



# Parent Handbook

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2016-2017



## TABLE OF CONTENTS

PHILOSOPHY AND OBJECTIVES .....	5
PURPOSE .....	5
PHILOSOPHY FOUNDATION .....	5
NON-DISCRIMINATION POLICY .....	6
ACCREDITATION.....	6
SUPERVISION .....	6
ADMISSIONS & FEES .....	7
ADMISSION POLICY .....	7
EACH APPLICANT .....	7
SPECIAL NEEDS ASSESSMENT.....	7
ACCEPTABLE STANDARDS FOR ONGOING ENROLLMENT.....	7
ENTRANCE REGULATIONS.....	7
PRE-REGISTRATION .....	8
REGISTRATION FEES .....	8
REGISTRATION FEE ADJUSTMENTS.....	8
TUITION FEES .....	8
COLLECTION FEES .....	8
TUITION ASSISTANCE .....	9
MEMBER TUITION POLICY.....	9
CURRICULUM AND INSTRUCTION .....	10
OVERVIEW AND PROCESS .....	10
GRADES 1 – 5.....	10
GRADES 6- 8 .....	11
ELECTIVES & ANCILLARY CLASSES.....	11
FIELD TRIPS & TRANSPORTATION .....	17
CHAPERONES.....	17
PARENT DRIVERS.....	17
OUTDOOR EDUCATION .....	17
WASHINGTON D.C.....	17
CHRISTMAS PROGRAM AND SCHOOL MUSICAL .....	18
GRADING .....	18
RETENTION POLICY.....	18
EXTRA CURRICULAR OR SPECIAL PROGRAMS .....	20
GENERAL INFORMATION .....	22
SCHOOL HOURS .....	22
EXTENDED CARE .....	22
SCHOOL ARRIVAL / DEPARTURE POLICY.....	22
FLC SECURITY DOORS.....	22
SCHOOL CLOSINGS .....	22
CHURCH AND SUNDAY SCHOOL ATTENDANCE .....	23
CHAPEL - CHILDREN'S WORSHIP SERVICES.....	23

CHAPEL OFFERINGS.....	23
PRAYER PARTNERS.....	23
LIBRARY.....	23
LUNCH SERVICE.....	24
SNACK SERVICE.....	24
HOMEWORK POLICY.....	24
HONOR ROLL.....	24
LOST AND FOUND.....	24
SCHOOL INSURANCE.....	25
HEALTH.....	25
GENERAL HEALTH POLICY INFORMATION.....	25
SCHOOL PROCEDURES.....	27
ATTENDANCE.....	27
ABSENCE.....	27
EXCESSIVE ABSENCES.....	27
TARDINESS.....	27
APPOINTMENTS.....	28
LEAVING SCHOOL EARLY.....	28
DISPENSING OF MEDICINE.....	28
TELEPHONE.....	29
CHANGE OF ADDRESS.....	29
TEACHER REQUESTS / CLASS ASSIGNMENTS.....	29
WEAPONS.....	29
VISITOR POLICY.....	29
RULES.....	31
ACCEPTABLE USE POLICY.....	31
DRESS AND GROOMING FOR GRADES 1-8.....	32
DRESS CODE REGULATIONS.....	32
DRESS CODE VIOLATIONS.....	33
DRESS CODE FOR FIELD DAY - GRADES 5-8.....	34
DRESS CODE FOR SCHOOL SPONSORED EVENTS.....	34
DAMAGES.....	34
EATING IN CLASSROOMS.....	34
GUM CHEWING.....	34
HALLWAY BEHAVIOR.....	34
INVITATIONS & GIFT EXCHANGE.....	34
LOCKERS.....	34
BACKPACKS AND PURSES.....	35
NUISANCE ITEMS.....	35
CELL PHONES.....	35
MEDIA OUTPUT.....	35
PETS.....	35

TRINITY DISCIPLINE GUIDELINES .....	36
CORE VALUES .....	36
LOVE AND LOGIC.....	36
RESPECT BASED PRINCIPLES.....	37
PARENT SUPPORT.....	37
TEACHER ACTION.....	38
VIOLATION OF RESPECT CODE.....	39
ADMINISTRATION OF NEGATIVE CONSEQUENCES.....	39
STUDENT CONSEQUENCES FOR SPECIFIC INAPPROPRIATE BEHAVIOR.....	39
DISCIPLINE FORM .....	41
DETENTION.....	41
IN-SCHOOL SUSPENSION.....	42
OUT-OF-SCHOOL SUSPENSION .....	42
CORPORAL PUNISHMENT .....	42
REVOCAION OF STUDENT PRIVILEGES .....	42
COMMUNICATION WITH PARENTS .....	43
PARENT-TEACHER COOPERATION .....	43
RENWEB .....	43
REPORTS TO PARENTS .....	43
PARENT-TEACHER CONFERENCE .....	43
CLASSROOM AND TEACHER VISITS .....	43
RESPONSIBILITY FORM .....	43
GRIEVANCE POLICY.....	45
PARENT OPPORTUNITIES TO ASSIST TRINITY LUTHERAN SCHOOL .....	46
FAMILY ASSISTANCE.....	46
FUNDRAISERS .....	46
GIFT CARD PROGRAM.....	46
THRIVENT CHOICE GIFT PROGRAM.....	46
TRINITY LUTHERAN EDUCATIONAL TRUST FUND .....	46
VOLUNTEER OPPORTUNITIES .....	47
PARENT-TEACHER LEAGUE.....	48
ROOM MOTHERS .....	48
TEACHER ASSISTANCE PROGRAM .....	48
TEACHER RELIEF .....	48
GRANDPARENTS DAY .....	48
SCHOOL SUPPLIES .....	48
WACHSMANN MEMORIAL WALK-A-THON .....	48
A Covenant of Understanding .....	49



## PHILOSOPHY AND OBJECTIVES

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### **Trinity Lutheran Church Mission Statement**

*We are the family of God sent by Him into our community  
to share the Good News of Jesus Christ.*

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### **Trinity Lutheran School Mission Statement**

*Empowered Through Christ To Serve*

*We empower students through God's Word and meaningful relationships  
to strive for excellence in our life long service to God, family, and community.*

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### **PURPOSE**

The purpose of Trinity Lutheran School is to provide a Christian education for children of Trinity Lutheran Church and the greater community. The congregation opens the Mother's Day Out, Early Childhood Center, and Christian Day School to those who desire Christian training in the faith and service and who meet the entrance requirements of the school.

*Those who hope in the Lord will renew their strength. They will soar on wings like eagles; they will run and not grow weary, they will walk and not grow faint. Isaiah 40:31*

### **PHILOSOPHY FOUNDATION**

1. Provide a foundation in God's Word as interpreted in the Lutheran Catechism.

*"All Scripture is God-breathed and is useful for teaching, rebuking, correcting and training in righteousness." II Timothy 3:16*

2. Lead the students by example in the greatest commandments: Thou shalt have no other God before me, and love thy neighbor as thyself.

*"Jesus replied: 'Love the Lord your God with all your heart and with all your soul and with all your mind.' This is the first and greatest commandment. And the second is like it: 'Love your neighbor as yourself.' All the Law and the Prophets hang on these two commandments." Matthew 22:37-40*

3. Emphasize and encourage being "Christ-like" in our behavior and attitudes.

*"Be kind and compassionate to one another, forgiving each other, just as in Christ God forgave you." Ephesians 4:32*

4. Prepare the students to share the Gospel through ministering to our community and the world.

*"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." Matthew 28:19, 20a*

5. Prepare the students for success in their endeavors to share Christ by providing an excellent academic foundation.

*“Do your best to present yourself to God as one approved, a workman who does not need to be ashamed and who correctly handles the word of truth.” II Timothy 2:15*

### **NON-DISCRIMINATION POLICY**

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

### **ACCREDITATION**

Trinity Lutheran School is an accredited school with Lutheran Schools Accreditation Commission (LSAC). The school is accredited both on a state and national level. Each year the school must submit an annual report to the commission. While the state of Texas does not do accreditation of private schools, it recognizes and gives validity to our accreditation. Trinity Lutheran School received an excellent rating on the most recent annual review by the commission.

Due to our continued “excellent” rating, LSAC named TLS a national EXEMPLARY school. Only eight schools in the U.S. received this honor in 2014.

### **SUPERVISION**

Trinity Lutheran School is an institution of Trinity Lutheran Church. The Board of Christian Day School (BOCDS) is responsible for making policies and is the final authority on decisions involving policy. The principal, assistant principal, and ECE Director work with the BOCDS to implement policy and manage the daily operation of the school.

The Board of Christian Day School consists of the Principal, Assistant Principal, ECE Director, and elected laypersons. The Board determines school policies, informs other boards of the needs of the school, safeguards the health and safety of the children, and brings the school to the favorable attention of the congregation members and the general public. The Board members keep themselves informed on matters of policy and practice by maintaining close contact with the school and through reports from the Principal. They may visit the classroom while classes are in session. A regular report concerning school matters is made by the Board to the Voter's Assembly.



## **ADMISSIONS & FEES**

### **ADMISSION POLICY**

Trinity Lutheran School is open to children who are members of Trinity Lutheran Church as well as children who are not members of Trinity who are seeking a Christ-centered educational program and who subscribe to the philosophy and objectives as stated in the *Parent Handbook*. Where there is a question of academic progress, placement testing will be required. Where there is a question of social adjustment, psychological testing and/or counseling by a qualified Christian psychologist will be required. Trinity also maintains the right to require a student entrance evaluation at a fee.

**EACH APPLICANT** will be assessed by the Principal or Admissions Director. The applicant's prior experience will be reviewed. A copy of report cards and achievement testing must be received for all transferring students before applications will be approved. Trinity will ask permission be given to contact the student's former school to aid in determining a student's performance and discipline status. If permission is denied, it may have a negative outcome on the application being processed. Both academic and behavior performance will be considered and evaluated in determining acceptance into Trinity Lutheran School.

### **SPECIAL NEEDS ASSESSMENT**

Our ultimate goal is to meet the learning needs of students so that they can experience academic success and personal growth. Therefore, each student will be evaluated on an individual basis with the attempt to determine our ability to meet those needs. A student whose physical, emotional, and/or academic needs do not exceed our staffing capabilities will be given consideration for admission.

### **ACCEPTABLE STANDARDS FOR ONGOING ENROLLMENT**

The progress of each new student will be evaluated twice during the school year by the Board of Christian Day School. The first evaluation will come at the end of the first 9 week grading period. The BOCDS will ask for a recommendation from the child's teacher and principal for continued enrollment. The second evaluation will occur at the designated time for pre-registration. This evaluation will determine whether the student is recommended for the following school year.

Trinity Lutheran School reserves the right to permanently dismiss any student for the following reasons:

1. Student conduct on or off campus that is detrimental to the well being of Trinity students.
2. Lack of parental support for Trinity's philosophy, policies, or staff.

### **ENTRANCE REGULATIONS**

ALL STUDENTS must take part in the religious instruction and devotions of Trinity Lutheran School.

PROOF OF DATE OF BIRTH must be presented on the first day of registration. Parents will need to supply the school with an original or certified copy of birth certificate. A hospital certificate will NOT be accepted. No student will be permitted to attend class without proof of date of birth.

FIRST GRADE students must have reached the age of six (6) on or before the first of September.

STUDENT AGE must not exceed two (2) years over the standard age of the class level for which enrollment is requested.

PROOF OF IMMUNIZATIONS: The parents must supply a complete immunization health record from a licensed physician. Immunizations must be current according to the Texas Department of Health requirements.

ANY STUDENT who has been expelled, disciplined severely, or has left their present or most recent school attended under conditions which violate Trinity policies for continued enrollment, will not be accepted for enrollment.

**PRE-REGISTRATION**

All families currently having children at Trinity Lutheran School will be given a chance to pre-register their children for the next year at a discounted rate.

**REGISTRATION FEES**

No child will be officially admitted until the registration fee is paid, along with all previous fees. The registration fee is to be paid upon acknowledgment of acceptance into the school. The fee for the 2016-17 school year is **\$500 per returning student or \$600 per new student.**

**REGISTRATION FEE ADJUSTMENTS**

There will be no adjustment to the registration regardless of date registered. No refunds will be given for registration fees. In the case of special circumstances, such as a family moving, a written appeal may be made and will be given special consideration.

**TUITION FEES**

	<b><u>Non-Member</u></b>	<b><u>Member (Trinity, St. Timothy, Resurrection)</u></b>
<b>1 child</b>	<b>\$7,500/year</b>	<b>\$ 5,000.00/year</b>
<b>2 children</b>	<b>\$13,750/year</b>	<b>\$ 9,200.00/year</b>
<b>3 children</b>	<b>\$18,750/year</b>	<b>\$12,900.00/year</b>
<b>4 children</b>	<b>\$23,750/year</b>	<b>\$16,600.00/year</b>

We offer 3 payment plans for your convenience. All families are required to have an auto-draft account with FACTS. No payments will be accepted by the office.

- A One (1) Time payment of FULL ANNUAL TUITION due July 20, 2016 for a 1% discount
  - A \$10 fee will be charged in July for this payment plan, which also covers incidental billing
- A Bi-Annual installment plan of EQUAL payments due July 20, 2016 and December 20, 2016
  - A \$10 fee will be charged in July for this payment plan, which also covers incidental billing
- A Ten (10) month installment plan beginning in July and ending in April. Payments due by the 20<sup>th</sup>.
  - A \$35 fee will be charged in July for this payment plan, which also covers incidental billing

**EDUCATIONAL FEE:**                   **\$300.00**  
(Billed in 10 installments of \$30.00 each or a one-time fee billed in July)

**FINANCIAL RESPONSIBILITY AGREEMENT:**

Trinity Lutheran School requires that ALL families be signed up for automatic draft through FACTS Tuition Management. Trinity Lutheran School does not accept payments made in the office. All payments must be sent to FACTS Tuition Management. FACTS Tuition Management will draft on either the 5th or the 20th of every month. FACTS Tuition Management will draft all tuition, fees and incidentals. A statement of draft will be e-mailed directly from FACTS Tuition Management monthly.

**COLLECTION FEES**

Should TLS have to institute procedures to recover unpaid fees and charges, the cost of those procedures, including the cost of engaging a debt collecting agency and legal fees will become part of debt to be recovered.

## **TUITION ASSISTANCE**

Families needing financial assistance are encouraged to request information. Trinity uses an outside agency Financial Aid for Student Tuition (FAST) to help assess financial needs. There is a processing fee that is paid online to FAST. Information is available online by clicking on a link in RenWeb. The deadline for applying for the next school year will be April 15. This assistance is only available to members of Trinity Lutheran Church.

## **MEMBER TUITION POLICY**

Active members of Trinity Lutheran Church have the privilege of a discounted tuition rate. The Bible teaches us that in response to God's love we desire to serve and worship on a regular basis. The first commandment is to love the Lord our God with all of our heart. The congregation encourages families to worship together as a family unit on a weekly basis in response to God's command. The attendance standards set forth for worship by the Board of Christian Day School are very lenient. The minimum standards generously allow for vacations and absences due to illness.

It should be recognized that the cost of educating a child at Trinity is substantial. For this reason it is expected that each Active Member will donate their time, talent and treasure in accordance with the way the Lord has blessed them. To qualify as an active member for tuition discount purposes, all of the following criteria must be met:

1. A parent and the student (s) must be members of Trinity Lutheran Church as of May 30 of the previous school year.
  1. Completion of adult confirmation classes or the process of requesting a transfer has been completed.
  2. The Elders have recognized the completion of #1 above and it is confirmed in the pastors report to the Church Council. (Please note that the Board of Elders typically meet the first Monday of each month and the Church Council the second Tuesday of the month.)
2. An active member family is defined as having one parent as well as each student in grades 1-8 who attend worship services 67% of the weeks on an annual basis. (May - April). To be considered an active member, one must attend 34 worship services during the year at Trinity Klein. Services counted may be Sunday worship services , Wednesday worship services or special services such as Advent, Lent, or Thanksgiving. Grow Group and Sunday School attendance may not be counted as worship attendance.
3. Parent Attendance is based on a single individual parent's attendance. It is the highest percent of one parent. It is not a combination of the two parents.
4. Students must also meet the 67% attendance requirement.

The member shall be responsible for filling out an attendance card at each worship service as this is a pre-requisite to maintenance of accurate attendance records. Please print neatly both first and last names. It should be recognized that while human error is possible, we believe that the system of recording attendance is accurate. The church office keeps attendance records. If a member believes there is an error in record keeping, one may ask the church office for a print-out of church attendance. Bulletins or cashed checks do not serve to prove one has attended a worship service.

## CURRICULUM AND INSTRUCTION

### OVERVIEW AND PROCESS

The curriculum at Trinity is Bible centered, supporting our objectives of Christian education. The Christian religion is taught not only as an added subject area but as a way of life permeating the total curriculum. As the child progresses through the grades, he learns more and more of the chief doctrines of the Bible. In order to further help him in his spiritual life, the child systematically learns from memory the chief parts of Christian doctrines, prayers, Bible verses, and hymns. All children enrolled at Trinity must take part in the religion program.

Textbooks are evaluated on an ongoing basis and purchased on the basis of curriculum needs in any given subject area. Each year one or more specific areas of the curriculum are researched and evaluated by the teachers and administration. In each curriculum area we review numerous textbooks from both Christian and national publishers. This content area is upgraded with a new textbook series. Teachers are involved in writing curriculum guides and integrating the Christian faith into their lesson structure. A well-rounded program of studies includes religion, memory, language arts, social studies, science and health, mathematics, physical education, art, music, and computer literacy. All subjects are taught with a Christian approach and given a Christian interpretation.

It is the policy of Trinity Lutheran School that macro-evolution is a religious doctrine contrary and destructive to the faith proclaimed by the L.C.M.S. Therefore, classroom instruction involving this view of origins shall be with the purpose of providing students with accurate information enabling them to formulate informed decisions and have understanding regarding the church's positions.

The publishers used are as follows:

#### GRADES 1 – 5

Religion	Concordia Publishing House (includes memory)
Math	Texas, Go Math! (Houghton-Mifflin Harcourt)
Reading	
Grade 1	Super Kids (Rowland Publishers)
Grades 2-5	Houghton-Mifflin
Spelling	Spelling City (Grades 3-5)
English	Bob Jones Press
Science	Harcourt
Social Studies	
Grades 1-3	MacMillan-McGraw Hill
Grades 4-5	Harcourt, Texas Weekly, plus assorted resources
Handwriting	Zaner Bloser (Grades 2-3)
Music	McGraw Hill

## **GRADES 6- 8**

Science	Glencoe
Social Studies	
6th Grade	Glencoe- McGraw Hill, <b>and other assorted resources</b> (World Geography)
7th Grade	Glencoe- McGraw Hill (Texas History)
8th Grade	Glencoe- McGraw Hill (U.S. History)
Reading	
6th Grade	Houghton-Mifflin
7-8th Grade	McDougal Littell Plus novels
<b>Spelling</b>	<b>Spelling City</b>
<b>English</b>	<b>Scholastic</b>
HS Health	River's Edge (elective)
HS Spanish	Prentice Hall (elective)

## **ELECTIVES & ANCILLARY CLASSES**

### ART (GRADES 1-4)

Taught by homeroom teacher

### MUSIC (GRADES 1-4)

Classroom instruction twice a week by a specialist

### MUSIC - CHERUB CHOIR (GRADES 3-4)

Students will practice before school starts on selected days

### SPANISH (GRADES 1-5)

All students receive instruction by a specialist twice a week

### NOVEL STUDIES (GRADE 6)

This required class meets 2 days a week for all sixth grade students. During the course of the year, students will read three novels, complete study guides, define vocabulary, participate in small and large group discussion, and demonstrate comprehension of materials on quizzes and tests.

### PHYSICAL EDUCATION (GRADES 1-8)

Required class that meets either 2 or 3 days a week

It is our philosophy that the pupil's body is the temple of God. Through a well-directed program of physical education, the pupil will learn an awareness of this fact and consequently can develop to the fullest as an individual member of his family, school, community, and church. In order to carry out the learning, certain rules and discipline must be followed by the pupils.

All children must participate in these activities unless a written excuse from the parents or doctor is presented to the teachers. Should a child become sick on the day of the activity the school nurse may

excuse the child from participation. In the event a student has been excused from participation in PE, the child must have a release from the doctor stating that he or she may resume class participation.

All students must have gym shoes, kept either in the room or in a locker for the specific purpose of gym use only. Students in grades 1-4 do not change clothes for PE class. Students in grade 5 have the option of changing into a PE uniform, or they may wear their normal school clothes for PE. Students in grades 6-8 must change into a PE uniform every time they come to PE class. All PE uniforms must be purchased from the school. It is recommended that the student have at least two sets of PE uniforms.

All students in grades 6-8 will be issued lockers in the dressing rooms. Students should have their own combination lock to protect their belongings. Trinity will not be responsible for missing uniforms.

#### ART I (GRADE 5)

In this beginning level art class we will be learning the basics of art technique and design. We will work in many mediums such as colored pencil, paint, and watercolor. The class will focus on color blending, shading, composition, and rendering.

#### ART II (GRADE 6)

In this class, students will build on skills introduced in Art I, such as rendering, value, shading, composition, and construction of media. Students will work in mediums of pencil, plaster, clay, colored pencil, cut paper, and watercolor. The primary projects in this class are a clay slab pot and a freestanding plaster and wire sculpture. *(This class serves as a Pre-requisite for High School Art)*

#### INSTRUMENTAL BAND (GRADES 5 – 8)

Students in grades 5-8 will have the opportunity to take instrumental band. The curriculum will include music theory, rhythm, dictation, sight-reading, and memory skills. The students will take part yearly in 2 campus concerts, music festival contests, and solo competition. Individual weekly lessons, with an instrumental specialist, will be strongly encouraged. Students receive grades for band that are based upon rehearsal participation, home practice assignments, and attendance at sectionals/performances.

#### SERAPHIM CHOIR (GRADES 5- 8)

Pupils in grades five through eight have the opportunity to sing in the Seraphim Choir. This choir occasionally sings for worship services and school chapels at Trinity. A factor to take into account when considering this elective is that participation in all scheduled events, such as worship services, concerts and community performances is required. Please consider this if you are not a member of Trinity Lutheran Church.

\*Each year the choir performs in the annual Klein Deutschfest at one of the Klein High Schools, the Neudorf Christmas Concert in Tomball, as well as a Christmas concert and a spring concert held at Trinity Lutheran Church. In the spring, the choir also performs annually for a local adjudicated music festival. Students receive grades for choir, which are based upon rehearsals, written quizzes, singing exams and attendance at required performances. Performance attire is provided by the school each year but students are responsible for their proper upkeep and must return the clothes at the end of the year in order to receive their final grade.

#### ART III (GRADES 7 or 8, who did not take Art in GRADE 6)

These courses are meant to continue building on basic art fundamentals of composition, design, and technique. As the various media of pencil, ink, paint, and watercolor are utilized, specific techniques in each media are taught per project. Design elements will also be discussed with each topic covered such as still life, acrylic painting, self-portraiture and abstraction. *(This class serves as a Pre-requisite for High School Art)*

#### INSTRUMENTAL BAND (GRADES 7- 8)

Students in grades 5-8 will have the opportunity to take instrumental band. The curriculum will include music theory, rhythm, dictation, sight-reading, and memory skills. The students will take part yearly in 2 campus concerts, music festival contests, and solo competition. Individual weekly lessons, with an instrumental specialist, will be strongly encouraged. Students receive grades for band that are based upon rehearsal participation, home practice assignments, and attendance at sectionals/performances.

#### COMPUTER I (GRADES 7–8, who did not take computer in GRADE 6)

Computer I will focus on accurate typing skills as well as enhancing the word processing skills. Activities in spreadsheets, presentation applications and research skills will also be provided. Those students keyboarding at 28 WPM and 80% accuracy will be eligible to take High School TSDE in GRADE 8 grade. Those students not meeting the keyboarding requirement will be able to take Intermediate Computer II which will continue to strengthen keyboarding skills while covering all of the applications listed above.

*(Computer I serves as a Pre-requisite for High School Touch Systems Data Entry and High School Desktop Publishing)*

#### DRAMA PRODUCTION (GRADES 7- 8)

Prerequisite: teacher approval For students who want to work on stage and perform for various audiences on campus. Students will learn aspects of stage work, design, sound, and theater history. The class will perform one production and participate in the annual Christmas program during 1st Semester and perform one general production (Drama Night) for 2nd Semester. Outside time commitment is required.

#### EXPLORATORY ELECTIVE BLOCK I (GRADES 7 - 8)

##### American Sign Language

This course would introduce the ASL alphabet and basic sentence patterns for common phrases. Students could learn the Lord's Prayer and perform it for chapel. The format would be exploratory for students to find out whether they are interested in ASL in high school.

##### Business & Entrepreneurship

This course will engage students in curricula which will help them develop career and life competencies such as collaboration, critical thinking, problem-solving, adaptability, innovation, creativity, communication, initiative, and information literacy. Through problem-based learning and real-life scenarios, students will be able to create and implement business plans.

### Psychology

This course focuses on individual behavior and why an individual thinks, feels, and reacts to the internal and external situations in life. Emphases will be placed on an introduction to stages of development in childhood and adolescence, how the brain works, altered states of consciousness, psychological testing, and psychological disorders.

### Animal Science

This course will include the study of reptiles, amphibians, mammals, and birds while emphasizing habitats, interdependence, domestications, diseases, and treatment. Students learn to prepare environments that simulate the natural of the animals. Ecological concepts, including man's ability to manipulate the environments, are highlighted. Students will complete a project on the Animal Kingdom.

## EXPLORATORY ELECTIVE BLOCK II (GRADES 7 - 8)

### Study Skills

The content of this course will focus on six different skill areas that fall within the vast context of Study Skills. These areas include organization, time management/personal responsibility, active listening, note taking/summarizing, test-taking skills, and goal setting. Students will participate in a variety of activities in order to strengthen their skills in each of these areas of focus and learn to apply these skills to their work in other courses.

### Intro to Acting

The Drama class within the Exploratory Elective block will introduce skit acting and improvisation techniques. Students will write and perform skits with their peers and in front of their peers. Reader's Theater will also be used as a method to teach non-verbal skills and voice acting.

### Website Design

In this course, students will learn the basic skills needed to create and host a website. The course will culminate in the creation / design of a website

### American Sign Language

This course would introduce the ASL alphabet and basic sentence patterns for common phrases. Students could learn the Lord's Prayer and perform it for chapel. The format would be exploratory for students to find out whether they are interested in ASL in high school

## Exploratory Elective Tech Block (GRADES 7 - 8)

Digital Media /Video Editing Students love to do this but don't always know the ins and outs of the process. This class will teach basic filmmaking using storyboards and digital videography. The course will include a video project from conception to production using computer editing and film-making tools.

Digital Photography This course will challenge students to develop their technical skills in the use of their camera, while studying elements and principles of digital photography and editing. Students will have to provide their OWN DIGITAL CAMERA.

Layout & Design This course will teach the basics of page layout and design for magazine and book spreads. Elements of typography, style sheet creation, and photo layout will be covered. The course will use Adobe Creative Suite.

Computer Programming Computer Programming provides an introduction to analytical problem



solving activities. It utilizes the basic concepts and skills related to structured programming and Object Oriented Programming. It also covers programming concepts that are useful in developing animation and interaction on the World Wide Web.

#### INTERMEDIATE COMPUTER (II and III) (GRADES 7 - 8)

Intermediate computer II will continue the focus on accurate typing skills as well as enhancing the word processing skills that the students developed at the beginning level. More advanced activities in spreadsheets, presentation applications and research skills will be provided. Those students keyboarding at 28 WPM and 80% accuracy will be eligible to take High School TSDE in GRADE 8 grade. Those students not meeting the keyboarding requirement will be able to take Intermediate Computer III. This class will continue to strengthen keyboarding skills while covering all of the applications listed above.

*(Intermediate Computer II serves as a Pre-requisite for High School Touch Systems Data Entry and High School Desktop Publishing)*

#### LEADERSHIP (GRADES 7 - 8 )

Pre-requisite: Application - Students must apply to join the leadership team and have a positive reference from a teacher, coach, or from an adult other than a family member. This class may be taken both in GRADE 7 and GRADE 8 grade. This course is designed to teach leadership skills to students, equipping and empowering them to use their talents and skills to serve God in their school and community. Topics to be covered are: understanding my spiritual gifts, how to be a servant leader, peer mediation training and conflict resolution, how to write a testimony and share it, career inventories and awareness, writing a resume and how to interview successfully.

We will work together to plan school activities to promote fellowship and school spirit, such as: middle school dances, spirit days, service projects to help the homeless in our community, and more.

We will work around the school schedule and any events outside school hours will be optional and will not impact a student's grade; yet, will be strongly encouraged. Students will seek opportunities to engage in service projects/mission trips. Each student will graduate from the leadership program and will have a professional portfolio to take with them.

#### SPANISH I (GRADES 7 - 8)

This class is a prerequisite for HS Spanish. This course covers the introductory material that is required for HS Spanish. Seventh graders must take this class if they want to take Spanish in eighth grade and receive a high school credit. Students entering this class must have strong study skills, as it is an advanced level class. This class will meet two or three times a week. Eighth graders may take this class to give them a head start for a high school Spanish class if enrollment allows. This class will have a limited enrollment and the top academic students will be chosen if this need arises.

#### STUDY HALL: (GRADES 7- 8)

Students are required to come to class prepared and they will be receive a grade based on their preparedness and work ethic in the class period. Students who have completed their work will be required to read.

**High School Course Credit Requirements:** The student will earn a high school credit upon successful completion of the class with a yearly average of an 75% or higher. Additionally, in classes that meet every day, students may have no more than 9 unexcused absences per semester or 18 unexcused absences for the school year. In classes that meet less than everyday students may have no more than 5 unexcused absences per semester or 10 unexcused absences for the school year.

HIGH SCHOOL ART I 1 credit (GRADES 7 -8)

Pre-requisite: Art II in GRADE 6 or Art III in GRADE 7 This course is meant to teach advanced techniques in design and composition at a high school level. In this class, students will be responsible for keeping a weekly sketchbook and taking part in class critiques. Students will complete projects in printmaking, abstract design, painting, oil pastel, and dry media such as pencil, colored pencil, and chalk. It is hoped that the advanced nature of this class will better prepare students for continued high school level art courses by teaching them to actively critique their own works and make greater use of their creative abilities.

HIGH SCHOOL COMMUNICATION APPLICATIONS 0.5 credit (GRADE 8)

Communication Applications is an interactive course designed to study and improve basic communication skills and elements, personal communication roles and responsibilities, group and social communication processes, as well as preparation, organization and delivery techniques for public speaking.

HIGH SCHOOL DESKTOP PUBLISHING 0.5 credit (GRADE 7 -GRADE 8 Grade) Instructor: Mr. Holman scheduling availability Pre-requisite: Computer I or Intermediate Computer II and Art II or Art III Desktop Publishing will teach students to use the Adobe Creative Suite programs of Photoshop, Illustrator, and InDesign. In Photoshop, students will learn color correction, image manipulation, and enhancement. Digital composite construction will also be taught. In Illustrator, students will learn to make vector map images, text, and layered vector compositions. In-Design projects will cover page layout design and product design for a student-created business system and logo (incl. logo, letterhead, envelope, 1/2 and full page ads, brochure and product box/package).

HIGH SCHOOL HEALTH 0.5 credit (GRADE 8)

students develop skills that will make them health-literate adults. Students gain a deeper understanding of the knowledge and behaviors they use to safeguard their health, particularly pertaining to health risks. Students are taught how to access accurate information that they can use to promote health for themselves and others. Students use problem-solving, research, goal-setting and communication skills to protect their health and that of the community.

HIGH SCHOOL SPANISH 1 credit (GRADE 8)

Pre-requisite: Spanish I students may be screened for success This is an advanced elective class that will meet five times a week and requires strong study skills. Students must have taken Spanish in GRADE 7 grade and completed the class with a minimum of an 80% average to qualify. This class will have a limited enrollment and the top academic students will be chosen if this need arises.

HIGH SCHOOL TOUCH SYSTEM DATA ENTRY 0.5 credit (GRADES 7 - 8)

Pre-requisite: Computer I or Intermediate Computer II and a typing speed of 28 wpm with 80% accuracy Students will develop advanced training in keyboarding skills and word processing. In addition,

spreadsheets and presentation applications will be explored and advanced internet research skills will be developed.

### **FIELD TRIPS & TRANSPORTATION**

Field trips are an important part of the curriculum at Trinity Lutheran School. They allow students an experience of learning about various aspects of the real world; to see things they've read or heard about. Each class may take two field trips during the year that use the full school day.

When at all possible Trinity vehicles will be used to transport students. Trinity has 4 vehicles that meet federal safety guidelines. Buses 102, 104, and 105 can transport 14 passengers and the driver. A regular driver's license is needed to drive one of these vehicles. Bus 103 can transport up to 27 students. A (CDL) commercial driver's license is needed to drive this vehicle.

Seat belts are to be used. No child age 12 or younger will be allowed to sit in the front seat of a vehicle with a passenger side air bag safety device. At no time are children to be left alone in any vehicle. Buses and private vehicles should be used to transport students directly from the school to the field trip destination and back. "Side trips" to gas stations or restaurants (including drive-through), etc., should not take place with students on board. Drivers found in violation of this policy will not be allowed to transport students in the future.

Students are assigned by their teacher to vehicles for all field trips. The teacher will submit a passenger list to the administration prior to the field trip. For safety purposes no changes may be made to this list without approval from the administration.

### **CHAPERONES**

The number of chaperones may be limited due to the nature of the field trip. In order for chaperones to properly supervise students, younger siblings are not permitted to attend. All chaperones will be screened and will be issued name tags to be worn during school-sanctioned field trips. No unscreened person will be allowed direct access to Trinity students. For proper screening, chaperones should be declared 48-hours or more in advance of an event.

### **PARENT DRIVERS**

In some cases, parents may be asked to transport students in their own personal vehicle or a parent may be asked to drive one of Trinity's vehicles. Parent drivers must have a background check and driving report ordered. Potential drivers should be declared at least one week prior to the field trip. Additions to the drivers' list will be denied without 48-hour notice. All drivers must have a signed "Cell Phone Use Policy" form on file. It is our hope that this demonstrates our commitment to the safety of our students. Parents driving private vehicles must provide current proof of insurance at least 48 hours in advance of the field trip.

### **OUTDOOR EDUCATION**

Part of the 7th and 8th grade curriculum is a four day outdoor education experience. All students are expected to attend Outdoor Education. The cost of this week is \$190.00 and includes all expenses except personal purchases at the camp store. This payment is divided over two months (August and September). Families needing financial assistance should contact the principal prior to the event.

### **WASHINGTON D.C**

During the seventh grade year, information about an 8th grade trip to Washington D.C. is shared. If there are enough participants, the trip is scheduled for May of the 8th grade year. The trip is part of the curriculum. Due to the expense of this trip, it is optional; however, students who do not go to Washington, D.C. are required to attend school and complete assignments.

### Purpose and Objectives

- To experience a field study that follows the curriculum and demonstrates the Christian influence on the building of our nation
- To provide motivation for excellence in learning and broadening their educational base
- To give the students a memorable experience and to provide an opportunity to grow in our relationships with classmates, teachers, and parents
- To visit a different part of the country, providing an out-of-school educational experience
- To represent our school and community providing positive public relations to the community
- To provide an opportunity for spiritual growth through discovery, prayer, and a dynamic learning experience with student participation
- To extend the knowledge that our freedom is a gift from God

### **CHRISTMAS PROGRAM AND SCHOOL MUSICAL**

All students are expected to participate in both of these programs. These events are on the calendar at the beginning of the school year. Should there be an extenuating circumstance, parents need to communicate with the teacher in writing a minimum of two weeks prior to the scheduled event.

### **GRADING**

All students will receive a grade for each class subject.

Our grading scale is:

A = 90 - 100

B = 80 - 89

C = 75 - 79

D = 70 - 74

F = Below 70

E = Excellent

S = Satisfactory

N = Needs Improvement

Our conduct scale is:

5 = Excellent

4 = Above Average

3 = Satisfactory

2 = Needs Improvement

1 = Unacceptable

### **RETENTION POLICY**

Students are promoted on the basis of academic achievement. If a child is not achieving at a passing level, the teacher, who is the most qualified to determine the future success of the child, may begin a process leading to retention. Factors considered in retention include age, emotional maturity, academic progress, and the child's self-esteem. The teacher uses the following academic criteria to consider whether a child should be considered for retention:

- Having a yearly grade average below 70 in any of these subjects: Reading, Language Arts, or Math.
- Having a yearly grade average of below 75% for three of the following academic subjects: Language Arts, Reading, Math, Social Studies, Science, and Religion.

If the student is not meeting the academic criteria needed to advance to the next grade level, the teacher will initiate the following process.

1. A conference with the principal should be scheduled by the teacher to explore alternatives.
2. Parent, teacher, and principal, need to have a conference to begin discussing the possibility of retention and also to discuss alternatives. This should happen at least 9 weeks before school is out.
3. Resources and areas of testing should be considered.
4. After alternatives have been explored, it should be the goal of all concerned that parent(s), teacher, and principal would mutually reach an acceptable decision concerning retention.

While the parents are the most influential persons in the child's life and their support is crucial to success in retaining a child, if both the principal and the teacher agree that retention is the most acceptable alternative, then the child will be retained if they are to continue at TLS.

If a child doesn't reach the academic requirement for passing to the next grade, one or more alternatives may be agreed upon in lieu of retention.

1. Non-acceptance of the student the following year.
2. Summer program to obtain credit or a specific level of achievement.
3. Tutoring - cost involved would be parent's responsibility.
4. Testing either for diagnostic purposes or achievement - cost involved would be parent's responsibility.

Once a plan is agreed upon, it will be written by the teacher, signed by the teacher, principal and parents. Failure to complete this plan will result in either retention and/or non-acceptance of the student the following year.

## **EXTRA CURRICULAR OR SPECIAL PROGRAMS**

### **AFTER-SCHOOL SUPERVISION OF STUDENTS**

Children who participate in games, practice, or other after-school activities are the responsibility of the school until the time the activity is ended. Children may not remain as a spectator after school unless they are supervised by a parent or adult. If they have checked into day care, they must be checked out by a parent or authorized adult.

All children not directly involved in the after school activity must report to day care. Sponsors are not responsible for brothers or sisters of those participating. For example, if a 5th grader has an 8th grade brother or sister in basketball practice, the 5th grader should be in day care.

### **ACADEMIC QUEST**

Academic Quest is an all-academic competition limited to 6th-8th grade students. Students are selected by teachers to be a part of the TLS team and compete against other schools in the greater Houston area. Competitions include science, math, history, Bible knowledge, grammar, and a live team event.

### **ACCELERATED READER**

This program is designed to help inspire students to become life-long readers and learners. Students select and read books from the reading list. Then they take a quiz over the material and earn points. These points will be used for goal setting purposes and/or reward systems that vary by grade level.

### **ATHLETICS**

Please refer to the Athletic Handbook section for all information concerning philosophy, teams, scheduling, procedures, and rules.

### **BIBLE BOWL**

Students in grades 5-8 are eligible to participate in Bible Bowl. There are two teams (grades 5-6 and grades 7-8) that compete against other Lutheran schools in the Houston area. All students are welcome to participate in practice sessions. Contestants will be chosen for competition based on ability and participation in practice. The actual Bible Bowl contests test student's knowledge of Bible facts. Students work as a team to get points by answering questions correctly. Practices will be held before or after school. Competition is held on Saturday mornings.

### **NATIONAL JUNIOR HONOR SOCIETY**

The National Junior Honor Society (NJHS) is a national organization that promotes recognition for middle level students who reflect outstanding accomplishments in the areas of **scholarship, leadership, service, citizenship, and character**. To be eligible for membership consideration, students must:

- 1) have a cumulative 3.5 GPA in the core subject areas (Religion, English, Math, History, and Science) - **scholarship**;
- 2) have participation in two or more school, church, or community activities and meet high standards of leadership according to their faculty evaluations and community references - **leadership**;
- 3) be active in three or more service projects in the school, church, or community and be able to prove their participation/involvement in the projects - **service**;
- 4) consistently demonstrate integrity, good behavior, ethics, and cooperation with both students and faculty – **citizenship & character**.

The leadership and service requirements must take place after the student's completion of their 5<sup>th</sup> grade school year (summer activities prior to 6<sup>th</sup> grade will be accepted). There are annual dues of \$10 to participate in NJHS

at TLS. The members will be required to attend regular meetings, participate in a yearly service project with our chapter, participate in 20 additional hours of service in their school, church, or community each year, and maintain a 3.5 GPA each semester.

**PSIA (PRIVATE SCHOOLS INTERSCHOLASTIC ASSOCIATION)**

PSIA is an academic competition which offers a variety of contests to students in grades 1-8. The program is designed to support the basic academic curriculum so that students can apply what they have learned in the classroom. Students get the chance to test their skills and knowledge, achieve recognition for academic excellence and find a new excitement in learning.

**SUPPLEMENTAL EDUCATIONAL ACTIVITIES / CLUBS**

Trinity authorizes various organizations to provide enrichment activities on our campus. Examples have included science and chess clubs. These organizations each charge a fee for participation.

## **GENERAL INFORMATION**

### **SCHOOL HOURS**

All classes begin at 8:00 AM and dismiss at 3:15 PM. No student should be dropped off before 7:00 AM. Extended Care is available until 7:30 AM. All students arriving between 7:30-7:45 AM are to proceed directly to the designated classroom. Students arriving between 7:45 – 8:00 AM will report to their homeroom classroom. Any child arriving after 8:00 AM is counted tardy.

### **EXTENDED CARE**

Trinity provides supervised care for children before and after regular school hours. Extended care is available from 7:00 AM through 6:00 PM. Children are not to be dropped off prior to the gate being unlocked at 7:00 AM. Students arriving before 7:30 AM must report to Room 101 in the middle school building. At 7:30 AM students in grades 1-8 will be sent to the designated before school care classroom.

At 3:30 PM, all students not picked up must report to the appropriate extended care room, or they must be under the direct supervision of a parent, teacher or coach. Elementary students (grades 1-5) will report to room 101 in the middle school building. A room will be provided for students to do homework in a quiet environment from 3:30-4:15, Monday through Thursday. Various teachers will be present to answer questions and provide tutoring within the teacher's capabilities.

Middle School students (grades 6-8) will walk through the elementary building to The Pier (youth program facility). For safety purposes, students are NOT to walk through the parking and pick-up areas. Students will check in at the front desk. Students should be checked-in no later than 3:35. Study areas and snacks will be provided in the downstairs area. Supervised recreation will take place upstairs. Only the doors by the front desk will be open for check-in and check-out purposes.

Parents, or designated care-givers, must sign their children out of extended day care.

Parents will be billed **\$2.00** per half hour or portion thereof from 7:00-7:30 AM and from 3:30-6:00 PM. After 6:00 PM, the fee will increase to \$1.00 per minute.

### **SCHOOL ARRIVAL / DEPARTURE POLICY**

For the 2016-17 school year, detailed procedures will be available directly from the school office.

### **FLC SECURITY DOORS**

Please be aware, access doors from the FLC to the campus will only be open before and after school. Access to the campus through these doors is restricted during school hours.

### **SCHOOL CLOSINGS**

In the event that there is inclement weather or power failure so that school will not be in session, TLS will use the following methods to communicate this to each family:

- If possible, a message will be sent to email address on file in RenWeb. Please keep your information updated at all times.
- A message will be left on the school voice mail at the main number, (281) 376-5810.
- We will also post the information on our website ([www.trinityklein.org](http://www.trinityklein.org)) and our Facebook page.

Please be aware that when there is a power outage, our ability to communicate through our voice mail system may not be possible. Also, if numerous calls are coming in at the same time, the phone system will not be able to connect you with the correct extension because it will be in use.



### **CHURCH AND SUNDAY SCHOOL ATTENDANCE**

Consistent with the principles for which Trinity was established, all pupils are expected to attend church and Sunday School each Sunday. This is expected inasmuch as church and Sunday School are the normal extension of the school program in the lives of the children. (See Active Member Tuition Policy.)

In the event that a child is not enrolled in a Sunday School or his parents do not attend or hold membership in a church, we invite these and others to attend Trinity. The Pastor holds classes regularly explaining the teachings of the Lutheran Church-Missouri Synod. You are cordially invited to attend. The Pastor or Principal of Trinity would be happy to discuss this with you.

The Worship Schedule is as follows:

Sunday Traditional Worship Service	08:30 AM
Sunday Bible Study Hour	09:50 AM
Sunday Contemporary Worship Service	11:00 AM
Wednesday Evening Worship	07:15 PM

### **CHAPEL - CHILDREN'S WORSHIP SERVICES**

Every Wednesday morning at 8:10 AM a special children's worship service is held. The children learn from experience how to conduct themselves in the House of God. Efforts are made to have the children take an active part in the service. The sermon endeavors to emphasize some practical lesson in Christianity which the children can apply to their daily lives. The children's offering is directed to missions, charitable institutions, and other church-related organizations. Parents are invited and urged to attend.

### **CHAPEL OFFERINGS**

A chapel offering schedule will be set up prior to the opening of school. Typical of the projects selected as recipients of our chapel offerings are The Lutheran Hour, Lutheran School for the Deaf, Camp Lone Star, Lutheran Bible Translators for Jesus, Compassion International, and Houston Lutheran Radio Ministry.

### **PRAYER PARTNERS**

TLS has a very special program called Prayer Partners. The students are given the name of another TLS student of a different age and are asked to pray for them. Students can experience first-hand the power of prayer. Various activities and service projects are arranged by the cooperating teachers. The prayer partners will sit together at selected chapels and various events.

### **LIBRARY**

Trinity Lutheran School maintains a volunteer-staffed library for use by its students, faculty and staff, and our church community. Each class has scheduled visitation once each week.

Students in grades 1-8 may borrow a total of three items for a two-week period, with the exception of a one-week loan period for video and audio tapes. Kindergarten students may borrow one item for the same time period and with the same stipulations as above stated. Materials are to be returned to the library during posted open hours or may be returned to the book drop, located in the wall outside the library door, at any time. If the student has been issued a late statement and fails to bring in the overdue book, each teacher may take disciplinary measures.

If a book/magazine/video/audio tape is lost or destroyed, the borrower will be expected to pay full replacement cost and shipping as necessary. Should a parent choose to replace the lost/damaged item, only like items will be accepted. (Example: We will not accept a paperback replacement for a hardcover or library

bound book of the same title.) Final report cards will not be issued until all borrowed items are returned and lost/damaged item fees are paid.

### **LUNCH SERVICE**

Children are provided with the opportunity to eat a hot lunch in the cafeteria. The lunch program is solely managed by *The Healthy Lunch Box*, an outside vendor. The prices for a meal and beverage are as follows:

- \$4.50 for 1<sup>st</sup> – 5<sup>th</sup> Grade
- \$5.50 for 6<sup>th</sup> – 8<sup>th</sup> Grade
- Extra beverages are available for \$0.75 or \$1.25 if ordering organic milk

Each family using the lunch service is responsible for creating and managing an account directly with *The Healthy Lunch Box* (<http://healthylunchbox.h1.hotlunchonline.net> – Code 5810), as well as for placing orders in advance. Changes may be made until midnight the evening before. Any meal not preordered by midnight will cost an additional \$1.00 as it requires special handling.

If you choose to send a sack lunch, it must be sent with your child in the morning. **No fast food is to be brought under any circumstances.** No soft drinks will be allowed.

Each child is expected to eat his or her own lunch. No exchanging of food will be allowed.

The lunch program maintains an advisory committee of parents, teachers, and students. Suggestions can be submitted in writing through the school office.

### **SNACK SERVICE**

Students in grades 3-8 will have the opportunity to order a mid-morning snack. **Snack items will include a daily snack item at \$0.90.**

### **HOMEWORK POLICY**

Since we require our students to take a large number of different subjects and since the possibility of homework in each subject exists, a 30 minute maximum guideline for homework in each subject is set. This may vary slightly before a major test, but for daily homework the 30 minute rule will be in effect. This time limit is to be aimed at the average student in the class and not the extremely fast workers or the extremely slow. Incomplete homework will result in a notice being sent home. Late work will be subject to reduced credit.

### **HONOR ROLL**

Trinity maintains two lists each grading period recognizing high academic achievement.

The Honor Roll and Merit Roll are for students in grades 5 - 8.

HONOR ROLL - Students who receive As and Es in all subjects on their report card for each of the three grading periods.

MERIT ROLL - Students who receive As with no more than two Bs and nothing below an 'S' on their report card for each of the three grading periods.

### **LOST AND FOUND**

All lost and found items are put into the lost and found barrels located in the Lower Grade hallway leading to the cafeteria. The owner may recover any lost items before or after school. At certain times of the year, after a published warning, all unclaimed items will be donated to a charity.

## SCHOOL INSURANCE

Student accident insurance will be available to those desiring such coverage. Brochures describing the policy are available in the school office. Those not desiring this insurance will be required to furnish proof of insurance coverage for school files.

## HEALTH

It is requested that all children receive a complete physical and dental examination before they enter school. In this way, necessary work can be taken care of before conditions become so severe that valuable school time is lost during the school year.

Children in Pre-K, Kindergarten, Gr. 1, 3, 5 & 7 are required by Texas law to have a vision and hearing screening each year. Each fall the school will make arrangements to have these tests given to the above students. Scoliosis screening is required in 6th grade.

**Parents are not to send their children to school when they show signs of sore throat and fever.** After a prolonged absence from school due to illness, children should be examined by the family doctor before returning to school.

## GENERAL HEALTH POLICY INFORMATION

A parent will be called to pick up the child if any of the following are observed:

- |  |  |
|--|--|
| 1. Fever over 100 degrees or higher      | 5. Ongoing complaint of pain             |
| 2. Vomiting or diarrhea                  | 6. Head lice or scabies                  |
| 3. A significant rash                    | 7. Excessive coughing                    |
| 4. Heavy yellow or green nasal discharge | 8. Any other injury that appears serious |

Our school is required by law to uphold the following recommendation and guidelines:

1. AIDS: Per Federal guidelines. Universal Precautions.
2. Chicken Pox: You must have physician's permit to re-enter school. The last crop of lesions must be scabbed over and the child must be examined by the school nurse.
3. Diphtheria: Must have a physician's permit to re-enter school.
4. Fever: Anything over 100.0 degrees is considered a fever and must be excluded. **The child must be fever free for greater than 12 hours (24 is recommended) before returning to school.**
5. Hepatitis: You must have a physician's permit to re-enter school.
6. Impetigo: You must have a physician's permit to re-enter school. All lesions must be healed and child must be examined by the school nurse prior to returning to school.
7. Measles: You must have a physician's permit to re-enter school. Child must be free from rash and child must be examined by school nurse prior to returning to school.
8. Meningitis: You must have a physician's permit to re-enter school.
9. Mononucleosis: You must have a physician's permit to re-enter school.
10. Mumps: You must have a physician's permit to re-enter school.
11. Pink Eye: May return to school after using physician prescribed eye drops/ointment for 24 hours.
12. Pediculosis (head lice): Children will be allowed to return to school once the prescribed treatment has been administered and the child is found to be nit free by the school nurse.
13. Ringworm of scalp and skin: Child may return to school with a permit from the physician provided prescribed treatment has been initiated and the area is covered.
14. Scabies: Must have physician's permit to re-enter school.
15. Shingles: May attend school if rash is slight and it must be covered by clothing.
16. Small Pox: Must have physician's permit to re-enter school. Risk of transmission lasts until all scabs are off. Child must be examined by school nurse.

17. Streptococcal infection: Also referred to as Strep Throat, Scarletina or Scarlet Fever. Child may return to school with a physician's permit, after having been free from symptoms (fever, sore throat and rash) and on antibiotic therapy for 24 hours.
18. Tuberculosis: Child must have a physician's permit and must be taking the prescribed medication.
19. Whooping cough: Child must have a physician's permit to re-enter school.

In cases where a doctor's release is required, the note must be brought on the day your child desires to return to class. He/she will not be allowed to re-enter without this release.

We realize it is inconvenient for many to keep a sick child at home. However, the well being of all of our children, their classmates and the teachers must take first priority for all of us.

## SCHOOL PROCEDURES

### ATTENDANCE

Regular attendance is necessary if a child is to do his best work in school. If your child shows signs of illness, he should be kept home. In the case of illness, the child will be counted absent from the time the child has been determined to be ill and has left the classroom. Regardless of the reason for absence, parents must call and notify the school office of the student's absence. The school nurse will follow-up on absent students.

School Hours: 8:00 AM to 3:15 PM

Arrival after 8:00 AM and before 9:30 AM is counted as tardy.

Arrival after 9:30 AM and before 11:30 AM is counted as a half-day absence.

Arrival after 11:30 AM is counted as a full-day absence.

Departure before 11:30 AM is counted as a full-day absence.

Departure after 11:30 AM and before 1:30 PM is counted as a half-day absence.

### ABSENCE

Parents are requested to schedule all doctor and dental appointments on the days when classes are not in session or after school hours, when possible. If a child is absent for more than 2 days, parents are requested to get missed assignments from the teacher(s) **via an email to the teacher. Requests for assignments must be received by noon and will be ready for pick up in the office at 3:45 PM.** (Teachers are not always able to prepare these assignments during the regular school day.)

On the day the student returns to school, the student or parent must contact the teacher(s) to obtain any assignments which were missed regardless of whether the class meets on the day the student returns. The student will be expected to make up all reports, assignments, tests, etc. missed during the absence. The student will have one day for each day missed in order to make up the assignment. However, except in unusual circumstances, all make up work will need to be completed within five school days after returning to school. Make up work not completed in the scheduled time will result in failing grades on those assignments.

When there is a planned absence, for the benefit of the child, parents need to notify the teacher in writing at least one week prior to the date the child will be absent. This will allow teachers to provide work that can be done in advance of the absence so that the student is not overwhelmed when returning to school. Please respect the teacher's need to have ample time to prepare advance lessons. Teachers are not required to give advanced assignments without a week notice. Asking for advanced assignments upon demand is placing an undue burden on the teacher to adequately prepare assignments for the student. Parents should also be aware that other assignments may be given while the student is absent (i.e. tests or quizzes, worksheets to reinforce the concept taught, materials not originally planned or available when the child left school).

### EXCESSIVE ABSENCES

***If a student is absent more than 10 days in a semester, a doctor's excuse will be required for any subsequent absences. Failure to supply a doctor's note upon returning to school will result in the student receiving 0's on all work that was due on the day the student missed including quizzes and tests. Any student missing more than 20 days in a school year will be retained. An exemption may be given if a student missed an extended time while under a doctor's supervision.***

### TARDINESS

Students are tardy if they are not in their rooms and seated by the time class begins at 8:00 AM. Each teacher keeps his/her own record on tardiness and will report to the office those who have been tardy. **An accumulation of seven tardies will result in one absence.** This is ongoing for the year, not limited by quarter

or semester. A student is considered tardy even if the tardiness is the parent's "fault". There are no excused tardies.

Students who have early morning doctor or dental appointments will be classified as late arrivals. They must bring a note from the doctor or dentist with time released. A late arrival will count as a tardy, but will not be considered when counting toward An absence.

### **APPOINTMENTS**

If you must meet with your child's teacher, please make an appointment at their convenience for an appropriate consultation time.

Please notify your child's teacher in advance if he/she will be leaving school early for such things as doctor appointments, dental appointments, etc. Sometimes a teacher needs to vary a schedule in order to allow a child to leave early and not miss something of special importance. Please sign your child out in the office and wait for your child to come to the school office.

### **LEAVING SCHOOL EARLY**

When it becomes necessary for a student to leave school early, the student must bring a note from parents to the homeroom teacher in the morning, stating the reason and time they are to leave. **Requests that are not sent to the homeroom teacher should be received in the school office, in person or by phone, prior to 2:45 PM.** The parent must go to the office and sign the student out of school. The office personnel will then call the student out of class. Students are not allowed to wait outside for parents to pick them up. Please note, only the parents or people designated in RenWeb will be allowed to take children out of school unless previous arrangements with the school have been made.

### **DISPENSING OF MEDICINE**

Teachers are prohibited from dispensing medicine of any kind to the children unless off site on a school sponsored trip and then only with authorization. Students are strictly prohibited from carrying or dispensing medicine whether prescribed or over the counter. If a child is to bring medication to school, he/she should leave it with the Nurse immediately upon arrival to school. Prescription medication must be in the original Pharmacist's bottle with a label including child's name, type of medication, dosage amount, and Dr.'s name. Ask your Pharmacist to prepare two medication bottles, one for home and one for school. The medication must be accompanied by a MEDICATION FORM (available in the school office.)

Your child will be able to obtain Tylenol or Advil (or the generic equivalent) for headaches/aches/pain. The school also will provide basic first aid and cough drops. You must sign a medication/first aid form giving us permission to administer these medications in order for your child to receive these at the school. This form will be available at registration. Trinity staff will not administer alternative medicines such as vitamins, minerals, or herbal products.

## **TELEPHONE**

Parents are asked to use good judgment in making calls to the school about their children. Children may not use any telephone without written permission from their teacher (or other teacher if their teacher is not available) between the hours of 8:00 AM and 3:30 PM.

Pupils are asked to use the phone only for an extreme necessity. Parents are requested not to have a child called to the telephone. An urgent message will be taken by the office secretary or the child will be asked to return the call.

## **CHANGE OF ADDRESS**

The need for a close contact between school and home is important and an accurate and up-to-date list of all parents is necessary. Parents are required to report any changes in address and telephone numbers through RenWeb.

## **TEACHER REQUESTS / CLASS ASSIGNMENTS**

Requests by parents for specific teachers are not encouraged and will not be acknowledged. If a student has special learning needs, a letter addressed to the principal regarding the situation must be submitted to the school office by June 1st. The letter should describe the learning needs and must not request a specific teacher assignment. It will be the decision of the administration to assign a teacher to best address the needs of the student. Requests for the separation of students into different classrooms will only be considered if the students are siblings.

## **WEAPONS**

Trinity's goal is to provide a safe, secure learning environment where students, parents, staff and/or anyone who is on campus is free from any acts of violence. This includes verbal threats, verbal abuse, threatening behavior, physical attacks, harassment, and the destruction of property.

It is the policy of Trinity Lutheran School that student and non-students, including adults and visitors, shall not possess, use or distribute a weapon while on school property, attending a school-sponsored activity, or in a school vehicle, nor be in possession of any type of object designed to cause bodily harm. Anyone in violation of the policy will result in notification to law enforcement officials. The student's weapon will be confiscated, parents and/or guardians notified, and could result in disciplinary action up to, but not limited to an immediate out of school suspension or expulsion.

While the school takes a firm position on the possession, use or distribution of weapons, the school administration reserves the right to assess each situation and make a decision concerning disciplinary action based on the unique circumstances of each incident. Some consideration on disciplinary action may be based on factors, such as, the intent or lack of intent at the time the student engaged in the conduct, a student's disciplinary history, or a disability that substantially impairs the student's capacity to appreciate the wrongfulness of the student's conduct.

In addition, threats of violence against each other or towards any adult and threats to destroy or damage school property will be taken seriously and dealt with accordingly.

## **VISITOR POLICY**

Trinity Lutheran School's goal is to ensure that students, staff and property are protected at all times from possible damage, outside intrusion or disturbances occurring on school grounds or in school buildings. The presence of video cameras, motion detectors and/or alarms in the school buildings, parking lots and playgrounds assist in protecting school property and its inhabitants. Electronic surveillance is designed to supplement the actions of staff to ensure safety and security and protect the health, welfare and safety of

its students and staff. The rights of privacy of students and staff will be protected. Video recording will not be published nor will the confidentiality of students and staff be compromised.

Additionally, Trinity Lutheran School has a coded security system for the gated entry to our campus. All parents are required to know that access code to gain entry. **Please do not share that code with your children.**

The safety of our students and employees are a top priority, therefore, all visitors/volunteers during regular school hours, including parents, **must** sign in at the office, state the nature of their visit, present a picture ID to office personnel, and obtain a visitor's badge/pass. Office personnel will scan the visitor's picture ID and create an authorized visitor's badge/pass for them. **Visitors are not allowed to be inside the school without a visitor's badge at any time, other than dropping off or picking up students.** Our staff has been trained to be on the watch for individuals without the required visitors badge/pass and may challenge your presence here on campus. **Anyone without a pass will be directed to the office to obtain one.** Prior to leaving campus, you are also required to sign out at the office. Your cooperation with this policy will help us maintain the safety of our children and the integrity of our security system.



## RULES

### ACCEPTABLE USE POLICY

#### Computer and Internet Terms and Conditions

The network is provided for students to conduct research and participate in educational activities. Access to network services is given to students who agree to act in a considerate and responsible manner. Parent permission is required.

Access is a Privilege - not a right. Access entails RESPONSIBILITY.

1. Supervision - Trinity Lutheran Computer Lab and COW carts will be supervised any time students are authorized to use the computers. However, each individual computer will not be monitored by a supervisor at all times.
2. Acceptable Use- The use of school computers must support education and research and be consistent with the educational objectives of Trinity Lutheran School. Transmission of any material in violation of any U.S. or state regulation is prohibited. This includes, but is not limited to copyrighted material, and threatening or obscene material. Use for purchasing or promoting items to sell is generally not acceptable.
3. Network Etiquette - Users are expected to abide by the generally accepted rules of network etiquette.
4. Security - Security on any computer system is a high priority especially when the system involves many users. If a user feels he /she can identify a security problem on the Internet, he/she must notify a system administrator. Do not demonstrate the problem to other users. Users shall not intentionally seek information or obtain copies of, or modify files, other data, or passwords belonging to the other users, or misrepresent other users on the network. Attempts to gain unauthorized access to system programs or computer equipment will result in cancellation of user privileges. Downloading of information onto the hard drives is prohibited without proper authorization. Any user identified as a security risk or having a history of problems with other computer systems may be denied access to school computers.
5. Vandalism- Vandalism will result in cancellation of privileges. Vandalism is defined as any malicious attempt to harm, modify, or destroy computer hardware, data of another user, Internet or any of the other networks . This includes, but is not limited to the uploading or creation of computer viruses.
6. Inappropriate Use- The school administrators and faculty will deem what is inappropriate use and their decision is final. This can include access to inappropriate material on the Internet as well as the use of the computer for activities that are not authorized. Inappropriate material is any material not related to educational research. This includes but is not limited to material containing sexual content, obscene language and any other material considered adult in nature. The faculty and staff of Trinity may request the school administration to deny, revoke or suspend computer use.
7. Guidance -Outside of school, parents bear responsibility for the same guidance of Internet use as they exercise with information sources such as television, radio, phone, movies and any other offensive media.

Trinity Lutheran School specifically denies any responsibility for the accuracy or quality of information from the Internet.

## PROCEDURES REGARDING INAPPROPRIATE SITES

1. The student will immediately remove himself/herself from the situation. Do not announce verbally to draw attention to the site.
2. Report to the instructor immediately without drawing the attention of the other students.
3. Any other student seeing the screen must follow steps 1 & 2 or he/she will be considered as part of the situation and may face consequences as well.
4. The teacher will back out of the site and clear the screen.
5. An interview will take place between the student and teacher to discuss how this situation occurred.
6. Any repeat visit to the site by this student (or any other student) will result in privileges being revoked.

**\* Any parent wishing to restrict computer access must provide this request in writing to Administration. \***

## **DRESS AND GROOMING FOR GRADES 1-8**

Primary Objective - To have students dress neatly, modestly, and in such a manner that does not attract attention to the individual, but encourages a climate conducive to learning.

- A. To offer our parents clothing selections through a school apparel company that will help them meet our primary objective.
- B. To control certain aspects of dress and grooming and yet allow students choices where clothing and appearance items do not interfere with our primary objective.
- C. To offer clothing items that will enhance school spirit.

School Apparel Vendors - Trinity Lutheran School will use a school apparel vendor for the purchase of uniform style clothing articles. The vendor procured for this school year is Lands' End. Trinity Lutheran School will also use Action Wear Plus as a school apparel vendor for spirit shirts, polo shirts, and other selected spirit clothing items.

Definition of Uniform Style - Trinity Lutheran School encourages you to purchase uniform clothing articles from Lands' End. Lands' End will offer skirts, skorts, jumpers, shorts, and pants. When the terminology "Uniform Style" appears in this handbook, it is referring to the style offered by our school vendor. Parents may choose to purchase clothing from any vendor. Uniform style clothing must conform in color and style to what is being distributed by our school vendor. Any uniform style clothing articles that are distinctly different in color or style will not be allowed.

## **DRESS CODE REGULATIONS**

General Requirements of Students

1. Each student will be required to purchase a polo shirt with the logo for use during the school year. The shirt is to be purchased from the designated school apparel vendor (Action Wear). This shirt will be worn on all field trips.
2. Students may wear any polo style (similar to field trip shirt) or dress style shirt provided:
  - a. it is a collared shirt
  - b. it is properly fitted (not oversized or excessively tight)
  - c. it has sleeves the same length as the field trip shirt or longer (no cap sleeves allowed)
  - d. it is free of any insignias of any size
3. **Students may wear any Trinity-Klein t-shirt, as long as it includes a Bible verse and is neat and modest.**
4. Students may wear a turtleneck style shirt.
5. Students may wear a sweatshirt in class provided:
  - a. it is a designated TLS spirit sweatshirt
  - b. it is properly fitted
6. All sweatshirts and sweaters will be worn appropriately and not tied around the waist.
7. Jackets or sweaters may be worn in school provided:

- a. it is a designated TLS spirit hoodie or it does not have any non-TLS logos
  - b. it is properly fitted
  - c. it is a solid color. No prints will be permitted (plaid, camouflage, etc.)
  - d. Jackets not fitting these characteristics may be worn outside, but not within the actual classrooms.
8. All shirts must be long enough to stay tucked in at all times. All shirts must be tucked in at all times.
- a. Students may wear long-sleeved shirts under polo shirts as long as they fit correctly, do not have any words or logos on them, and are a solid color.
  - b. Shirts worn under outerwear must be in dress code.
9. Students may wear full or capri length regular style blue denim or uniform pants in khaki or navy blue provided:
- a. they fit properly (Excessive bagginess or tightness is not allowed. Low cut or hip huggers are not allowed.)
  - b. they are in good condition (Avoid fraying, tatters, slits or faded apparel.)
  - c. they are worn correctly
  - d. they are free of insignias of any size and other adornments (Adornments include but are not limited to: embroidery, loops, extra pockets, sequins, rhinestones, and glitter.)
10. Students may wear shorts provided:
- a. they are of the uniform style and khaki or navy blue in color
  - b. the shorts are modest in length (A general guideline to follow is that the shorts will not be more than 3" above the top of the kneecap as measured when standing up straight. If a child's height makes it difficult to comply with this requirement, parents will need to contact a school administrator.)
11. Female students may wear dresses, jumpers, skorts or skirts provided that:
- a. they are modest in length and follow the same guidelines as shorts
  - b. they are longer than any pants worn under them
  - c. any blouse or shirt worn under the dress or jumper has sleeves
  - d. they do not allow for bare midriff or a low cut in the front or back in such a way that modesty is questioned
  - e. they are properly fitted in size
  - f. jumpers, skirts and skorts are of the uniform style
12. Students may wear hats or head coverings to school provided:
- a. they are worn outside and stored in a locker during class time
13. All shoes must have a strap or be enclosed at the heel. Sandals may not be worn on P.E. days. High heeled shoes are strongly discouraged. Heels may not exceed 2 inches. No platform style shoes are permitted. Crocs and Croc-style shoes are not permitted due to safety concerns.
14. Hair styles will be arranged so that vision is not obstructed. Hair must be clean. Any hair style or coloring that is distracting or a disturbing influence in the classroom will not be permitted. The administration reserves the right to determine if a hairstyle is distracting. These will include, but are not limited to, Mohawk and Faux-hawk.
15. Females may wear earrings provided that earring is worn on the earlobe.
16. Facial makeup is discouraged and anything but minimal use will not be permitted.
17. Students attending any school sponsored event such as award celebrations and graduation will be in dress code in order to participate.
18. Due to rapid changes in fashion and fads. Trinity Lutheran School further reserves the right to disallow any clothing, jewelry, hair styles, or items associated with dress and grooming which is deemed inappropriate for school.

### **DRESS CODE VIOLATIONS**

Just because an infraction to the dress code goes undetected, it does not validate its appropriateness.

Category 1 – Clothing items that are questionable

- A. Student is asked to correct the problem
- B. Dress code form is issued stating the problem to be corrected

Category 2 – Violations that can be corrected immediately by the student at school

- A. Student will correct the problem
- B. Discipline form will be issued

Category 3 – Violations that can't be corrected by student without a change of apparel

- A. Parent will be notified with a phone call
- B. Student will remain in the office until appropriate clothing is brought to the student.

### **DRESS CODE FOR FIELD DAY - GRADES 5-8**

All students will wear P.E. uniforms to Field Day. Students may wear biker shorts or a stretch short underneath the P.E. short provided they are royal blue or white.

### **DRESS CODE FOR SCHOOL SPONSORED EVENTS**

Students attending any school sponsored event (including but not limited to award ceremonies, graduation, etc.) will be dressed appropriately in order to participate. Students will follow the school dress code unless specific guidelines are sent home prior to the event.

### **DAMAGES**

The child must reimburse the school for the loss or for any damage to the textbooks and other school tools (i.e. calculators, computers). School and church property, including furniture and equipment, must not be defaced, marred or damaged in any manner. Violators will be billed for the amount of damage done or for replacement cost. Students must pay full price for all textbooks lost, regardless of how long the books have been in use.

### **EATING IN CLASSROOMS**

The eating of any food is to be restricted to the cafeteria area except during snack time each morning and special occasions such as school parties.

### **GUM CHEWING**

No student is to chew gum while on the school grounds or during any school sponsored activity that is not on campus.

### **HALLWAY BEHAVIOR**

No student is to be in the hallway or anywhere outside his classroom without permission while his class is in session. To avoid interrupting classes that are in session, students in the hallways while changing classes, etc., are required to refrain from loud talking, slamming locker doors, running or other acts which are likely to cause a disturbance.

### **INVITATIONS & GIFT EXCHANGE**

Invitations and individual gifts may not be given out on school grounds unless they include the entire class. An exception will be allowed if all the girls/boys in homeroom or grade level are included.

### **LOCKERS**

Students in grades 6 through 8 are issued lockers on the first day of school and are responsible for the use and condition of each.

The student is totally and personally responsible for the locker he/she occupies. He/She is to keep it neat and clean at all times. No decorations of any kind are permitted on the outside of the locker door unless authorized. Students are to refrain from using their lockers for storing dirty gym clothes. The school reserves the right of inspection of all lockers at any time. No stickers may be placed either inside or outside the locker.

**BACKPACKS AND PURSES** (GRADES 5-8)

Purses are to be stored in lockers during the school day.

Backpacks are to be placed on provided shelves in the student's homeroom for the duration of the school day.

**NUISANCE ITEMS**

Nuisance items including (but not limited to) make-up, toys, comic books, magazines, trading cards, and games are not to be brought to school. Teachers may allow these items under special circumstances. Nuisance items will be confiscated and may not be returned.

TLS is not responsible for the loss of or damage to nuisance items that are brought to school.

**CELL PHONES**

Cell phones and other unauthorized electronic devices are not to be used at school or school-sponsored events (including but not limited to athletics). If a student's electronic device is seen, used, or heard, it will be confiscated and turned over to school administration. Electronic devices include, but are not limited to Kindles and iPods.

The consequences are as follows:

1st offense- Discipline form and \$25 fine

2nd offense – Detention, parent must collect phone, and \$25 fine

3rd offense – Suspension, \$50 fine, and parent must meet with administration

TLS is not responsible for or damage to electronic devices that are brought to school.

**MEDIA OUTPUT**

Any media output, including but not limited to texting, email, and internet directed toward a member of Trinity's student body, faculty, or staff that does not comply with the TEN COMMANDMENTS (as defined in Luther's Small Catechism), may be cause for disciplinary action. This action may include but not limited to expulsion, suspension, detention, and/or counseling.

**PETS**

Pets are not allowed on the Trinity campus.

## **TRINITY DISCIPLINE GUIDELINES**

### **CORE VALUES**

#### **Worship**

God gives us strength in the midst of life's difficulties and challenges. No matter what our circumstances are, we trust in God's character. God is good all the time – we give Him our praise and thanks of which He is worthy.

We take time in our busy lives to come together as a community to worship and to read and study God's Word.

#### **Grow**

We strive to be "Christ-like" in our behavior and attitudes, serving as an example and witness to others, treating all with love, respect, and acceptance as fellow Christians and children of God.

We encourage others in their life in Christ, one life at a time.

We prepare the students for success in their endeavors to share Christ and live a life of Christian faith out in the world by providing an excellent academic foundation, opportunities for growth, and a strong foundation in God's Word.

We pursue a strong, personal relationship with our Savior through the memorization and study of Scripture and daily prayer.

#### **Serve**

We share the compassion and love of Christ by taking advantage of every opportunity to serve others.

We are the heart and hands of Christ as we minister to others, model lives of compassion and care, provide a safe and secure environment, and share our blessings with those in need.

We empower others to be the best that they can be, supporting them in times of crisis, lifting them up in prayer, and celebrating their accomplishments.

#### **Go**

We intentionally build relationships with people in the community in order to more effectively share the Good News of Jesus Christ and His love, grace, and mercy with the community and the world.

We actively invite others to join us in worship and praise, win others for Christ by our conduct, speech, and actions, and strive to conduct ourselves in a manner that brings glory to God in every aspect of our lives.

### **LOVE AND LOGIC**

Trinity Lutheran School has adopted many of the principles of the *Love and Logic* method of working with students. This methodology promotes healthy parent/teacher and teacher/student relationships and positive school wide discipline.

The principles of *Love and Logic* provide guidance for our faculty and staff to:

Set limits in the classroom without anger

Provide underachievers hope and willingness when the going gets tough

Build strong connections between home and school

Improve attendance

Manage disruptive students

Make teaching and learning more fun and productive  
Immediately handle disruptive students  
Get and keep students' attention  
Build positive student-teacher relationships  
Help students own and solve their own problems  
Bully proof children, diffuse power struggles, and handle difficult people

Discipline is based on biblical principles and the use of *Love and Logic*. *Love* allows children to grow through their mistakes; *Logic* allows them to live with the consequences of their choices. *Love and Logic* teaches kids to be responsible and think for themselves and to be prepared for the real world. This *Love and Logic* method causes the child to see authority as the “good guys” and their own poor decisions as the “bad guy.” When done on a regular basis, kids develop an internal voice that says, “I wonder how much pain I’m going to cause for myself with my next decision?” Kids who develop this internal voice become more capable of standing up to peer pressure. Self-confidence is achieved through struggle and achievement, not through someone telling you that you are number one. Self-confidence is developed when kids have the opportunity to discover that they can indeed solve their own problems with caring adult guidance.

### **RESPECT BASED PRINCIPLES**

Fulfilling the mission of the school is a process of teaching individuals about respect and learning to live our lives with the ultimate respect for God and His commandments. All discipline action at Trinity Lutheran School is done with the purpose of teaching young people to grow and mature in their attitudes toward God, others, and themselves.

#### **RESPECT GOD**

Obey His commandments

#### **RESPECT OTHERS**

Love your neighbor as yourself

#### **RESPECT CLASS TIME**

Listen

Follow instructions

Participate

#### **RESPECT PROPERTY**

Take care of God’s gifts to us

#### **RESPECT YOURSELF**

Do your best

### **PARENT SUPPORT**

Upon enrolling your child at Trinity you agree that your child will be subject to all Christian discipline rules and regulations. Good communication between teacher, parents, and child will help to make the total area of discipline a positive, beneficial experience. Parents will be notified of disciplinary action in a timely manner. Any parental concern about a teacher’s attitude, discipline action, or other behavior affecting the student/teacher relationship, needs to be expressed to the teacher so resolution can take place. In administering discipline, an attempt will be made to be as consistent and uniform as possible. Discipline policies are formulated by the administration and the teaching staff, and approved by the Board of Christian Day School. Lack of parental support for school staff in discipline measures is reasonable cause for the Board

of Christian Day School to ask a family to remove their children from the school. It is our belief that if you can't trust school personnel to discipline your children, then we can not properly educate your child.

### **TEACHER ACTION**

As a Christian community, we treat each other with love, respect and acceptance as fellow Christians and children of God, working together to create an environment of care, security, compassion, mercy, faith, and concern in which students can achieve academic success and grow in personal faith and in their relationships with those around them.

Teachers strive to be examples by:

- Loving God by keeping His commandments
  - Matthew 22:37-38
- Loving your child enough to let them try to solve the problems they create.
  - Matthew 22:39
- Offering solutions to your child to help them solve the problems they created.
- Stepping in when a problem is not being solved.
- Stepping in to solve problems they did not create.
- Solving problems by assessing situations uniquely according to the people and circumstances involved.
  - *Philippians 2:1-4: Therefore if you have any encouragement from being united with Christ, if any comfort from his love, if any common sharing in the Spirit, if any tenderness and compassion, <sup>2</sup> then make my joy complete by being like-minded, having the same love, being one in spirit and of one mind. <sup>3</sup> Do nothing out of selfish ambition or vain conceit. Rather, in humility value others above yourselves, <sup>4</sup> not looking to your own interests but each of you to the interests of the others.*

A teacher's behavior should center on maintaining an attitude of: love, joy, peace, patience, kindness, goodness, faithfulness, gentleness, self-control, and forgiveness. If a parent ever feels a teacher's actions are not consistent with this commitment (Matthew 18:6-9), please let them know so a visit can be arranged. (Matthew 18:15-17)

As parents and teachers, our best method of behavior management is to serve as models of proper, Christ-like resolutions to conflicts.

The 4 G's of resolving conflict:

1. **Glorify God** - How can I please and honor God in this situation, and how can I give witness to what He has done for me through Christ?
2. **Get the log out of your eye** - How have I contributed to this conflict and what do I need to do to resolve it?
3. **Gently restore** - How can I help others to understand how they have contributed to this conflict?
4. **Go and be reconciled** - How can I demonstrate forgiveness and encourage a reasonable solution to this conflict?

Reconciliation requires disputing parties to meet with each other, not to complain or gossip to others. Christians improve relationships when they take the opportunity to meet, talk, mutually confess, forgive, and reconcile. Peacemaking is not about winning; it is about coming to a God-pleasing conclusion. Students benefit from teachers and parents working together in the present to assist them and equip them for the future.



## **VIOLATION OF RESPECT CODE**

Students may be subject to disciplinary action for the following reasons. This list is not all-inclusive.

### Respect of God

Taking the name of the Lord in vain / Inappropriate language

Cheating / Plagiarizing / Forgery

Disruptive or inappropriate behavior during chapel or during prayers

Inappropriate attitude or behavior

Failure to follow school policy.

### Respect of Others

Theft

Verbal abuse / Gossip / Rudeness / Unkind behavior

Physical Abuse / Fighting

Lack of common courtesy

### Respect Class Time

Tardiness

Lack of attention or participation

Excessive talking / Lack of self control

Not following classroom procedures

### Respect Property

Defacing school property

Destroying school property

Malicious mischief

Textbook not covered

### Respect Yourself

Possession or use of illegal drugs, alcohol, or tobacco

Gambling

Failure to get responsibility form signed by parent

Inappropriate display of affection

## **ADMINISTRATION OF NEGATIVE CONSEQUENCES**

Teacher Action: Teachers in the lower grades may take away activity privileges such as computer time, recess time, or center time. Lower grade teachers will determine whether a phone call or note home is necessary. All students may be placed in a time out situation in isolation or be placed in isolation for lunch. Students may be asked to write a forgiveness note or a note explaining correct behavior.

## **STUDENT CONSEQUENCES FOR SPECIFIC INAPPROPRIATE BEHAVIOR**

Examples will be given for each infraction listed below. Please note that these examples are meant to be a guide and are not all-inclusive. A pattern of disobedience may result in serious consequences which may include but not be limited to suspension or expulsion.

### Disregarding School Rules

Examples: Chewing Gum or having food in class  
Running in hallways and on sidewalks

Violating Dress Code  
Writing or passing notes  
Possession of nuisance items or cell phones

Consequence: Student receives discipline form and possible detention

#### Classroom Disruptions

Examples: Tardiness  
Excessive Talking / Lack of self-control  
Failure to follow teacher directions

Consequence: Student receives discipline form and possible detention.

#### Inappropriate Behavior to Authority Figures

Examples: Use of sarcasm or raising one's voice  
Deliberate disregard or defiance of instructions  
Deliberate disregard or disrespect using web/media output pg. 36

Consequence: Student will receive a discipline form  
Student will receive consequences ranging from a possible detention to suspension

#### Inappropriate Language

Examples: Cursing or Swearing  
Name Calling  
Gossip

Consequence: Student receives a discipline form and/or detention

#### Inappropriate Physical Display

Examples: Touching someone in an inappropriate bodily area  
Hitting, Slapping, Biting, Kicking, Choking / Physical Violence  
Manipulating the clothing of another person  
Using physical force against another person

Consequence: Student meets with administration, receives consequences ranging from a detention to suspension depending on severity of incident and prior discipline

#### Cheating

Examples: Looking at another student's work during a quiz or test  
Copying another person's work  
Having possession of another student's assignment  
Plagiarizing (Copying) another document from the Internet or written text  
Using notes when they are not allowed (cheat sheets)

Consequence: Student receives a 0 grade on the item (assignment, quiz, test, project)  
Student receives a discipline form

#### Forgery

Examples: Student signs a parent's signature on a form

Consequence: Student receives a suspension.

#### Public Display of Affection (PDA)

Examples: Holding Hands  
Kissing  
Excessive touching / hugging

Consequence: Student receives consequences ranging from a discipline form to detention

### Making Personal Threats

Examples: Written or Verbal Statements to do physical harm to another person.  
Also see page 36 – Media Output.

Consequence: Student receives a suspension

### Theft

Examples: Taking something that is not yours  
Finding an item that does not belong to you and failing to turn it in

Consequence: Student meets with administration and receives a suspension

### Destroying or Defacing School Property

Examples: Writing on desks or walls  
Intentional flooding of restrooms  
Using furniture in a manner other than that for which it was intended

Consequence: Must pay for the repair or replacement of the item damaged  
Student receives a discipline form  
Student receives consequences ranging from detention to suspension

### Sexual Harassment

Examples: Using inappropriate sexual terminology to attack or ridicule another person

**Making reference to, suggesting, or participating in sexual behavior**

Touching someone inappropriately

Making lewd gestures or sexual gyrations

Consequence: Student meets with administration and receives **consequences ranging from and not limited to counseling, detention, suspension, or expulsion**

### Major Offenses with Serious Consequences

Activities: Possession of a Gun, Knife, or Weapon at any school sponsored activity  
Possession of an Illegal Drug, Alcohol, or Tobacco at any school sponsored activity  
Selling or distributing a controlled substance  
Charged with a criminal activity

Consequence: Student receives suspension and/or possible expulsion

A student may be expelled permanently by the administrative team. The expulsion will be preceded by a meeting with parents or guardians. The parents or guardians may appeal the expulsion to the Board of Christian Day School if they believe it to be unfair.

**DISCIPLINE FORM:** A specific form is sent or emailed home explaining inappropriate behavior and the consequence. This form includes a place for the teacher to comment and communicate the problem to the parents. There is a place for parents to comment and sign or they may email back a response.

The student is expected to bring the form back to school the next day completed and signed by the parents. If the student fails to bring back the notice completed or signed, the parents will be called and notified. The student will then have an extra day to bring it in. Failure to do so the following day will result in in-school suspension.

**DETENTION:** A student serving detention will either serve for **up to** one hour on a designated afternoon (3:30-4:30) or during a lunch period; as designated by administration or teaching staff. Detentions will not be

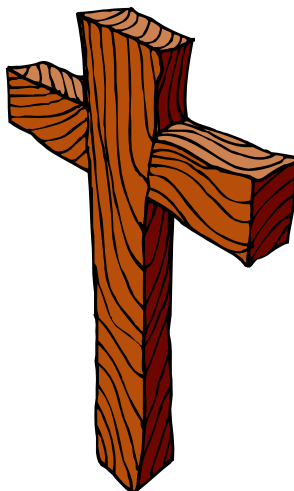
altered to accommodate school sponsored activities. A student may be asked to do physical work to improve our facilities. They may do physical fitness conditioning or work in study hall during this 1 hour. This will be at the discretion of the principal or assistant principal. There will be a 1 hour extended day care charge for any student serving after-school detention. If a child is absent the day detention is assigned, the detention will be served on the next designated detention day.

**IN-SCHOOL SUSPENSION:** Students may serve in-school suspension if classroom behavior is inappropriate in such a way that it is getting in the way of others ability to learn. In-school suspension may be administered for cases of a repeat offense. This form of discipline may also be administered if it is believed by administration to be the most appropriate consequence. Students serving in-school suspension are required to do all of the daily school work and have each teacher sign off that it was adequately completed.

**OUT-OF-SCHOOL SUSPENSION:** For inappropriate student behavior considered to be a major offense, students may be suspended for 1-3 days, or until specified criteria is met. For example, counseling may be required, and the student will not be readmitted until enrollment and participation in the required counseling program is in place. Out-of-school suspension may also be served in cases where in-school suspension is deemed not practical by administration. Students serving out-of-school suspension are required to do all of the daily school work and have each teacher sign off that it was adequately completed.

**CORPORAL PUNISHMENT:** Giving swats with a paddle is the only form of corporal punishment administered. Corporal Punishment is used only if parents have given their consent. It is only administered in the presence of the principal or assistant principal and with his approval. There will always be 2 adults present and no other pupils.

**REVOCAION OF STUDENT PRIVILEGES:** Any student who receives any combination of two school suspensions during the school year will have all off-campus privileges revoked for the remainder of the year. These privileges will be revoked immediately from the time the second suspension is given. Off-campus activities include but are not limited to field trips, any athletic or academic competition on another campus, outdoor education, and school parties. The student will also lose off-campus privileges the following year if one school suspension is obtained in that year. Parents will be responsible for any financial loss due to the suspensions which could be the case for the Washington, D.C. trip or the Valparaiso, Indiana trip.



## **COMMUNICATION WITH PARENTS**

### **PARENT-TEACHER COOPERATION**

Cooperative effort is absolutely essential between parents and teachers. A close contact between school and home should be maintained to avoid misunderstandings. As Christians working together, we shall desire to pray for each other and to remember that as parents and as teachers we serve the Lord.

### **RENWEB**

TLS has implemented an online school management system, RenWeb. RenWeb will be the primary source for information on billing, grades (except final year-end grades), and other important information. Parents are responsible for creating a login account and completing contact and medical information, as well as maintaining accurate information throughout the year. Technical support is available by contacting the school office.

RenWeb is Trinity Lutheran School's communication link with the parents. "Resource Documents" will include ongoing schedules, order forms, etc.

### **REPORTS TO PARENTS**

Reporting to parents is done midway through the grading period with a progress report and at the end of each grading period with a report card. All report cards and progress reports are to be signed by parents and returned to the child's teacher. Parents are encouraged to discuss the progress of their child with the teacher at any time that is mutually convenient. There is a mandatory parent-teacher conference following the first grading period.

Parents will be notified of test/quiz results as follows:

1st – 3rd grade – Folders with student work sent home weekly

4th grade - All major tests will require a parent signature

5th grade – All major tests/quizzes with a grade below 80% will require a parent signature

6th grade – All major tests/quizzes with a grade below 75% will require a parent signature

7th /8th grade – No parent signatures are required on test or quizzes

### **PARENT-TEACHER CONFERENCE**

An official parent-teacher conference will be held after the first nine week period. Conference times will be scheduled in advance and all families are expected to participate.

Parents may contact teachers at any time to set up an appointment for a conference if they have any concerns.

### **CLASSROOM AND TEACHER VISITS**

It is a goal of our teachers to visit with all new students prior to the first day of school. This may take place through a private scheduling or at our Meet the Teacher event.

### **RESPONSIBILITY FORM**

Any student who is negligent in carrying out daily responsibilities such as turning in homework assignments or bringing needed classroom materials will be given a responsibility form so that the parents are made aware of the student's behavior. The purpose of the responsibility form is to communicate with and to inform parents. No disciplinary action is taken for a responsibility form. Should the student not return the responsibility form signed by the parent, the student will be given a discipline form, and will serve detention.

In order to empower our students we must give them age appropriate responsibilities. Understanding that students are developing and may fail to complete a given responsibility, we believe that a certain amount of leniency is appropriate. While a certain amount of leniency is appropriate, standards are needed to guide the student toward independence and responsible behavior. The following standards have been developed:

Maximum responsibility forms allowed per grade level per nine weeks.

- 1st – 3rd grade – Responsibility forms are issued by the teacher as needed.
- 4th grade – There will be a maximum of 10 responsibility forms per grading period.
- 5th grade – The student is allowed 6 responsibility forms per teacher with a maximum of 4 per subject area.

The following only applies to responsibility forms of an academic nature (missing or incomplete assignments).

- 6th grade – The student is allowed 3 responsibility forms per subject per quarter for the 1st semester. This number will drop to 2 forms per subject per quarter for second semester.
- 7th grade – The student is allowed 2 responsibility forms per subject per nine weeks for the 1st semester. This number will drop to 1 form per subject per nine weeks for second semester.
- 8th grade – The student is allowed 1 responsibility form per subject per nine weeks.

Once the maximum number of responsibility forms has been given, any partially completed assignments will be graded as is. Students who do not have an assignment at the time it is due (whether it is in their locker, misplaced, or forgotten) will receive a zero for the assignment.

Students are still held responsible to know the content of the assignment for future evaluation purposes.

In an effort to maximize student success, a teacher may initiate an individualized written plan for a student regarding missing work.

If a student's academic progress continues to be lacking due to a lack of responsible effort on the part of the student and results in a failing grade or grades, the student will be asked to leave Trinity and continue their education at another institution.

## **GRIEVANCE POLICY**

When a parent feels that there is a situation existing that causes conflict either between the teacher and the student or between the teacher and the parents, then the following procedure needs to be followed. The procedure follows Biblical principles in dealing with personal differences.

### **A) Classroom Teacher Grievance**

- The parent(s) should schedule a conference with the teacher so the conflict can be discussed and resolved. (Using Love & Logic premise, let those who create the problem have the chance to solve it.)
- If after the conference, the parent(s) feel the situation is still unresolved, they should seek counsel from administration and determine whether filing a formal grievance is the next appropriate step.
- The administration will accept the grievance form, review it, and schedule a conference with both the parent(s) and the teacher.
  - Matters of classroom discipline/management, student relations and safety, and facilities will be referred to the assistant principal for review.
  - Matters dealing with academics, instruction, admissions, and curriculum will be referred to the curriculum director for review.
  - Matters regarding Athletics will be referred to the Coach/Athletic Director.
  - The principal is available to offer general counsel.
- If after this second conference, the parent(s) feel the situation is still unresolved, the principal will review the grievance and conference with the parent(s).
- If after this third conference, the parent(s) still feel the issue is unresolved, they may submit the grievance to the school board and request permission to address the issue at the next regular scheduled Board of Education meeting. This request must be submitted one week prior to the meeting to the chairman.

### **B) Administration Grievance**

Anyone having a conflict with the way the administration administers school policy, may also file a grievance.

- The parent(s) should schedule a conference with the principal where the conflict is discussed.
- If the conflict is still unresolved, the parent(s) may fill out a written grievance and request that the grievance be addressed at the next regular scheduled Board of Education meeting. The request must be made one week in advance of the meeting to the chairman.

## **PARENT OPPORTUNITIES TO ASSIST TRINITY LUTHERAN SCHOOL**

### **FAMILY ASSISTANCE**

Trinity has a financial assistance program in place to assist families who struggle to meet the financial responsibilities required by Trinity Lutheran School. These families have filled out an application and it has been determined that there is a real financial need. If the Lord has blessed you financially, we would welcome your donation. Checks should be made out to Trinity Lutheran School and it should be specifically designated "FINANCIAL AID." This is a tax-deductible donation and you will receive a letter recognizing your donation.

### **FUNDRAISERS**

Trinity Lutheran School, in cooperation with the PTL and Booster Club, has limited fundraisers during the school year. While we hope that you participate, it is not required. It is not our intention to pressure or make anyone feel less significant because they do not participate in a fundraiser. All organizations must submit yearly fundraising plans to the Board of Christian Day School. All fundraisers must have Board approval.

### **GIFT CARD PROGRAM**

The donated funds from the Gift Card Program can be allocated to a "sponsored student" account to be used towards the 8<sup>th</sup> grade Washington trip. (A student cannot be sponsored or begin fundraising until May prior to their 7<sup>th</sup> grade year.)

SCRIP CARDS are gift certificates and pre-paid cards for nationwide retailers, which may be purchased at face value through the Scrip Coordinator. These cards are purchased at a discount from the Great Lake Scrip Program and the difference is donated to TLS.

### **THRIVENT CHOICE GIFT PROGRAM**

Over the years, we have been blessed with generous donations from individuals who demonstrate their support of our ministry. Many of these gifts have been supplemented through a wonderful gifting program called "Thrivent Choice".

This one-of-a-kind gifting program is offered individually by Thrivent Financial for Lutherans. It's an exciting way for eligible Thrivent Financial members to increase the impact of their financial support to Lutheran organizations and institutions.

Thrivent Financial for Lutherans will contribute a financial gift that an eligible individual donates through the program, up to their maximum supplement each year, based on program guidelines. It's an easy, convenient way to make your gift accomplish even more.

If you are a benefit member of Thrivent Financial for Lutherans simply fill out the Thrivent Choice form on line at [Thrivent.com](http://Thrivent.com) referencing Trinity Lutheran School's ID number.

If you are not a benefit member of Thrivent Financial, membership information is available at [www.thrivent.com](http://www.thrivent.com) or by contacting your local Thrivent Financial representative, Mark R. Hemann @ (281) 528-7900.

### **TRINITY LUTHERAN EDUCATIONAL TRUST FUND**

This is a special fund that allows the love from your donations to live on. When money is deposited in the trust fund, the principle stays in the fund and is not used. The fund therefore continues to grow and accumulate. The interest accumulated on a yearly basis can be used for any capital improvement or it can go back into the account. Trinity has used this fund to assist in the purchase of special facilities such as items for



the pavilion, the storage shed near the pavilion, computers, and an intercom system just to name a few. We have had many people designate this fund for memorials for loved ones. We have a plaque in the hallway that honors donors who have given more than \$1,000.

### **VOLUNTEER OPPORTUNITIES**

The success of our school is dependent upon the cooperation and volunteer efforts of our parents. The PTL and Booster Club are auxiliary organizations that provide volunteer experiences.

## PARENT-TEACHER LEAGUE

Trinity's PTL has several functions, the most important being cooperation and communication between parents and school. The PTL has a wide range of activities which provide an opportunity to meet new people, talk with one another, and become an active participant in the process of educating our children through dedicating time and talents.

### ROOM MOTHERS

The PTL has a program of room mothers for each class. These parents help organize the class parties and field trips. All parents are invited to help participate in these events.

### TEACHER ASSISTANCE PROGRAM

The TAPS program works throughout the year providing assistance to the teachers and staff. The work includes running off student worksheets and tests, general office work, and special projects. There is even work that can be done from home.

### TEACHER RELIEF

Teacher's Relief allows the teachers to meet together periodically throughout the year during the lunch hour. Parents take over the duties during lunch and recess. Come join your child for lunch!

### GRANDPARENTS DAY

Every other year the PTL sponsors a day to honor grandparents. This occurs in February of odd numbered years. Students are encouraged to invite their grandparents to a special program.

### SCHOOL SUPPLIES

PTL sells school packets of all the supplies a student needs for their grade. **This is provided as a convenience and is not required, nor is it a fundraiser for the school.** Packets ordered at the end of the last school year will be delivered to the student's homeroom.

### WACHSMANN MEMORIAL WALK-A-THON

The PTL Adolph Wachsmann Walk-A-Thon is held every year. Students and teachers get pledges for walking for Trinity. It is a fundraiser and a good time.

**Trinity Lutheran Church and School**  
**A Covenant of Understanding with Parents Whose Children Attend**  
**Trinity Lutheran School**

**Preliminary Comments**

Because of our affiliation with The Lutheran—Missouri Synod, Trinity Lutheran Church & School takes upon ourselves certain “givens” in our understanding of faith and life. We believe that all statements, policies, and procedures of the Lutheran Church must be Christ centered, biblically based, and in concert with both the Great Commission (*Go and make disciples of all nations.* Matthew 28:16-20) and the Great Command (*A new command I give you: Love one another.* John 13:34) given to us by our Lord Jesus Christ.

With those non- negotiable principles solidly in place, we gladly face the challenges that come to those who bring the Holy Son of God to a sin filled world and thankfully communicate that the Purpose Statement of this congregation is: *“To help people see, believe and receive Jesus and to serve Him with their lives.”*

**The Congregation’s Beliefs**

Trinity Lutheran Church & School believes that all children benefit from a Christian education. Following Jesus’ direction in Mark 10:14, “Let the little children come to me, and do not hinder them, for the kingdom of God belongs to such as these,” we promise to provide this education to the best of our ability--God enabling and empowering us to do so.

Trinity Lutheran Church & School recognizes that the home is the God-ordained primary source of student learning and living. Therefore, we believe that the highest and most enduring benefits are achieved when parents, their children, and the school are devoted to the same beliefs and ideals of Christian faith and life and when they work together to accomplish them.

To that end, we promise that our pastors, teachers and staff will teach, embody, and live in a manner consistent with the Christ-centered, biblically-based beliefs of Trinity Lutheran Church.

We understand that not all families whom we serve in our preschool and school share our faith or desire to live the lifestyles to which we believe our Lord saves and calls us. However, we believe that the opportunity to minister to the children of these families is of paramount importance and an integral part of our reason for being. Therefore, we welcome children from these families as God’s gifts to us. We are listing below our fundamental beliefs as Lutheran Christians so that it will be clear if there is a difference between what children are instructed in church and home.

Our beliefs include but are not limited to:

- God is the creator of all things. As part of creation, God created human beings in His own image, both male and female. (Genesis 1,2)
- The Bible is God’s infallible and inerrant Word and the means by which we come to faith in the Triune God (1 Timothy 3:16)

- Jesus is our Savior and the only way to heaven. He came to earth to restore our separation from God caused by sin. As both God and man, he lived a perfect life, suffered, died on a cross and was resurrected so we can have forgiveness of our sins, peace with God and life eternal. (John 3:16)
- Saving faith is a gift brought to us through the Holy Spirit. It is not our working or decision; it is God's. (Ephesians 2:8,9)
- The Ten Commandments reveal God's will to us regarding our relationships between God and man and our relationships with each other. No one keeps God's Law perfectly, so we all depend on his undeserved grace. (Matthew 22:37-39; Romans 3:23; Ephesians 2:8,9)
- For freedom Christ has set us free; therefore we do not burden people's consciences with issues God has neither commanded nor forbidden in his Word. (Galatians 5:1)
- God's people respond to his love by worshipping him regularly and supporting the church with their time, talents and treasure. (Exodus 20:8, Acts 2:42,46; Ephesians 2:10; 2 Corinthians 9:7-15)
- Marriage is a life-long relationship between a man and a woman. We believe in abstinence before marriage and fidelity in marriage. (Mark 10: 6-9).
- We affirm Holy Scripture when it declares that because of our sinful desires people have and do exchange natural relations between men and women for un-natural ones. (Romans 1:24-27). Also, attempting to alter God's plan in His creation of the male or female is against God's will and leads to the un-natural. (Deuteronomy 22:5)
- Furthermore we affirm the words of Scripture that declare to all of us in this sinful world that; "you have no excuse, you who pass judgment on someone else, for at whatever point you judge the other, you are condemning yourself, because you who pass judgment do the same things." (Romans 2:1-3)
- Sanctity is to be afforded to human life, which begins at conception and is valued throughout all stages and conditions—including those who are in the womb, disabled, or elderly. (Jeremiah 1:5; Acts 17:25)
- The sacraments are to be administered in accordance with God's Word. We believe in infant baptism and in Christ's real presence in Holy Communion. (Acts 8: 28, Acts 2:38-39, Matthew 26:26,28; 1 Corinthians 11: 23-24)

Again, we understand that not all our families share our beliefs and may live in ways that are not in full harmony with these beliefs. However responding to Christ's desire for all people, including ourselves, to come to an ever deepening and growing knowledge of the Son of God, we welcome the opportunity to minister to these families and make all the resources of the church, including dialog and prayer with our pastors, available to all families whose children attend Trinity Lutheran School.

### **Covenant Commitments Expected of our School Families**

- When differences between the beliefs of the church and families exist, families acknowledge that the church will not compromise our biblically-based teachings, whether the subject is religion, science, ethics, sex education, or any other topic.
- Families agree to not promote behavior or doctrinal positions contrary to the confession of Trinity Lutheran Church and School at any school function or at any event to which Trinity Lutheran Church and School students are invited.
- Families who have differences with these doctrinal and moral issues agree to communicate their concerns in personal dialog with our pastor(s) as opposed to involving themselves in conversations with other school families in ways that could lead to division and disruption in our school community.
- Families who fail to honor this covenant will be called upon to meet with designated leaders of Trinity Lutheran Church & School. The outcome of this meeting may result in the family being directed to withdraw their child(ren) from enrollment at Trinity Lutheran School.

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This Covenant is entered into on this date: \_\_\_\_\_

Parent's/Guardian's Signature \_\_\_\_\_

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

Parent's/Guardian's Signature \_\_\_\_\_

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

In the name of the Father and of the Son and of the Holy Spirit. Amen.

***(Please sign this page and return it to the school office.)***