



TRINITY LUTHERAN
— CHURCH & SCHOOL —

Faith • Compassion • Achievement

Family Handbook
2024-2025

Our Mission

*Loving families to Christ in a strong
Christian academic environment.*

2024-2025 School Theme: **KNOWN**

“My sheep listen to my voice; I know them, and they follow me.”
John 10:27

Trinity Lutheran School admits students of any race, color, or national or 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, or national or ethnic origin in administration of its educational policies, and athletic and other school-administered programs.

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Trinity Lutheran Church and School
8540 East 16th Street, Indianapolis, IN 46219
Telephone: 317-897-0243
Web Site: <http://www.trinityindy.org>

Office Hours: Monday–Friday from 7:30 am to 4:00 pm

<u>Staff:</u>	<u>Position:</u>
Mr. Joel Rolf joel.rolf@trinityindy.org	8 th Grade
Mrs. Becky Thibodeau becky.thibodeau@trinityindy.org	7 th Grade
Mr. Luke Stichter luke.stichter@trinityindy.org	6 th Grade
Kayla Wright Kayla.Wright@trinityindy.org	5 th Grade
Nikki Reed Nikki.Reed@trinityindy.org	4 th Grade
Ms. Cheryl Stoltenberg cheryl.stoltenberg@trinityindy.org	3 rd Grade
Mrs. Kathleen Brandt kathleen.brandt@trinityindy.org	2 nd grade
Miss Lexi Cook lexi.cook@trinityindy.org	1 st Grade
Mrs. Sheryl Rolf sheryl.rolf@trinityindy.org	Kindergarten
Ms. Linsei Geveden linsei.geveden@trinityindy.org	Preschool 4
Mrs. Erika Sullivan erika.sullivan@trinityindy.org	Preschool 3
Mrs. Rebecca Hoff rebecca.hoff@trinityindy.org	Literacy Coach
Mrs. Nicole Shipp nicole.shipp@trinityindy.org	Resource and Music

Staff:

Mr. Jerome Saxton
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Mrs. Suzanne Denecke
Miss Mallory Hall
Mrs. Terrie Morris
Mrs. Ashlee Rogers

Mrs. Terri Maple
library@trinityindy.org

Position:

Band Director

School Secretary

Church Secretary

Director of Development

Children’s Care Coordinator

Teacher’s Aide
Teacher’s Aide
Teacher’s Aide
Teacher’s Aide

Volunteer Librarian

School Committee

Monika Muhler, Committee Chair
Rebecca Hoff, Director of Student Life
Mollie Fraley, Director of Development
Amy Hedges, Marian University Liaison
Julie Williams
Linsei Geveden
Courtney and Faith Zahn

Trinity Lutheran School is owned and operated by Trinity Lutheran Church. The operation policies are under the auspices of the Church Council. The school committee holds monthly meetings on the first Wednesday of each month @ 5pm. Visitors are always welcome.

During the 2024-2025 school year, the School Committee will function as the administration team. If you have questions or concerns about your child, please reach out to your child’s teacher first. If your questions or concerns are not remedied, feel free to

contact the School Committee at school.committee@trinityindy.org.

Parent – Teacher Organization (PTO)

Contact Person/President	Monika Muhler muhler.monika@gmail.com
Vice President	Deb Fluharty Debra.Fluharty@outlook.com
Treasurer	Rebecca Hoff rebecca.hoff@trinityindy.org
Secretary	Kaitlin Brackin kaitlinbrakin@gmail.com
Room Parent Coordinator	Yvonne Fairfield yfairfield39@gmail.com

The PTO looks forward to bringing new ideas to the school and to working with the Trinity Lutheran School families this year. The purpose of the Parent-Teacher Organization is to bring families, the school, and the church into a closer relationship. The PTO organizes fundraisers and celebration days throughout the school year. Please join PTO for their monthly meetings as listed on the school calendar.

General Daily Schedule

7:40-8:00 a.m.Breakfast
8:00 a.m.Classrooms open
8:15 a.m.Back doors are locked
8:15 a.m.Classes begin for PK3-8th Grade
10:50 a.m.PreK and Kindergarten Lunch
11:15 a.m.1st and 2nd Grade Lunch
11:40 a.m.3rd, 4th, and 5th Grade Lunch
12:05 p.m.6th, 7th, and 8th Grade Lunch
12:00-12:10 p.m.Dismissal of PK 3
3:00-3:10 p.m.Dismissal of PK 4
3:20-3:35 p.m.Dismissal of grades Kdgn. – 8

Arrival and Dismissal Procedure

Children may enter the building through the North doors (beside the playground) between 8 and 8:15am. Please do not drop your child off if no adult is present. Cars should line up single file at the turn around. No parking is allowed in the back. These doors will be locked at 8:15 a.m. Students who enter after 8:15 a.m. will be considered tardy and must enter through the main entrance with a parent and proceed to the office for a late pass.

No child is to be dropped off at the front door between 8 and 8:15am.

Children will be dismissed at the North doors (beside playground) to one (1) vehicle at a time. Preschool 3 pick-up time is 12:00-12:10 P.M. Pre-K 4 pick-up time is 3-3:10 p.m. Grades Kindergarten-8 pick up time is 3:20-3:35 p.m. Students not picked-up by the end of their assigned pick-up time will be sent to Trinity Children's Care.

Walkers will not be permitted to walk through traffic at dismissal time. If a student is to walk home, the school must have written permission from the child's parent/guardian.

Ubers, Lyfts, Taxis or other forms of public transportation must comply with the policy of the transportation company. Uber and Lyft both have minor policies that state, "A rider must be at least 18 years of age to have an Uber account and request rides. Anyone under 18 must be accompanied by someone 18 years of age or older on any ride." Trinity Lutheran School will not release students to Ubers or Lyfts unless they are accompanied by an approved adult.

Academic Policy

Should academic concerns arise, parents and students are encouraged to contact the teacher to discuss a way to improve. Trinity Lutheran will also monitor student progress. Students may be expected to remain after school for academic reasons. The school administration supports the teacher's request for a student to remain after school for academic support and considers receiving academic support as a priority over after school activities. **Parents are expected to accommodate the request of a teacher for a student to remain after school for the needed academic support.**

If a student has a failing grade or does not pass state mandated testing, they could be retained or put on an academic support plan. If improvement is not seen, their status at Trinity Lutheran School will be evaluated.

Grading Scale

Grades 2-8 grading scale is as follows:

100-95	A
94-91	A-
90-88	B+
87-85	B
84-82	B-
81-79	C+
78-75	C
74-72	C-
71-69	D+
68-65	D
64-62	D-
61-0	F

Requirements for High Honor Roll and Honor Roll (Grades 4-8)

1. Any grade below a “C” in any subject disqualifies a student for Honor Roll or High Honor Roll.
2. To achieve **High Honor Roll** a student must have a grade point average of 3.5 or higher.
3. To achieve **Honor Roll** a student must have a grade point average of 3.0-3.49.

Students are honored with cords at graduation according to their GPA. The top two GPAs in the class will be asked to speak at graduation.

GPA Requirements for High Honors: 3.5-4.0 (Blue and White cord)

GPA Requirements for Honors: 3.0-3.49 (White cord only)

Student Awards System

In 4th Grade, students begin earning achievements and participation in school-related activities. Throughout the year, awards are given for academic achievements and participation in extracurricular activities.

A banner is given to each student as they complete the 4th grade. Pins will be given as recognition for academic achievement and participation in activities. The pins may be placed on the banner to accumulate over the 4th, 5th, 6th, 7th, and 8th grade years at Trinity. The banner will serve as a reminder and recognition of the hard work of the Trinity student.

Achievements and Activities

Band	After-School Clubs
Theater	Sports
Handbells	Honor Roll
Choir	High Honor Roll
SciFest	Graduation with Distinction
Fine Arts Festival	Graduation with High Distinction

Sports

Soccer - offered as a Fall sport to both girls and boys in Grades 5-8. Currently there is one coed team.

Volleyball - offered as a Fall sport to girls in Grades 5-8. The 5th & 6th Grade girls play together on the Junior Varsity Team, and the 7th & 8th Grade girls play together on the Varsity Team.

Cheerleading - offered during the Winter basketball season. The 5th & 6th Grade girls cheer on a Junior Varsity Squad, and the 7th & 8th Grade girls cheer on a Varsity Squad.

Basketball - offered as a Winter sport to both girls and boys in Grades 5-8. There is a 5th & 6th Grade Junior Varsity Boys Team and a 5th & 6th Grade Junior Varsity Girls Team. The 7th & 8th Grade boys play on the Varsity Boys Team, and the 7th & 8th Grade girls play on the Varsity Girls Team.

Track - offered as a Spring sport to both girls and boys in Grades 5-8. Currently there is one coed team.

- ❖ In years with lower enrollment in 5th-8th grade, students below 5th grade may be invited to join specific sports teams.

In order for players to compete during a game or match, players must be passing all of their classes with a D or higher. Grade reports will be printed each Monday of a week that contains a game or match. At that point, coaches will be notified of players that are not eligible to play. If the player is able to complete work and raise his/her grade, the teacher can initial the grade report which can then be given to the coach as proof that grades have improved. If a player is not eligible to play in a game or match, he/she should still attend the game or match to support the team. Not attending a game, will result in not playing in the next game as well regardless of grades.

Parents and children should show a Christian spirit and attitude. Therefore, negative comments to players, referees, and coaches are inappropriate.

School Health Policy

Illness

You have the best judgment of your child's health and we believe that you would not knowingly bring your child to Trinity if ill. However, if the staff of Trinity believe your child to be ill, we will call you to pick your child up. The following criteria will be considered:

- ❖ Fever of 100.4 degrees or more
- ❖ Inflammation of the eyes
- ❖ Vomiting
- ❖ Diarrhea
- ❖ Abdominal pain
- ❖ Unknown rash
- ❖ Lice
- ❖ Communicable disease

If your child is sent home for one of the above illnesses, he/she must be free of said symptoms for 24 hours without medication. If your child has been seen by a doctor and diagnosed with a communicable disease, we ask that you notify us. Your child must have a note when they can return.

Medications

Indiana code requires that **all** medication given to students at school be in the original container and accompanied by written, dated consent from a parent/guardian. An **“Authorization to Administer Medication”** form needs to be on file in the school office when a student is to receive **any** medication. Additional forms are available in the school office. **All** medications are to be kept in the school office.

A parent/guardian of a student with a life-threatening condition that requires emergency medication such as an inhaler or epipen should request a “**Self Administration of Medicine Authorization**” form from the school office to enable their child to have their inhaler or epipen with them at all times. The form requires a physician’s signature authorizing the child to have immediate access to their medication.

Acetaminophen/Tylenol will not be provided by the school, if your child has frequent need of this medication, parents may provide some to be kept in the office and taken by the child as needed.

Attendance Policy

At Trinity, we believe that presence in the classroom enables the student to participate in instruction, class discussions, and other related activities. As such, regular attendance and classroom participation are integral to a student’s success.

In accordance with state laws, all students are held to regular and punctual attendance. In case of an absence, **parents must call the school office by 10:00 a.m.**, explaining the reason or nature of the absence.

Absences

Excused absences are defined as absences that the school corporation regards as legitimate reasons for being out of school. These include:

- Illness verified by note or phone message from parent/guardian
- After 3 days of absence illness will need to be verified by note from your physician
- Family emergency: a death or serious illness in the family
- Military connected families (e.g. absences related to deployment and return)

An unexcused absence is any absence not covered under the definition of an excused absence. This includes absences for family vacations and non-school related sporting events.

As passed in Senate Bill 282 and stated in Indiana Code 20 33 2 25, unexcused absences will result in the following;

- After the 5th unexcused absence from school in a ten week period, parents will be required to meet with the School Committee to establish a plan to prevent future absences.
- After the 10th unexcused absence from school during a school year, a report will be made to the local prosecuting attorney or child protective services.

Repeated instances of excused and unexcused absences may result in disciplinary action up to suspension or expulsion from Trinity.

Tardies/Early Releases

A tardy is defined as arriving at school after 8:15am. An early release is defined as leaving school anytime before 3:20pm. If a student accumulates excessive tardies or early releases, parents will be required to meet with the School Committee. Every 3rd unexcused tardy or unexcused early release will result in an absence (e.g. 3rd tardy or early release = 1 absence, 6th tardy or early release = 2 absences, etc.). The absence policy will be followed for excessive tardies or early releases.

Doctor/Dental Appointments

Parents/Guardians must notify the school in writing or by telephone if their child will be leaving during the school day. Parents/Guardians are to go directly to the school office to sign their child out of school. Students will not be allowed to leave the building during the school day until they have been signed out by a parent/guardian. Students returning from an

appointment must go directly to the school office to sign in and receive a pass.

School Closing/Delay Information

In case our school would have to **close** or impose a **two-hour delay** due to inclement weather or poor road conditions, the following sources will carry this message to you:

**WTHR Channel 13, Channel 59, Channel 8,
Gradelink Messages**

In the event our school would need a two-hour delay due to inclement weather or poor road conditions, drop off for Pre-K-3 – 8th Grade would begin at 10:00am.

Trinity Children’s Care will close if the school is closed, and they will open at 9:00 AM in the event of a two-hour delay.

Dress Code

Trinity’s dress code can be summarized as neat, clean, decent, and inoffensive. The dress code begins to model the need to look professional for future careers. All clothing should be clean, in good repair, and not torn or frayed.

The dress code for students in Kindergarten-8th Grade is:

- **SHIRTS** – Trinity or Lutheran t-shirts are permitted. Trinity shirts can be purchased in the office or when order forms are sent home throughout the year. Plain, solid-color, collared polo shirts are also acceptable.
- **SWEATSHIRTS** - Plain, solid-color sweatshirts are acceptable. Trinity and Lutheran sweatshirts are also acceptable.
- **PANTS** – Pants must be solid color navy, tan, black, or gray uniform material. They must be free of holes or

tears. No denim, athletic pants, leggings, or sweatpants may be worn. Pants must be worn at the waist. Belts may be necessary to make pants appropriate.

- **SHORTS/SKIRTS** – Shorts/skirts must be solid color navy, tan, black, or gray uniform material. They must be free of holes or tears. No denim, athletic shorts, leggings, or sweatpants may be worn. Shorts/skirts must come below the students' fingertips when arms are extended at their sides. Shorts/skirts must be worn at the waist. Belts may be necessary to make them appropriate.
- **SHOES** – Shoes must be worn at all times. If the shoe policy is violated, tennis shoes or dress shoes must be worn the rest of the year.

Fridays will be Jeans Day at Trinity. Students may wear jeans with their approved uniform shirt. They must be free of holes or tears. If the student does not wish to wear jeans, normal uniform rules should be followed.

PTO sponsors “Dress Down Days” once a month. These days are marked on your family calendars. These days are not mandatory, but if your student chooses not to participate, the current uniform dress code will apply. PTO Dress Down Days cost \$1.00 to participate.

Dress Code Enforcement

If your child is not in uniform, you will be notified and required to bring approved uniform items to school. If Trinity has an item on hand, you may choose to have your child change into these clothes. \$7 will be added to your school account each time that this occurs. Failure to comply with the dress code could result in discipline slips and the consequences associated with the discipline slips that is explained in this handbook.

Student Discipline Policy

The classroom teacher will conduct the majority of the day-to-day discipline. Children are expected to be quiet while the teacher is instructing, to complete schoolwork, and to respond obediently to the direction of the teacher. Teachers and other staff recognize good behavior, perseverance, and good manners. All students will be expected to follow principles that prepare them for lifelong success: honesty, trustworthiness, working to reach their highest possible levels of achievement, listening actively, and thinking of others. Individual teachers may develop more detailed classroom rules in consultation with the principal.

Examples of inappropriate behavior that needs to be modified through the use of verbal reprimand or other consequence include but are not limited to the following:

1. Showing disrespect or defiance toward adults in authority including the use of profane or obscene language.
2. Threats of violence toward other students or adults in authority.
3. Nuisance items that become a distraction should not be brought to school. Such items will be confiscated.
4. Possession or usage of personal smart devices, such as phones and smart watches, on school grounds without permission from the teacher is prohibited. These are to be turned in to the teacher at the beginning of the school day. They will be returned to the student at dismissal. Such items will be confiscated if they are seen or heard and can be picked up after school by the parent/guardian.
5. Chewing gum is a hindrance to proper maintenance of floors, furniture, books, etc., and therefore is not permitted at any time.
6. Intimidation/alienation, fear, passive resistance or other comparable conduct to interfere with school purposes or urging other students to engage in such conduct.
7. Inappropriate dress (see dress code).
8. Lying or Cheating.

Consequences

Unfortunately, because of sinful human nature, there are occasions when a child fails to achieve a sufficient level of self-discipline to function effectively in the classroom.

Repeated violations of **classroom** rules make learning difficult both for the misbehaving student and for others in the class. If the student repeatedly disrupts the learning environment, disciplinary action will be taken.

Preschool Discipline Policy

As the Savior's waiting arms comfort His children, so can the children expect to receive love, support and forgiveness in the early childhood program at Trinity Lutheran School.

Discipline issues will be handled in a positive manner.

Children of this age quickly comply when good behavior of other children is emphasized. On an individual basis, children will be reminded of our classroom rule that has been ignored. Another activity may be suggested for the child. As a final measure of discipline, a child may be isolated from the group for a short time to cool down and will always be in view of the teacher. All discipline will be applied with love, forgiveness and consistency.

We believe all children are entitled to a pleasant and harmonious environment in our program. If your child has difficulty adjusting to our expectations a parent conference will be called. Children who are chronically abusive to other children may be asked to leave our program. Reasonable efforts will be made to assist children to adjust to the program and to keep parents informed all along the way.

Kindergarten - 3rd Grade

As we form the behavior of our younger children, we understand that this requires work from both the parents, the teacher, and the student. We also understand that sometimes children are able to reset their behavior if they are allowed a short break from the classroom. Our emphasis at Trinity, is the consistent following of rules. At Trinity, we will utilize buddy classrooms, reflection sheets,

parent/teacher conferences, behavior plans, and appropriate consequences.

If the student repeatedly disrupts the learning environment, despite the implementation of these strategies, they will receive a discipline slip from the teacher and contact to the home will be made by the child's teacher. The slip must be signed and returned the next day. If a student receives three slips in a semester, they will be assigned Saturday school. At the beginning of each semester, students begin with a clean slate; all discipline slips reset. Saturday schools reset each semester.

4th Grade - 8th Grade

By this age, children are expected to consistently follow rules throughout the school day. Reminders and redirections from the teacher, although used, should be at a minimum.

Because of the age of these students, the consequences of inappropriate behavior are more severe. If the student repeatedly disrupts the learning environment, they will receive a discipline slip from the teacher and contact to the home will be made by the child's teacher. The discipline slip must be signed and returned the next day. The discipline slip will also result in an afterschool detention from 3:30 until 4:30 on the following school day. During this time the student will participate in acts of service throughout the building. On the day that the detention is served, the student will not be permitted to attend extra curricular activities, sport practices or games. If a student receives three slips in a semester, they will be assigned Saturday school. Slips reset each semester. Saturday schools reset each semester.

Saturday School

If a student receives 3 discipline slips in a semester, the student will have to serve a one-hour Saturday school. The parents will pay \$25 to have their child supervised during the Saturday school. If a student fails to serve his/her Saturday school, the student will be suspended until he/she appears before the School Committee. The School Committee will

then determine if the student will be allowed to continue to be enrolled at Trinity.

If a student receives 3 Saturday school assignments in a semester, the parent/guardian and student will go before the School Committee to consider continued enrollment or enrollment for the following school year.

Suspension

Suspension, in school or out of school, is a serious step in school discipline. A suspension may result in 50% credit for the class work assigned or due on the day/days of the suspension. Major tests or projects may be made-up with the guidance of the teacher.

The Trinity Lutheran staff has developed a list of **absolutes**, which will not be allowed at school under any circumstances. Depending on the severity of the incident as determined by the principal, students may be suspended for the following:

1. Aggressive behavior or fighting, act of violence or use of force against students, school or church staff, or visitors.
2. Use of or bringing onto school property dangerous or addictive items such as alcohol, tobacco, controlled substances, firearms, knives, lighters, and matches.
3. Improper touching/sexual harassment.
4. Stealing school property or that of other staff and students.
5. Deliberate damage of school property or that of other students or staff
6. Engagement in an activity forbidden by the laws of the State of Indiana.

Suspensions are reported to the School Committee for review and any further action deemed necessary. Following any suspension, the student will automatically be placed on Disciplinary Probation. Parents will be notified of the suspension.

Disciplinary Probation

Probation is a serious step which can lead to the dismissal of a student. It is applied in cases of extreme inappropriate behavior, habitual disciplinary referrals or in cases where a student's actions are antagonistic to the beliefs and philosophies of the school.

Probation is a set period of time where a student is closely monitored by school officials. Probation may be followed by expulsion.

Probation can be imposed for up to a 9-week period during which time a student who has committed a serious or chronic offense will relinquish all positions of trust and responsibility. During this time the student will be encouraged to correct the problem. At the end of the probation period, if the student's behavior has significantly improved, he or she may be restored to full status. If the problem(s) still persists, the principal may extend the probation or determine that expulsion is the required next step.

Expulsion

Expulsion is the most serious disciplinary step the school can impose on a student and has serious implications on a student and his/her family.

It is the responsibility of the principal to make the final decision regarding the expulsion of any student. If a student's conduct is serious enough to merit expulsion by the principal, the following procedure will be followed.

1. The principal will communicate with the student and parent(s) to summarize the reason(s) for expulsion.
2. The principal and homeroom teacher will be available for a hearing with the parents of the expelled student. Should an expelled student desire to be readmitted to Trinity Lutheran School in a subsequent school year, the principal in consultation with the homeroom teacher will make a decision

based on the student's attitude and circumstances at the time of reapplication.

3. The School Committee will review all expulsions.

New Student Probation

Any new student enrolled will enter on a probationary basis. The principal and teacher will monitor the student's academic achievement (must be passing all subjects), student's conduct (attendance, tardies, and behavior) and the family's school financial account. If the student struggles in any of these areas, a recommendation will be made by the principal as to whether the student will be allowed to continue at Trinity Lutheran School.

Concern Policy

Parents who wish to file a concern about something in the classroom should:

1. Contact your child's teacher to discuss the problem and make a plan for resolution.
2. Contact the Director of Student Life if the concern has not been resolved after talking with the teacher.
3. Contact the School Committee chair if the concern has not been resolved after talking with the Director of Student Life.

Tuition Policy

Tuition is necessary for Trinity to operate as a center for learning. Tuition dollars go to funding everyday operating costs, staff salaries, curriculum supplies and extension activities for our students. Please see your tuition agreement for tuition specifics.

There are three options for paying tuition:

1. Single payment due August 1, 2024

2. Semester payments due August 1, 2024 and January 2, 2025
3. Automatic Electronic Funds Transfers (EFT) monthly payments

If pre-school tuition is paid in full at the beginning of the year or in two semester payments, there is a \$250 tuition discount.

Missed payments will result in warnings, students not being able to attend until payments are made up, and in worst-case situations a collections service will be contacted.

Families will be notified if they fall one month behind. They will have one month to bring the account current. If a family misses two payments, the student will not be allowed to attend until the account is current. After three missed payments, the student will be dismissed from Trinity and the family's account will be sent to the collection service.

Smart Devices

Smart Devices, including phones and watches, are discouraged at school. Students can get permission from their teacher to use a school phone at an appropriate time. To reach a student, the school office can be called and a message can be relayed to your child. If smart devices are brought to school, they are not permitted to be used during school hours without their teacher's permission. Classroom drop boxes will be utilized. All students are required to power off and place all smart devices in the box upon arrival. Devices will be returned at the end of the school day. If a smart device is seen or heard during school hours, it will be confiscated. Parents may collect confiscated devices from the Director of Student Life at the end of the school day.

Trinity Children's Care

***CCDF users must pay the difference between CCDF voucher amount and TCC prices.**

For the convenience of parents, Trinity has a before and after school care program called Trinity Children's Care. Before and after school care is offered to children enrolled in our school. It is open from 7am until 6pm. All children enrolled in school must have a completed and signed Trinity Children's Care form on file.

- **Before school session (all ages):** Open from 7am until 8am. Helps parents get that early start.
- **Afternoon session (PK3):** Open from noon until 3pm. Designed to reinforce what is being taught in the Preschool classroom. Colors, letters, and special units are emphasized in unique and exciting ways. A nap is also taken during this time.
- **After school session (all ages):** Open from 3pm until 6pm. A relaxed atmosphere with opportunity for homework and loads of FUN!

Trinity Children's Care Rates

Grades K-8

\$6.00/hour per child

Special Days & Vacation Daily Rate

\$30.00/day per child

Flower Room

6 wks-18 months

Weekly-\$240.00

Flower 2 & Fish Rooms

18 months – PK3

Weekly-\$215.00

Dove Room
Preschool 3
\$15 per day

Before/After School (PK4-8)
\$6.00/hr

**Third child is FREE

Trinity Children's Care Guidelines and Policies

- Third child free after two paid children per family (Free child will be the one that least used Trinity Children's Care that week).
- Parents are charged for the time their child is in Trinity Children's Care; any overpayment will be posted as a credit to their Gradelink account.
- If Trinity Children's Care payments are not made in a timely manner, parents may be asked to discontinue use of the Trinity Children's Care program.

Trinity Children's Care strives to create a safe and loving environment for your child/children to learn and grow. With that in mind, while following Christ's example, the following behavior is expected:

- ✓ Respect for authority; including all caregivers and the Coordinator
- ✓ Appropriate language is to be used at all times
- ✓ Use of appropriate actions at all times
- ✓ Respect for fellow students and Trinity Children's Care property
- ✓ Use of cell phones and music players is **not permitted** in Trinity Children's Care during the school year. **This includes gaming devices and tablets. Tablets and devices are allowed on breaks and over the summer.**

Trinity Children's Care will follow these guidelines:

- ✓ Any student not picked up within 15 minutes after school is dismissed will be signed into Trinity Children's Care and all fees apply.

- ✓ Only those students **participating** in a game or practice **immediately** after school do not need to sign into Trinity Children's Care.
- ✓ When practice or a game is finished, any student not going home immediately will be signed into Trinity Children's Care.
- ✓ If the game or practice is later in the afternoon, and the student is not being picked up immediately following school, the student must go Trinity Children's Care and remain there until the appropriate adult signs them out to attend the game or practice.
- ✓ Any child at school that is not participating in an after school activity must be in Trinity Children's Care and all fees apply. Students are not allowed in the halls, classrooms, gym, locker rooms, church, restrooms, etc. unless they are under adult supervision. That adult will be responsible for the child and will sign the child in and out of Trinity Children's Care as appropriate.
- ✓ In the event someone other than a parent/guardian is to pick up their child, a parent/guardian must contact the school office @ 317-897-0243. The phone number to be used after school office hours is **317-370-5160**.

Disregard of Trinity Children's Care (TCC) policies will result in the following consequences:

- 1) Note home/conversation with parent
 - 2) Note home/conversation with parent and TCC Coordinator
 - 3) Family will be asked to refrain from using TCC services for 1 week
 - 4) Upon return, any further infractions will result in revocation of TCC use privileges for the remainder of the school year
- All notes to parents are at the discretion of the Children's Care Coordinator.

Student Property Inspection

Trinity Lutheran School reserves the right to search student lockers, desks, and personal property (e.g. backpack, purse, etc.), with or without notifying the student, in the event that there is reasonable cause to suspect that the student in question has in their possession items (e.g. weapons, drugs) that could bring harm to themselves or others, or has in their possession articles (e.g. notes) which could indicate that there is a threat in the school or in the possession of another student. Upon completion of a search, the parent/guardian of the student will be notified of the search and its results.

Damage to School Property

Students are required to reimburse the school for loss of or damage to property or textbooks. School and church property, including furniture and equipment, must not be defaced or damaged in any way. When damage has occurred, it should be reported to the school office as soon as possible.

Sending Money to School

All money sent to school should be placed in an envelope and labeled with the child's name as well as the parent's name. To assure proper credit, a payment form must accompany **all** payments to the school. Payment forms are available in the school office.

Lost & Found

There is a lost and found box located in the office. Children should check in the box if an article has been lost. Unclaimed items will be donated to The Sharing Place.

Meal Program

All students will receive free breakfast and lunch for the 2024/2025 school year. Each year parents are asked to complete state documentation to ensure our Free and Reduced lunch program is in place.

Extra Lunch Items may be purchased at an additional cost for grades 6th-8th only. Extra items are not included in the Free and Reduced Lunch program. Extra main dish is \$1.75, extra side dish is \$.70, and an extra milk is \$.55. Extra lunch items will be added to your Gradelink account.

Drug/Substance Testing Policy

In our mission to partner with parents to provide a safe, effective and Christ-centered learning environment, Trinity has instituted a drug testing policy. The intent of this policy is not only to provide a safe and effective learning environment but also to provide students and parents with the information and resources to seek and receive help and treatment if a drug abuse problem exists.

In accordance with the purpose of this policy and at the discretion of the School Committee, if a student is suspected of using drugs or alcohol, the school may require him/her to submit to a drug screen and/or breathalyzer. All testing will be conducted by an independent testing service selected by Trinity. Every effort will be made to maintain the highest level of confidentiality with regard to the administering and results of any test. The Director of Student Life will share the results of the test with the student's parent/guardian for discussion and will result in recommendations, conditions, or discipline relative to the student's enrollment at Trinity.

Illegal drugs affect our society. This effect touches everyone. Through this policy, Trinity shows our commitment to the overall well-being of our students and

their families. While drug abuse is a very serious matter, our intent is in no way to condemn a student or family that is facing the challenges of drug abuse. Trinity is committed to “love one another”, to “speak the truth in love”, and to help our students “honor God with your body”.

Asbestos Management Plan

In accordance with the Federal government / EPA regulations regarding asbestos (AHERA Rule), this memo is to serve as the required notification regarding asbestos-containing materials within Trinity Lutheran Church & School.

1. The Asbestos Management Plan prepared for Trinity Lutheran Church & School is on file in the school office and can be seen during regular business hours (8:00 a.m. to 4:00 p.m.). All asbestos-containing building materials (ACBM) have been addressed in the management plan prepared by Keramida Environmental, Inc. according to Federal and State requirements. The purpose of the management plan is to safeguard the health and safety of all building occupants.
2. Asbestos-containing materials were found in this building during accredited inspections performed on July 31, 2003, by Keramida Environmental, Inc. All areas, in their present condition, do not appear to be a significant danger to the occupants of the building. ACBM locations are limited to floor tiles, linoleum, furnace boots, and plenums. All ACBM in this building have been addressed in the management plan noted above.

Pesticide Application Notice

Periodically throughout the year, it may be necessary that pesticides will be applied to internal areas of the school building and grounds. Whenever possible, pesticides will be applied during non-instructional time or school vacation periods when students and staff members are not present. Advanced notice of at least 48 hours will be given except in instances deemed to be urgent in nature when notice is unreasonable. Please contact the school principal with questions regarding these procedures.

Parent / Student / Teacher Commitment

This covenant is designed to serve as a tool by which the school, parents, and students will develop a partnership to help each child reach their maximum potential. Please review the following items with your child/children.

Parent Commitment

As a parent or caring adult, I will encourage my child's learning by doing the following:

- ✓ Requiring regular and punctual attendance
- ✓ Supporting school rules and procedures
- ✓ Supporting staff members through prayer and communication
- ✓ Discussing report cards, behavior reports, and other assessments of achievements or performance with my child
- ✓ Participating in the PTO activities, Family Nights, and volunteer opportunities at the school
- ✓ Contacting my child's teacher directly with any classroom questions or concerns

Student Commitment

As a student, I will become an active partner in my own learning progress by doing the following:

- ✓ Completing my assignments neatly and on time
- ✓ Assisting in keeping my school safe and clean
- ✓ Respecting the personal rights and property of others
- ✓ Being responsible and obeying the school rules
- ✓ Showing respect for parents, teachers, staff, and students

Teacher Commitment

School personnel will encourage and support students' learning at Trinity Lutheran School by doing the following:

- ✓ Demonstrating respect and Christian concern for each individual student
- ✓ Providing quality teaching and a safe learning environment
- ✓ Working with the parents to provide a positive learning experience for the student
- ✓ Praying for each family in the class

Statement of Belief on Marriage, Gender, Sexuality, and Human Life

- A. We believe that 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.
- B. We believe that the term marriage has only one meaning: the uniting of 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; Heb. 13:4). We believe that God has commanded that no intimate sexual activity be engaged in outside of a marriage between a man and a woman.
- C. 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. 6:9-10).
- D. We believe that in order to preserve the function and integrity of Trinity Lutheran Church and School as the local Body of Christ, and to provide a biblical role model to its members and the community, it is imperative that all persons employed by [the organization] in any capacity, or who serve as volunteers, agree to and abide by this Statement on Marriage, Gender, and Sexuality (Matt. 5:16; Phil. 2:14-16; 1 Thess. 5:22).
- E. We believe that 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; Rom. 10:9-10; 1 Cor. 6:9-11).
- F. We believe that every person must be afforded compassion, love, kindness, 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 Church.
- G. We believe that all human life is sacred and created by God in His image. Human life is of inestimable worth in all its dimensions, including pre-born babies, the aged, the physically or mentally challenged, and every other stage or condition from conception through natural death. We are therefore called to defend, protect, and value all human life (Ps. 139).

Trinity Lutheran School

2024-2025 Supply List for Grades K-8

All students in Kindergarten – 8th grade are to have a book bag without wheels.

Kindergarten

- ◆ Large Backpack–No wheels
- ◆ 2 solid color plastic folders with 3 prongs
- ◆ 1 2-pocket folder for home/school papers–does not have to be solid color, make it fun!
- ◆ 1 - 70 page solid color spiral notebook
- ◆ 2 boxes of 24 count **CRAYOLA** crayons - no glitter or specialty
- ◆ 2 containers of disinfectant wipes
- ◆ 2 boxes of tissues
- ◆ 1 bottle of hand sanitizer
- ◆ Earphones that cover the ears–not earbuds. Please put name on them
- ◆ Each child needs a water bottle to use every day, all year. Please put their name on it

Grade 1

- ◆ 24 No. 2 Ticonderoga Pencils
- ◆ 2 Erasers (not pencil top)
- ◆ 8 large glue sticks
- ◆ 24 count crayons
- ◆ 1 pack broad tip markers (not scented)
- ◆ 1 clipboard
- ◆ Watercolor paints
- ◆ Fiskars scissors
- ◆ 4 dry erase markers
- ◆ 12 count colored pencils
- ◆ 3 composition notebooks–wide ruled
- ◆ 2 highlighters
- ◆ 2 -1 inch binder
- ◆ 2 durable PLASTIC red 2 pocket folders
- ◆ 2 packs WIDE RULED paper (not a notebook)
- ◆ 1 pair of headphones in a gallon size ziploc with child's name
- ◆ 2 boxes of tissues
- ◆ 1 box of sandwich size ziploc bags

- ◆ 2 containers of disinfecting wipes
- ◆ 2 bottles of hand sanitizer (8oz or larger)
- ◆ Reusable water bottle that closes
- ◆ 1 package of 50 disposable cups (6oz)

Grade 2

- ◆ 4 dry erase markers
- ◆ 1 package of 24 count pencils (Ticonderoga)
- ◆ Colored pencils
- ◆ 3 Large glue sticks
- ◆ Crayons (12-24 count)
- ◆ **Small** pencil box
- ◆ Markers (10 count, broad line, fat)
- ◆ Scissors–Fiskars
- ◆ 1 clipboard
- ◆ 3 boxes of tissues
- ◆ 2 Pink Erasers
- ◆ 2 - 1 inch binders
- ◆ 1 pack of wide ruled notebook paper
- ◆ 1 yellow PLASTIC folder
- ◆ Reusable water bottle
- ◆ 1 box of zip-loc bags (sandwich size)
- ◆ 3 composition notebooks (any kind, wide ruled)
- ◆ 1 pair of headphones

Grade 3

- ◆ 24-48 #2 pencils (Ticonderoga)
- ◆ 2 spiral bound notebooks (wide ruled-green and blue)
- ◆ 1½ inch 3 ring binder
- ◆ **SMALL** pencil box or pouch for desk
- ◆ 2 highlighters (different colors)
- ◆ 3 large glue sticks
- ◆ Colored markers (1 pack broadline and 1 pack thin)
- ◆ Colored pencils (24-48 count)
- ◆ 2 dry erase markers
- ◆ Scissors (Fiskars recommended)
- ◆ 2 Pink pearl erasers (not pencil top)
- ◆ 2 sets of multiplication flash cards (1 for home & 1 for school)
- ◆ 3 large boxes of tissues
- ◆ 4 large container Clorox wipes

- ◆ 1 green PLASTIC 2 pocket folder
- ◆ 1 red PLASTIC 2 pocket folder
- ◆ 1 PLASTIC 2 pocket folder (any kind)
- ◆ 1 set of earbuds or headphones for computer
- ◆ 1 clipboard
- ◆ 1 composition notebooks (any kind-wide ruled)

Grade 4

- ◆ 24 count Ticonderoga #2 pencils
- ◆ 1 water bottle
- ◆ 2 yellow highlighters
- ◆ 2 glue sticks
- ◆ 1 pair of earbuds or headphones
- ◆ 1 clipboard
- ◆ 1 box gallon zip-loc bags
- ◆ 3-6 boxes of tissues
- ◆ 1 container clorox wipes or lysol spray
- ◆ 1 bottle of hand sanitizer
- ◆ 1 Plastic art supply box
- ◆ 1 box of 12 or 24 colored pencils
- ◆ 1 box of 8-12 thick markers
- ◆ 1 box of 8-12 thin markers
- ◆ 1 pair of scissors
- ◆ 1 yellow PLASTIC folder
- ◆ 1 orange PLASTIC folder
- ◆ 1½ inch 3 ring binder
- ◆ 1 spiral notebook (wide ruled)
- ◆ 2 packs of post-it notes

Grade 5

- ◆ Backpack
- ◆ Change of clothes for PE (any shorts and Trinity shirt)
- ◆ PE shoes and socks
- ◆ Physical form for sports participation
- ◆ Deodorant (NO BODY SPRAY or PERFUME)
- ◆ 1 package of colored pencils
- ◆ 1 package of colored markers (not permanent markers)
- ◆ 3 packages of 24 pencils or 2 packages of mechanical pencils with refills (.7 or .9) for classroom use
- ◆ Erasers

- ◆ Highlighters (2 colors)
- ◆ 1 large spiral bound notebook for reading and writing (3 sections)
- ◆ 1 folder for reading and writing
- ◆ 1 yellow notebook for math
- ◆ 1 yellow folder for math
- ◆ 1 red notebook for social studies
- ◆ 1 red folder for social studies
- ◆ 1 green notebook for science
- ◆ 1 green folder for science
- ◆ 1 purple notebook for religion
- ◆ 1 purple folder for religion
- ◆ Lined index cards (3 packages)
- ◆ Calculator (basic functions only)
- ◆ Pen/pencil bag
- ◆ Pencil sharpener
- ◆ USB Drive
- ◆ 2 packages of wide lined paper
- ◆ 3 glue sticks
- ◆ 1 bottle of Elmer's school glue
- ◆ 3 large boxes of Kleenex (for classroom)
- ◆ 2 containers of Anti-bacterial wipes (for classroom)
- ◆ 1 package of 50 plates or 1 package of disposable cups (for classroom)
- ◆ PLEASE NO INK PENS, PERMANENT MARKERS, OR GEL PENS

Grades 6-8

- ◆ Bible *
- ◆ Backpack (not allowed in classrooms)
- ◆ Change of clothes for PE (any shorts and Trinity shirt)
- ◆ PE shoes and socks
- ◆ One pair of earbuds or headphones
- ◆ Physical form for sports participation
- ◆ Deodorant (NO BODY SPRAY or PERFUME)
- ◆ 1 package of colored pencils
- ◆ 1 package of colored markers (not permanent markers)
- ◆ 3 packages of 24 pencils (classroom use)
- ◆ Erasers

- ◆ Highlighters (2 colors)
- ◆ 1 large spiral bound notebook for reading and writing (3 sections)
- ◆ 1 - 3 inch Binder
- ◆ Calculator (basic functions only)
- ◆ Pen/pencil bag
- ◆ Pencil sharpener
- ◆ 2 packages of wide ruled paper
- ◆ 3 glue sticks
- ◆ 1 bottle of Elmer's school glue
- ◆ 3 large boxes of Kleenex (for classroom)
- ◆ 2 containers of Anti-bacterial wipes (for classroom)
- ◆ 5 - 2 pocket folders (red, green, blue, yellow, & purple)
- ◆ PLEASE NO INK PENS, PERMANENT MARKERS, OR GEL PENS

Pre-School Supply List

P-3 Supply List

- Book Bag
- Lunch box (if needed)
- 2 packages of napkins
- 2 containers of clorox wipes
- 1 package of baby wipes
- 1 box of tissues
- 3 packages of plastic cups (5-8oz)

P-4 Supply List

- Book Bag
- Lunch box (if needed)
- 2 large boxes of tissues
- 2 large container of clorox wipes
- 2 pack of napkins
- 2 packs of cups (5-8oz)