



**TRINITY EVANGELICAL  
LUTHERAN CHURCH  
AND SCHOOL**  
**CROWN POINT, INDIANA**

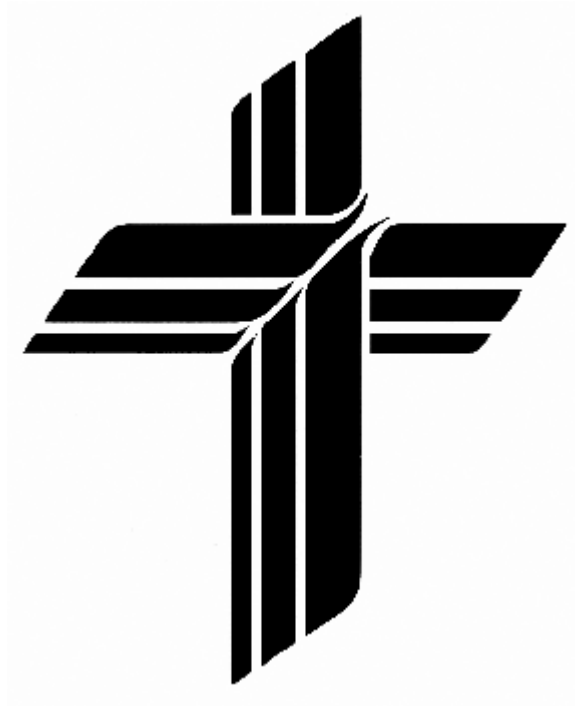
**Parent - Student Handbook  
2011-12**

**School Theme**  
**Both great and small, Praise our  
God!**

**Revelation 19:5b**

## **Mission Statement:**

Together we seek to hear, know, and feed upon Jesus Christ,  
God's living Word, growing in Him and sharing Him to the glory of  
God.



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## **Parent/Student Handbook**

### **Preface**

It is the purpose of this handbook to acquaint you with the operation, program, and policies of Trinity Lutheran School. All who enroll agree automatically to the conditions set forth in this handbook. We ask that you read it carefully and help your children understand the significance of the information it contains.

### **Mission Statement and Philosophy**

Trinity Lutheran Church welcomes you to our school in the name of Jesus Christ, our Savior.

### **Vision of Trinity Lutheran Church**

Trinity Lutheran Church and School, as an instrument of Christ's mission, will be an inviting community, sharing the Good News of Christ as each person grows in joyfully using God-given gifts for loving service to our neighbors, locally and globally.

Trinity Lutheran School, as a ministry of Trinity Lutheran Church, will be an inviting educational community supportive of Christian homes and families, a fellowship in which each student, teacher and staff person will use God-given gifts and position to serve others willingly and joyfully, for Christ's sake and to His honor and praise.

### **Lutheran Education as Part of God's Mission in the World**

Trinity has stated its mission as a congregation this way: **Together we hear, know and feed upon Jesus Christ, God's living Word, growing in Him and sharing Him to the glory of God.** This mission serves to guide each aspect of our work, including our educational agencies.

Christian education is a vital part of God's mission of reconciling people to Himself. This reconciling work is based on the cross of Jesus, where God provided the offer of forgiveness that unites us to Himself. Lutheran education is therefore never a "stand-alone" effort, but grows out of the life of congregations where people are living as disciples of Jesus. Jesus gave marching orders to His people in these words: *"All authority in heaven and on earth has been given to me. Therefore go and make disciples of all nations, baptizing them in the name of the Father and of the Son and of the Holy Spirit, and teaching them to obey everything I have commanded you. And surely I am with you always, to the very end of the age"* (Mathew 28:19-20).

In response to this command of Jesus, the members of Trinity Evangelical Lutheran Church from earliest days established a Lutheran school as one of the methods by which we make disciples. As part of God's mission and God's kingdom, Trinity Evangelical Lutheran School provides us with 1) a means of training our member children in truth and righteousness and 2) a means of touching the lives of unchurched families by providing a quality education, and especially by helping them to feed on Jesus Christ, God's living Word.

## **The Goal of Lutheran Education**

Lutheran education intends (as Paul said of the Scriptures), to make us “wise for salvation through faith in Christ Jesus” (2 Tim. 3:15). The goals of Lutheran education is to prepare children for service in Christ’s kingdom here on earth and thus to equip them to live eternally in the heavenly kingdom of our Lord. As we are reconciled to God by the death, resurrection, ascension and reign of our Lord Jesus Christ, we are called to live in community with one another, to serve as we manage all of life to God’s glory, to forgive as we have been forgiven, to engage others with God’s truth, to empower others as servant leaders for Christ, and to be nourished through Word and Sacrament for daily service. We want all people to live in love and service to Jesus Christ. Whatever vocation they enter, they should understand it as a service to God and to others, and as a calling in which they live out their Baptismal calling as salt and light in the world.

## **The Central Curriculum**

The central focus of Lutheran education is God and His saving purposes. Thus we must deal with the places where God chooses to reveal Himself. The intricacy of the universe and its systems, the marvels of the human body and mind, and man’s conscience are all points of such revelation. However, the real heart of God is found in Holy Scripture, which must serve as the central curriculum of Lutheran education, and in the sacraments of Baptism and the Lord’s Supper, which are God’s visible Gospel. In the Gospel we find revealed the message of salvation by grace through faith in Jesus Christ, which sparks our hope for life now and forever.

## **Law/Gospel (Grace/Judgment)**

The heart of Lutheran education must be the revelation that God is gracious and merciful. In Christ’s death and resurrection, God has accomplished redemption from sin, death and Satan once and for all. This redemption becomes ours when we are reborn through faith worked by the Spirit through the Gospel. Law and Gospel must be distinguished and applied to Christian learning and growing. The law convicts and condemns. It shatters pride and puts to death the old Adam. The law has no power to bring forth what it demands. The Gospel is the power of God unto salvation. It alone brings forgiveness and life. It alone can change hearts and renew lives. It alone has the power to shape values in a God-pleasing way. It alone gives birth to the new man who lives for Jesus.

## **The Nature and Importance of Community**

Through faith (engendered through Baptism and by the proclamation of the Gospel) we become a kingdom of priests and members of the body of Christ, the church. Next to family, the circle of those closest to us should be the family of faith as we nurture one another and encourage one another in faith and in witnessing. It is in the context of family and church that the priests of God become ever better equipped to carry out their ministry. It is in the context of family and church that the priests of God learn the vital nature of reconciliation and of community for growing in Christ. Here we learn to forgive as we have been forgiven. As forgiveness flows from love, so love flows from forgiveness, and we learn in community to love and to forgive through faith in Christ and in remembrance of our Baptism.

## **Servants of Jesus Toward the World**

Trinity describes itself (in its motto) as “Servants of Jesus: Learning, Caring and Sharing God’s Word.” As citizens of heaven in the midst of a fallen world, we are called to be stewards of creation, servants who manage life and its resources for God’s purposes. Thus we witness to and take part in the activity of God in the world. Our curriculum must take into account the need to prepare students for life as servants in God’s world.

## **The Value of Each Child**

Every child born into the world is first of all God’s child, bound for eternity. Each individual has worth, not according to self-image, nor according to their value to society, but according to how God sees them. He, who would search diligently for one lost soul out of a hundred, sees each individual as special and irreplaceable. Each one is a special creation, and in the eyes of the Savior, each one is worth dying for. The Lutheran educator sees the whole person (mind, body and spirit) as God’s highest creation, whose highest calling is to worship God by serving their neighbor.

## **The Responsibility for Education**

The responsibility for the education of children has been given by God to parents, not to the government or to the church. The vocation of parents is to teach their children and to bring them up in the fear and love of God. Then, as God calls us together into the body of Christ, he calls us to be servants of one another and to use our varied spiritual gifts for the good of all. The church, which is the community of believers, is thereby called to assist parents in their God-given responsibility for educating their children. The role and function of the Lutheran School flows from this as we seek to assist parents in their task. Lutheran education involves imparting the values of the faith community. As the world’s values and our Christian values continue to diverge, our children, especially at a young age, need to be immersed in the community of faith, in home, church, and school.

## **The Human Condition**

Truly Lutheran education recognizes the fallenness of our human nature. Humankind by nature is spiritually blind and dead. We cannot by our own reason or strength believe in Jesus Christ or come to him. It is the work of the Holy Spirit to call, enlighten and sanctify, to plant faith and make it grow. This happens only by the power of God in and through the Gospel and the Sacraments. Because of our estrangement from God, our fall into sin and our loss of God’s image, it is imperative that education include the story of God’s redemption and restoration. We must also recognize that our students are less than what God intended them to be, that they have limitations that prevent them from realizing their potential. Christian children are at the same time sinners (by nature) and saints (by grace). Lutheran educators seek to influence students in ways that lead toward balanced and wholesome Christian maturity (dealing with all aspects of personality, including physical, mental, emotional, social and spiritual).

## **Christian World View**

The lives children will lead and the values they will hold will come from one of two places. Either they will emerge from the self-centeredness and relativism of our sinful nature and our society, or they will grow from the power of the Gospel. The basis and foundation for what is truth will also emerge either from society's relativism or from the revealed Word of God. Lutheran schools seek to transmit a cultural and religious heritage that is Lutheran at the core.

## **The Role of the Teacher**

The role of teacher is a calling from God and, whether the teacher is issued a divine call through the congregation or hired under contract by the school board, he or she is serving the Lord in this vocation. The teacher serves under the authority God has given to parents to teach and train their students, to bring them up in the fear and love of God, to prepare them for a life of service to Christ, and to prepare them for eternity. Such a teacher not only imparts knowledge and skills, but also exemplifies Christ-likeness to the students and sets an example of godly living. A teacher in a Lutheran school understands the distinction between Law and Gospel and seeks to apply them in the classroom. He or she also understands the Christian faith and is able to teach that faith effectively.

## **Accreditation**

Trinity was recognized as a full accredited school by the State of Indiana in 2009. Trinity was accredited by the National Lutheran Schools Association (NLSA) in 2011. We are working to improve those areas noted in our self-study as recommended by the Site Visit Team.

## **Admission Policy – (Enrollment)**

Trinity Evangelical Lutheran Church's school strives to provide a Christian education for the children of the congregation and the Crown Point community. Children of members will be admitted at all times, subject to limitations due to class size. The school also serves as a mission outreach into the community. Hence, children of non-members are welcome at all times, subject to space and class size limitations. The following sets of priorities are established regarding the admission of students from Pre-School through 8<sup>th</sup> grade.

1. Returning students
2. Siblings of current students;
3. Members of Trinity Lutheran Church;
4. Members of Lutheran Church-Missouri Synod congregations;
5. Children of parents with no church home;
6. Children of parents who are members of a church other than those listed in "4" and "5".

The gaining of children from outside the church is a mission venture of the school and is viewed as a challenge to the congregation.

All children attending Trinity Lutheran School must attend and participate in all functions, activities, and events related to the curriculum including Religion class, Chapel, and all mandatory activities and events for classes required and essential in grading.

## **Admission Policy – (Enrollment) – (continued)**

### **Non-Discrimination**

Trinity Evangelical Lutheran Church's school admits students of any race, color, national and ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students of the school. It does not discriminate on the basis of race, color, national or ethnic origin in administration of educational policies, admission policies, and school administered programs.

**A new student should be in good standing at his/her previous school. Enrollment is not considered final until the child's school records are received and reviewed by the school. All new students to Trinity Lutheran School are subject to a nine-week acceptance period.**

The following procedures shall be followed for those wishing to enroll their children in our school.

1. An application form shall be completed by the parent.
2. After submittal of the completed application form, an interview shall be scheduled with the principal. All new students, except those entering Kindergarten, must provide the following:
  - a. The student must attend the interview with the principal;
  - b. The parents must present the last report card; and
  - c. The parents must present any copies of standardized test reports given to parents from the previously attended school.
3. Students may be asked to take the Wide Range of Achievement Tests to determine academic ability for placement and general knowledge.
4. **Following the interview the principal may bring a recommendation to the Day School Board for final approval.**
5. The parents must also sign a "Release of Records" form for all school records including special testing, etc., so the child's school records can be received by Trinity Lutheran School. A complete transcript of records (academic, health, testing, etc.) shall be sent to the school office.
  - a. The parents must present the immunization record
  - b. The parents must present a copy of the child's birth certificate as per the State of Indiana law.
6. If the child is accepted for admission, the family is expected to comply with the appropriate tuition policy requirements.

### **Birth Certificate – Indiana Law**

***Indiana Code §20-33-2-10(C):*** *If the proof of a student's date of birth is not provided within 30 days of enrollment or appears to be inaccurate or fraudulent, the school shall notify the Indiana Clearinghouse for Information on Missing Children to determine if the child is reported missing.*

## **Early Registration – Pre-Registration**

Early registration of students in either the preschool area or the elementary area is required during the month of February each year. Early registration will assist the Board and Principal in their planning efforts for the coming school year. Forms will be distributed via the Trinity Weekly Announcements and are available in the school office.

Pre-Registration for Trinity Lutheran School begins in February. ***Trinity Lutheran Church and School members, returning students, and siblings have one month to register for school before Pre-Registration becomes open to families outside the Trinity family.*** Those registered for Christian Essentials will be considered members after completion of the course.

## **Entrance Age Requirement**

The State of Indiana requires that a child must be five (5) years of age on or before the date of **August 1**, in order to enroll in Kindergarten. Any waiver of the age requirement is based on the policy of the Public School district in which the child resides. (This is usually no more than one month.)

## **Registration and Tuition**

### **MEMBERS**

Members of Trinity pay a per child tuition fee. The fees and policies regarding the payment of fees are printed on the Tuition and Fees page.

### **NON-MEMBERS**

Students whose parents are not members of the Trinity Lutheran Church are admitted at a yearly tuition charge that is less than the actual per student cost. Trinity Lutheran Church has committed itself to assist the school with this cost.

Parents of students who begin the school year as a non-member tuition parent and have successfully completed the ***Christian Essentials*** membership classes at Trinity will be assessed the member rate for tuition at the beginning of the next semester.

Non-member parents from Lutheran Church Missouri Synod congregations who transfer to become members of Trinity Lutheran Church will be assessed the member rate, which will be applied at the time of their transfer. Non-member parents from Lutheran Church Missouri Synod congregations will be offered tuition at member rates when there are openings in the classes which are not full with the class limit size of 24 children. Trinity Lutheran Church members who transfer out will be assessed the non-member rate, which will be applied at the time of their transfer.

### **SISTER CONGREGATION MEMBERS**

The Trinity Lutheran Day School Board has adopted the policy which states, **“Children of sister congregations be allowed to attend Trinity Day School at member rate.”**

## **Registration and Tuition - (continued)**

### **PROSPECTIVE MEMBERS**

Parents who are not members of Trinity Lutheran Church are encouraged to enroll their children at Trinity Lutheran School so they have the benefit of a Christian education. Those parents desiring additional information about the teachings of the Lutheran Church are encouraged to meet with a pastor from Trinity Lutheran Church and consider attending ***Christian Essentials*** membership classes. These classes are held to acquaint prospective members with the teachings of the Lutheran Church Missouri Synod.

### **Tuition and Fees Payment Procedure and Policies**

1. The pre-enrollment fee of \$100 per child is paid by all families enrolling at Trinity Lutheran School and credited to the enrollment fee on Registration Day. This fee is not refundable.
2. The Registration Fee includes enrollment expenses, school supplies, book use and rental, Parent Teacher League, and class party fees. Parents who transfer their children to another school prior to the close of the 1st Semester will be responsible for 65% of the Registration Fee. Parents whose children attend a part or all of the 1st and 2nd Semester will be responsible for paying all of the Registration Fee. Parents who enroll their children after the close of the 1st Semester will be responsible for paying 65% of the Registration Fee.
3. All parents of member and non-member tuition students are responsible for the tuition of any week of school (40 weeks in a school year) their child(ren) begins.
4. Parents are encouraged to pay their fees in full on Registration Day. If the ten month payment plan is selected, 1/10th is required on Registration Day.
5. All accounts paid in full on Registration Day or prior to the opening day of school are given a 5% pre-payment credit.
6. Accounts can be paid in full by credit card. All payments have a handling fee of 2%.
7. Any delinquent payment will require future payments to be made with either Thrivent Simply Giving or Credit/Debit card.
8. All accounts **not** paid in full on Registration Day will be due on a ten month payment plan with ten equal monthly payments payable on the 1<sup>st</sup> day of each month. Any payments **not** received before the **25<sup>th</sup>** of the month will be considered delinquent and charged a \$25.00 service fee for that month.  
\*Eighth grade parents see items 13 and 14.

**\*\*NOTE - (In case bank accounts are closed without notification in writing.)\*\***

9. Each NSF check will add a \$25.00 charge to the account.

## **Tuition and Fees Payment Procedure and Policies - (continued)**

### 10. Monthly Payment Instructions:

- If paying by check, make all payments payable to **TRINITY LUTHERAN SCHOOL**.
  - **Do not send cash in the mail.**
  - Payments can be dropped off in the black mail box in the Trinity Church Atrium.
  - Payments by mail to: Trinity Lutheran School  
Attention: School Office  
250 S. Indiana Avenue  
Crown Point, IN 46307
  - ***A SPECIAL NOTE: If a scheduled payment cannot be made, it is the responsibility of the parent(s) or guardian to contact the school office.***
11. Report cards will not be issued if the combined enrollment fee or tuition accounts are delinquent. For an account to be considered current, all payments and late fees must be paid in full.
  12. Habitual delinquency of payment of fees and tuition will result in families meeting with a selected Day School Board Committee to discuss payment of such fees and tuition. Nonpayment of fees and tuition will result in termination of education at this facility.
  13. Diplomas or final report cards will not be issued if any school account is delinquent (includes lunch, music, enrollment, tuition, etc.)
  14. Accounts for Eighth Grade students must be paid in full one month prior to graduation regardless of the payment schedule that was chosen.
  15. Student Records will be transferred to other educational agencies upon request.

## **Kindergarten**

Trinity Lutheran School offers **only a full day Kindergarten** program. The program is best for those children who will be spending the full day at school from 8:00 AM to 3:00 PM. Our Kindergarten offers the full complement of the core subjects in the morning while the afternoon focuses on enrichment activities of the core subjects of Language Arts and Math. Other activities include Social Studies (Pilgrim Feast), Science, Health, Art, Computer Lab, Library, Chapel, partner activities, that include opportunities for cooperative learning, and afternoon field trips that enrich the content covered in Social Studies and Science. Our Kindergarten suits the needs of those children who still enjoy working through an activity to completion/mastery. Our Kindergarten program explores all of the concepts to prepare our students for first grade.

## **Entrance by Transfer**

Any student transferring from another school shall show proof of grade level before entrance to this school. Academic records from previous schools immunization records, and copies of test reports given to parents from a previously attended school, shall be obtained via parental consent by signing an authorization form. Such forms may be picked up in the school office. These records will become part of the child's cumulative record. A new student should be in good standing at his/her previous school. Enrollment is not considered final until the records are received and reviewed by the school.

Prior to receipt of records, acceptance is **probationary** and is final only upon:

- Receipt of the appropriate school records
- Evidence that Trinity can meet the student's needs
- Evidence that the student and family are maintaining commitment to the Covenant
- Successful performance at our school.

The following procedures shall be followed for those **non-members** wishing to enroll their children.

1. An application form shall be completed by the parent(s).
2. After submittal of the completed application form, an interview shall be scheduled with the Principal and/or one of the pastor(s).
3. Following the interview, a committee composed of the Principal, pastor(s) and one board member shall vote to accept or deny admission.
4. A complete transcript of records (academic, health, testing, etc.) shall be sent to the school office. The parent shall sign a release form authorizing transmittal of this information.
5. If the child is accepted for admission, the family is expected to comply with the appropriate tuition policy requirements and commitment to the Covenant.
6. Generally it will be expected that all eligible children from a family will be enrolled in the school unless there is evidence of financial hardship.

## **School Hours**

1st-8th Grades	7:30 a.m. - 3:00 p.m.
Kindergarten	8:00 a.m. - 3:00 p.m.
Half-day Kindergarten	8:00 a.m. - 11:00 a.m.
Jr. Preschool (Tu., Th.,)	8:15 a.m. - 11:00 a.m.
3-day Preschool (M, W, F)	8:00 a.m. - 11:00 a.m.
5-day Preschool (M-F)	12:00 p.m. - 3:00 p.m.
Extended Care	6:30 a.m. - 6:30 p.m.

## **Cancellations and Delays**

Trinity will use the **School Reach Instant Parent Contact Information System**. Trinity observes the same cancellations as Crown Point Community Schools. In case of bad weather, if there is a question as to whether or not school will be in session, please tune in to 103.9FM, 107.1FM, 720AM, or 780AM. These announcements are usually made by 6:00am. You may also check the CPCS website – [www.cps.k12.in.us](http://www.cps.k12.in.us) If no announcement is made, school will be in session as usual.

If there is a **fog delay**, **Extended Care will be available at the regularly scheduled time**. If school is cancelled during the course of the school day due to a weather issue, Extended Care will remain open until 6:00pm.

## **Arrival Procedures/Options**

- 6:30am Extended Care opens. You are welcome to use this service at any time. A \$3.00/hour charge will apply. If you have any further questions please see the Extended Care Administrator.
- 7:15am Extended Care staff will release any K-8th grade students that are in their care to proceed to lockers and classrooms.

East parking lot **door "E"** will be opened. A teacher will meet and greet any students who are being dropped off in the "car line".

Atrium doors will be unlocked. This entrance is for any parent who chooses to walk their child to their classroom before conducting church/school business. **Dropping off your child at the Atrium doors will NOT be permitted.**

## **Tardiness**

Students may enter the building at 7:15 A.M. and are required to be in the classrooms at 7:30 A.M. When school begins at 7:30 A.M. the classroom doors will be closed and the Pledge of Allegiance will be spoken. Any student entering the building after 7:30 A.M. will be required to register either at the desk in the Atrium or at the School Office located on the second floor of the Atrium wing and obtain a pass before entering the classroom.

All students entering the classroom after 7:30 A.M. will be considered tardy. All students are encouraged to bring in a written note that explains the tardiness. **A student arriving within 90 minutes after 7:30 AM will be considered tardy. Any student arriving more than 90 minutes after the beginning time of school will be considered one half day absent. After four tardies, a student will have an absence counted on his/her permanent record.** This process will be cumulative throughout the year and may affect the promotion status of the student.

After a Middle-Upper Grade student (grades 5-8) has 5 tardies in a quarter, he/she will receive an after school detention and his/her parents will be contacted by the Principal. After the student has 10 tardies the parent/guardians will be invited to a meeting with the Principal.

### **Tardiness - (continued)**

After an Early Childhood (K – 4) student has 5 tardies, he/she will receive a lunch restriction and the Principal will contact his/her parents. After the student has 10 tardies the parent/guardians will be invited to a meeting with the Principal.

**Once a student has received his/her first detention for being tardy, he/she will receive another detention for every 5 tardies thereafter.** Tardies counting toward after school or lunch restrictions will **not** be cumulative throughout the year. **At the end of each quarter, all students will start the new quarter with zero tardies.**

A student will receive an excused tardy if he/she comes in late because of a doctor's appointment or if there has been a family emergency. This will not be counted towards a detention or lunch restriction, but will be marked on the report card as a tardy. **Even in these circumstances a student must receive a pass to class before he/she comes to the classroom.**

As per the Attendance Policy, **"Excessive absenteeism affects performance. A student may be retained if absences exceed 20 days for the year."**

### **Departure Procedure/Options**

**3:00 p.m.** Parents/Guardians waiting in the Atrium are dismissed by the receptionist to pick up children at the classroom. Your child will **NOT** be permitted to meet you in the Atrium.

"Walkers" will be escorted by a teacher who will take them to the crossing guard at the corner of Joliet and Indiana streets. A teacher will also escort PK-2nd graders to Extended Care and 3rd-8th graders to the library for Extended Care Homework Room.

A teacher will open the East Parking Lot **door "E"**, and children will be released for "car line" dismissal. Any children not picked up by 3:10 p.m. will be directed to Extended Care and parents will be charged at the regular rate. **Children are NOT permitted to exit the Extended Care doors to meet parents who have parked in the south lot.** We are asking our parents to be especially careful in loading and unloading their students at school. These procedures are essential for the safety of all our students.

After-school music/sports programs: Children must either be in a practice or picked up promptly. If you are unable to pick your child up after practice they will be taken to Extended Care and charged the normal rate. Students are not permitted to leave the school grounds at **ANY TIME** during the school day without the express permission and mutual consent of parents and teachers.

## **Attendance**

Please report all absences to the reception desk (663-1586) no later than 8:00 a.m. For the well-being of the school community, we ask that children who are not feeling well recuperate at home. **We ask all children be fever-free for 24 hours before returning to school after an illness.**

Illness, death in the family, and impassable roads are valid reasons for absence from school. A note to the teacher regarding the reason for absence is requested on the first day the child returns to school. **Excessive absenteeism affects performance. A student may be retained if absences exceed 20 days for the year.**

Please do not schedule vacations or routine medical and dental visits when school is in session. Sequential development of skills cannot be accomplished by simply completing assignments at home. Parents are responsible for arranging to meet with teachers regarding what will constitute the satisfactory completion of missed assignments; this meeting should happen outside the school day. Normally a child is given one day to complete assignments for each day of absence. The child's age and the material missed will help to determine the teacher's timeline for completion. It is not our practice to provide work to be completed before or during a student's time away.

Office personnel will check into the absences and tardies reported by teachers. The Principal will contact parents when excessive absences or failure to report absences occur. (See *Tardiness*)

## **Care Team**

In conjunction with the State of Indiana and Crown Point Special Education Department requirements for special education, assistance at Trinity Lutheran School will be provided in part by a part time Resource Teacher. Trinity also has a team of teachers which act as an Intervention Team called the Care Team. This team may meet once a month to discuss behavioral and academic needs of children. This team is led by the Principal and the Resource Room teacher.

The purpose of the team is to act as a support group for parents and teachers to discuss, share, and utilize creative, positive ideas, suggestions and response to interventions designed to assist children in classrooms who are challenged to accomplish school work at their grade level or to behave appropriately. An additional purpose of the team is to act as a support group for families. The Care Team also acts as an intervention agent to assist parents and teachers with referrals for the testing necessary for placement in special education or speech and language programs offered through Crown Point Special Education. These programs provide specifically designed instruction for the child's needs, which are appropriate in the general education classroom with the provision of accommodations, adaptations, modifications and supplemental aides and services.

## **Curriculum**

The subjects taught at Trinity Lutheran Church's school are in accordance with those required by the Indiana Department of Education Course of Studies and meet all requirements for elementary and middle schools through 8th grade.

In addition to these requirements, our pupils receive daily instruction in God's Word following the teachings and doctrine of the Lutheran Church-Missouri Synod.

There is no separation of subjects as to religious or secular. All subjects are taught in the light of God's revealed Word, the Holy Bible. We are concerned with the child's total development - spiritual, social, mental, emotional and physical, at all levels of the school program.

Formal curricular subjects taught are Religion, Reading, Mathematics, Spelling, Language, Handwriting, Geography, Current Events, History, Science, Art, Music, Physical Education and Computer.

## **Grading Scale**

The grading scale for **Kindergarten** is as follows:

- + Doing very well
- S Satisfactory progress
- Let's help him/her improve
- O Not evaluated

The grading scale for **grades 1-3** is as follows:

- 1 Consistently
- 2 Usually
- 3 Sometimes
- 4 Seldom

The grading scale for **grades 4-8** is as follows:

- A 92 – 100
- B 83 – 92
- C 74 – 82
- D 65 – 73
- F 64 and below

## **Report Cards and Midterms Reports**

Report cards are issued at the end of each quarter to students in Kindergarten-8<sup>th</sup> grade. Report cards will be available electronically through the Harmony communications system. 1<sup>st</sup> Quarter report cards for grades 1-8 are delivered/made available to parents prior to the parent-teacher conference. 4<sup>th</sup> Quarter report cards will be distributed/made available on the last day of school. All other reports are available through Harmony or sent home with the students. Midterm Reports are available or sent at the halfway point of each quarter to grades 4-8. (See the School Calendar for exact dates.) Teachers are encouraged to report academic concerns to parents at any time during the school year. If parents desire to know how their student is doing, they are encouraged to contact the classroom teacher and arrange for a conference.

## **Honor Roll**

Honor Roll is for students in grades 4-8. "A" Honor Roll is for students who receive all A's in the core subjects (Religion and Memory, Lang. Arts, Math, Science, Social Studies.) "A/B" Honor Roll is for students who receive only A's and B's in the core subjects. Teachers are to report Honor Roll recipients to the school secretary for the purposes of publication at the end of quarters and semesters. "Principal's List" is the distinction for a student who has had all A's throughout the course of the year in all quarters.

## **Parent-Teacher Conferences**

The school year is divided into four terms, each including approximately 45 school days. Conferences for grades 1-8 are held after the first quarter and preschool and kindergarten after the second quarter:

- to explain or answer questions which parents may have regarding their child's report card
- to discuss the individual child's progress
- to consider any health and social factors that may be related to school work
- to review church and Sunday school attendance
- to give teachers and parents an opportunity to be better acquainted

Please know that you are always encouraged to call and make an appointment outside of the school day to discuss your child's achievement. It is not necessary to wait for a formal report. We are all interested in the progress of your child.

## **Physical Education**

**"And Jesus grew in wisdom and stature, and in favor with God and men."**

### **Luke 2:52**

Trinity Lutheran School looks to Luke 2:52 as a verse which encompasses the "total" wellness or health of one of God's children.

**wisdom** – academic health

**stature** – physical health

**favor with God** – spiritual health

**favor with men** – social health

1. **Academic health** – Provide a positive environment and academic curriculum that develop and promote lifelong learning.
  - a. Offer a variety of age appropriate learning experiences inside and outside the classroom and in extracurricular activities.
  - b. Align academic curriculum with the state standards.
  - c. Provide a safe and inviting learning environment for students and staff.
2. **Physical health** – Provide a healthy environment where children learn and participate in positive dietary and physical activities.
  - 2.1 Nutrition
    - a. Ensure that all students have access to healthy food choices during school hours and at school functions.
    - b. Develop the knowledge, attitudes, and skills for lifelong health eating habits
    - c. Provide a pleasant eating environment for students and staff

## **Physical Education – (continued)**

- 2.2 Physical activity
  - a. Students will receive physical education, meeting the minimum state recommendation for minutes per grade level.
  - b. Physical activity will be included in the school's daily education program
  - c. Students will be offered a variety of physical activities outside of the daily education program (ex. Athletics)
- 2.3 Personal Hygiene – students will be taught how to care for their bodies.
- 2.4 Sleep Requirements – students will be taught the importance of adequate sleep for proper function of body and mind.
- 2.5 Chronic Disease Prevention, Risk Reduction, and Substance Abuse – students will be taught various ways to protect their bodies from diseases and foreign substances.
- 2.6 First Aid – students will be taught basic first aid skills
- 3. **Spiritual Health** – Provide an environment that encourages growth in one's relationship with Jesus Christ.
  - a. Instruct and equip students to grow in their understanding of God's word.
  - b. Provide opportunities for sharing Faith
  - c. Provide service opportunities
- 4. **Social Health** – Provide an environment which encourages loving relationships.
  - a. Friendships/peer relationships
  - b. Family
  - c. Respect for others in authority
  - d. Conflict resolution (apply Law and Gospel)

Physical education classes are scheduled at all grade levels. We recognize the importance of physical education in laying a foundation for active, healthy lifestyles. We expect the curriculum to address good stewardship of our physical being and also important aspects of social interaction. Children who are not able to participate must provide the teacher with a physician's excuse.

## **Recess**

It is important that young children have opportunity to interact and exercise in situations that are relatively less structured than regular classroom and physical education times. Outdoor and indoor recess times are scheduled for our children. Since many of these recess times take place outdoors, we ask that all children be prepared for the elements of weather. Gloves, hats, snow pants, and boots may be required during the late fall, winter, and early spring. Children who are not dressed appropriately may lose recess privileges. In most cases, children who are too sick to go outside are also probably too sick to be in school. **Please communicate to your child's teacher in writing should you find an outside recess to be health threatening.** We have limited supervised settings available for those children who must remain indoors. It is our policy to avoid outdoor recesses in case of inclement weather, including dangerous wind chills.

## **Discipline**

**“Train a child in the way he should go and when he is old, he will not turn from it.” Proverbs 22.6**

Consistent with our Covenant, the teaching staff at Trinity Ev. Lutheran School is committed to correcting inappropriate school behavior through loving discipline. When a parent enrolls their child(ren) at Trinity, they and their children agree to follow the Christian principles of showing respect for:

1. God
2. Him/Herself
3. Others
4. The teaching/learning process
5. The purpose of Trinity Lutheran School

### **Inappropriate Behaviors -**

Behaviors such as the following will result in disciplinary consequences:

- Bullying
- Disregard for school rules
- Disrespectful language or attitude
- Failure to return a Disciplinary Notice signed by a parent or guardian
- Fighting
- Harassment of others
- Inappropriate restroom behavior
- Inappropriate dress (See *Dress Code*)
- Possession of weapons
- Stealing
- Use, possession, or sale of drugs (including tobacco and alcohol)
- Using someone else’s belongings without permission
- Vandalism

### **Possible Consequences**

Whenever a student behaves in such a manner that one of the following consequences is deemed necessary, a note may be sent home with the child for the parent to sign and return to school. Consequences for misbehavior will depend on the misbehavior and the factors involved in the situation. Students who engage in rule breaking behavior could receive any of the following consequences, depending on the severity of the infraction:

- Time out in another classroom
- Loss of privileges (recess, social time at lunch, sports participation...)
- Loss of classroom points
- Lunch restriction
- After school detention
- Financial restitution
- Suspension – In school and Out of school (see further explanation under *Suspension*)
- Expulsion (see further explanation under *Expulsion*)

## **Discipline – (continued)**

Consequences of various types and severity can be applied when the Covenant is broken. (Forgiveness does not preclude this.) In most cases, the staff member most deeply involved takes responsibility. This is the application of the Law. The process is not complete unless reconciliation is accomplished. The goal is to maintain the bond we share in Christ Jesus. It is only within the reconciliation process that the Gospel is at work.

## **Corporal Punishment**

Corporal punishment will not be administered at Trinity Ev. Lutheran School

## **Bullying Policy**

In accordance with God's Word, students will be expected to conduct themselves as children of God, respecting authority and showing consideration for their fellow students. Improper actions will invoke disciplinary actions.

- I. Trinity Lutheran School will practice zero bullying tolerance as the standard of behavior. Teachers will actively and consistently teach positive behavior, dissuading aggressive or harassing behavior, using Jesus as the model of behavior.
- II. Students who are caught in the act of bullying will be subject to the discipline process as explained in the student handbook--briefly summarized below:
  - A. Warning – When a minor incident occurs, the teacher will take the opportunity to help students define bullying and to express the inappropriateness of bullying, referencing Jesus example of reaching out in love and kindness and practicing the blessings of the Holy Spirit: love, joy, peace, patience, kindness, goodness, gentleness, faithfulness, and self control. (Galatians:5:22-23)
  - B. Inform parents – Teachers will keep parents informed of their child's actions.
  - C. Inform Principal – The principal is involved after the warning has occurred.
  - D. Confer with parents and principal – Gather invested staff persons and discuss the situation.
    1. Options for action:
      - a. Consult with Pastors
      - b. Refer student to counseling or therapy
      - c. Assign some community service to the student
      - d. Draw up a behavioral contract
  - E. Time-out in classroom – Move student's desk away from other students' desks/tables.
  - F. Removing privileges – Loss of privileges and/or special activities
  - G. Visit to principal's office – Come to the office and confer with the principal. Principal will contact parents, and if necessary, call a meeting of teachers and parents.
  - H. Time-out in principal's office – Student may need to spend 30 minutes to one hour sitting in the principal's office. Student may be asked to write a report related to the topic of bullying behavior.

## **Bullying Policy – (continued)**

- I. Suspension from school – The time of suspension will be from one day to three days. After consultation with the parents, teacher, and input from the Day School Board, the student may receive up to a three-day suspension. The student may be asked to develop a plan for positive behavior.
- J. Suspension of longer duration – After a three day suspension, the principal, parents, teacher, and Day School Board, may suspend for up to a semester
- K. Expulsion – When every effort to correct the inappropriate behavior has been exhausted, and after consultation with the parents, teachers, and the principal, the Day School Board may expel the student.
- L. Law enforcement will be notified when criminal intent is obvious.

## **Dress and Grooming**

As we seek to nurture our young people in the ways of the Lord, it is appropriate that we encourage students to make wise choices in how they will care for the body God has given them. Good grooming and neat appearance not only project an academic posture, but they also build a student's self-confidence and support the school's witness of the Gospel within our community.

It is important that, even as we live in the world, we refrain from displaying those things that are of the world. This would include wearing "fad" clothing that mimics certain people (like entertainers), clothing that gives a negative witness, or excessive jewelry.

In consideration of the above, the following guidelines have been established at Trinity Lutheran School. These guidelines apply to both regular day and extracurricular activities. **It is a parental responsibility to see that the child's appearance is in conformity with this policy.** The teachers will work with the students in helping them to develop good grooming practices.

1. Good grooming is essential to presenting a good image. This includes cleanliness and combed hair. Both girls' and boys' hair should not hang in the eyes or be a cause for distraction. Parents should be attentive to their children's needs for personal care and good hygiene.
2. Neither girls nor boys may wear tank tops or see-through apparel. This would include those shirts that have spaghetti straps or are considered muscle shirts with large armholes. Properly styled sleeveless dresses and blouses are acceptable for girls.
3. Shirts must be long enough to keep the midriff covered, even as the student raises a hand or bends at the waist. Girls may not wear shirts with low-cut or revealing necklines.
4. Neither girls nor boys may wear pants hanging below the waist. Low-waisted pants are unacceptable if the midriff is exposed during normal activity.
5. Girls' dresses and skirts must be mid-thigh length. If a girl chooses to wear shorts underneath her skirt for recess time, the skirt should still meet this requirement.
6. On Chapel days, student dress should be slightly more formal. Girls should wear dresses, skirts and blouses, or a nice pants set; boys should wear collared shirts or nice sweaters and dress pants or khakis. Jeans are discouraged.
7. Shorts may be worn any time in April through October. The following conditions apply:

### **Dress and Grooming – (continued)**

- a. Shorts must be mid-thigh (Bermuda) length.
- b. Only dress shorts will be acceptable on Chapel days. Camouflaged and jean shorts are unacceptable.
- c. Neither gym shorts nor spandex are appropriate for classroom wear.
- d. Beachwear is never proper for school.
8. Any clothing which suggests undergarments or a state of undress is inappropriate. If undergarments are constantly on display, this indicates unacceptable articles of clothing.
9. Clothing seeming to be in a state of disrepair, such as having holes or tears, excessive fraying, or fringe is **not** permissible. Clothing which has been appropriately mended is fine to wear to school.
10. Clothing should not display offensive or suggestive graphics. It should not promote alcohol, tobacco, drugs, or violence, or any individual or group that promotes those things.
11. Lettering across the backside of skirts, pants, or shorts will not be permissible.
12. No flip flops or other backless shoes are to be worn by students in Grades K-4, due to safety concerns during recess.
13. Hats and hoods are not to be worn inside the school building.
14. Accessories causing a distraction will be collected by the teacher and returned to a parent.

Final determination of appropriateness will be made by school officials based on the above guidelines. Students not in compliance with the dress code will make a phone call to parents and may be removed from class until appropriate items arrive. Therefore parents are encouraged to be watchful before the child leaves for school, or if there is question, to bring along another item that is known to be appropriate if in fact an issue arises.

### **Announcements – Trinity Weekly Announcements (TWA)**

Weekly announcements, called "**Trinity Weekly Announcements (TWA)**," are available via the Trinity Lutheran School Website ([www.trinitycp.org](http://www.trinitycp.org)) or email on Fridays or the last school day of the week. If you desire a paper copy please contact the School Office. Any person or organization wanting to publish an announcement should bring a written copy or e-mail to the School Administrative Assistant ([cizmarl@trinitycp.org](mailto:cizmarl@trinitycp.org)) or Principal ([schultzj@trinitycp.org](mailto:schultzj@trinitycp.org)) by Wednesday, before 9:00 a.m.

### **Birthdays**

Students' birthdays may be celebrated with a small treat during the school day. We ask that the teacher be informed of your intent to share before the fact. Treats may be shared at lunchtime or during the day at the teacher's discretion. We will not allow parents or children to distribute invitations in school unless all children in the class are included. Students' baptismal birthdays are announced and celebrated at each weekly chapel service.

## **Calendar**

Trinity maintains a 180 school-day calendar which is adopted by the Day School Board after reviewing the calendar of the Crown Point Community School Corporation as per the requirements as an Accredited School with the State of Indiana. Our goal is to match the high school calendar in as many instances as possible, thereby making it convenient for our families to arrange transportation and plan vacation times.

## **Chapel Service**

It is the policy of Trinity Evangelical Lutheran Church's Day School to hold a weekly chapel service to allow the school family to meet together as a community in worship of our Savior. An opening worship service is held on the first day of school at 8:30 am.

**Chapel is on Wednesday afternoons at 2:00 pm in the church.** During Advent and Lent, the student body will worship with the congregation. A closing worship service is held on the last day of school at 2:00 pm.

Preschool classes worship on the first Monday of each month at 10:15 am and at 12:15pm in the church. Jr. Preschool classes worship on the first Thursday of each month at 10:15am in the classroom. **Baptismal anniversaries are recognized weekly.** A special memento is given to each child. **3<sup>rd</sup>-5<sup>th</sup> grade students serve as ushers,** and **6<sup>th</sup>-8<sup>th</sup> graders serve as acolytes.** Parents and other members of the congregations are invited to attend chapel services.

## **Child Protective Policy**

Trinity Lutheran Church and School is committed to providing a loving, secure, and safe environment for every child who participates in our programs and uses our facilities. This is also a concern of the Preschool and Christian Day School program. This program has its own policy regarding appropriate behavior and discipline. The Child Protection policy was established to protect our children, workers, church and school family. These guidelines are to be followed by every individual who serves in our ministry for minors. All members of our church and school who come in contact with children in a supervisory role taking responsibility for the children in their care must register with the appropriate application, submit to a background check, and take the training class on appropriate behavior and abuse prevention prior to supervising our children.

## **Church Attendance**

The mission of Trinity Lutheran Church and School is **"Together we seek to hear, know, and feed upon Jesus Christ, God's Living Word, growing in Him and sharing Him to the glory of God."** Since God has so graciously given us the gift of salvation through Jesus Christ, we are witnesses through our words and actions. One of these actions is to attend church and Sunday School as a family unit. Children are a gift from God and He has given us the responsibility to share with them the joy of salvation and the responsibilities that are ours as His people. Because of our schools concern for you and your child's spiritual well being, we encourage and record student's church and Sunday School attendance.

It is desired that all would delight in taking opportunity to worship. Regular, frequent church attendance provides opportunity to share the Word, nurture faith, grow in knowledge and wisdom, and give glory to God. All are welcome to worship with us at Trinity. We respect that some will choose to maintain fellowship elsewhere.

Traditional worship services are held Sundays at 8:00 am and 10:45 am and on Mondays at 6:30 pm. A blended service is held on Saturday nights at 6:30 pm and a contemporary service at 8:15 am on Sunday mornings. Bible classes, confirmation classes, and Sunday school meet at 9:25 am between Sunday services. It is the policy of Trinity Lutheran School to take church and Sunday School attendance for publication on the report card.

## **Community Service**

### **"Adopted" Grandparents Program - Wittenberg**

Each month, the 1<sup>st</sup>-8<sup>th</sup> grade teachers will select two children to visit "adopted" grandparents at Wittenberg Village. The children return to the school building in time for lunch hour. Parents are encouraged to get involved and come along to Wittenberg Village. You may serve as a driver, a chaperone, or a supplier of treats. This is a wonderful way to participate with your child in a service to the community in God's name. Younger brothers and sisters are welcome to accompany you. It's a lot of fun!

### **Community Care Cupboard**

Families contribute non-perishable items and cash donations to this ministry year round. Cash donations may be dropped off at the Reception Desk in the Atrium. Non-perishable items should be placed in the designated receptacles at the back of the church in the narthex.

## **Covenant Requirement- Parent Commitment Form**

Parents are asked to complete and sign a Covenant (Parent Commitment Form) indicating willingness to become "Partners in Ministry" with Trinity Lutheran School. The Covenant sets forth the commitment of Trinity Lutheran Church, the role of parents, the commitment of students to teachers, parents and the school, the commitment of parents to the faculty and the school, and the commitment of our faculty to the students and parents as together we work for the good of each student. These parental commitments include regular church and communion attendance, stewardship, regular payment of fees and tuition, family Bible study, and a desire to make our school better as a blessing for years to come.

### **Custody Notification**

Unless a court order restricting contact by a parent is on file at the school, the school staff **can not** be responsible for keeping a child from the parent.

### **Damaged Book Charges**

At the beginning of the year, students in Grades 1-8 are issued hardcover textbooks which are reissued in subsequent years. At the completion of a school year, textbooks are expected to show a year's normal wear. At the discretion of the teacher, students may be assessed the retail cost of any replacement.

### **Due Process – Parent (Grievance Policy)**

When a parent has a grievance against a member of the faculty or staff, the parent is encouraged to follow the procedure contained in Matthew 18. The parent will be directed to first voice the grievance in person to the individual in question.

If, after personal conference, the parent feels the problem has not been resolved, the parent may request a conference with the Principal and the individual in question.

If, after following these two steps, the matter still cannot be resolved, the matter can be presented in writing to the Director of the Day School Board.

### **Eighth Grade Class Trip**

The eighth grade teacher will conduct an informational/planning meeting with the parents of the current 7<sup>th</sup> grade students before the end of the school year. While the class will conduct, at most, two fundraisers to help offset expenses, it is expected that students will be saving/earning money on their own in preparation for this once-in-a-lifetime experience. Parents or legal guardians are welcome to accompany the class as chaperones. Chaperones (except the 8<sup>th</sup> grade teacher) pay their own way and assume responsibility for assigned supervisory tasks. Final commitment in numbers and payment of initial fees has historically come due in October of the 8<sup>th</sup> grade year. *(See field trips for further information.)*

### **Emergency Drills and Information**

All Indiana schools are required to have periodic tornado, lockdown and fire drills. Procedures for these drills will be reviewed by classroom teachers. Teachers will instruct students in regard to the procedures to be followed for each area students occupy during the day. Speed and efficiency of each drill is evaluated. During any emergency drill, students are to:

- Be quiet at all times.
- Walk slowly and in an orderly fashion.
- Proceed to their designated spot.
- Be in an orderly line to facilitate their teacher getting an immediate and accurate count.

## **Extended Care**

The Extended Care ministry is available for all children registered as students in Junior Preschool through grade 8. The Extended Care is a registered ministry under the administration of Trinity Lutheran School and operates from 6:30am-6:30pm, Monday through Friday, excluding federal holidays.

## **Extra-Curricular Activities**

Any extra-curricular activity, e.g. sports program, musical production, academic competition, etc., at Trinity Evangelical Lutheran Church's school will be viewed as an extension of the Christian education program. Participation in these extra-curricular activities shall be limited to students enrolled in the school.

## **Family Referral Incentive Policy**

Trinity Lutheran School recognizes that the best source of recruiting new families to our school is our existing families. Therefore, effective for the school year 2011-2012, the following incentive policy will be in place to reward those families recommending our school to family members and friends who will enroll in Trinity.

If a current Trinity Lutheran School family refers a new family (new family is defined as not having a student in our school for the last two years) that family will receive a tuition credit of 10% of the tuition per family that enrolls. Tuition credits will be awarded once the new family enrolls and pays the Registration fee.

## **Fees**

### **Assignment Books**

Organization is an important component of study skills and productive learning. In order to guide the development of effective organization techniques, children in grades 3-8 are required to purchase and use the assignment books designated by the school. Classroom teachers will set guidelines for specific use.

### **Athletic Fees**

An athletic fee is charged to any student participating in extracurricular athletic activities. This fee is used to help offset the cost of uniforms, other related equipment, referees, etc.

### **Orchestra Fees**

Children who wish to participate in school orchestra are assessed a fee to help cover the costs of music, equipment, and contest entry.

### **Lunch Program**

A hot lunch program is operated in cooperation with the Crown Point Community School Corporation. Meals are served on an **"offer"** basis.

Trinity is under the hot lunch satellite program of the Crown Point Community School Corporation. A well-balanced hot meal is available each day, and milk is included with the meal. Lunch orders are taken each morning and called in by 8:30am. Milk is available for children bringing sack lunches. Orange drink is available for those who are lactose intolerant. Glass containers are not allowed on the school property.

**Children are not to bring carbonated beverages to school.**

### **Hot Lunch Program Fees**

Trinity Lutheran School will offer hot lunches to students on each full day of school, according to the schedule set up by the Crown Point Public Schools. Hot lunches will be provided by the Crown Point Community School Corporation. Since these meals are provided at a cost to the school, the Principal and Day School Board will establish a lunch program fee which will offset this cost and take into account the internal costs for this program, i.e. cafeteria labor costs, etc.

### **Milk Program Fees**

The day school participates in the subsidized milk program. Since there is a cost to the school for this service, the Principal and Day School Board will establish a milk program fee which will offset this cost and take into account the internal costs for this program, i.e. cafeteria labor costs, etc.

### **Field Trips**

As an important part of the instructional program, various classes take field trips during the course of the year. Field trips are designed to add to the instruction of the class. Specific arrangements are made by the teacher in charge of the class taking the trip. The teacher will be responsible for scheduling the trip, sending out permission slips, and arranging for transportation, notifying parents about food, money, special clothing needs, adherence to the Child Protection Policy, etc.

**Drivers for field trips are to have a valid driver's license, have working seatbelts for each child, and carry full insurance.** When on a field trip, representatives of Trinity Ev. Lutheran School will want to create a Christian public impression. Students who elect not to conform to specified apparel or conduct will remain at school.

Prior to the field trip, students **MUST** return to the teacher a parent/guardian signed permission slip. Without this signed paper, the student will not be allowed to participate in the trip.

**Indiana State Law, as of July 1, 2005, requires that all children up to age eight must be in a child restraint system, or booster seat, unless it is reasonably determined that the child won't fit into a system.** Trinity will uphold this law and expects parents to provide appropriate seats for their children when participating in field trips. Any time private automobiles are used to transport students and teachers to a school related function, seat belt usage will be required for each student. The teacher in charge of each outing is to notify each driver of this requirement.

### **Grandparents' Day**

Grandparents or their proxies are invited to spend a morning with children in Kindergarten-8. The schedule for the event will include classroom and worship time. The specific Friday in October on which this event is to take place is published on the school calendar. Grandparents of preschoolers are invited to share a Thursday or Friday class with their children.

### **Health Service – Forms – Immunizations**

A master questionnaire and health form must be filled out for each new student. The information is needed to complete the student's master record which is kept on file in the school office. Information concerning the student's immunizations, which is required by the State of Indiana, (***See Medical Records – Immunizations***) disease history, and physical growth pattern is kept on this record. Please help us keep our records up to date by informing us of additional immunizations in a timely manner.

**Records are kept under the supervision of the Lake County Department of Health.**

### **Homework**

Homework is a visible method of providing instructional support and practical experience to the students at Trinity Lutheran School. In addition, parents become knowledgeable not only of students' performance and progress but also of the academic program. In an effort to support classroom instruction, homework will be prescribed to improve the quality of student academic performance. It should be further understood that homework assignments encourage the student to accept a stronger role in his/her educational responsibilities. Homework joins together individual roles of parent, teacher, student and Principal in a common cooperative effort.

#### **Principal's role:**

- A. Communicate the policy.
- B. Oversee the implementation of the policy.
- C. Monitor the policy through teacher evaluation.

#### **Teacher's role:**

- A. Implement the policy and procedures.
- B. Define the purpose of the homework.
- C. Assign reasonable homework with definitive time expectations.
- D. Assess homework in a meaningful and timely manner.
- E. Where applicable, teachers work as a team to eliminate unnecessary burden.

**Parent's role:**

- A. Provide a quiet and well lit study area.
- B. Allow for necessary study time.
- C. Encourage and support student, offering minimal advice and/or assistance.
- D. Communicate student difficulty to the teacher.

**Student's role:**

- A. Adhere to teacher's directions and instructions.
- B. Assume responsibility for accurate and complete work, positive study habits, and efficient use of time in class and after school.

**Homework at Trinity Lutheran School may be assigned on the basis of individual need such as:**

- A. Completion of unfinished classroom assignments.
- B. Make-up work due to excused absence(s).
- C. Enrichment/extension of projects.
- D. Additional review and reinforcement of classroom work.

**The responsibility for making up missed work for an excused absence rests with the student.** When a student is absent for one day, the assignments should be obtained from the teacher as soon as possible the following day. If absence is longer, homework may be obtained by calling the school and requesting all assignments be sent to the office. ***(See Parent Handbook Attendance Section relative to homework assignments.)*** In this case, 24 hour notice is required in order to obtain assignments and the parent/guardian must make arrangements to pick up books and assignments. The student will have one day for every day of absence to make up work.

**Insurance – Accident Coverage**

Trinity Ev. Lutheran School provides accident coverage for all school supervised and sponsored activities. ***This is a brief description of the coverage:***

- This coverage is for medical bills resulting from ACCIDENTS only. An accident is defined as an unexpected, sudden, and definable event which is the direct cause of bodily injury, independent of any illness or congenital predisposition.

Conditions which result from participating in sports do not necessarily constitute as an accident. Illnesses, diseases, degeneration, and conditions caused by continued stress to a particular area of the body, and existing conditions aggravated or exacerbated by an accident are not covered.

This plan is excess coverage and payment is made only after payment has been made by the primary carrier. If you are a member of an HMO/PPO, the proper procedures outlined by that plan must be followed before this coverage has any liability.

Treatment by a licensed practitioner of medicine must begin within 60 days of the accident. Only expenses incurred within 52 weeks of the date of the original accident are considered. Benefits are determined by reasonable and necessary charges for the geographic region.

Exclusions include, but are not limited to: sickness, disease, or hernia in any form, non-prescription drugs, fighting, the use of electric biomechanical devices and orthodontics not prescribed exclusively for rehabilitation (e.g. playing brace, mouth guard).

**Accidents must be reported within 20 days to the school.** Claim forms should be submitted to Student Athletic Protection, Inc. within 90 days after treatment ends, but never later than 15 months after the date of the accident. Questions regarding claims should be directed to Student Athletic Protection, Inc., 3207 Stadium Drive Suite #7, Kalamazoo, MI, 49008-1500 or call 1-800-232-1579. Student Athletic Protection, Inc. administers the coverage which is underwritten by Guarantee Trust Life Ins. Co.

## **Library**

Our library is open to all Trinity students, their families, and church members. Our Library utilizes the *Surpass* electronic maintenance system. Materials may be checked out by students on their designated Library Day. (Please see posted schedule.) The following rules may apply:

- Jr. Preschool, Preschool, and Kindergarten students may check out one library item per week.
- Students in 1<sup>st</sup> through 8<sup>th</sup> grade may check out two library items per week.
- Library materials are checked out for one week at a time. Students may not check out additional materials until they have returned the items already checked out.
- There are library materials of interest to parents and families that may be checked out during library hours.
- Parents are expected to teach their children to return library materials on time and in "good" condition, showing no more than one week's normal wear. (Please send a note with your child if an item is damaged. This will serve to alert the volunteer library staff that repair needs to be done before the item is returned to circulation.)

In an effort to keep the library in working order, library volunteers have asked that groups and individuals alike would not use the library for unsupervised play of small children.

New books are always welcome gifts that benefit the entire school. Books given in honor of someone or as memorials will be inscribed on the inside cover acknowledging the special occasion.

### **Locker Usage**

Students in grades 1-8 are assigned a locker at the beginning of the school year. They are expected to use it for school supplies and personal clothing. Access to the locker during the school day is determined by the teachers. Students are expected to keep their lockers and the floor around their lockers clean. Students are not to store any items that should not be in the building or on their person. God has given us this building and its contents. We should care for it and respect it as a part of God's house.

### **Lost and Found**

Any article found should be turned in to the Lost and Found box located at the Reception Desk in the Atrium. Students may reclaim their possessions by properly identifying them. Parents, if children are missing something, please check the boxes for reclamation. Any items left unclaimed will be donated to the Ladies Aid Rummage Sale in the spring of the year.

### **Make-up**

In an effort to encourage good grooming skills, the school permits students to utilize lipstick, lip balm, hair spray (no aerosol cans), combs, and brushes only when such use is limited to the restroom and DOES NOT result in any loss of class time. Students in grades 5-8 may use non-aerosol deodorant after P.E. classes.

The following items are not to be in lockers, book bags, purses, restrooms, locker rooms, and/or classrooms:

- Make-up (other than lipstick) including eye shadow, mascara, blush, nail polish, etc.
- Hair mousse, gels, coloring, etc.
- Perfumes, colognes, etc.
- Any aerosol cans

This policy is not meant to ban the tasteful use of make-up. It is in place to put an end to re-application in the school building. To prevent the spread of disease, **NO** personal grooming items should be shared with other students. Any make-up found in the building will be confiscated and returned only to the offending child's parent/guardian.

### **Medical Records – Immunization Requirements**

Trinity Evangelical Lutheran Church's school maintains student medical records as required by the State of Indiana. These records are to be updated annually regarding the student's allergies, previous diseases and immunizations.

A copy of a completed kindergarten physical is required before entering kindergarten. A copy of records showing completion of required immunizations is also required before beginning kindergarten.

A physical is required before participation is allowed in any sports and cheerleading. If this physical is completed independently of the school, a copy of the physical results is to be made available for the school files.

**The school will maintain confidentiality of all student medical records.**

**IMMUNIZATIONS 2011-12 RULING**

Two (2) doses of varicella vaccine, or evidence of immunity, will be required for Kindergarten and First Grade students for School Year 2011 - 2012.

The requirement for two doses of varicella will continue every year on the following schedule:

- 2010-2011 School year: Kindergarten
- 2011-2012 School year: Kindergarten and Grade 1
- 2012-2013 School year: Kindergarten and Grades 1 and 2
- 2013-2014 School year: Kindergarten and Grades 1, 2, and 3
- 2014-2015 School year: Kindergarten and Grades 1, 2, 3, and 4
- 2015-2016 School year: Kindergarten and Grades 1, 2, 3, 4, and 5

All immunization requirements implemented in the 2010 – 2011 School Year are still in effect.

A list of school immunizations can be found on the School Health Services Web site here:

[www.doe.in.gov/sservices/healthservices/docs/2011-12-School-Imm-Requirements.pdf](http://www.doe.in.gov/sservices/healthservices/docs/2011-12-School-Imm-Requirements.pdf).

For more immunization information from the Department of Health, please visit <https://chirp.in.gov> .

**Indiana State Department of Health  
MINIMUM IMMUNIZATION REQUIREMENTS FOR SCHOOL ENTRY\*  
2010-2011**

<b>Grade</b>	<b>Minimum Immunization Requirements</b>
<b>Pre-Kindergarten</b>	<ul style="list-style-type: none"> <li>• 4 doses of diphtheria-tetanus-acellular pertussis (DTaP), diphtheria-tetanus-pertussis (DTP), pediatric diphtheria-tetanus vaccine (DT), or any combination of the three are required.</li> <li>• 3 doses of either oral polio (OPV) or inactivated polio (IPV) vaccine in any combination.</li> <li>• 3 doses of Hepatitis B vaccine (3rd dose must be on or after 24 weeks of age).</li> <li>• 1 dose of measles (rubeola) vaccine on or after the first birthday.</li> <li>• 1 dose of mumps vaccine on or after the first birthday.</li> <li>• 1 dose of rubella (German measles) vaccine on or after the first birthday.</li> <li>• <b>2 doses of varicella (chickenpox) vaccine on or after the first birthday and separated by 3 months or physician written documentation of history of chickenpox disease, including month and year of disease.</b></li> </ul>
Kindergarten	<ul style="list-style-type: none"> <li>• 5 doses of diphtheria-tetanus-acellular pertussis (DTaP), diphtheria-tetanus-pertussis (DTP), or pediatric diphtheria-tetanus vaccine (DT) (4 doses are acceptable if the 4th dose was administered on or after the 4th birthday and at least 6 months after the 3rd dose).</li> <li>• 4 doses of any combination of IPV or OPV.</li> <li>• <b>The 4th dose must be administered on or after the 4th</b></li> </ul>

	<p><b>birthday, and at least 6 months after the previous dose.</b> (3 doses of all OPV or all IPV are acceptable if the 3rd dose was administered on or after the 4th birthday, and at least 6 months after the 2nd dose). • 3 doses of Hepatitis B vaccine (3rd dose must be given on or after 24 weeks of age and no earlier than 16 weeks after the 1st dose). • 2 doses of measles (rubeola) vaccine on or after the first birthday. • 2 doses of mumps vaccine on or after the first birthday. • 1 dose of rubella (German measles) vaccine on or after the first birthday. • <b>2 doses of varicella (chickenpox) vaccine on or after the first birthday and separated by 3 months <i>or</i> physician written documentation of history of chickenpox disease, including month and year of disease.</b></p>
Grade 1	<ul style="list-style-type: none"> <li>• 5 doses of diphtheria-tetanus-acellular pertussis (DTaP), diphtheria-tetanus-pertussis (DTP), or pediatric diphtheria-tetanus vaccine (DT) (4 doses are acceptable if the 4th dose was administered on or after the 4th birthday and at least 6 months after the 3rd dose).</li> <li>• 4 doses of any combination of IPV or OPV by age 4-6 (3 doses of all OPV or all IPV are acceptable if the 3rd dose was administered on or after the 4th birthday).</li> <li>• 3 doses of Hepatitis B vaccine (3rd dose must be on or after 24 weeks of age).</li> <li>• 2 doses of measles (rubeola) vaccine on or after the first birthday.</li> <li>• 2 doses of mumps vaccine on or after the first birthday.</li> <li>• 1 dose of rubella (German measles) vaccine on or after the first birthday.</li> <li>• 1 dose of varicella (chickenpox) vaccine on or after the first birthday <b><i>or</i> physician written documentation of history of chickenpox disease, including month and year of disease.</b></li> </ul>
Grades 2-5	<ul style="list-style-type: none"> <li>• 5 doses of diphtheria-tetanus-acellular pertussis (DTaP), diphtheria-tetanus-pertussis (DTP), or pediatric diphtheria-tetanus vaccine (DT) (4 doses are acceptable if the 4th dose was administered on or after the 4th birthday and at least 6 months after the 3rd dose).</li> <li>• 4 doses of any combination of IPV or OPV by age 4-6 (3 doses of all OPV or all IPV are acceptable if the 3rd dose was administered on or after the 4th birthday).</li> <li>• 3 doses of Hepatitis B vaccine (3rd dose must be on or after 24 weeks of age).</li> <li>• 2 doses of measles (rubeola) vaccine on or after the first birthday.</li> <li>• 2 doses of mumps vaccine on or after the first birthday.</li> <li>• 1 dose of rubella (German measles) vaccine on or after the first birthday.</li> <li>• 1 dose of varicella (chickenpox) vaccine on or after the first birthday <i>or</i> written history of disease. Parental history of chickenpox disease is acceptable proof of immunity. A signed written statement from the parent/guardian indicating month and year of disease is sufficient.</li> </ul>
Grades 6-12	<ul style="list-style-type: none"> <li>• 5 doses of diphtheria-tetanus-acellular pertussis (DTaP), diphtheria-tetanus-pertussis (DTP), or pediatric diphtheria-tetanus</li> </ul>

	<p>vaccine (DT) (4 doses are acceptable if the 4th dose was administered on or after the 4th birthday and at least 6 months after the 3rd dose). • 4 doses of any combination of IPV or OPV by age 4-6 (3 doses of all OPV or all IPV are acceptable if the 3rd dose was administered on or after the 4th birthday). • 3 doses of Hepatitis B vaccine (3rd dose must be on or after 24 weeks of age). • 2 doses of measles (rubeola) vaccine on or after the first birthday. • 2 doses of mumps vaccine on or after the first birthday. • 1 doses of rubella (German measles) vaccine on or after the first birthday. • <b>2 doses of varicella (chickenpox) vaccine on or after the first birthday separated by age-appropriate interval <i>or</i> written history of disease. Parental history of chickenpox disease is acceptable proof of immunity. A signed written statement from the parent/guardian indicating month and year of disease is sufficient.</b> • <b>1 dose of tetanus-diphtheria-acellular pertussis vaccine (Tdap) given on or after 10 years of age.</b> • <b>1 dose of meningococcal conjugate vaccine (MCV4).</b></p>
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\*For children who have delayed immunizations, please refer to the 2010 CDC "Catch-up Immunization Schedule" to determine adequately immunizing doses. All minimum intervals and ages for each vaccination as specified per 2010 CDC guidelines must be met for a dose to be valid. These guidelines can be found at [www.cdc.gov/vaccines/recs/schedules/default.htm](http://www.cdc.gov/vaccines/recs/schedules/default.htm)

**Medications**

No medication is to be administered or distributed to the students without the written consent of the parent or legal guardian. If it is necessary that medication be brought to school, the school must be advised in writing on a ***SCHOOL MEDICATION REQUEST FORM.***

**Pandemic Emergency Plan**

**Legal Authority**

The Health Officer of the local health department, in collaboration with Trinity Lutheran School Administration, has the legal authority to dismiss or close school operations. The location and severity of the pandemic will be discussed prior to making decisions. Centers for Disease Control and Prevention (CDC) will provide case definitions and guidance for precautionary measures. Isolation, quarantine and movement restriction decisions will be made by the local health department and implemented with local police jurisdictions.

**Incident Command System (ICS)**

The following staff members have been trained in ICS:

- 1. Lake County Health Department Nurses – Pat Warner

**Collaboration**

Plans, ideas and alternatives have been shared with the following:

- 1. Trinity Lutheran Church Parish Planning Council

## 2. Trinity Lutheran Church Day School Board

Additional facilities may be required during a pandemic to provide medications and assist hospitals with surge capacity. If these facilities are required, the following services/employees may be available to assist:

- Science and Health Educator
  - Food Service
  - Custodial
  - Clerical
1. The facility will be available to be used to provide food to vulnerable populations. After the school is closed by the legal authority, food service staff and volunteers will open the facility as a food service entity if the Lake County Health Department is in need.
  2. Transportation will be provided by the Crown Point Community Public Schools.

### **Surveillance**

All communicable diseases among those in attendance are reported to the local health department on a weekly basis using a designated reporting system. **In the event of a pandemic, reporting will increase based on the guidance and requests from the Lake County Health Department. (219-755-3655)**

### **Communications Planning:**

A communication plan is being worked on with State of Indiana. Locations to contact found at the end of this section. Detailed information regarding how to disseminate information to students, staff, and families will be discussed in this plan. The most common languages spoken in our district are as follows:

- English

Emergency service capability has been discussed as an option in the event of a pandemic. The following company/services have been used:

1. Lake County Sherriff - – Call 911 for emergency and 755-3300 for non-emergencies.
2. Lake County Health Department – Call 755-3655 for non-emergencies.
3. Crown Point Ambulance Service – Call 911 for emergency and 662-3249 for non-emergencies.
4. Crown Point Fire Department – Call 911 for emergency and 662-3248 for non-emergencies.
5. Crown Point Police Department – Call 911 for emergency and 663-2131 for non-emergencies.

When staff needs to be identified, the following services are activated:

- ***School Reach Program***

The local health department will be the key provider of reliable information. The **Pandemic Planning Workbook** contains newsletters, press releases, school dismissal/closure letters and additional communication materials. This toolkit is located in the **Trinity School Crisis Manual**.

### **Continuity of Student Learning and Core Operations:**

If the pandemic becomes severe enough, school operations may shut down. In order for education to continue, the following alternative instructions will be implemented:

- Web-based distance instruction via the Fast Direct program at Trinity Lutheran School
- Telephone trees
- Mailed lessons and assignments

Main functions that are imperative to our daily operations are (i.e., payroll and communications). In the event of the district dismissing classes, these functions would remain operational as follows: Trinity Lutheran Church officers will continue to provide this service to all personnel.

### **Infection Control Policies and Procedures:**

The following measures have been taken to promote correct respiratory hygiene measures and infection control in the school district:

- Hand washing stickers displayed in all school restrooms.
- **"Cover Your Cough"** posters have been displayed in the lunch rooms, classrooms, and hallways.
- School teachers have added infection control to the curriculum.
- Tissues and receptacles are present in classrooms and soap is stocked in all bathrooms.
- Hand sanitizers are being promoted in classrooms and grant opportunities are being researched.
- **"Plan Now to be Ready for the Next Flu Pandemic."** Information sheet has been distributed to every student in the school.

If a student or staff member is showing signs of illness, he/she will report to the office for a visual assessment. If it is determined that the student or staff member needs to go home, he/she will be kept in a room separate from other people until they go home. Guidelines will be provided by CDC and the local health department to assess if students or staff should come back to school. Parents are encouraged to assess their children daily prior to coming to school.

### **Pandemic Emergency Plan – (continued)**

#### **State Emergency Management Office**

State Planning Branch  
Indiana Department of Homeland Security  
302 West Washington Street  
Room E-208 A  
Indianapolis, IN 46204-2767  
Phone: 317-233-6116  
Phone: 317-232-3986  
Fax: 317-232-3895  
<http://www.in.gov/dhs/>

#### **Safe School Centers**

Indiana School Safety Specialist Academy  
Indiana Department of Education  
Room 229, State House  
Indianapolis, IN 46204-2798  
Phone: 317-234-0326  
Fax: 317-232-9140  
<http://www.doe.state.in.us/issaa>

## **Music Program**

### **Choir**

All students in grades K-5 participate in a choir. Students in grades 6-8 audition for a choir. All choirs rehearse during the school day but make a commitment to worship in those church services when the choir is scheduled to sing. A choir grade is based primarily on attendance, whether it is at the scheduled church services or, for Jubilate Choir, at state competitions and other various events. Singing dates are published well in advance to encourage family cooperation.

**6<sup>th</sup>-8<sup>th</sup> grade students not in choir are enrolled in a Music History/Theory course during the Choir rehearsal times, satisfying the Fine Arts requirement within our curriculum.**

Choirs consists of: ***Gloria Choir*** – all children in Kindergarten and Grade One; ***Hosanna Choir*** – all children in Grades Two and Three; ***Alleluia Choir*** – all children in Grades Four and Five; ***Jubilate Choir*** – selected children in Grades Six, Seven, and Eight.

### **Handchimes/Handbells**

Upper grade students may participate in these groups which meet weekly after school and participate at specially scheduled worship services and other events. A deep commitment is required on the part of the individual and families – the groups cannot produce its sounds with less than 100% participation at practices and performances.

### **Orchestra Program**

An Orchestra program is open to grades 1-8 students. The annual fee is \$50. The groups practice regularly one or two afternoons a week, after school. Seasonal concerts and state competitions are included in the program.

## **National Lutheran Schools Week – (NLSW)**

National Lutheran Schools Week (NLSW) is celebrated during the first full week of March. All children help to lead worship at the services connected with that week. The faculty and school children lead and sing in all Sunday services. Preschool registration and re-enrollment for the following school year begin during this week.

## **Nuisance Items**

Nuisance items identified by teachers as detrimental to the classroom learning situation and the school environment may not be brought to school. (Gum, toys, trading cards, etc.) Students should not bring personal entertainment items or electronic devices to school unless permission to do so is given by a teacher. This would include such items as MP3 players, CD players, digital cameras, CD's, DVD's, videos, and Cell Phones etc. (**See Cell Phone Policy**) The school will not assume responsibility for nuisance items lost or damaged. Such items, if brought to school, will be confiscated.

## **Cell Phone Policy**

Cell phones may be brought to school if a child needs to contact parents after school while they are in the care of an adult who is not school personnel. While in the care of the school (during the school day, during Extended Care, or during sports involvement) a student may use the school phones under the supervision of a teacher or coach in order to contact parents. This is true whether the call is local or long-distance.

A cell phone brought to school must be accompanied by a note from the parent expressing its need for the after-school, off-campus activity. Both phone and note are to be given to the teacher first thing in the morning for safe-keeping throughout the school day.

Although this may be seen as an inconvenience, the faculty, together with the Day School Board, raises the following concerns/issues as reasons why cell phones should **not** be brought to school:

1. During the school day, a student's attention needs to be upon their work, not upon their need/ability to communicate with those outside the building.
2. Be it noted that if students have cell phones in their possession during the school day, they will find a way to use them.
3. Cell phones kept in lockers could be damaged or stolen.
4. Cell phones could potentially be a distraction during passing periods.
5. The school wishes to remove the temptation of using photo features for less than appropriate reasons.
6. A cell phone in the building is tempting to keep in your pocket, pencil pouch, or desk. Some children can text without looking.
7. Adults in charge of after-school activities often have a cell phone that can be used in case of emergency.
8. Parents/guardians are advised that the best way to get in touch with their child during the school day is by calling the school office or emailing the teacher via Fast Direct.

## **Parent Teacher League (PTL)**

Trinity Evangelical Lutheran Church maintains a ***Parent Teacher League (PTL)*** and encourages participation of all teachers and parents. The PTL is accountable to the Day School Board. The Principal serves as the liaison between the board and the PTL and is responsible for assuring adherence to all board policies and the congregation constitution and by-laws. Meetings will typically be held during the normal school year. Fund raising projects must be approved annually according to the congregational fund raising policy.

In accordance with the constitution and by-laws of the PTL, the purpose of PTL shall be to help parents and teachers to achieve a greater competence in Christian child training. In this regard the PTL shall seek to:

- Help parents increasingly understand and appreciate their children, and to help provide parents with the skills needed for Christian child training
- Support and uphold the Trinity Evangelical Lutheran Church's day school teachers, in an effort to extend their influence into the home, and to encourage Christian family life
- Help develop a closer relationship between the school and the Board of Christian Education, especially through closer cooperation between parents, teachers and the board
- Support the designated need of the school through named projects

Income generated by our fundraisers will be used to meet the needs expressed by the staff. The PTL will continue to solicit requests from the staff to maintain the Staff Wish List.

The PTL has an executive board consisting of the offices of President, Vice President, Secretary, Treasurer, and Publicity Director. The Principal and designated teacher(s) also attend.

### **Property Damage**

The cost of replacement for any damage to the school building, equipment, and property which is above normal wear will be assessed to the families involved at the determination of the Principal and the Day School Board. Purely accidental damage, not caused by misbehavior, will not be assessed.

### **Reporting of Abuse**

As mandated reporters, teachers of Trinity Evangelical Lutheran Church's school will report suspected child abuse to the Principal. The Principal and teacher together will document specific indicators and will, in good faith, report to the proper authorities. ***(See Child Protection Policy for additional details.)***

### **Retention**

Students who do not perform to their capabilities or whose performance is significantly behind current grade level may be recommended for retention.

The following procedures will be utilized in cases of retention.

1. At the **end of the first semester**, the **parents will be notified in writing** of a possible retention recommendation, and a parent conference will be scheduled.
2. Student **progress will be reported** to the parents at a conference **at the end of the third quarter and** again at a conference **at the midpoint of the fourth quarter**.
3. A **Retention Committee** consisting of the **classroom teacher, the departmental teachers, if applicable, and the Principal** will be formed. Following the committee's input, the **Principal will issue a recommendation** regarding the retention or promotion of the student.

4. The **recommendation will be announced** by the Principal **to the parents who will continue to have the final decision in placement.**
5. Students are prohibited from being retained for the sole purpose of improving the student's ability to participate in extracurricular athletic programs.

### **Scholarship Program for Members**

In accordance with the resolution adopted by the congregation, a scholarship program funded through the congregation's Endowment Fund has been established. This program will be administered by a committee consisting of the Principal, and one member each from the Day School and Finance Boards.

### **The following guidelines are established regarding qualification for this program.**

- All children of this congregation's pastors, full time teachers, and other commissioned workers will receive a scholarship for full tuition.
- All families approved for the subsidized lunch program will be eligible for tuition scholarships.
- Allowances for special considerations are allowed in circumstances where families do not qualify for the subsidized lunch program.
- The Principal will provide the Boards of Finance and Day School with the number of member families who would qualify for scholarship assistance.
- The methods whereby the amount of scholarship assistance for which any family qualifies will be determined by the Finance Board.

### **Special Services**

Trinity Lutheran School is not equipped to serve the child with Special Education or special disciplinary needs. All records of testing and counseling are to be shared with the school so the school and the home can work together for the benefit of the child. Parents of children with special needs that cannot be met at Trinity Lutheran School will be encouraged to seek a school or a counselor for their child that provides special services. A Resource Teacher will assist in the interventions required by the State of Indiana for the purposes of testing for remediation.

### **Sports Expectations**

It is the responsibility of home and school, working together, to provide guidance and support as children learn to organize their priorities. High intellectual ability should not be a prerequisite for sports participation. It is reasonable to expect respect and cooperation from all students. These behaviors are in no way tied to scholastic ability. We ask that student athletes agree to the following:

- I will come to class prepared (assignments read, books in hand...) ready to participate in a positive way.
- I will hand in all written assignments when they are due.
- I will take care to be diligent in my attitude and study and work habits.
- I will cooperate with my teachers and classmates to make my classroom a safe place in which to learn as I witness my faith in word and deed.

Should adherence to any of these points come into question, participation in sports activities will be in jeopardy. Daily, weekly, or seasonal suspensions will be dealt with on an individual basis.

### **Student Files**

A current, accurate cumulative file will be kept by the Principal for each child according to state law and regulation. These files are confidential and may not be removed from church property without proper authorization. Parents may request a copy of information in the student files. A written request must be submitted to the School Office and/or the Principal. Copies will be provided within 24 hours of the written request.

**Student files may be transferred to other schools only on written request of the parent.**

### **Student Safety and Health**

#### **Safety**

For the safety of students, no student will be allowed to leave the school grounds during school hours, except for those participating in public or other school programs, unless the school has written permission from the parent or legal guardian, or the child is in the company of an adult family member or legal guardian.

All children will be expected to observe school safety rules. Children are to play in the supervised playground area. Bikes are not to be ridden on the playground during the school day, or 30 minutes before or after the school day.

All accidents in school or on the playground should be brought to the attention of the supervising teacher and/or Principal immediately. First aid will be administered by the teacher. In case of a serious accident, the parent, legal guardian, or person designated by the parent or legal guardian will be contacted. The school will not dispense medication without having proper forms on file at the reception desk. All prescription medication must be in original pharmaceutical containers.

#### **Health**

We are concerned over the health of each child in the school. If parents notice signs of illness (fever, rash, pain, etc.), they are asked to keep the child home for his/her own sake as well as the sake of others. A child should be fever free for 24 hours before returning to school. In the event of a child becoming ill while at school, the teacher will notify the parents asking them to arrange transportation home.

The school staff will **not** dispense medicine without written permission from the parents or legal guardians.

The parents or legal guardians must complete a master questionnaire for each new student. This questionnaire will be retained in the student's permanent file.

## **Student Safety and Health - (continued)**

The information provided includes student immunization records, required by State law, (***See Medical Records – Immunization Requirements***) disease history and physical growth pattern. The parents are responsible for providing updated information as appropriate.

### **Substance Abuse Education**

Drug and alcohol education and prevention program materials which are age appropriate and are consistent with our doctrinal positions will be used in the school.

### **Suspension – Expulsion**

In keeping with our challenge to model Christ and His mission, suspension will not be taken lightly. The Principal reserves the right to suspend a student for cause. Parents will be informed before any suspension is in effect.

A suspension (in school or out of school) will not be less than one day nor more than three days for the first offense. The suspended student will not be allowed to participate in class or extra curricular activities will be counted as absent and held responsible for all assigned work. A day of suspension begins at 7:30am and runs for 24 hours. The child does not participate in school-related events (except Chapel) until the suspension has been served. A second suspension may have up to a five day duration. A third suspension will require a meeting of the student, parents/guardians, the Principal, and a representative of the Day School Board. Cause for an expulsion hearing may be determined in this meeting.

Decisions regarding expulsion and re-admittance rest in the hands of the Day School Board. Occasions for an expulsion hearing are set forth under "Suspension" and in the following statement from the Covenant rationale:

***When individuals adamantly and steadfastly refuse to participate in an ongoing reconciliation process, they have in effect excluded themselves from the community.***

### **Suspension – Expulsion - (continued)**

In making a decision to expel, the Day School Board will hear statements from the offending student, the student's parents/guardians, the accuser(s), and the Principal. Parents may designate a spokesperson.

A request for re-admittance may be made to the Day School Board on behalf of the child at the beginning of the following school year, providing the duration of the expulsion has been no less than one full quarter. All parties present in the original hearing are eligible to speak. A decision to readmit will be made only in cases where there has been a demonstration of willingness to admit sin and a commitment to working through the restoration of community.

## **Volunteers**

Parent volunteers in the classrooms, offices, and library are greatly needed. Volunteers may serve in a variety of capacities, including (but not limited to) the following: sorting library books, assisting a teacher, tutoring a child, creating bulletin boards, Room Parent, transporting children on field trips, etc. Please notify your child's teacher, the Principal, receptionists, librarian, Director of Christian Education, or either Pastor if you have an interest in serving voluntarily at Trinity Ev. Lutheran School. All volunteers must submit to the Child Protection Policy.