

Trinity Lutheran Church and School



TRINITY LUTHERAN
SCHOOL

Family Handbook 2023-2024

Mission Statement

Trinity Lutheran School: Loving families to Christ in a strong Christian academic environment.

2023-2024 School Theme: REACH OUT

“Follow God’s example, therefore, as dearly loved children and walk in the way of love, just as Christ loved us and gave himself up for us as a fragrant offering and sacrifice to God.” Ephesians 5:1-2

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 a.m. to 4:00 p.m.

<u>Staff:</u>	<u>Position</u>
Mrs. Sara Grein sara.grein@trinityindy.org	Principal
Pastor Tom King pastor.king@trinityindy.org	Pastor
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
Mrs. Toria Richardson toria.richardson@trinityindy.org	5 th Grade
Ms. Summer Cox summer.cox@trinityindy.org	4 th Grade
Ms. Cheryl Stoltenberg cheryl.stoltenberg@trinityindy.org	3 rd Grade
Miss Katie Wozniak katie.wozniak@trinityindy.org	2 nd grade
Mrs. Kathleen Brandt kathleen.brandt@trinityindy.org	1 st Grade
Ms. Amy Leatherman amy.leatherman@trinityindy.org	Kindergarten
Miss. Linsei Geveden linsei.geveden@trinityindy.org	Preschool 4

<u>Staff:</u>	<u>Position</u>
Mrs. Erika Sullivan erika.sullivan@trinityindy.org	Preschool 3
Mrs. Rebecca Hoff rebecca.hoff@trinityindy.org	Resource
Mrs. Jennifer Amstutz jennifer.amstutz@trinityindy.org	Music
Mrs. Kristi Riley kristi.riley@trinityindy.org	School Secretary
Mrs. Judy Fraley judy.fraley@trinityindy.org	Church Secretary
Mrs. Mollie Fraley mollie.fraley@trinityindy.org	Children's Care Coordinator
Mrs. Suzanne Denecke suzanne.denecke@trinityindy.org	Teacher's Aide
Miss Mallory Hall mallory.hall@trinityindy.org	Teacher's Aide
Mrs. Sheryl Rolf sheryl.rolf@trinityindy.org	Instructional Assistant
Mrs. Terri Maple library@trinityindy.org	Volunteer Librarian

Telephone Information

The office will forward any necessary phone messages to students. Students are not permitted to use the telephone at school, except in cases of emergency. Teachers should be contacted before or after school, or you may leave a voicemail message during the school day.

School Committee

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.

Committee Members:

Monika Muhler	317-417-0392	Chairman
Mollie Fraley	317-626-3645	
Julie Williams	719-640-5090	
Linsei Geveden	317-446-8040	

Ex Officio Members:

Sara Grein	317-897-0243	Principal
Pastor King	317-897-0243	Pastor

Parent – Teacher Organization (PTO)

Contact Person/President	Monika Muhler muhler.monika@gmail.com
Vice President	Deb Fluharty debijo86@gmail.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 Trinity Parent-Teacher Organization is to bring families, the school, and the church into a closer relationship. This allows parents to play an active role in developing their children's Christian moral and educational growth.

Please join PTO for their monthly meetings at 6:00pm on the second Monday of each month.

Tuition Policy

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

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

There are three options for paying tuition:

1. Single payment due August 1, 2023
2. Semester payments due August 1, 2023 and January 4, 2024
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 notified. 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 brought current. After three missed payments, the student will be dismissed from Trinity and the family's account will be sent to the collection service.

Thank you for making Trinity Lutheran School an amazing place to learn and grow spiritually, academically, and socially.

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. Care is offered to children enrolled in our school from 7:00 a.m. until 6:00 p.m. All children enrolled in school must have a completed and signed Trinity Children's Care form on file.

- **Before school session:** Helps you get that early start.
- **P3 afternoon session:** Designed to reinforce what is being taught in the Preschool and Kindergarten classrooms. Colors, letters, and special units are emphasized in unique and exciting ways.
- **After school session:** A relaxed atmosphere with opportunity for homework and loads of FUN!

Trinity Children's Care Actual Usage 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

*TLC Church Member Discount-\$25

***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 with an adult. 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 or Mollie Fraley @ 317-897-0243. The phone number to be used after school office hours is **317-370-5160**.

Disregard of Trinity Children's Care 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.

Arrival and Dismissal Procedures

Arrival:

Drop-off time for ALL GRADES is 8:00-8:15 AM.

Children arriving before 8:00 a.m. should be dropped off at the Main entrance. Between 8:00 and 8:15 a.m. children may enter the building through the North doors (beside the playground). 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 in grades K-8 who enter after 8:15 a.m. will be considered tardy and must enter through the main entrance with a parent. Students who arrive after 8:15 a.m. are to enter the building **with a parent** through the main doors to the Commons and proceed to the office for a late pass.

Dismissal:

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.

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 for either communication to administer medicine or to pick your child up. The following criteria will be considered:

- ❖ Fever of 100.4 degrees or more children will be asked to be pick up ASAP
 - Temp below 100.4 does not go down after administering medication
- ❖ 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. **Beginning the 2023 school year each family will need to bring in their own acetaminophen/Tylenol; it will no longer be provided by the school.**

Attendance Policy

In accordance with state laws, all pupils 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. Taking your children on vacation during the school year is highly discouraged, but if it is necessary, you must notify the office and the teacher(s) in advance and complete the excused absence form on our website. To attain perfect attendance for the year a student may not have more than 3 unexcused tardies or early exits per year.

Excused Absences:

Excused absences are defined as absences that the school corporation regards as legitimate reasons for being out of school, as included in the school policy. These could 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 Physician
- Family funeral
- Military Connected Families (e.g. absences related to deployment and return)

Unexcused Absences:

An unexcused absence is any absence not covered under the definition of excused or exempt. Every absence that falls under the “Unexcused Absences” category will receive a phone call home to verify the absence. Absences will be recorded. Excessive unexcused **and** excused absences will result in the following consequences (unless an exemption has been made, per the administration).

- After the 5th absence from school, a letter regarding the student’s absences will be sent home.
- After the 10th absence from school, a letter will be sent home, and a conference will be scheduled between the parents and principal.
- After the 15th absence from school, a letter will be sent explaining that a doctor’s note must accompany any future absences. A personal contact will also be made.
- After the 20th absence from school, a letter will be sent explaining that future absences may result in a referral to the Department of Child Services. A personal contact will also be made.
- After the 25th absence from school, a letter will be sent informing the family that any future absences may result in retention in the current grade. A personal contact will also be made.
- After the 30th absence from school, a letter will be sent informing the family that any future absences will result in expulsion. A personal contact will also be made.

Tardy Policy

If a student accumulates excessive tardies, parents will be required to meet with the Principal. Every 3rd unexcused tardy will result in an absence (e.g. 3rd tardy = 1 absence, 6th tardy = 2 absences, etc.). The absence policy will be followed for excessive tardies. If a student has 10 unexcused tardies per quarter, they will receive a discipline slip.

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.

Concern Policy

Parents who have a concern about something in the classroom should:

1. Talk to your child's teacher about the problem first.
2. Talk to the school principal if the concern has not been resolved after talking with the teacher.
3. Talk with the school committee chair if the concern has not been resolved after talking with the principal.

Please remember to use these channels of communication for all concerns. We will strive to work with you to address your concerns.

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; i.e. extracurricular activities, appointments, work, carpools. **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 a student does not comply with the academic support plan, he or she may be placed on academic probation. The student will not be allowed to participate in after school activities until the situation is resolved. If the student continues to refuse to comply, their status at Trinity Lutheran School will be evaluated.

Trinity Lutheran School K-8 Student Discipline Policy

Be A Trojan!

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 quietly, and to respond obediently to the direction of the teacher. Teacher and other staff emphasize positive recognition of good behavior, acknowledging successful efforts of students to conduct themselves in an exemplary manner. 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 such as squirt guns, cap pistols, fidget spinners, and other toys should not be brought to school. Such items will be confiscated.
4. Possession or usage of cell phones, pagers, or similar devices 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 them after school. Such items will be confiscated if they are seen or heard and returned to the student's teacher.
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, they will receive a discipline slip from the teacher and contact to the home will be made. The slip must

be signed and returned the next day. If it is not returned, a second slip will be given. If a student receives five slips in a quarter, they will be assigned Saturday school. Slips reset each quarter. Saturday schools reset each semester.

Saturday School: If a student receives 5 discipline slips in a quarter, 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 they fail to serve their Saturday school, they will owe 2 hours the next Saturday and a \$50 fee. If the student fails to serve their Saturday school a second time, they will be suspended until they appear before the School Committee for a determination on continued enrollment.

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.

New Student Probation

Probation (ALL New Students): Any new student enrolled will enter on a probationary basis. The student will be on probation for a nine-week period from the date of first class attendance. At the end of nine weeks, the Principal and teacher will review the student's academic achievement (must be passing all subjects), student's conduct (attendance, tardies, and behavior) and the family's school financial account. A recommendation will be made by the Principal as to whether the student will be allowed to continue at Trinity Lutheran School.

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 attitude is 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.

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 to school constituents, 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 or damage done 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.

Preschool Discipline Policy

The following practices and procedures apply to the young students in Preschool 3 and Preschool 4 classrooms.

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 problems 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.

(Redirection)

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.

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 P3-8 th grade
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

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, Class Dojo

In the event our school would need a two-hour delay due to inclement weather or poor road conditions ,Pre-K 3 – 8th Grade would begin classes at 10:15 AM.

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.

Register at WISHTV.com for "Forecast 8 Alerts" to get exclusive school closings and delays sent to your cell phone or e-mail.

General School Rules

1. All children must walk in the building at all times.
2. Children arriving before 8:00 a.m. are required to remain in Trinity Children's Care until they are given permission to leave by the supervisor.
3. Children not picked up by 3:35 p.m. must go to Trinity Children's Care. A fee will be charged for the Trinity Children's Care service.
4. Items not conducive to an instructional environment are not to be used during school hours.
5. Gum chewing is a hindrance to proper maintenance of floors, furniture, books, etc. and is therefore not permitted at any time.
6. Children are expected to promptly obey the instructions of all teachers, teacher aides, and anyone authorized to supervise.
7. During school hours all visitors and parents need to sign in & out at the school office.

Dress Code

Dress Code is frequently a point of contention, frustration, and distraction in Christian schools for students, parents, and faculty. This should not be the case. We hope the following guidelines will help you understand and commit to the overall attitude we desire. The principles found in I Timothy 2:9-10, 4:12, and Titus 2:6-8 teach: Appropriateness ("in harmony with the situation"), Modesty ("moral sensibility within the bounds of propriety") and Humility (not "proud or self-assertive"). These are values we hold for all of our students, faculty, and families. Our dress code promotes those values.

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

- **SHIRTS** – Shirts are to be solid colored collared shirts. Shirts may be button-up or polo-style. No words or pictures may be present on the shirt. Trinity or

Lutheran t-shirts are permitted.

- **PANTS** – Pants must be solid colored uniform material. They must be free of holes or tears. No blue jeans, athletic pants, leggings, or yoga pants may be worn as school pants.
- **SHORTS** – Shorts must be solid colored uniform style. They must be free of holes or tears. No blue jeans, athletic shorts, leggings, or yoga pants may be worn as school pants. Shorts must come below the students' fingertips when arms are extended at their sides. No blue jeans.
- **SKIRTS** – Skirts may be worn (solid colored, uniform material). Leggings may be worn under skirts. Skirts must come below the students' fingertips when arms are extended at their sides. No blue jeans.
- **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.
- **OUTERWEAR** – Students may wear sweatshirts as long as the collar of their shirt is visible or they wear a dress code shirt underneath. No words or pictures may be present on the sweatshirt unless they say Trinity Lutheran or Lutheran High School.

FRIDAYS WILL BE TRINITY SPIRIT DAY. Students may wear Trinity or Lutheran High School t-shirts and apparel. Students may wear blue jeans with their Trinity wear. They must be free of holes or tears. No leggings or yoga pants. Grades 5-8 may wear athletic pants or shorts with their Trinity shirts.

Special days may be approved by the principal. Any questions about appropriateness of attire are to be directed to the principal. Students may not wear shirts with spaghetti straps or bottoms with tears or holes on free dress days.

Dress Code Enforcement

If your child is not in uniform, you will be notified and required to bring approved uniform items to school.

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.

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.

Electronic Devices

Students in Early Learners – 4th Grade are not permitted to have cell phones at school. Students in grades 5-8 are not permitted to use cell phones during school hours without their teacher’s permission. Personal music players (Ipod or MP3 players’...) are not to be brought to school. Classroom drop boxes will be utilized. All students are required to place all electronic devices in the box upon arrival. Devices will be returned at the end of the school day. If an electronic device is **seen or heard** during school hours, it will be confiscated. Confiscated electronic devices must be signed for by a parent or guardian from the school office or classroom teacher.

Meal Program

- All students will receive Free breakfast and lunch for the 2023/2024 school year. We are still requiring families to fill out the Free and Reduced lunch forms.
- **Extra Lunch Items** may be purchased at an additional cost. Extra items are not included in the Free and Reduced Lunch program. In order for a student to receive additional items, there must be a pre-paid balance for extra lunch items no later than 3:30pm the Friday prior. There will be no exceptions in regards to extra lunch items. 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.

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. A student may have no more than one “C” in the following subjects:
 - Religion
 - Reading
 - Writing
 - Social Studies
 - Mathematics
 - Science
3. To achieve **High Honor Roll** a student must have a grade point average of 3.5 or higher.
4. 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. We do not observe Valedictorian or Salutatorian. 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)

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
- ✓ Contact 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

Student Awards System

In 4th Grade, students begin earning achievements and participation in school-related activities. At the end of 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

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 to not only provide a safe and effective learning environment but to also 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 Principal, a student will be required to submit to a drug screen and/or breath scan. 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 Principal 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.

The prevalence, temptation, and harm of illegal drugs is no respecter of age, status, or faith and as such, establishing this policy is just one more way that we at Trinity are committed to the physical, emotional, and spiritual well-being of our students and 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.

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.

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

Trinity Lutheran School 2023-2024 Supply List for Grades K-8

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

Kindergarten

- ◆ Plastic Shoe Box
- ◆ 24 count crayola crayons
- ◆ 10 count washable markers (broad line, fat)
- ◆ 1 Box of Tissues
- ◆ 2 Containers of Lysol Wipes
- ◆ 3 pack of fat erasers
- ◆ 4 large elmer glue sticks
- ◆ 1 package of 12 count pencils
- ◆ 3 plastic folders
- ◆ 1 bottle of hand sanitizer
- ◆ Headphones with a gallon zip-loc
- ◆ Reusable water bottle
- ◆ Art box

Grade 1

- ◆ Plastic shoe box for supplies
- ◆ 24 No. 2 Ticonderoga Pencils
- ◆ Erasers (not pencil top)
- ◆ 8 large glue sticks
- ◆ 24 count crayons
- ◆ 1 pack broad tip markers (Not scented)

Grade 1 con't

- ◆ 1 Storage clipboard
- ◆ Watercolor paints
- ◆ Fiskars scissors
- ◆ 4 dry erase markers
- ◆ 12 count colored pencils
- ◆ 3 Composition notebooks
- ◆ 2 highlighters
- ◆ 2-1 inch binders
- ◆ 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 disposable cups (6oz)

Grade 2

- ◆ Art/Plastic Supply box
- ◆ 4 dry erase markers
- ◆ 1 package of 24 count pencils
- ◆ 3 Large glue sticks
- ◆ Crayons (12-24 count)
- ◆ Markers (10 count, broad line, fat)
- ◆ Scissors (pointed)
- ◆ 1 clipboard
- ◆ 1 box of tissues
- ◆ 2 Pink Erasers (not pencil top)
- ◆ 1 blue PLASTIC folder
- ◆ 1 yellow PLASTIC folder
- ◆ 1 box of zip-loc bags (Gallon or sandwich size)
- ◆ 1 blue spiral bound notebook (wide ruled)
- ◆ 1 yellow spiral bound notebook (wide ruled)
- ◆ 2 composition notebooks (any kind, wide ruled)
- ◆ 1 pair of earbuds or headphones

Grade 3

- ◆ 24-48 #2 pencils (Ticonderoga)
- ◆ 2 spiral bound notebooks (wide ruled-green and blue)
- ◆ ½ inch 3 ring binder
- ◆ **SMALL** pencil box or pouch for desk
- ◆ Bible *
- ◆ 2 highlighters (different colors)
- ◆ Art supply box
- ◆ 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
- ◆ 2 sets of multiplication flash cards (1 for home & 1 for school)
- ◆ 3 large boxes of tissues
- ◆ 4 large containers 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 box sandwich sized Ziploc bags (girls bring)
- ◆ 1 box gallon sized Ziploc bags (boys bring)
- ◆ 2 packs of post-it notes
- ◆ 1 clipboard
- ◆ 2 composition notebooks (any kind-wide ruled)

Grade 4

- ◆ Bible *
- ◆ 24 count Ticonderoga #2 pencils
- ◆ 1 water bottle
- ◆ 2 yellow highlighters
- ◆ 4 glue sticks
- ◆ 1 pair of earbuds or headphones
- ◆ 1 clipboard
- ◆ 1 Composition notebook
- ◆ 2 boxes of tissues
- ◆ 2 Pink erasers
- ◆ 1 bottle of hand sanitizer

Grade 4 con't

- ◆ 1 box of 24-48 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 red PLASTIC folder
- ◆ 1 blue PLASTIC folder
- ◆ 1 any design PLASTIC folder
- ◆ ½ inch 3 ring binder
- ◆ 2 spiral notebooks (wide ruled)
- ◆ 2 packs of post-it notes
- ◆ 1 plastic art supply box

Grade 5

- ◆ Bible *
- ◆ 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

Grade 5 con't

- ◆ 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
- ◆ 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
- ◆ Erasers
- ◆ Highlighters (2 colors)
- ◆ 1 large spiral bound notebook for reading and writing (3 sections)
- ◆ 1-3inch Binder
- ◆ Lined index cards (2 packages)
- ◆ Calculator (basic functions only)
- ◆ Pen/pencil bag
- ◆ Pencil sharpener
- ◆ 2 packages of wide lined paper

◆ **Grades 6-8 con't**

- ◆ 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)
- ◆ PLEASE NO INK PENS, PERMANENT MARKERS, OR GEL PENS

To help ensure your child's success in school, please check with your child throughout the school year to make sure they have an adequate supply of paper, pencils, notebooks, etc.

****Gym shoes do not have to be new, however, the shoes need to have clean non-marking soles.**

● **Classroom supply lists for Preschool**

Mrs. Sullivan's class (P3)

- Book bag
- Lunch box (if needed)
- Water bottle
- 1 large box of tissues
- 1 large container of Clorox wipes
- 1 Can of Lysol
- 2 packages of napkins
- 2 packages of cups (5-8oz)

Ms. Geveden's class (P4)

- Book bag
- Lunch box (if needed)
- Water bottle
- 2 large boxes of tissues
- 1 large container of Clorox wipes
- 1 Can of Lysol
- 2 packages of napkins
- 2 packages of cups (5-8oz)