the professional staff. It is also a breach of ethics to discuss school situations with other parents.
4. Volunteers should not administer any punishments should such disciplinary measures be needed. This should be handled by the professional staff.
5. Volunteers should check in at the main school office before going to classrooms.
6. When you are available, don't hesitate to contact the school office.

### **Interschool Athletics**

The purpose of an interscholastic athletic program is to develop wholesome competition, good sportsmanship, and Christian fellowship among students. The athletic program at Trinity Lutheran will offer students in **grades 5 through 8** an opportunity to participate in a variety of sports. Basketball,

volleyball and track are offered to both boys and girls, plus cheerleading for girls. There will be a \$25 fee per athlete for basketball, volleyball and cheerleading to help defray the cost of uniforms and supplies. Specific athletic policies will be published in an Athletic Handbook, available to all athletes.

### **Milk/Hot Lunch Program**

The Board for the Day School strives to operate the Hot Lunch Program in such a manner as to provide lunches at the lowest possible cost to the students. In order to provide a cost-effective lunch that is nutritionally balanced, for the 2016-2017 school year, Trinity will not participate in the Federal Program. This will be reevaluated for future school years.

Meals are to be paid for **in advance**. The price for a student or adult hot lunch is \$2.60 per day (the prices for hot lunches are subject to change at the discretion of the School Board). Money may be put into a child's lunch account in the office at any time. The following list may be helpful in planning meal purchases: 5 days = \$13.00, 10 days = \$26.00, 15 days = \$39.00, and 20 days = \$52.00. Lunch account balances are available on Fast Direct. We encourage you to keep a check on your account. Notices are sent home regularly to students whose lunch accounts have dropped below \$5.20 (the price of two meals). **NO LUNCHES WILL BE CHARGED**. If the student's lunch account has insufficient funds for that day, a phone call will be made to the parents, giving them the option of bringing a lunch or bringing money to put in the student's account. If it is not possible for the parent to do this, a peanut butter and jelly sandwich and milk will be given to the child. Students who bring their own lunch from home may purchase milk for \$ .35 per carton.

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

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

The school will expect that children eating a lunch by the cafeteria to drink a half-pint of milk with the meal unless excused by a family doctor for valid reasons.

### **Medication Policy**

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

If medication needs to be taken at school and parents are unable to administer it, only office staff can administer the medication, and all medication must be stored in the office. A parental consent form must be filled out and be on file in the office before over-the-counter medication can be given. Prescription medication will need the "Parental Consent" form and permission from a practitioner (physician, dentist, podiatrist, etc.) licensed to Missouri to administer prescription medication at school. Medication should

be properly labeled and **brought in the original container**. Please send a note indicating the time the medication needs to be taken and a clean dosage container (if called for) from which to have medication dispensed. It is the child's responsibility to come to the office at the proper time to receive the medication. We will not track them down.

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

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

### **Before and After School Drop Off/Pick Up**

Students should not arrive at school before 7:00 AM, when the doors to the Assembly Room will be open to them. There is no scheduled supervision previous to this time. Children should proceed directly to the Assembly Room where they will be supervised until dismissal at 7:25 AM., when they go the gym. Main doors will be opened at 7:45AM and will remain open until 8 AM.

After school, all pick up will be on the South side. This is essential in order to keep all children and parents safe. Parents are requested to enter the parking lot on the North side, form 2 lines around the school, and wait in line for students to be called for loading. Please write your family name on a card and place on the visor so school personnel can identify the family and announce the arrival to the student. When all cars in the loading zone are loaded, they will be allowed to leave and the next set will move forward. Parents are asked to exit by Pacific or Benton street exits.

Adults who wish to park and pick up a child may park in the South lot and wait and visit in the area east of the exit. Adults who park, are asked to escort their children to their cars during the times that traffic is stopped for loading. For safety reasons, no child will be permitted to cross to the parking area without an adult.

Any student remaining at 3:15 pm will be taken to the office and a parent contacted. Any student remaining after 3:25 pm, **will be taken to the After School Club, with appropriate contact information, and parents will be responsible for any charges.**

### **Parties-Invitations**

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

### **Communication**

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

1. Our school website: [www.t-lutherschool.org](http://www.t-lutherschool.org) Calendars, supply lists, menus, AR lists, and schedules are available here.
2. Fast Direct, our information site is located at [www.fastdir.com/tlscg](http://www.fastdir.com/tlscg). Parents should contact the school office for activation code and password. This site provides the following information:
  - a. Grades updated weekly on Monday for grades 3-8
  - b. E-mail directly to the teachers and staff
  - c. Report cards and mid-term reports
  - d. Receive e-mails from school
  - e. Menus
  - f. School calendar
  - g. Individual classroom assignments, activities, etc.
  - h. Tuition balance, lunch account balance and After School Club balance
3. A newsletter from the office – The Panther Press – available on Fast Direct and on [www.t-lutherschool.org](http://www.t-lutherschool.org).
4. Text messages and e-mail are available through Fast Direct

### **Transportation**

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

### **Insurance**

Pupils on the school athletic teams must be covered by insurance. A written, signed statement must be submitted to the office by the parents. Markel Insurance Company offers coverage for students, if needed. For details and to apply, please visit <http://markel.sevencorners.com/>.

### **Parent-Teacher League**

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

### **Lost And Found**

Each year there is a large accumulation of lost and found items. These items are kept by the south entrance. Much of this could be prevented by **LABELING** garments, gloves, hats, boots, etc. Losses should be reported to the teacher immediately. Any items not claimed by the end of the year will be donated to a worthy cause.

## **Bad Weather**

If school is closed due to inclement weather conditions, an announcement will be made on the local radio station KZIM- 960 AM, and on the local television station KFVS TV 12 (Cable 7). Parents are asked to listen to the radio (after 6:30 AM) and not call the school, the teacher, or the principal to receive that information. **Under normal conditions, Trinity Lutheran School will close if the Cape Public Schools close.** If there is a delayed start of the school day, the Pre-Kindergarten AM class will automatically be canceled for the day. All other classes should report to school at the announced starting time. When school is closed due to inclement weather, all other school-related activities scheduled for that day will also be canceled.

If school is to be cancelled during the day, the Radio and Television stations will be notified. In addition, an e-mail will be sent to all parents through Fast Direct. **Please do not call the school—this ties up the lines and prohibits the office from obtaining necessary information to make a decision.**

## **Government Regulations**

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

### Asbestos Information

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

### Emergency Medical Treatment

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

### AIDS Policy

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

### Blood Borne Pathogens

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

### Sexual Harassment

Sexual harassment is a violation of school policy and state and federal laws. By the Civil Rights Act of 1991, victims' rights are acknowledged by allowing compensatory and punitive damages and trial by jury. Sexual harassment is defined as "unwelcome sexual advances, request for sexual favors, sexually

motivated physical contact or other verbal or physical conduct, or communication of a sexual nature, when the conduct or communication creates an intimidating, hostile, or offensive educational environment”.