

Trinity Lutheran School Parent/Student Handbook

MISSION STATEMENT

The mission of Trinity Lutheran School is to work in partnership with families, to foster in children a love for Jesus, and to nurture them in academics, worship, service, missions, and fellowship.

PHILOSOPHY

Fostering a Love of Jesus:

Because the Holy Scripture is the source and norm of life, we believe that the school has been called into existence to further our partnership in the Gospel [Philippians 1:5-6] through responsible stewardship of the gifts God has given in these areas.

We, as an organization of Christian training, seek, with you, to help your children to grow in the Lord.

We see our role as one of partnership with you, the parent, and with our Lord.

Call on us for help. We look to you for assistance. Together we approach our Savior, the perfect teacher, as we seek to do His will in our children here on earth.

Our school is a place where children hear and share God's word, so that they are equipped to carry out Christ's Great Commission to "go and make disciples of all nations..." Matthew 28:18-20. Prayers and offerings support designated missions in the community, nation and world.

Trinity Lutheran School is a Christian school and welcomes students of all religious backgrounds. As a Lutheran School, religious instruction will be taught according to God's inspired Word as understood in Lutheran doctrines and tradition. These teachings are summarized in Luther's Small Catechism. A synopsis of these teachings, as well as a copy of the catechism is available upon request. "...for all have sinned and fall short of the glory of God, and are justified freely by His grace through the redemption that came by Christ Jesus." Romans 3:23-24

ACADEMICS

Academically we strive to equip each student to attain their greatest potential with up-to-date learning and teaching materials. Teachers of religious instruction are synodically trained and all teachers are academically equipped to teach from a Christian viewpoint. Continuing education and shared teaching skills and methods are emphasized. "Only be careful, and watch yourselves closely so that you do not forget the things your eyes have seen or let them slip from your heart as long as you live. Teach them to your children and to their children after them." Deuteronomy 4:9 NIV

School Calendar

It shall be the responsibility of the principal to develop the school calendar for recommendation, approval, and adoption by the Board of Education annually. Consideration is taken to coordinate where possible with USD 465.

The principal with the approval of the Board of Education may amend the official school calendar when it considers the change to be in the best interests of the school's educational program.

STATE ACCREDITATION

Our Lutheran School system is an integral part of the American educational program. Trinity is guided by the rules and requirements of the State of Kansas Department of Education, and is fully accredited by them.

Trinity enjoys a fine degree of cooperation with the public school system of Winfield and shares programs with them.

Teachers of Trinity meet the standard of licensure for the State of Kansas. Trinity also conforms to governmental codes with respect to buildings, health, safety, discriminatory policies and the like.

SPIRITUAL LIFE

Worship in our school embraces staff and classroom devotions, chapel, prayers with and for one another, and sharing Scripture. Teachers model Christian living by faithfully attending worship services and by participating in other aspects of congregational life. Chapel worship is on Friday mornings at 8:15 AM. Offerings at these services are designated for various mission and charitable purposes. Parents are encouraged to attend as they can. "Shout for joy to the Lord, all the earth. Worship the Lord with gladness; come before him with joyful songs." Psalm 100:1 & 2 NIV

Church Attendance

Since religious instruction is an integral part of congregational life, it is extremely important that children attend divine worship services regularly and faithfully.

Parents are strongly urged to attend worship with their children. Our Lord admonishes, "He that is of God, hears God's Words", and also, "Remember the Sabbath day, to keep it holy". We at Trinity take that admonition seriously and would encourage you and your family to join us each Sunday. Those families with no church home are encouraged to attend here at Trinity. We understand that some students of our school have their own church home and they are encouraged to attend their home church each Sunday.

The faculty of Trinity Lutheran School works closely with the Pastor, Board of Elders, and Board of Parish Life in encouraging our families in their responsibility of community worship. Church attendance is taken weekly in grades K-8, as an aid in monitoring the spiritual activity of our students and in identifying needs for spiritual support from our congregation.

Service

"We love because he first loved us." 1John 4:19 NIV. Christian service is a response to Christ's work in us. Teachers encourage Christ-like compassion and love for all people. Children are led to help others in the school, home, congregation, and community. Parents are also encouraged to carry out their responsibilities in Christian education.

Fellowship

All members of the school community, parents, students and staff are encouraged to accept one another as fellow members of the body of Christ. Each person is a valued, accepted and respected part of the school community with unique gifts and abilities. Christian fellowship encourages individuals to achieve their full potential. "You are already clean because of the word I have spoken to you." John 15:3 NIV

STUDENT OBJECTIVES

Teachers at Trinity Lutheran School will strive:

- To develop in each child faith, trust, and love for Jesus Christ as his or her personal Savior and Lord.
- To enable each student to feel joy and security in a Christ-centered learning environment through prayer, Bible study, and example.
- To offer the highest possible academic standards in communication, computation, exploration, and self-expression.
- To assist the student in acquiring a sound knowledge of the Holy Bible and Luther's Small Catechism for use in developing a God-pleasing character, proclaiming the faith, and building up the body of Christ.
- To instill in each student a desire to learn and a desire for excellence.
- To develop in each child a sense of belonging, a sense of dignity, a sense of worth, and a sense of responsibility for God's creation.
- To train the student in positive attitudes, self-control, respect for authority, and the rights and privileges of others.
- To train the student to recognize society's needs and provide opportunities to serve our church and community by proclaiming the Good News through time, talents, and treasures.

GOVERNING BOARD

Trinity Lutheran School is under the direct jurisdiction of the Board of Education, which is elected and reports to the Administrative council which is responsible to the Voters' Assembly of Trinity Lutheran Church.

The board supervises the training of the children in this school and is the governing body for things relating to the school and its various programs and functions. The board holds regular, monthly meetings and keeps informed, through various means, of the school's functioning. The board reports to the Voters' Assembly of the congregation.

Trinity has been blessed in having willing, dedicated men and women to serve in this vital capacity.

--Parents are encouraged to contact teachers and/or the principal with concerns; and board members as necessary.

--Parents are welcome to address the board but are asked to make arrangements with the chairperson prior to the meeting so that they can be included in the agenda.

POLICIES

As a condition of continued attendance at the school, each student and parent is required to acquaint himself/herself with school regulations and to observe them. Each student and parent, upon admission, is given a handbook containing comprehensive information about school facilities, programs, activities and discipline. This handbook also contains basic school regulations concerning attendance, dress, punctuality, conduct, school property, and other matters pertaining to the orderly functioning of the school.

Notice on Non-Discriminatory Policy

Trinity Lutheran School believes that educational opportunities and programs should be open to boys and girls on an equal basis, and employment opportunities be available to men and women equally.

We are in compliance with Title IX regulations and other non-discriminatory policies specified by state and federal agencies.

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

Inquiries regarding compliance with equal education opportunity shall be directed to Board of Education.

Child and Youth Protection Policy

Trinity Lutheran Church and School has a Child and Youth Protection Policy that covers all students in our school. A copy of the Policy is available in the office.

According to state and federal law, teachers are mandatory reporters of child abuse and will report suspected abuse to Kansas Department of Children and Families or the proper authorities.

Smoking Policy

There is no smoking in Trinity Lutheran Church or School. Please refrain from smoking on the outside school grounds when school is in session.

Telephone Use Policy

Students will be called to the phone from class only in an emergency. The office will forward any necessary messages to the children. Use of the school phone by students is discouraged.

Cell Phone and Smart Watch Policy

To support a focused learning environment and minimize distractions during the school day, students are expected to follow the school's cell phone and smart watch policy at all times.

- Cell phones must be turned completely off and stored in the student's locker or backpack upon arrival at school and remain there throughout the school day.
- Smart watches may be worn; however, they must not be connected to a cell phone, used for communication, texting, internet access, gaming, photography, recording, or any other function that interferes with the educational environment.
- Students may not use cell phones or smart watches during the school day unless specifically authorized by a teacher or administrator for an educational purpose or emergency situation.

If a cell phone is found to be turned on, used during the school day, or if a smart watch is connected to a phone or otherwise being used in violation of this policy, the device will be confiscated by the classroom teacher and turned over to school administration. The device will not be returned to the student. A parent or guardian must pick up the confiscated device from the school office after school hours.

Trinity Lutheran School appreciates the cooperation of students and families in helping maintain an environment that is conducive to learning, respectful interaction, and Christian stewardship of time and attention.

REGISTRATION AND ENROLLMENT PROCEDURES

Registration takes place at Trinity in late July or early August. This date will be published during the summer. Enrollment packets will be mailed prior to registration.

At registration, parents will receive information relative to the forthcoming school year, information concerning the lunch program, the Joyful Response program and various services that are provided through cooperation with USD 465. Records for the child (address, phone, emergency information) may also be updated as needed, and tuition and registration fees will be collected.

Parents who intend to transport students for school activities will be required to be licensed and insured drivers. They will undergo a background check.

Children who will be 3 or 4 by August 31 are eligible for our preschool programs. Trinity maintains a preschool program for students at a 3-year-old and 4-year-old level. Tuition is charged for all preschool students. Our program provides Christian direction and learning experiences for young children. A preschool handbook is available.

Children who will be 5 years of age by August 31 of the current school year are eligible for entrance to our kindergarten class.

Kansas law requires that all students entering a Kansas school for the **first time** must present to the school a valid Kansas Certificate of Immunization [KCI]. A physician or the community health department must complete a valid KCI. Also, all new students under the age of nine [this includes all preschool children] must present a document signed by a physician that the child has received a health assessment within the past 12 months. [K.S.A. 72-5314 and K.S.A. 72-5209].

For first-time students of Trinity Lutheran School parents must furnish a copy of the child's birth certificate and Social Security card to be placed in the student's cumulative file.

Photography release consent form will be filled out at registration and field trip permission slips will be filled out as needed.

For all enrollment applications received from students who have attended another school, before the child can be admitted to the classroom, the principal shall have an interview with the parents/guardian in order to determine past history, student needs, reasons for transfer, and any other concerns.

To be enrolled, a child must meet all requirements of the State of Kansas with respect to school attendance eligibility. A cumulative file shall be required of all students requesting enrollment above a kindergarten level. This shall include academic information as well as health information and any other materials included with the child's school record.

All children are required to take all courses specified by the educational program of Trinity, and conform to all rules and regulations of the school.

While Trinity Lutheran School serves as an excellent setting for most children, it cannot best serve the needs of all children. Because of the small size and lack of specialists to help exceptional children, and because the public school system does provide special services for the exceptional child, Trinity may have to deny enrollment if in the judgment of the administration that child may receive better help elsewhere. Exceptional children, while children of God, may not be helped by the traditional Christian education offered at Trinity.

An exceptional child, for Trinity's enrollment purposes, may be defined, but not limited to, children who:

- Have learning disorders which require special teaching methods or materials not found at Trinity.
- Have achievement levels one full year behind grade level, or more.
- Have ability level which makes learning at the normal rate in a graded classroom difficult or impossible.
- Have emotional disorders which would harm the education of other students that have not been addressed.

Special Services

Learning problems can develop at any grade level. Sometimes the school and home have difficulty in finding the proper approach to help a child. A psychological testing and counseling program is available to our students through the public school system. Our students are also eligible for speech therapy and for special instruction when confined to the hospital or when they are home sick for an extended period of time.

Communication between teachers and personnel of Cowley County Special Services Cooperative regarding students is to remain strictly confidential. Parents are to be informed of communication regarding the education of their children.

It is our policy at Trinity Lutheran School to provide additional learning opportunities when possible, to any student who exhibits a need for assistance or who is above/below grade level in a specific subject area. Testing, classroom performance and teacher observation are used to identify the student with special needs.

The classroom teacher will be responsible for identifying the student with special needs and is also instrumental in providing services under the direction and approval of the school principal.

When conditions are such that there is limited space for a new student, enrollment priority will be given to current students and members of the Lutheran Church.

When and if it becomes necessary for the administration to close enrollment for a particular classroom[s] because maximum class sizes have been reached, those enrollments not accepted shall be placed on a waiting list and assigned priority reflecting:

- The order in which applications are received.

Regarding pre-enrollment of students currently enrolled in Trinity Lutheran School, grades K-8:

- Pre-enrollment forms shall be distributed to parents during the month of April. These forms shall be completed and returned to the school by the date indicated on the form.
- Any child in attendance at another learning center when school starts shall be considered withdrawn from the educational program of Trinity, and re-admission to Trinity Lutheran School shall be handled as a 'new enrollment'.

The administration may deny an application for enrollment, if:

- The child is an exceptional one who can best be served by another educational institution.
- Classroom size is such there is not room for an additional child.
- The history of the family is such one could believe they could cause a disruption in the school, such as by non-payment of fees, bringing unneeded lawsuits, being overly demanding, etc.

This policy shall be reviewed periodically by the Board of Education for revisions or alterations as necessary.

TUITION & FEES

Tuition is required of all students, Preschool through 8th grade. The current rates may be obtained from the school office (or at the back of this booklet). As stewards of our Lord's time, talent, and treasures, we at Trinity bear a responsibility to the fiscal affairs of operating a school. Often the costs for our various programs must be met prior to collection of specific fees from our families.

Trinity uses a tuition management company. This plan allows families to have tuition payments automatically withdrawn from their bank account and deposited to the school. All families will be able to pay tuition in one of 4 ways.

1. Payment in full—payment made directly to the school.
2. Payment by semester. Half of total tuition due in August and January.
3. Monthly payment through the automatic payment from your financial institution (Joyful Response). Detailed information and sign-up forms are available at registration and in the school office.

As stewards of the Lord's gifts, please meet your financial obligations so that we may continue to provide educational opportunities on an uninterrupted basis. Trinity Lutheran Church supports the majority of financial obligations of the school.

Tuition assistance is available. Requests for tuition assistance should be directed to the principal, where applications may be obtained. These applications should be returned in a sealed envelope directed to the principal. Donations to the assistance fund are greatly appreciated.

Trinity Lutheran membership shall be defined, for determination of tuition only, as a family where at least one parent or guardian is a confirmed member of Trinity Lutheran Church and attends regular worship services at Trinity Lutheran Church at least once a month.

Past due accounts will be reviewed by the Board of Education. The Board reserves the right to suspend enrollment for failure to pay tuition.

If financial hardships occur, parents are asked to contact the principal to arrange or change payment options.

PROBATION: ACADEMIC AND BEHAVIORAL

Academic Probation

Students may be placed on academic probation at any time during the school year. Students new to Trinity will be enrolled on a probationary basis for a 9-week period. At the end of the probationary period, the student's academic progress will be evaluated. At that time, a determination will be made regarding the student.

Behavioral Probation

New students will be placed on behavioral probation for 9 weeks. Students exhibiting severe behavioral problems during the school year will also be placed on behavioral probation. If the behavior does not improve, the child will be suspended.

Parents or guardians of children placed on behavioral probation after the initial 9 week period may appeal the decision to the Board of Education.

The principal will determine when a student will be suspended and whether the suspension will be at school or at home.

Expulsions from the school will be recommended by the principal to the Board of Education.

Parents may appeal suspensions or expulsions with the Board of Education.

CURRICULUM

Our curriculum and course of studies is based upon the requirements of the State of Kansas and is guided by the teachings of our Lutheran faith.

Trinity carries out this curriculum and in addition, provides for the religious instruction of its children.

The Christian faith forms the foundation on which all instruction is based. The truths of the Bible are taught not only during the religion period; these truths permeate ALL teaching.

Course of Study

In our curriculum we pursue a solid, well-rounded education program which attempts to challenge every child to reach his full potential. Our course of study is as follows:

RELIGION:	Christian Doctrine, Bible History, Hymns, Bible Memory Verses, Church History and Worship
LANGUAGE ARTS:	Reading, Phonics, Grammar, Spelling, Literature, Handwriting, and Composition.
MATHEMATICS:	Number Readiness, Basic Number Concepts, Equations, Basic Algebra and Basic Geometry, Problem Solving
SOCIAL STUDIES:	History, Geography, Current Events, Government and Citizenship.
SCIENCE:	General Science, Labs, Health Education and Safety
COMPUTER SCIENCE:	Introduction to basic skills; keyboarding and word processing for the upper grades.
FINE ARTS:	Music, Choir, Band/Orchestra, Arts and Crafts.
PHYSICAL EDUCATION:	Team Sports, Group Activities, Self-Testing Activities, Fundamental Skills, Physical Fitness, PE for Life Skills. Joe Thornton Recreation Center is available for use at various times.

Parental Inspection of Materials

Parents may review instructional materials used by the students. They must be viewed on the school premises.

Procedures for Objection

Parents may object to the instructional materials used in the school and ask for their use to be reconsidered. It shall be the responsibility of the principal, in conjunction with the Board of Education, to reconsider use of instructional materials.

Homework

The challenging program of Trinity has always required that some study be done at home. This is not only necessary for accomplishing our immediate goals, but also a helpful habit for future education, which is becoming more and more demanding. The amount of homework depends upon the grade level and the ability and study habits of each child.

Parents can help by providing encouragement and a quiet place for study. If a child is unable to complete his/her assignments for any reason, PLEASE CALL OR SEND AN EXPLANATION NOTE so that arrangements may be made with the teacher. Each student will receive an assignment book on the first day of school. Please check these *DAILY*.

If assignments are consistently burdensome, the teacher will appreciate such information so the problem may be addressed. If your student is ill, please make arrangements to pick up any homework they miss.

Missing Work and Makeup Assignments

Students who are absent from school will make up the work on the following time schedule -- one school day for each day's excused absence. Example: if a child is ill on Monday and returns on Tuesday, make-up work will be due on Thursday morning. Parents are discouraged from planning family trips and activities which will cause the children to miss classes. In the event of a pre-planned absence, teachers should be notified in advance. Assignments should be turned in ahead of time or on the day of the student's return.

Library

The primary purpose of the library is to enrich and support the educational program of the school and to aid the individual student in the pursuit of continuing education and creative use of leisure time.

The library provides opportunities for children to pursue individual reading and projects as a part of classroom activities or on their own initiative. We strive to provide books which enrich quality of thought and expression and which contribute to the development of informed and responsible Christians

Gifts of books and other media materials are encouraged. In accepting a gift the library reserves the privilege of deciding whether it will be added to the circulating collection.

Students may use the library weekly. Books must be returned before more are checked out.

Copyright Laws

Federal regulation protects publishers against regular reproduction of copyrighted materials with photocopies or recording devices.

Technology

The use of computers and technology in the classroom is necessary to prepare our students for today's world. All efforts are made to incorporate technology into instruction to ensure maximum exposure to the various benefits technology affords.

Student Social Media

Classroom use of student social media on school computers is permitted only with the permission and supervision of the classroom teacher, and only for regular class assignments or projects.

Students may not access personal social media accounts on school devices or on their personal devices during school hours.

PROGRAMS AND ACTIVITIES

All programs and activities of Trinity Lutheran School are intended for the educational benefit of those children currently enrolled as students. Students not enrolled at Trinity will not be eligible for these activities.

Spring Play Day

Trinity Lutheran School encourages its students to participate in athletics. This includes the Cheney Play Day, which is a field day endeavor in which our students compete against and fellowship with other Christian schools in our area. Cheney Play Day is considered a required school day.

Music and Drama Activities

The school has a choir for students. The Rejoice Choir involves grades K-8. The choir rehearses during the school day at scheduled times. The children's choir sings for school chapel services, congregational worship services, and at other appropriate times.

As often as possible, the school choirs sing in congregational worship services. These are arranged in cooperation with the pastor and with the choir teacher. Students are expected to attend church to sing with the choir. All parents are urged to attend the service with their children. Teachers may request written excuses from those students who do not attend church when their choir sings.

Every December, the students put on a Christmas Program on a Wednesday during Advent. Each spring, the students have the opportunity for dramatic experience in the school's musical. Musical practices are scheduled so as to provide limited interference with the normal instructional program of the school. Each student receives a t-shirt for the musical.

Band and Orchestra

Students in 6th-8th grade have the opportunity to participate in the band and orchestra programs offered in conjunction with USD 465. Students are responsible for purchasing or renting their own instruments. The public school does have a limited number of instruments available.

Field Trips

Times and places for field trips are left to the discretion of the classroom teacher and the principal. We believe many educational values may be gained by actual sight and hearing experiences which are not possible in the classroom situation. Parents will be notified of these excursions and their permission is required before the child is taken on any trip.

School trips are a part of your child's education. We expect children to attend unless ill. Field trip days are required school days. If parents are invited to go along on field trips, information will be on the permission slip.

An expected itinerary will always be included for chaperones so they know when they are expected to be at each stop of a field trip. Chaperones are also expected

to accompany students at all times during field trips, and follow the itinerary provided as teachers are responsible for the safety of students. Due to health and safety concerns, there will be no smoking by drivers while transporting students. Drivers are responsible for obeying all traffic laws and vehicle codes.

Birthdays and Class Parties

The staff welcomes parents who desire to celebrate their child's birthday by providing a classroom gift or a book for the library. Please let the teacher know if you would like to bring birthday treats.

Traditionally there are classroom parties for Halloween/Reformation, Christmas, and Valentine's Day. Halloween costumes should not reflect satanic or unchristian emphases (witches, devils, etc.) Please check with your child's teacher as to appropriate costumes.

Information is provided to the home via the *Chatterbox* and special letters. An opportunity for parents to sign up to help with parties is given at registration.

Grandparents' Day

Each year our school celebrates Grandparents' Day. Grandparents are encouraged to visit Trinity Lutheran School. There is a special chapel service, breakfast, and classroom activities.

School Lunch Program

Trinity offers a hot lunch program to its students. Meals are offered to all students in grades K-8. This is a program offered in conjunction with the federal government, administered by the State of Kansas, and in cooperation with USD 465.

Menus are printed in the '*Chatterbox*'. They are also found on the Nutrislice website www.usd465.nutrislice.com.

Meals are offered every school day in which USD 465 is in session. Meals are prepared at a central location and brought to each school in the Winfield area.

On those days when Trinity is in session and USD 465 is not, our students "Brown Bag". Milk is always available to students bringing their lunch from home.

Student records are kept of lunches ordered and a monthly statement is sent to the home. **If any account is unpaid 14 days after the statement is sent home, the student[s] on that account will not be served lunch until which time the account is brought up to date.**

As stewards of the Lord's gifts, parents are urged to keep their family's financial account with the school current. Parents may pay in advance if they wish. Online payments are handled through EZ School, and you will receive email instructions about that.

At the beginning of each school year applications for free and reduced meal prices are available to our families. This is done in conjunction with state and federal guidelines.

The preschool milk costs are included with the yearly registration fee. Adult lunches are also available and parents are welcome to join us for meals. We do request that advance notice be given no later than the beginning time for the school day since we need to call in our daily number of lunches needed for delivery.

Trinity Lutheran School adopted the School Lunch Wellness Program per the State of Kansas requirements. The program is in place to encourage healthy eating habits, for instance, milk/water with lunch and a healthy snack for the student. Please do not pack things such as soda pop, high energy drinks or sugary beverages. Contact the office for more information.

Parent/Teacher League [PTL]

The PTL is a support group of our school. It provides for educational opportunities for parents and fund-raising activities for use in our educational program. This group holds monthly meetings for the purpose of fostering a closer relationship between the teachers and parents of the school in an education atmosphere. In order to encourage young families to attend, child care is offered.

It is hoped that a better understanding and interest between parent, teacher, and child might be reached through the PTL's activities.

All parents who have children in our school are members of PTL. You are strongly urged to become involved in the activities of this group.

PTL has various fundraisers during the school year: nut sales, snack sticks, and book fair are examples.

PTL has a manual which governs its functions and activities. Copies are available in the church office.

School Shirts

Shirts with the Trinity logo are available for purchase. Students are encouraged to wear their shirts on field trips. You may check with the school office to order.

Classroom Visits

Parents may wish to visit the school. We would like you to feel very welcome in our building and especially in your child's classroom. Pre-arrangements must be made for classroom visits.

COMMUNICATIONS

Chatterbox

In a continuing effort to provide the home with as much information as we possibly can, we publish a weekly newsletter call the *Chatterbox*. It contains information from the various classrooms, as well as school news, which may have application to all of our families. **Please read the whole Chatterbox, not only your child's teacher's article. The weekly chatterbox is also available on the church/school website.**

Normally, the *Chatterbox* is sent home on Mondays with your child. Non-custodial and/or guardians may request that a copy be sent to them through the school office.

Web Site

Trinity Lutheran Church and School website is www.trinitylutheranwinfield.com . Check the web site for school information, lunch menus and the Chatterbox.

Parent Orientation

At the beginning of each school year, a number of opportunities are given to each parent to become better oriented to what will happen here at Trinity Lutheran School and in each individual classroom. Each year an event will be held to welcome parents and students back to school prior to classes starting and as a PTL organizational meeting.

Parent-Student Directory

The Parent-Student directory information is designed to be used internally within the school. Directory information will be provided only to parents.

Directory information shall include, but not be limited to, the student's name, address, telephone number, parent's names, and other pertinent information. Information in this directory will not be shared with any third party.

STUDENT RECORDS

Evaluation/Grading Scale

Grading is a professional judgment of multiple factors based on:

1. Achievement--meeting the requirements of the course on the basis of God-given talent. This means satisfactorily completing all assignments, satisfactorily passing tests, and participating in class discussion as required.
2. Christian stewardship in work habits--using assigned study time, bringing required texts and necessary materials to class, keeping work well organized, paying attention to instructions by teacher or presentations by classmates, doing independent work, spending sufficient time on home study, and completing assignments on time.
3. Christian motivated conduct- showing courtesy and respect for both teacher and classmates, taking assigned place upon arrival in the classroom, not interrupting classroom routine by misbehavior, and willingly accepting correction by teachers and classmates.

We make every effort to assist students individually, so that each student has an opportunity to succeed, and to be challenged academically.

Trinity Lutheran School uses the following grading scale in subjects where objective, percentage grades may be determined:

- A - 100% to 93%
- B - 92% to 85%
- C - 84% to 78 %
- D - 77% to 70%
- F - 69% and below

Parent-Teacher Conferences/Report Cards

In working together for the best interests of the children, it is important that the lines of communication between home and school be kept open and that information flow both ways. For that reason, the school issues formal grade reports at the end of each quarter. Two private conferences that afford parents and teacher an opportunity to discuss matters of importance are scheduled at the conclusion of the first and third quarters. The first and third quarter report cards will be given to parents at the conferences.

A specific day at the end of the first and third quarter is set aside for conferences. A master sheet is circulated among teachers to coordinate a parent's visit. Appointments are for 20-minute blocks but conferences may be scheduled for a longer block. Parents are notified through the Chatterbox sent home with the child of available times.

Since formal evaluations can only tell a part of a child's progress, teachers try to maintain an ongoing relationship with the home by way of notes and phone calls. It is important to us that you are aware of your child's progress. We invite you to contact the school whenever you have questions or concerns regarding your child's schoolwork. Informal conferences are encouraged, as needs dictate.

Retention/Promotion

Students advance to the next grade level at the end of the school year after satisfactorily completing the course of study required in their present grade. Students who do not demonstrate competence in their grade level in the estimation of the teacher are to be retained in the grade. This action is taken only after consultation with the principal and the parents. This will be done only after numerous conferences with the parents, testing for learning problems, and the use of an individualized action plan to address the problem.

Graduation Requirements

Students must successfully complete each grade level, grades one through eight, and complete all the required courses of study prior to graduation as determined by the Kansas State Department of Education and approved by the Trinity Lutheran School Board of Education.

It shall be the responsibility of the principal to ensure that students complete grades one through eight with the minimum requirements for eighth grade graduation.

Special education students may meet individual graduation requirements as stated in their individual education plan. The principal shall have complete discretion to determine extraordinary circumstances.

Testing Program

Trinity administers standardized tests and placement tests in various curricular areas to its students both as a means to evaluate student progress as well as the overall program of education offered in our school. State assessments are given annually in compliance with state accreditation standards.

Any special testing [apart from that mentioned in the first paragraph of this section] is done only with full knowledge and consent of the parent. Testing evaluations in any of these areas are available to parents/legal guardians. We believe that a testing program is important as a tool in the total educational process, rather than an end in itself.

Official Records Notice

The office is responsible for the following records:

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| 1. Name | 9. Grades |
| 2. Birth Certificate | 10. Achievement test scores |
| 3. Place and date of birth | 11. Attendance dates |
| 4. Social Security Number | 12. Referrals for disciplinary action |
| 5. Race | 13. Health, Immunization records, medical data |
| 6. Sex | 14. Psychological reports |
| 7. Academic work completed | 15. Social Work reports |
| 8. Name & address of parents/legal guardians | |

Items 1 through 15 are considered to be permanent records and will be maintained for an indefinite period after graduation or permanent withdrawal. Other records are considered temporary and will be reviewed at least every four years for the destruction of out-of-date information and will be destroyed within five years after graduation or permanent withdrawal. If you wish to receive copies of the records to be destroyed, please notify the principal in writing so that a notice may be placed in your child's record concerning this matter.

Administrators, counselors, teachers and pastors who have a legitimate interest in the student's education have access to his/her record. Clerical personnel may view the records only in the performance of their assigned duties. Local, state, and federal educational officials have access to student records for educational and administrative purposes without parental consent. Student records shall also be released without parental consent pursuant to a court order or subpoena or in connection with an emergency where the records are needed by law enforcement or medical officials to meet a threat to the health or safety of the student or other persons. All other releases of information require the informed written consent of the parent or eligible student when age of majority is reached.

If a student transfers to a public school district or the student enrolls in another parochial school, the student's records will be sent to the school upon request from the school. The records will be held for a period of five days after the student's last day of attendance to give the parent/guardian opportunity to come in and review the records prior to being sent. Parents may request that the records be sent prior to transfer.

Student Records Access

Parents wishing to view their student's school record may do so during the regular hours of the school office. To qualify to review the record, you must be a natural parent, an adoptive parent with legal custody, a legal guardian appointed by the court, a person acting as a parent in the absence of a parent or legal guardian, or a student fourteen years of age or older.

If upon reviewing the record you wish to have portions of the record expunged, removed, altered or added to in any way, the request should be made to the principal. If agreement cannot be reached concerning this matter, then a request for a due process hearing should be made to the Board of Education.

Parents/guardians may copy by hand anything contained in the record or have copies made on a school copy machine.

Local, state, and federal educational officials and court-ordered officials will have access to these documents. Others may see these records with written consent from legal guardian. The principal is the guardian of student and school records.

Student Discipline Policy

1. Purpose and Philosophy

At Trinity Lutheran School, discipline is viewed as a **teaching opportunity rooted in Christian love and guidance**. Our goal is to:

- Foster a safe, respectful, and Christ-centered learning environment
- Encourage students to develop self-discipline and responsibility
- Help students grow spiritually, academically, and socially
- Address misconduct with both **accountability and grace**, reflecting Biblical principles (e.g., Proverbs 22:6, Ephesians 6:4)

Discipline practices aim to **restore relationships**, correct behavior, and help students make better choices in the future.

2. Behavioral Expectations

Students at Trinity Lutheran School are expected to:

A. Respect Others

- Treat all individuals with kindness, dignity, and compassion
- Use appropriate, respectful language
- Avoid bullying, harassment, or exclusion

B. Respect Authority

- Follow directions from teachers, staff, and school leaders
- Demonstrate cooperation and positive attitudes

C. Respect Property

- Care for school materials, facilities, and personal belongings
- Avoid vandalism or misuse of property

D. Act Responsibly

- Complete assignments honestly and on time
 - Follow school rules in classrooms, hallways, playgrounds, and activities
 - Exhibit self-control and integrity
-

3. Code of Conduct Violations

Violations are categorized to ensure consistent, fair responses:

Level 1: Minor Infractions

- Disruptive behavior
- Incomplete work or minor classroom noncompliance
- Talking out of turn
- Dress code violations

Level 2: Moderate Infractions

- Repeated Level 1 behaviors
- Disrespect toward others
- Minor dishonesty (cheating, plagiarism)
- Inappropriate language
- Classroom disruption affecting learning

Level 3: Serious Infractions

- Bullying or harassment
- Fighting or physical aggression
- Defiance or insubordination
- Theft or vandalism
- Use of prohibited items
- Severe disrespect toward staff or students

Level 4: Severe Infractions

- Threats or acts of violence
 - Possession of weapons or illegal substances
 - Severe bullying or harassment
 - Repeated serious misconduct
 - Behavior endangering others
-

4. Discipline Procedures

The school uses a **progressive discipline model**, though severe infractions may bypass steps.

A. Level 1 Responses

- Verbal warning
- Redirection or reteaching expectations
- Loss of privileges
- Classroom consequences

B. Level 2 Responses

- Parent/guardian notification
- Written warning or behavior report
- Detention or supervised reflection
- Conference with student

C. Level 3 Responses

- Office referral
- Conference with administration
- Parent meeting required
- Behavioral contract
- In-school suspension (ISS)

D. Level 4 Responses

- Out-of-school suspension (OSS)
- Mandatory parent-administrator conference
- Probation or expulsion review
- Referral to appropriate authorities if necessary

5. Restorative Practices

At Trinity Lutheran School, discipline includes **restoration and reconciliation**:

- Guided reflection activities (written or verbal)
- Restorative conversations between involved parties
- Apologies and restitution when appropriate
- Counseling or pastoral care support
- Behavior improvement plans

6. Bullying and Harassment Policy

Trinity Lutheran School maintains a **zero-tolerance stance on bullying**.

Bullying includes:

- Physical, verbal, social, or cyber behaviors intended to harm
- Repeated actions creating intimidation or exclusion

Response includes:

- Immediate intervention
 - Thorough investigation
 - Parent notification
 - Appropriate disciplinary action
 - Ongoing monitoring and support
-

7. Student Rights and Responsibilities

Students have the right to:

- A safe and supportive environment
- Be treated fairly and respectfully
- Be heard when involved in disciplinary matters

Students are responsible for:

- Their behavior and choices
 - Respecting school values and expectations
 - Accepting consequences for misconduct
-

8. Parent/Guardian Involvement

Parents are essential partners in discipline. Trinity Lutheran School will:

- Communicate concerns promptly
- Involve parents in serious or repeated issues

Parents are expected to:

- Support school policies
 - Encourage respectful behavior
 - Participate in conferences when requested
-

9. Documentation and Consistency

- All disciplinary actions will be documented appropriately

- Staff will apply rules consistently and fairly
 - Administration will review serious cases to ensure equity and alignment with school values
-

10. Spiritual Emphasis

Discipline at Trinity Lutheran School is grounded in Christ-centered principles:

- Forgiveness and redemption are always emphasized
 - Students are reminded that mistakes are opportunities for growth
 - Prayer, reflection, and Biblical instruction may be included in discipline processes
-

11. Policy Review

This discipline policy will be reviewed annually by school leadership to ensure:

- Alignment with best practices
 - Consistency with Lutheran values
 - Effectiveness in supporting student growth
-

Conclusion

Trinity Lutheran School's discipline policy seeks to balance accountability with compassion, ensuring that every student is guided toward becoming a responsible, respectful, and Christ-centered individual.

STUDENT DRESS CODE

Shoes and Sandals—Shoes must be suitable for outdoor activities. On PE days please wear athletic shoes.

Shirts and Tops—No tank tops unless a shirt is worn under or over it, no shirts with midriff showing, no spaghetti straps or halters.

Clothes will be worn so underwear is NOT showing.

NO clothing promoting drugs/alcohol or non-Christian behavior.

PLEASE make sure students' attire is **weather appropriate**. Please be aware of weather when sending your child to school; wear clothing appropriate for the temperature. It may still be very cool at morning recess.

On days when the ground is covered by snow, students are not allowed to play in snow covered areas unless they have an extra pair of dry shoes or snow boots.

Students wearing inappropriate clothing will be provided appropriate clothing. Parents are urged to lend their counsel and aid in this regard. On chapel days we

urge students to dress and groom themselves appropriately for worship in the Lord's house.

MEDICAL PROCEDURES/SCHOOL NURSE

Children should not be sent to school if they feel ill. Children should be fever free for 24 hours before they return to school after illness.

Regulations for the Control of Communicable Diseases—

1. No person having an infectious or contagious disease shall be admitted to school.
2. Parents should notify the school office on the first day of absence due to any of the diseases listed below. [221-1820]
3. A child who has any of the following diseases shall be excluded from school and contact with other children until a release is obtained from the local health department or physician.

A] Whooping Cough

D] Typhoid Fever

B] Diphtheria

E] Tuberculosis

C] Meningitis

F] Any unusual disease

For the following diseases, no health department release is necessary. However, the child shall be excluded from school and contact with other children according to the following regulations:

A. **Streptococcal disease, including scarlet fever and strep throat:**

The student will be excluded until 24 hours after appropriate antibiotic therapy has begun or for 10 days if antibiotics are not administered.

B. **Ringworm of the skin and scalp:** excluded until child has been under active treatment by a physician.

C. **Chicken Pox/Shingles:** excluded until six [6] days after the first crop of eruptions. Scabs are not infectious.

D. **Hepatitis A:** excluded until seven [7] days after onset of jaundice.

E. **Impetigo:** excluded until under medical treatment by a physician.

F. *** Measles:** excluded until four [4] days after rash appears.

G. *** Mumps:** excluded for ten [10] days from onset of illness.

H. **Pediculosis [lice]:** any student with live lice (bugs) will be sent home when identified. Students may return to school after treatment and will be rechecked by designated school personnel. Students must be free of live lice before returning to the classroom. Parents are encouraged to remove nits to fully eradicate an infestation. (USD 465 policy)

I. **Pinkeye:** excluded until there is no discharge from the eye.

J. *** Rubella [German Measles]:** excluded for seven [7] days after onset of rash.

K. **Scabies:** excluded until adequately treated with scabicide.

* School officials are required to notify the health department of confirmation of diagnosis for measles, mumps and rubella.

A child may be excluded for an additional period of time if the principal or other school personnel feel it is necessary for the child's protection or for the protection of the other children. If a child is excluded because of a suspected communicable disease, certification by a health department or physician is required for re-admittance.

The above regulations are consistent with Kansas Classroom Handbook of Communicable Diseases.

A school nurse is available as needed.

Medication

When it becomes necessary for students to need medication [prescription or nonprescription] during the school day, the following procedure will need to be followed in accordance with Kansas statutes:

Medicines brought to school must be given to the office personnel by parent/guardian, or the teacher if instructed to do so by the physician. All medicines will be kept in the school office until such time as dosage is to be administered by office personnel.

A note from parent or physician must accompany the medicine indicating the following:

1. Date(s) medicine is to be administered.
2. Time(s) of day medicine is to be administered.
3. Exact dosage (even though it may be specified on the container) for each administration.
4. Side effects (if any) of which the classroom teacher should be alert.
5. Information regarding return of medication to parent.
6. Signature of parent or physician.
7. Drugs will be in original containers.

Under no circumstances should students be in possession of medication during the school day.

The office will keep a log of medicines given, date, time, and reason.

Additional information available in the Trinity Medication Policy, which is available in the office.

PHYSICAL LIMITATIONS

If any child has physical limitations and needs special consideration on the playground or elsewhere, this fact should be mentioned to the principal and teacher. A note from the physician may be necessary.

SCHEDULING

Preschool ---Monday—Friday 8:00AM – 11:30 AM

Kindergarten—8th ---Monday—Friday 8:00AM – 3:30 PM

Starting the Classroom Day

Please make sure that students are in their classrooms ready to begin the day before 8:00 AM. While it may be necessary for parents to accompany their children into the room on occasion, we urge you to help foster responsibility in your child by saying good byes outside the classroom and allowing them to prepare themselves for the day on their own, especially for grades K through 8.

Classroom Daily/Weekly Schedule

Your student's daily/weekly classroom schedule will be presented to you by the class room teacher at the beginning of the year. We want you to be aware of how your child[ren]'s day is filled with the many activities which contribute to our total educational program.

Having the schedule in hand may also serve to plan the most convenient times for obligations which must be scheduled during the school day for your student [dentist, doctor, etc.]. Please try to schedule appointments before school or near the end of the school day so the least amount of school time will be missed.

Early Room

Students arriving early will go to the basement. A faculty member will supervise the early room from 7:30AM-7:45AM. At 7:45am students are dismissed to their classroom.

After School

PLEASE arrange for your child to be picked up after school by 3:45 [or 11:45 for preschool.] Teachers are on duty to monitor students until that time. Students who remain after 3:45 PM [11:45 AM] will be asked to wait in the office until their ride comes to pick them up.

Emergency Cancellations Or Dismissals

Due to inclement weather, tornado alerts, etc. Trinity will follow USD 465 decisions. If USD 465 cancels school, one may assume that Trinity has canceled.

Should early dismissal from school because of inclement weather be necessary, all parents will be notified. If parents cannot be reached or no arrangements made for students' transportation or care, these children will be kept at school until such arrangements can be made.

Fire and Tornado Drills

Fire and tornado plans are posted in each classroom. Drills are conducted on a regular basis.

ATTENDANCE AND TRUANCY POLICY

Students are expected to attend school every day it is in session. Arriving on time for school and regular attendance develops student responsibility, establishes good work habits, and ensures the continuity of education.

Any absence from school, other than for illness, is discouraged. Parents/legal guardians are asked to notify the office with an explanation of their child's absence either before the absence or before 8:15 AM the day of absence. If an emergency exists or if the student is physically, emotionally or mentally unable to attend school, the parent/legal guardian shall notify the administration within two [2] days after the student returns to school in order for the absence to be excused.

The school secretary shall determine from the parent/guardian by telephone, written note, or in person the reason any student is absent from school. The

principal shall make the determination as to the validity of an absence and whether that absence is excused or unexcused.

“Excused” Absences

- Personal illness and professional appointments (medical/dental).
- Serious illness or death of a member of the family.
- Emergencies requiring the student’s services or presence at home.
- Obligatory religious observances.
- Participation in a school-sponsored activity.
- Absences prearranged by parents and approved by the principal.
- Students who are immediate relatives of active duty military personnel shall have additional excused absences at the discretion of the principal for visitations relative to leave or deployment.

“Unexcused” Absences

- Any absence for which the school and/or principal has not been notified.
- Any absence other than those defined as “excused” and for which the principal has not given approval.

Truancy

The principal shall report students who are truant to the appropriate authority. Truancy is defined as any three consecutive unexcused absences, any five unexcused absences in a semester or seven unexcused absences in a school year, whichever comes first.

Any unexcused absence for a significant part of the school day will apply towards truancy. A significant part of the day is two hours for K-8.

Truancy Consequences

- Parents of students who are absent without notification to the school shall be contacted by phone for explanation.
- Third unexcused absence (or sooner) – letter to parents.
- Tenth overall absence – parent must provide documentation (note from doctor/agency for student’s absence).
- Third consecutive unexcused absence – report to DCF or Cowley County Attorney for truancy.
- Fifth unexcused absence in a semester – may report to DCF or Cowley County Attorney for truancy.
- Seventh unexcused absence in a year – may report to DCF or Cowley County Attorney for truancy.

Tardiness

Teachers will record tardiness of students and work to correct any problems in prompt arrival of students. Tardiness shall be defined as:

A student failing to report to his/her classroom by the start of the school day at 8:00 AM is considered tardy. Excused tardiness shall be accepted. Valid reasons to excuse tardiness shall be factors beyond the control of the family which prevents prompt arrival such as: weather-related problems, transportation difficulties, and medical appointments. Tardiness shall be noted and recorded when caused by factors within the control of the family.

In the event your child[ren] is tardy for school, the child must report to the school office and receive an admission slip to class. **TARDINESS IS A BAD HABIT** and very inconvenient for the teacher, class, lunch count, secretaries and all involved. Please help us run a Godly and an orderly school for the sake of His Son!

Consequences

- Third tardy in a quarter – letter to parents.
- Fifth tardy in a quarter – letter to parents and student counted for an unexcused absence.

The principal shall recommend termination of educational services to habitually tardy children if the problem is not resolved. Termination of education shall begin with the following school year. Services shall be terminated only with Board of Education approval and only after other measures to correct the tardiness have failed.

Family Vacations

Time spent in class is important every day. Trinity encourages families to schedule trips and vacations on school holidays and spring break.

In the event students will be gone, teachers must be notified at least 2 days in advance. Homework will be assigned for all work to be missed. The homework is expected before the student leaves or the morning of his/her return.

This does not apply for a family unexpectedly called out of town for family illness, funeral or other emergency.

Leaving the School Grounds

Leaving the school grounds during the school day for any reason other than dental or medical appointments or traveling to special educational programs associated with Trinity Lutheran School is discouraged. Leaving school for personal business [hair appointments, shopping, etc.] will be considered an unexcused absence.

If a child is to leave the school grounds during school hours, communication from the home is required, either in the form of a note, phone call, or personal request.

TRANSPORTATION

Bicycles

Bicycles may be used for transportation to and from school. They are to be parked in the bike racks provided on the school playground. It is advisable to keep them locked while there. Bicycles may not be ridden in the school area after

arrival. At dismissal time, students riding bikes are expected to leave the property directly. Bicycles are not to be ridden around the school parking lot during dismissal time or during an after-school activity.

Bus

Our students are invited to share in the transportation system of the USD 465. Routes and times are arranged each August. Parents may call the USD 465 Transportation Office at 221-5145 to be put on a route.

Parent Transport of Students to School Activities

Parent transportation by private vehicle:

Teachers are required to make certain that the following steps are adhered to when planning an activity away from the school and bus transportation is not provided.

All persons transporting children must meet the following criteria:

- Provide the office with a copy of a valid driver's license. Photocopies of drivers' licenses will be collected at student registration.
- Have no DUIs in the last 36 months and no more than one moving violation in the last six months.
- Show proof of adequate insurance, including minimum liability coverage as required by the State Motor Vehicle Code.
- Be at least 21 years of age.
- Agree to require all passengers to use a seat belt or appropriate child restraints.
- Agree to comply with all traffic laws.
- Agree to receive no reimbursement of expenses from Trinity Lutheran School for driving to or from a school-sponsored event.
- Smoking is prohibited by all drivers transporting students for school related activities.
- Pass a background check

DAMAGES

A student's family must reimburse Trinity Lutheran School for loss or damage to textbooks or church or school property. Violators will be billed for the cost of repair or replacement.

VISITOR SIGN-IN

All visitors to Trinity Lutheran School who wish to enter the school area will be required to come to the school office to sign-in before entering and sign-out before leaving. They will give the following information on the sheet kept in the school office:

Name

Person(s) they are seeing

Reason for visit

Whether they are a family member, visitor, classroom presenter, or a helper

Time signed in

Time signed out

Parents and others who are bringing items for students (lunches, musical instruments, books, jackets, etc.) will be encouraged to leave these items in the school office to be given to students at a convenient time.

Parents and others who wish to eat lunch with their students will be asked to contact the school office prior to arrival, and sign the lunch roster in the basement.

Classroom Drink Policy

Students are allowed only water in the classrooms.

No Pets Policy

All pets must be secured in a vehicle, pet "taxi", or leash by an adult owner at pick-up and drop-off in the parking area. Any animal to be brought to campus for show-and-tell, classroom activities, etc, must be properly secured and be pre-approved by the principal.

We look forward to working with you in the Lord's service this school year.

Revised and Approved by the Trinity Board of Education - 06/2026

(After reading though this Handbook,
please sign and return this page to the office.)

I have read and agree to follow the policies and information presented in this Parent/Student Handbook.

Student Signature

Date

Parent Signature

Date