

# Trinity Lutheran School

## Parent-Student Handbook

### 2024-2025



*Trinity Lutheran School  
55 North Pacific Street  
Cape Girardeau, MO 63701*

**Principal: Mr. Cory Crosnoe**  
**Administrative Assistant: Mrs. Laura Wallhausen**  
**Phone: (573) 334-1068**  
**Fax: (573) 334-5081**  
**[office@t-lutheranschool.org](mailto:office@t-lutheranschool.org)**

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Dear Parents,

Thank you for your interest in and support of Trinity Lutheran School. Since 1854 Trinity Lutheran School has provided a quality Christ-centered environment to:

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

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

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

The Student/Parent Handbook is a guide for all families that provides many of the Trinity Lutheran Schools policies, procedures, and expectations for parents and students. We ask that you read and understand this Handbook. If you have questions about anything in the Handbook, don't hesitate to contact the school principal (334-1068). After reading the Handbook and if you have no further questions, please sign the below forms in the back of the Handbook and return them to school.

- Parent/Student Handbook Agreement Form
- Student Technology Usage Form
- The Parent/Student Code of Conduct

God's Richest Blessings,

TLS Board for the Day School

## MISSION STATEMENT

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

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

## STATEMENT OF BELIEF/PHILOSOPHY

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

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

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

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

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

### Statement of Belief of Forgiveness and Conduct:

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

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

### Statement of Belief of Marriage, Gender, and Sexuality:

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

We believe marriage has only one meaning: uniting one man and one woman in a single, exclusive union, as delineated in Scripture (Gen. 2:18-25). We believe that God intends sexual intimacy to occur only between a man and a woman who are married to each other (1 Cor. 6:18; 7:2-5; Hebrews 13:4). We believe that God has commanded that no intimate sexual activity be engaged outside of marriage between a man and a woman. We believe that any form of sexual immorality (including adultery, fornication, homosexual behavior, bisexual conduct, bestiality, incest, and use of pornography) is sinful and offensive to God (Matt. 15:18-20; 1 Cor. 6:9). We believe that to preserve the function and integrity of Trinity Lutheran School as the local Body of Christ and to provide a biblical role model to the school’s members and the community, it is imperative that all persons employed by Trinity Lutheran School in any capacity, or who serve as a volunteer, agree to and abide by this Statement on Marriage, Gender, and Sexuality ( Matt. 5:16; Phil. 2:14-16; 1 Thess. 5:22).

## **OBJECTIVES**

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

### **The child in relationship to God.**

It is the objective of the school that the child:

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

### **The child concerning 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 the parents of 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 all people's spiritual and material welfare 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.
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 essential means of accomplishing this is to maintain a Christian home environment. The school cannot hope to achieve 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 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. No triangle is left if any of the triangle's three sides are missing. All three are vitally important. For this reason, open lines of communication and sincere cooperation and understanding between teachers and parents are essential to the child's success. Teachers and the school principal will always be willing to meet with parents to discuss relevant issues concerning the student's welfare.

### **ADMINISTRATION OF TRINITY LUTHERAN SCHOOL**

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

Regular meetings of the TLS Board for the Day School are held once a month. Parents wishing to address the Board on a particular subject must contact the Chairman or Principal before the meeting date 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 request them from 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 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 advises on various educational matters and 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 they do not conflict with the school's philosophy.

### **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. It does not discriminate based on race, color, nationality, and ethnic origin in the administration of its policies, scholarship and loan programs, and athletic and other school-administered programs.

### **ADMISSION POLICY**

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

### **INCOMING TRANSFER STUDENTS**

All transfer students will follow the admissions process outlined below:

1. Parents of children transferring from another school are to sign a release of records form from the previous school so that Trinity Lutheran School may obtain the child's master record folder. Records include, but are not limited to, report cards, test scores, disciplinary reports, and special needs reports.

These must be submitted as a part of the registration process before final admission is confirmed. TLS personnel may speak to the student's past and present teacher and administrators regarding the student. Trinity Lutheran School reserves the right to refuse admission to students who have demonstrated behavioral problems at other schools or within their communities or whose special learning needs exceed the resources and the curricular program of TLS.

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

Trinity Lutheran Church office confirms for the school whether or not a family has met the criteria to be eligible to receive the church subsidy for the following school year and the unique "parishioner" tuition rate. For those transferring from another city/parish, a letter from the pastor, Principal, or teacher is desirable.

### **ENROLLMENT REQUIREMENT**

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

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

Age Requirements:

- Pre-Kindergarten – The child must be 3 or 4 years old before August 1 of the school year and completely toilet-trained before the first day of attendance. No exceptions.
- Kindergarten – The child must be five years old before August 1 of the school year.
- First Grade – The child must be six years old before August 1.

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

### **RELEASE OF STUDENTS**

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

### **SPECIAL NEEDS**

Trinity Lutheran School strives to offer a Christian Education to the community of Cape Girardeau. We want to include any of God's children who desire to hear the Words of God and academics. The enrollment of students with special needs will be handled on a case-by-case basis, weighing the desires and needs of the applicants and considering the impact it would have on the classroom in which they would be placed. The Board of the Day School will make these decisions upon recommendation from the Principal.

### **SOCIAL MEDIA**

*Do not let any unwholesome talk come out of your mouths, but only what helps build others up according to their needs may benefit those who listen (Ephesians 4:29).*

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

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

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

Facebook, Twitter (X), Instagram, Snapchat, internet blogs, chat rooms, email, texting, etc.

It will apply to staff members, parents, coaches, volunteers, and anyone working with Trinity Lutheran School students. 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 only be posted if the parents of all those in the picture have given their consent. Out of courtesy, please check with other parents before posting.

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

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

### **IMMUNIZATION REQUIREMENTS**

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

<b>Grade/Age</b>	<b>Number of Dosages</b>
16-59 months (Pre-K)	4 DTP, 3 OPV or IPV, 1 MMR, 3 HB, 1 or more Hib, 1 Varicella
Grades K-1	4-5 DTP, 3+ OPV or IPV, 2 MMR, 3 HB, 1 Varicella (the last dose of DTP & OPV must be after age 4) Also, second dose of Varicella vaccine for all children entering Kindergarten
Grade 2-7	4-5 DTP, 3+ Polio, 2 MMR, 3 HB (that last dose of DTP & OPV must be after age 4)
Grade 8	3 DTP, 3+ Polio, 2 MMR, 3 HB

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

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

### **DAILY SCHEDULE**

Begins at **8:00 AM** and ends at **3:06 PM**

### **TUITION AND REGISTRATION FEE**

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



Full tuition for July through April is due for Pre-Kindergarten/3-year-old programs through 8th grade, if neither they nor one of their parents are members of Trinity, Hanover St. Andrew, or Good Shepherd Lutheran congregations. These congregations pay varying tuition amounts for their members of Trinity Lutheran School. Members of these four congregations should check with their church for exact amounts.

For Trinity Lutheran Church members, the church office confirms for the school whether or not a family has met the criteria to be eligible to receive the church subsidy for that month.

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 parents with physical custody. In joint custody cases, the church where the student is a baptized member will be set. A copy of the current legal custody agreement is required to be given to the Principal.

The registration fee for the school year is \$150.00 for Pre-Kindergarten thru Grade 8 and is due by the first Monday in March each year.

If the registration fee is received after the first Monday in March, the registration fee will be \$200 for Kindergarten thru Grade 8. The registration fee is non-refundable.

Technology/Snack Fee - We are a 1:1 school and offer our students devices (iPads for Pre-K to 1st grade and Chromebooks for 2nd grade to 8th grade). This fee is included in the tuition total and is not negotiable. The fee also covers daily snacks for students in the 3-year-old Program/Pre-K and Kindergarten.

### **PAYMENT POLICY**

Trinity offers a payment option to collect monthly tuition payments at \$56.00 per family, due by June 1 if not paid upon re-enrollment. Tuition will be payable monthly from July through April. Under this program, parents can elect the payment plan that best meets their needs. This fee will be credited if the parent pays the entire year's tuition by the end of July.

The first-semester tuition fees must be paid by the end of December of the current school year, or the student will not be considered registered or accepted for enrollment for the second semester. Students will not be accepted for registration for the following school year if 100% of the current year's tuition and fees are unpaid. Tuition payments and fees 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 the Payment Plan program 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 other outstanding bills shall be paid. Those with delinquent accounts that are 30 days past due will be contacted by the Board of the Day School. Unless some form of reasonable 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 reports 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 vital 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 honoring them. Daily family devotions, mealtime, and bedtime prayer can also enhance the family worship experience.

The teachers keep church and Sunday School attendance records for the students. This information is based on the child's 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 and 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.

In the school gym, chapel services are typically held Wednesday mornings before classes begin. As part of our religion curriculum at TLS, all students are required to attend weekly chapel services. Family and friends are invited and encouraged to participate in these chapel services whenever possible. Offerings are collected each week at the chapel service. These offerings are designated for various special missions 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 and develop God-pleasing stewardship habits.

Each month, on a designated chapel service day, we recognize the baptismal birthdays of the school's students and teachers.

### **SCHOOL ATTENDANCE**

Regular attendance is essential if a student uses the school's educational opportunities. Regular attendance develops dependability and responsibility in students and contributes to their academic achievement. Chronic absenteeism seriously hampers academic achievement.

A sound attendance system must stress the importance of punctuality and regular attendance, but it must also concern itself with the factors underlying non-attendance. It must, therefore, provide 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)
Pre-arranged trips with parents that have been approved by principal	Serious illness or death in the family

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

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

### **ATTENDANCE POLICY**

To ensure the best possible education, students must regularly attend school.

- Absences shall be at most 10 days per semester.
- Students absent 3 consecutive days due to illness are asked to present a doctor's note upon return.
- When a student has been absent for 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 8th absence, parents will be contacted, and a meeting will be arranged with the administrator, teacher, parents, and student to ascertain the reasons for the frequent absence and develop a plan to improve attendance and keep the student current with their academics.
- If the 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 of the Day School will be advised of the recommendation before the parents are contacted.

If a parent contacts the office to get an absence excuse and the child receives work before leaving, the work will be due immediately upon return to school. Work that still needs to be completed will be handled according to classroom policy.

## Absences

1. Excused absences are unavoidable, as in the case of illness or death in the family. The teacher will determine work that needs to be completed.
2. Unexcused absences are those which are avoidable and those for which:
  - a. The school is given no explanation.
  - b. The absence was not pre-excused.
3. Absences due to vacations are strongly discouraged. In order to be considered excused, it must meet the following criteria:
  - a. It must be approved by the Principal in person, by email, or by phone.
  - b. All assignments are made up appropriately (days equivalent to time missed).
    - i. Teachers are expected to give assignments on time. If students are given work before their absence, it must be completed when returning to school.
4. Truancy is an absence without the knowledge of the parent or guardian.
5. Students MUST be fever free for 24 hours without medication to reduce fever before returning to school. Please follow this guideline, as it will avoid 'relapses.'

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

**Even an excused absence will count against Perfect Attendance.**

## Procedures for Reporting Absence

Parents are expected to contact the school office if their child is absent. Since we must keep a close check on all children under our care, each teacher reports the names of absentees immediately after the opening of school. The school will contact the home if the parents have yet to say absentee information.

## Excuses

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

## Tardiness

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

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

After 3 unexcused tardies – parents will be notified to rectify the situation.

On the 4th unexcused tardy – the student will serve detention, and athletic or other extracurricular participation may be suspended for a period of time as determined by the Principal.

- *Children arriving between 8:01 AM and 11:00 AM are considered tardy.*
- *Children arriving after 11:00 AM will be counted as ½ day absent*
- *Children leaving between 11:00 AM and 1:00 PM and not returning will be counted as ½ day absent.*

**A student is tardy if they are not in their classroom when the last bell for the beginning of classes rings.**

Excused tardies include:

1. The request of a parent for a 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.)

## LADDER OF COMMUNICATION

Whenever people are working together, misunderstandings and differences of opinion may occur. Open communication allows sharing of concerns and suggestions to hear an explanation as to why things are done in specific ways. Hearing concerns and offering suggestions can provide 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 occurred 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)***

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. To get the teacher's full time and attention, please schedule a conference before or after school.

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

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)***

If a solution has yet to be found after an honest attempt with the Principal and teacher, 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 attend the next board meeting.

## **CONDUCT AND DISCIPLINE**

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

In order to maintain an atmosphere in school conducive to learning, sound discipline will be held 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**

Despite all the expectations, children still misbehave...sometimes deliberately, sometimes unintentionally. Parents must realize that corrective measures are administered in the spirit of life in their stead. Where there is law, there must be Gospel. Corrective disciplinary actions point out wrong and unacceptable behavior. Still, 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 they do, we still love them. We share with our students Ephesians 4:32 *“Be kind to one another, tenderhearted, forgiving one another as God in Christ forgave you.”*

Each classroom teacher will have a discipline plan for the classroom. This plan will contain steps that have consequences. The final classroom consequence will result in the student being sent to the office. When a child is sent to the office, the Principal follows a stepwise progression of discipline approved by the Trinity Lutheran Board of the Day School. This stepwise progression of discipline depends upon the severity of the incident(s). It may include a letter to parents, detention, in-school, longer suspension, and 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 of the Day School will be necessary.

The 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 occur. 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 first and greatest commandment. And a second is like it: You shall love your neighbor as yourself."*

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

To effectively handle these cases, they must be immediately reported to the teacher or adult in charge. Then, that person will document and report the incident 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 referral to law enforcement authorities. Incidences of bullying shall be documented by school personnel. When a pattern of inappropriate behavior has been established 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(s) who are bullying to assist them in dealing with issues and affecting change in behavior. Cyberbullying 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. Classroom phones are available for parents to contact students during the school day or vice versa. If a student must 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 securely 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. Smartwatches are not allowed during the school day.

#### **C: Nuisance Items**

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

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

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 acceptably. Trinity Lutheran School expects that its students present themselves in a manner that reflects Christian ideals and practice. Our approach to our appearance is reflected in the neatness and appropriateness of our dress. As Christian people, we reflect Christian standards in all areas of living. We, therefore, take pride in our appearance. We take pride in the clothes we wear and in the manner in which they are worn. Students in Grades K-8 have a "Standardized Dress Code."

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

This means that TLS students will wear the following:

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

2. Non-uniform (coats, jackets, non-uniform sweatshirts, and hoodies) may NOT be worn in the classrooms. Approved TLS sweatshirts, hoodies, and fleeces of the same color as the approved polo shirts **WITH THE TLS LOGO** may be worn in the classrooms.
3. Slacks, shorts, skirts, jumpers, or capris: Pants with belt loops require a belt.
  - a. Black, navy, khaki, or plaid.
  - b. The plaid will be blue, green, and gold.
  - c. Shorts, skirts, or skirts must be of an appropriate length of mid-thigh or longer.
4. Shoes should be suitable for school activities; no crocs, flip-flops or house shoes should be worn to school. In addition, non-marking tennis shoes are required for PE. Socks must be worn.
5. On Friday, students may wear long jeans, jean shorts or jean capris, and any Trinity Lutheran T-shirt. Jeans with holes are not appropriate. Shirts do not need to be tucked in, nor does a belt need to be worn. If a child does not have a Trinity T-shirt, they 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 school days. Boots worn throughout the day are only permitted on NUTTY days.
7. Upper-grade girls may wear moderate makeup. No student should have excessively pierced ears (and NO other piercings are permitted) and no tattoos or other markings.
8. Students will go outside for recess whenever the weather permits and must dress accordingly.

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

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

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

2nd Offense – A message will be sent home to be signed by the parents and returned to the Principal.

3rd Offense or more – The student will be required to remain after school that day in detention. A phone a call will be made to inform the parents. Two days will be scheduled if the student can't stay that day.

### **E: NUTTY Days**

There are scheduled days called NUTTY (No Uniform Today Thank You) throughout the year. On these days, students are not required to wear their uniforms. Spaghetti straps and tops with wording that is not appropriate for a Christian school (alcohol, un-Christian like saying, etc.) are not permitted. Shorts, skirts, and dresses must be long enough to cover all body parts and must be mid-thigh or longer. Other shoes can be worn on these special days; however, non-marking tennis shoes must be worn for PE if it is a PE day. All attire should be God-pleasing.

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

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

### **G: Public Display of Affection**

Any behavior that might be categorized as a "Public Display of Affection" is inappropriate in the school setting. This includes the prohibition of any touching, punching, grabbing, etc. The "school setting" would consist of times during the day and at school-related functions (games, trips, concerts, etc.). The students involved will be spoken

to by the teacher concerned. If the initial reminder is not adhered to, the students will be sent to the Principal and asked to call home. Any further occasions of such behavior will be dealt with through the discipline policy.

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

Trinity Lutheran School has zero tolerance for weapons (any device unrelated to instruction and which may cause injury) and drugs of any kind, including tobacco and vape pens. Possession or use of any of these will result in immediate suspension and possible police referral, and the 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 are considered school property and may be searched at any time. It will sometimes be necessary to explore the student's belongings or person. The student's consent is not required when there is reasonable suspicion that the search will result in the discovery of alcohol, drugs, or drug paraphernalia. By Missouri law and school board policy, all school buildings, campuses, and up to 1000 feet of the perimeter of all school grounds are designated drug-free and weapon-free areas. Police dogs may be used without warning to detect drugs, weapons, or other dangerous devices in lockers, buildings, or cars parked on parking lots or adjacent streets. Those found possessing any drug, weapon, or dangerous devices are subject to prosecution and permanent expulsion from Trinity Lutheran School.

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

### **PARENT-TEACHER CONFERENCES**

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

### **HOMEWORK**

Trinity Lutheran School has no specific policy 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 that they could not complete while at school. As the children move up in the grades, they are expected to be learning to take more and more responsibility outside the classroom for their education. Therefore, teachers give special assignments which might require more time than the hours at school would allow. It is also fitting that students be informed of an approaching test and encouraged to take home their books to study for these tests. If homework is not completed, the parent(s) 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. Progress reports are available online at the midterm of each quarter for Grades 3-8. Once parents have viewed the report card, they should inform the teacher(s) that it has been seen either by Fast Direct or in writing. Report cards are provided four times during the school year.

- 1st quarter report card is given directly to the parents during the parent-teacher conference.
- 2nd and 3rd quarter report cards are available online via Fast Direct.
- 4th quarter report card is sent home with the student on the last day of school.

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

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 parents' attention early in the school year so that a mutual agreement can be reached concerning the promotion or retention of the student. When a mutual agreement cannot be reached, the decision of the Principal will prevail.

The grading scale used at Trinity Lutheran School is as follows:

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

### **HONOR ROLL**

Students in grades 5-8 can be named to the Honor Roll to promote and encourage academic excellence. The Honor Roll is called after each quarter grading period. Three levels of achievement have been established.

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

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

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

### **CHEATING**

Students who are caught cheating will be required to successfully complete the work involved and receive consequences. All students involved may receive the same punishment. Parents will be informed. If there is another incident, the disciplinary policy consequences will be graduated.

### **STUDENT RECORDS**

Permanent records are kept on all students of Trinity Lutheran School. These permanent records are kept in fire-proof files 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 upon request.

### **CLASS PARTIES**

Various class parties are held during the school year, depending on the class level. Room parents usually handle the details of the party as part of the room parent's responsibilities. Teachers and room parents should contact each other before party day to see if there are any concerns about the party's organization. End-of-the-year class parties, or picnics, may be held off the school grounds. Such parties are to be treated as field trips requiring written permission, a parent's signature, and sufficient supervision. The class handles the cost involved in the classroom parties. Individual classes choose how to handle the expenses, 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 classroom walls, and field trips are an essential 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 should watch the weekly newsletter or teacher notes for trip details. Where there is cost involved, parents are to send that amount to school with their child before the field trip date. Whenever money is sent to school, the funds should be placed in a sealed envelope and clearly marked with the child's name, the enclosed amount, and the money's purpose.



The honor of a field trip is a privilege, not a right. When a child's conduct is inappropriate (i.e., repeated misconduct, repeated unfinished work, etc.), the benefit of a field trip may be withdrawn. The decision of whether or not a child has earned the privilege of a field trip is determined by the child's teacher and Principal. Volunteer drivers and chaperones are needed to facilitate field trips. Volunteer driver forms are available in the office and must be filled out before the field trip with proof of insurance and a copy of a valid driver's license. Volunteers need to be able to give full attention to the class for whom the field trip was organized.

### **EIGHTH GRADE TRIP**

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

### **GRADUATION**

Eighth-grade graduation is the evening of the final day of the school year. A graduation ceremony will be held at TLS at the school year's conclusion.

### **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 their children's educational program, the better the child does in school. Volunteers are crucial to the school. Before volunteers are considered, a background check will be required.

### **Guidelines for Volunteers**

1. Volunteers should remember that they serve as an assistant to the teacher. The teacher is responsible for the education programs of their classroom, and volunteers need 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 depend 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. Knowledge 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. Discussing school situations with other parents is also a breach of ethics. Volunteers should not administer any punishments should such disciplinary measures be needed. The professional staff should handle this. Volunteers should check in at the main school office before going to classrooms.

### **EXTRACURRICULAR + INTERSCHOOL ATHLETICS**

An interscholastic athletic program aims to develop wholesome competition, good sportsmanship, and Christian fellowship among students. The athletic program at Trinity Lutheran will offer students in grades 5-8 an opportunity to participate in various sports. For more information, contact the Principal or reference the sports handbook. There will be a \$30 fee per athlete per sport to help defray the cost of officials and supplies. Specific athletic policies will be published in an Athletic Handbook, available to all athletes. In addition to athletics, students who participate in other clubs will be required to pay a fee to defray the cost of materials.

### **LUNCH PROGRAM**

The Board of 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. To provide a cost-effective lunch that is nutritionally balanced. Trinity will not participate in the Federal Program. This will be reevaluated for future school years. Meals are to be paid for in advance. The price for a student or adult hot lunch is \$3.50 per day (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 help plan meal purchases.

**5 days = \$17.50**

**10 days = \$35.00**

**15 days = \$52.50**

**20 days = \$70.00**

Lunch account balances are available on Fast Direct. Please keep a check on your account. Notices are sent home regularly to students whose lunch accounts have dropped below \$0. **NO LUNCHES WILL BE CHARGED.**

Families who qualify for free or reduced-cost meals because of hardship or low income 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 of the Day School that Trinity Lutheran School will observe a lunch where all students eat in the cafeteria. Students may bring lunches from home, but **FAST-FOOD LUNCHES ARE NOT ENCOURAGED.**

### **MEDICATION POLICY**

Because of stringent Missouri State Laws in medication administration, Trinity Lutheran School must be very cautious in administering medication at school. Trinity teaching staff, educational and instructional paraprofessionals, cafeteria staff, custodial staff, and coaches **WILL NOT** distribute 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 medication such as Tylenol, Ibuprofen, cough syrup, etc., as well as prescribed items. Parents may administer the medication to their children if it occurs in the school office. Suppose medication needs to be taken at school, and parents cannot administer it. In that case, only office staff can administer the medication, which must be stored in the office. A parental consent form must be filled out and on file in the office before giving over-the-counter medication. Prescription medication will need the “Parental Consent” form and permissions from a practitioner (physician, dentist, podiatrist, etc.) licensed to Missouri to administer prescription medication at the school. Medication should be appropriately labeled and brought in the original container. Please send a note indicating when the medication needs to be taken and a clean dosage container (if called for) from which to dispense the medication. The child must come to the office at the proper time to receive meds.

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

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

Students should arrive at school before 8:00 AM. At 7:00 AM, a teacher on supervision will open the door, and parents can drop off their child(ren).

For after-school pick-up, all parents should drive through the pick-up line. Cars should enter from the south entrance (same as drop off). There will be 2 car lines that will line up starting at the side of the building. We use KidAccount, a digital software for school dismissal, wherein each parent will receive a card containing a barcode. A teacher will scan cards by each vehicle before students are dismissed. If you want someone else to pick up your child, call the school office and add that person to your approved list. Any student remaining at 3:15 PM will be taken to After-school Care; however, parents will only be charged if their child is not picked up by 3:30 PM.

### **AFTER-SCHOOL CARE**

Trinity Lutheran School offers after-school care for all school-age students enrolled at TLS. After-School Care meets in the Assembly room from 3:30 – 5:30 PM on a regular full school day. After-School Care will run with the school calendar and is directed by our Teachers. It is available any day school is in session for a full day. A \$6 per day child is charged to use the After-School Care service. All billing will be handled through each family’s Fast Direct account. A \$10 late fee for each 10-minute increment will be assessed if the child has not been picked up past 5:30 PM. Pre-registration is not required to use the After-School Care program.

### **PARTIES/INVITATIONS**

Invitations for parties distributed at school must be for everyone in the class. If the party involves only a few students, the invitations must be sent through mail or personal email.

### **COMMUNICATION**

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

- Our school website: [www.t-lutheranschool.org](http://www.t-lutheranschool.org).
- Fast Direct, our information site, is located at [www.fastdir.com/tlscg](http://www.fastdir.com/tlscg). Parents should contact the school office for the activation code and password. This site provides the following information:
  - Grades are updated weekly on Monday for grades 3-8
  - Email directly to the teachers and staff
  - Panther Press Newsletter
  - Report cards and mid-term reports
  - Lunch Menus
  - School Calendar (Google)
  - Individual classroom assignments, activities, etc.
  - Tuition, After-school Care, and lunch balance

### **BAD WEATHER**

Suppose school is closed due to inclement weather or other situations. In that case, an announcement will be made through Fasti-Direct to all parents, be placed on the local television station KFVS12, and a Textcaster message will be sent to all families that have signed up to receive texts. Under normal conditions, Trinity Lutheran School will close if the Cape Public Schools close. When school is closed due to inclement weather, all other school-related activities scheduled for that day will also be canceled.

### **TRANSPORTATION**

Transportation to and from school is the responsibility of parents with 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. If insurance is needed, please get in touch with the office for further assistance.

### **PARENTS-TEACHER LEAGUE – PTL**

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

### **LOST AND FOUND**

Each year there is a significant accumulation of lost and found items. Labeling garments, gloves, hats, boots, etc could prevent much of this. Losses should be reported to the teacher immediately. A lost and found tub will be located next to the Main Office. Any items not claimed by the end of the year will be donated to a worthy cause.

### **Concussion Information Form**

A concussion is a brain injury, and all brain injuries are serious. A bump causes them to blow or jolt to the head or a blow to another part of the body with the force transmitted to the head. They can range from mild to severe and disrupt how the brain usually works. Even though most concussions are mild, all are potentially serious and may result in complications, including prolonged brain damage and death, if not recognized and appropriately managed. In other words, even a “ding” or a bump on the head can be severe. You cannot see a concussion, and

most sports concussions occur without loss of consciousness. Signs and symptoms of concussion may appear right after the injury or can take hours or days to emerge fully. If your child reports any trauma symptoms, or if you notice the symptoms or signs of concussion yourself, seek medical attention immediately.

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

Headaches	Amnesia	Pressure in Head
“Don’t feel right”	Nausea or vomiting	Fatigue or low energy
Neck pain	Sadness	Balance problems or dizziness
Nervousness or anxiety	Blurred, double, or fuzzy vision	Irritability
Sensitivity to light or noise	More emotional	Feeling sluggish or slowed down
Confusion	Feeling foggy or groggy	Concentration or memory problems

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

Appears dazed	Answers questions slowly	Vacant facial expression
Slurred speech	Confused about assignment	Shows behavior or personality changes
Forgets plays	Loses consciousness	Is unsure of game, score, or opponent
Seizures or convulsions	Change in personality	Barges or displays incoordination

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

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

**MHSAA Concussion Policy:**

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

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

**GOVERNMENT REGULATIONS**

Our school complies with all state and federal regulations regarding 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 inspection results are in the management plan available in the school office for your review during the school day. The ceiling containing asbestos building material has been removed and replaced along with floor tiles.

**Emergency Medical Treatment** When immediate treatment is needed, an emergency ambulance will be called by a school staff member. 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**

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 a plan of compliance with the OSHA federal law enforcing the controlling of occupational exposure to bloodborne pathogens are on file in the Principal's office. They 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 behavior or communication creates an intimidating, hostile or offensive educational environment.

#### **Trinity Lutheran School Code of Conduct**

The Trinity Lutheran School Code of Conduct for parents and students was developed to promote a learning environment based on reverence, respect, discipline, responsibility, and excellence. Students learn best without inappropriate interference and know what is expected of them. Teachers are most effective when they use a consistent approach to student behavior and understand that the administration and parents support their handling of students. Therefore, parents and students need to be aware of these rules and their relationship to the rights of other persons in the school.

#### **PARENTS' CODE OF CONDUCT**

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

- I will have my child at school on time daily, prepared mentally and physically, with all necessary supplies and appropriate dress.
- I will abide by all guidelines outlined in the school handbook.
- I will always show respect for the teacher and any other adult in authority in front of my child.
- I will come to Trinity Lutheran School with a positive attitude and voice any concerns through the proper channels when I have a problem.
- I will speak respectfully and courteously to other parents in front of students, especially when there is any disagreement.
- I will speak to the teacher or adult in charge before I accept my child's version of an incident. I know the good of all children comes before my child's needs or wants.
- I will follow the school's rules, calendars, and deadlines and read all correspondence and emails.

- I will monitor all outside media that my child may be exposed to so that they meet within the boundaries of the school and my teachings.
- I will not tolerate vulgar or inappropriate language from my child or bullying, violent, or aggressive speech or behavior. I will set an excellent example in my speech and behavior.
- I will build a bridge of acceptance and understanding and expect my child to do the same among the different cultures represented at Trinity Lutheran School.

**STUDENTS’ CODE OF CONDUCT**

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

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

*Code of Conduct Acknowledgement and Commitment*

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

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Signature of Parent or Guardian

**Trinity Lutheran School Student/Parent Handbook Agreement Form**

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

All COVID policies and procedures supersede those outlined in the Handbook regarding days absent, fever, etc. I hereby affirm that I have read the Student/Parent Handbook and discussed its policies with my student(s). I certify that I consent to and will submit to all governing policies of the school, including all applicable policies in the Student/Parent Handbook.

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

\_\_\_\_\_  
Signature of Mother/Guardian Date

\_\_\_\_\_  
Signature of Father/Guardian Date

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

I hereby affirm that I have read the Student/Parent Handbook. I certify that I consent to and will submit to all governing policies of the school, including all applicable policies in the Student/Parent Handbook. I understand that this Handbook does not contractually bind Trinity Lutheran School and is subject to change without notice by the decision of Trinity's Board for the Day School. I understand that admission to the school is a privilege, not a right and that any behavior, either on or off campus, which is inconsistent with the school's standards, could result in losing that privilege.

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Signature of Student

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Date