

Parent – Student Handbook 2024 - 2025

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Trinity Lutheran School

Janesville, MN

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The Purpose of Trinity Lutheran School

is to equip the child to grow and serve as a disciple of Jesus Christ.

TRINITY LUTHERAN SCHOOL

Parent - Student Handbook

2023-2024

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TRINITY LUTHERAN SCHOOL
Janesville, Minnesota
Parent/Student Handbook

I. INTRODUCTION

Welcome to Trinity Lutheran School. We are so glad you have enrolled your child(ren) in our school. Trinity Lutheran School is a mission of Trinity Lutheran Church for the purpose of providing a Christian Education to the students and families of Janesville and the surrounding communities. We teach from a biblical perspective and provide our students with the skills necessary for success in their education and in their lives.

II. MISSION STATEMENT – TRINITY LUTHERAN CHURCH AND SCHOOL

Trinity Lutheran Church and School form one community of faith for the purpose of making disciples of Jesus Christ through a faithful Word and Sacrament ministry.

To that end, we provide motivation and the opportunity for:

- ❖ joyful and reverent worship of the triune God
- ❖ ongoing Christian education for all ages
- ❖ cheerful service to God and others
- ❖ friendly fellowship with one another
- ❖ enthusiastic witness to the one saving Gospel

All this we do in the Name of and for the sake of Jesus Christ!

III. PHILOSOPHY STATEMENT

PURPOSE

The purpose of Trinity Lutheran School is to equip the child to grow and serve as a disciple of Jesus Christ. Together the Christian home, the Christian church, and the Christian school form the powerful tripod of Christian education.

As a Christ-centered school we will:

- Bring all souls to Christ and help them grow in the faith by:
 - Assisting parents in meeting their God-given responsibilities to bring up their children in the training and instruction of the Lord. Ephesians 6:4 (NIV)
 - Applying God's Word in every activity and area of learning; equipping each child:
 - To make use of opportunities to share the Gospel with others
 - To encourage one another in using their faith in daily living
 - To become aware of his/her role as a member of the Christian church on earth.
- Provide a well-rounded Christian academic program by:
 - Teaching the Word of God, a means of Grace, through which the Holy Spirit leads our children and young people into a personal, faith relationship with Jesus Christ
 - Offering a curriculum that provides for growth and development in all aspects of the child's persona.... spiritual, intellectual, emotional, physical, and social.
 - Ensuring of an academic learning environment of excellence.
 - Developing the student's understanding of the Christian commitment to make full and wise use of the God-given talents, time and treasures, enabling them to become useful Christian citizens and leaders in our community and world.

Proverbs 22:6 - Train up a child in the way he should go, and when he is old he will not depart from it.

In Matthew 28:20, Jesus further assures us that Christian teaching and guidance have God's blessing, for the command to teach is immediately followed by the promise, "Lo, I am with you always."

VALUES

Trinity Lutheran School provides a Christian framework that instills Christian values and academic excellence through:

1. Providing a strong Christian and Academic education for children in our congregation and surrounding communities.
2. Working cooperatively as a church and school with our families.
3. Maintaining a facility that is safe and enhances the learning process.
4. Equipping our staff with the resources and training necessary to provide each child with the skills needed to succeed in their class.
5. Nurturing the students', spiritual, emotional, intellectual, physical and social growth.
6. Being faithful managers of the resources God abundantly provides for us.

IV. ADMINISTRATION

Trinity Lutheran School is owned and operated by Trinity Lutheran Church, Janesville, Minnesota. Trinity Lutheran Church is a member of the Minnesota South District of the Lutheran Church Missouri Synod.

Trinity Lutheran School is operated by authority of, and under the supervision and control of, the Voters' Assembly of Trinity Lutheran Church. The Voters' Assembly has elected a Board of Christian Education, which is directly responsible to the Leadership Council for overseeing the operation of the Christian Day School.

The Principal of Trinity Lutheran School is the Executive Director of the school, and acts as the liaison officer between the congregation's Voters' Assembly and the Board of Christian Education on the one hand, and the faculty and students of Trinity Lutheran School on the other hand. He is responsible for carrying out policies made by the Board of Education, and for making student and faculty requests known to the Board of Christian Education.

ADMISSION POLICY

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

Trinity Lutheran School, a mission of Trinity Lutheran Church which is a member of the Lutheran Church Missouri Synod (LCMS), follows and teaches the beliefs of the LCMS. Families that enroll their children in Trinity Lutheran School accept that these beliefs will be taught in our school.

The BCE reviews our policies and practices and recommends appropriate changes. Should you have questions, comments, or complaints, discuss them with the school principal. Complaints determined to be valid will initiate steps toward modification. If your complaint is ruled to be invalid and you are not satisfied with the ruling, you may appeal to a grievance committee. You will be notified of a hearing. The grievance committee will then judge the validity of your complaint and make appropriate suggestions.

CURRICULUM

All classes and activities of Trinity Lutheran School are Christ centered, there being no "secular" subjects (see Philosophy Statement in the handbook). The Holy Bible is accepted as the inerrant, infallible Word of God, and the principles and doctrines of the Lutheran Church Missouri Synod are taught, as stated in the church's confessional writings. All students attending Trinity Lutheran School are expected to study God's Word in its truth and purity, regardless of their church membership and/or affiliation.

ACADEMIC INTEGRITY POLICY

Students will be responsible for their own work – they may not represent another’s work as their own. It is not permissible to copy another student's answers, provide another student with answer, plagiarize research information, submit AI generated work as their own, omit giving credit where credit is due, or represent others’ work as their own. Students will not cheat on classroom assessments (tests, quizzes or assignments).

The first offense will be handled by the teacher observing the behavior. The work will receive a “0 or F” on the assignment/quiz/test and all students involved in the offense will receive detention. Repeated occurrences of cheating will result in a parent conference and may involve suspension or expulsion.

ENROLLMENT/RE-ENROLLMENT PROCEDURES

When considering applications for a new school year, reenrolling students are always given priority. Current students will be automatically enrolled unless Trinity Lutheran School is given notification of withdrawal. New students are admitted as space and resources permit.

A student enrolling in kindergarten must be five years old before September 1.

A new student enrolling at Trinity must have satisfactorily completed the grade in which he was previously enrolled and must provide evidence of the ability to achieve satisfactorily at the grade level in which he applies for enrollment. Preference for enrollment will be given to students who are enrolled with the intent of continuing at our school Kindergarten through Grade 8.

Our enrollment procedure is as follows:

1. A meeting with the principal will be arranged through the school office.
2. Parents must complete and return the application forms along with a copy of the child’s birth certificate, last report card, standardized achievement test scores.
3. A decision to accept a new student into the school will be made after the school records and test results have been reviewed and appropriate placement has been determined. Students may be asked to complete a Wide Range Achievement Test to determine class placement. This decision will usually be made by the principal. In some cases, the request may be taken to the Board of Christian Education for a decision.
4. The parents must complete the remaining paperwork and pay appropriate fees to complete the enrollment process.
5. Student will be accepted with a probationary period of 60 days. If during this time it is determined by the school administrator in conference with the classroom teacher that Trinity Lutheran School may not be the best place for the child’s education, the parents will be asked to remove their child.

Students with special learning or behavioral difficulties are admitted only if it is established that Trinity Lutheran School has adequate resources to meet the student's needs.

Enrolling students will be accepted on the following prioritized basis:

1. Students who were enrolled at Trinity Lutheran School at the end of the previous year.
2. Members of Trinity Lutheran Church.
3. Siblings of any students presently enrolled.
4. Members of other Missouri Synod Lutheran congregations.
5. All other students will be enrolled on a “first come, first serve” basis

Pupils enrolled at Trinity Lutheran School automatically agree to all conditions and policies set forth in this handbook. Trinity is not staffed or equipped to educate atypical children or students with serious disciplinary problems.

HOT LUNCH PROGRAM

Trinity Lutheran School operates a "type A" U.S. Federal Government Department of Agriculture supervised hot lunch program for the convenience and health of its students. Children are allowed one carton of milk with each purchased hot lunch meal. Those who wish to purchase an extra carton of milk will need to pay for each extra milk.

Parents are encouraged to apply for Reduced or Free lunches if they think they may qualify under the state regulated salary schedule, which is distributed each year in August. Children who receive free or reduced rate meals also receive one carton of milk with their meal. All students who bring a sack lunch may purchase milk to drink. The status of families receiving free or reduced rate lunches is kept in strict confidence.

Trinity uses a pre-pay lunch program. It works like a "checking account" meaning that parents will need to deposit money into the account. When your child eats, the cost will be deducted from the account. Payments may be made in the school office. Reminders will be sent home when student accounts reach a low balance. Any questions regarding your child's account should be directed to the school office.

FOOD ALLERGIES

If your child is lactose intolerant or has any other food allergy that has been diagnosed by a doctor, a written note from the doctor is required for school records. This information will be shared with the cook and classroom teachers so proper action can be taken. Special meal component considerations will not be taken unless a note exists. Due to the high cost of gluten free items, if a student is choosing not to eat a hot lunch meal, to avoid purchasing the high cost items, the cook must receive notification the week prior to the meal they will not be taking.

STANDARD/FULL CIVIL RIGHTS STATEMENT

In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: http://www.ascr.usda.gov/complaint_filing_cust.html, and at any USDA office, or write a letter addressed to USDA and provide in the letter all the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

(1) mail: U.S. Department of Agriculture

Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410

(2) fax: (202) 690-7442; or

(3) email: program.intake@usda.gov

This institution is an equal opportunity provider..

HEALTH SERVICES

The Minnesota Department of Health, the district nurse, and Trinity Lutheran School's Board of Christian Education present the following tabulation of common communicable diseases, together with the length of time children should remain out of school.

DISEASE RECOVERY PERIOD

- Chicken pox recovery: Generally, 6 days after appearing in the form of a rash, or until pox are scabbed over, whichever is longer.
- Impetigo: Until healed
- Ringworm: May return when visible sores are no longer present
- German Measles: (immunization required for school entrance) 4 days after onset of measles symptoms
- Fifth Disease: students may attend school unless a fever exists
- Measles: (immunization required for school entrance) 5 days after the appearance of the rash
- Head Lice: Contact school for instructions on procedure for treatment.
- Scabies: Contact school immediately, seek medical attention immediately for instructions on treatment.
- Mumps: (immunization required for school entrance) 9 days after appearance of symptoms
- Pink Eye: May return 24 hours after beginning medication.
- Flu: guidelines as recommended by the MDH
- COVID: guidelines as recommended by MDH
- If a child has a temp > 100°F, they are to stay home until they are FEVER FREE without fever reducing medication for 24 hours.
- Vomiting or Diarrhea: they are to stay home until they have no symptoms without medication, for 24 hours.

Parents should keep in mind that these recommendations are in the best interest of Trinity's students. Children sent to school sooner than the above list suggests should do so with a doctor's written approval.

ORIENTATION NIGHT

Parents are to make every effort to attend Orientation Night. This permits parents and teachers to become acquainted, to discuss the development of the child(ren), and to distribute forms and information concerning the new school year. Parents who are not able to attend Orientation Night may be contacted by the teachers to schedule a meeting at another time.

TUITION, REGISTRATION & BOOK FEES

Trinity Lutheran Church spends about \$6900 per student each year to provide a Christian education for the children in kindergarten through eighth grade. The annual tuition is \$2175 per child for kindergarten through eighth grade. The preschool tuition per child is \$840 in the two-day class, \$1300 in the four-day class, and \$1480 in the five-day class. Tuition payments may be divided into ten payments (August – May). The August payment is due at registration. The September through May payments are due by the 10th of each month.

Prompt tuition payments are appreciated. Completion of tuition payments is expected by the end of the school year.

There is an annual \$50 book fee and \$125 technology fee for each student in kindergarten through eighth grade due at time of enrollment, and an annual \$15 registration fee for each pre-kindergarten student.

Students in grades 3-8 use the English Standard Version (ESV) Bible, and students in grades 5-8 use Luther's Small Catechism for religion classes. The PTL purchases bibles for students entering 3rd grade and new students in grades 4 - 8. If these are lost or damaged, the family is responsible for paying for a replacement.

V. GENERAL SCHOOL POLICIES

ATTENDANCE POLICY

Minnesota state law requires that all elementary-aged children be in regular attendance at school. Regular and prompt attendance is a critical factor in the progress of a student's education. The purpose of the Trinity Lutheran School's attendance policy is to encourage parents and students to make punctual school attendance and learning a top priority. It also gives the teachers and administration an efficient way to ensure the safety and care for each student.

ABSENCES and TARDINESS

Absences and tardiness will be indicated on each student's report card (grades K 8) as a notation of time spent away from regular school days. If a student is not in the classroom at 8:20 a.m., and the parents have not notified the school office by 8:45, the parents will be contacted at home or at their place of employment by 9:45 so we know where the child is. Students not in the classroom by 8:20 will be counted as tardy. A student arriving late must check in with the school office before going to the classroom.

A student that is absent under 1 hour in the morning will be marked as tardy. A student missing 1-4 hours of the school day will be given a half day absence. Students missing more than 4 hours per day will be given a full day's absence. All absences are recorded. Students with an absence will be given an opportunity to make up work. Parents are asked to notify the school when a student is absent. Notifying both the teacher and the office is crucial. Perfect attendance certificates are awarded to students who are neither absent nor tardy.

EXCUSED

According to Minnesota Statutes, children must be in school every day unless there is a valid excuse. Valid excuses include, but are not limited to:

1. Illness
 - a) Temp > 100°F or higher in past 24 hours. If a child has a temp > 100°F, they are to stay home until they are FEVER FREE without fever reducing medication for 24 hours.
 - b) Vomited one or more times in past 24 hours.
 - c) Diarrhea and needs to use the bathroom frequently
 - d) Rash from an unknown cause, please seek medical attention for return instructions.
 - e) Any other illness (severe wheeze, cough, etc.) that prevents them from participating in routine activities.
2. Serious illness or a death in the student's immediate family.
3. Medical or dental treatment.
4. Court appearances occasioned by family or personal action
5. Religious instruction not to exceed three hours in any week.
6. Physical emergency conditions such as fire, flood, storm, etc.
7. Removal of a student pursuant to a suspension. Suspensions are to be handled as excused absence and students will be permitted to complete makeup work.

8. Family vacations.
9. Other as prearranged by an administrator.

VACATIONS

Trinity Lutheran discourages "vacations" during the school year, where the student will be out of school for two or more days. Valuable in class discussions, group activities, and evaluations are impossible to reproduce or make-up. Family vacations should be planned during school breaks. Taking a child out of the classroom for extended periods of time is often disruptive and may not be in the child's best interest. The teacher and principal must be notified in writing of any anticipated absence at least three days in advance. The student and parent will assume full responsibility for lessons missed. Assignments must be requested by parents from the teachers in advance and are due as scheduled by the teacher. Any assignment handed in later than this may result in a lower grade and the possibility of the student not qualifying for after-school activities. Students are responsible for checking with their teacher for extra work that needs to be made up after they return.

MEDICAL ABSENCES

This will include any time that is missed for the purpose of seeing a doctor, dentist or therapist. Prearranged appointments need to be communicated so that assignments may be given to the student ahead of time. It is understood that all class work is due the next day, on time. An excuse note from the provider is required after returning to school. This can be in the form of a note written by the provider or a copy of the visit summary often found on a patient's portal or given at the end of a visit.

ILLNESS ABSENCES

Includes any time a student is absent due to illness. A parent must call the absence into the school by 8:45. All assignments that were due for that day will be due the day the child returns. Students will be given adequate time to make up missed assignments. A long-term absence, which is under a doctor's care, will be noted and given consideration as special circumstances.

ACCUMULATED ABSENCES

Communication between parent and teacher is important to keep students on pace with their classmates. When a student reaches 7 unexcused absences Waseca County Truancy Court will be notified.

ASBESTOS

Our school has been inspected for asbestos material according to the requirements of the Asbestos Hazard Emergency Response Act. That inspection was completed by state certified asbestos inspectors.

Our school building does contain some asbestos containing materials, as do most schools in this country. This material is in good condition, and we have an asbestos management plan in place to help maintain it and keep it from becoming a health hazard. We do regular surveillance of this material to ensure that it remains in a stable condition. By law, we must notify staff and parents each year of the availability of this plan. The plan is available for you to see by contacting the school office.

ATHLETIC PARTICIPATION POLICY

Trinity has entered into an agreement with JWP regarding MSHSL activities. Trinity students may participate in JWP activities under the following conditions:

1. Trinity does not offer the activity.
2. Trinity students are eligible for participation under Trinity's athletic probation policy.
3. JWP students may participate in Trinity activities on an individual basis as determined by the Board of Christian Education. Parents may request permission for their child to participate through the Athletic Director of Trinity.
4. Trinity students may appeal to the Board of Education for special circumstances to play on an upper-level team.
5. Community league participation is treated differently, and students are permitted to participate in other leagues as long as Trinity teams are prioritized over the participation in the community league.

ATHLETIC PROGRAM

Basketball, soccer, and volleyball events are held with other nearby Christian schools for those students interested and who meet all the requirements of the program. Students must receive permission from their parents to participate in the events. A form is sent home for this permission early in the year. An athletic fee is assessed to each child for each sport they sign up to participate in. This fee is used to cover the cost of the coaches and referee gratuities, and bussing.

Participation in inter school sports is a privilege and not a right of the student. All schoolwork must be completed satisfactorily, maintaining a "C " or higher in each subject area before a student may participate in sports.

PHYSICAL EXAMINATIONS

All students participating in athletics are required to have a physical examination. This examination needs to be completed in the student's first year of participation. Students need to have an examination every two - three years while participating in sports at Trinity.

BAND

Band instruction will be offered to any student in grade 5 through grade 8, determined by JWP annually. Band students will have practice at the high school band room. Individual lessons will be given at the band room at other times.

BICYCLES/HOVERBOARDS/ONEWHEEL/SKATEBOARDS/SIMILAR ITEMS

Pupils may ride bicycles, hoverboards, one wheel, or skateboards to and from school, but not while at school. Parents are to assume full responsibility for the equipment used and for the student's conduct while they are in use. Bicycles, hoverboards, one wheel, or skateboards are to be walked across the intersections when approaching the school. The use of this equipment is a privilege and not necessarily a right of students that attend Trinity. This privilege will be forfeited by students misusing them. Hoverboards, one wheels, and skateboards are to be kept in the student's locker. All bicycles are to be in the space specified on the school grounds. All bikes should be locked during the day. Trinity Lutheran School will not be responsible for bikes that are stolen.

BULLYING AND CYBER BULLYING

In a Christ-centered school, like Trinity, it is our intent that all students treat others in the way Jesus has modeled for us. We strive to maintain a safe and positive learning environment, and therefore, bullying in any form will not be tolerated.

Bullying means any intentional gesture or any intentional written, verbal, electronic, or physical act or threat for a student or staff member.

Cyber bullying means bullying by use of any electronic communication device such as, but not limited to, email, text messages, blogs, social media, and websites. Any conversations through electronic communications, such as text, email, or social media, that cause issues or disruptions at school will be disciplined as if they occurred at school.

This policy is in effect for all students while on school property or at any school-sponsored event, while utilizing school property, or while in a vehicle to or from a school-sponsored event. This policy also includes any bullying which is initiated off campus but is directed at a Trinity student.

Anyone who engages in bullying or cyber bullying is in violation of this policy will be subject to appropriate discipline. Students who have been bullied or cyber bullied should promptly report the incident to a teacher or the principal.

Conflict is normal. Bullying is not normal conflict. Use the chart below to determine what is conflict and what is bullying.

Normal Conflict	Bullying
Equal power between friends	Display of power, not in friendship
Occasional	Frequent
Accidental	Purposeful
Demonstrates concern	Demonstrates pleasure
Takes responsibility	Blames others
Tries to solve the problem	No effort to resolve issue
Occurs anywhere	Occurs where bully is not seen by teachers

Use the chart below to determine what is teasing compared to taunting by a bully.

Teasing between Friends	Taunting by a Bully
Swaps roles with ease	Based on an imbalance of power
Not intended to hurt	Intended to harm
Maintains dignity	Meant to humiliate or demean
Pokes fun in lighthearted clever ways	Comments or acts are bigoted
Innocent in motive	Sinister in motive
Only part of the friendship interaction	Continuous action toward the target
Discontinued when person teased becomes upset	Continues or increases when target becomes distressed or objects

Conflict Resolution.

We live in a sinful world. Because of sin, we know conflicts will happen in the world and school. What we do when conflicts occur makes Trinity different. Conflict can turn into bullying, and bullying has no place in a Christian community. The goal is always to resolve the issue through Law and Gospel so that a Christian environment is restored, and God is glorified.

Discipline Consequences. When a student participates in a bullying action, the teacher will contact the parents, a behavior incident report will be created, and the student will be sent to the office and will receive consequences which could include:

- Admonishment
- Participation in a guided reflection process designed to teach alternative behavior.
- Temporary removal from the classroom
- Loss of privileges
- Classroom or administrative detention
- Referral to disciplinarian
- In-school suspension during the school week or the weekend, for students
- Out-of-school suspension
- Legal action
- Expulsion or termination

If a student is involved as a bully in repeated situations, the consequences will increase with each additional offense.

Examples of Remedial Measures / Strategies for Individual Behavioral Change:

- Framing the aggressive behavior as a failed attempt to solve a real problem or reach a goal. The adult assists the misbehaving student to find a better way to solve the problem or meet the goal.

- Restitution and restoration
- Transformative conferencing/restorative justice practices
- Corrective instruction or other relevant learning or service experience
- Supportive discipline to increase accountability for the bullying offense.
- Behavioral management plan, with benchmarks that are closely monitored.
- Involvement of school disciplinarian
- Parent conferences

Classroom teachers will also work with the victims of bullies to teach them skills to use when they encounter bullying.

BUS PASS

Students who do not normally ride the bus, but due to unforeseen circumstances or an emergency, must have a bus pass to board the bus. Parents must send a note or call the school office explaining where the student is going and why. The school will then issue a bus pass to the student.

BUS SAFETY RULES

1. When entering or exiting the bus, cross the road in front of the bus, not behind it.
2. Keep your hands and head inside the bus and out of the aisle.
3. Do not change seats while the bus is in motion.
4. Do not throw things.
5. Please report any damage to the bus driver at once. Students will pay for any damages done to the bus.
6. Help keep the bus clean.

The bus driver is always in control of the bus. He/She is to be obeyed!

Failure of a student to adhere to these rules will result in forfeiting the privilege to ride the bus.

CELL PHONES - STUDENT USE OF SOCIAL MEDIA

We are a society that is reliant on our cell phones, the Internet, and the need to be in constant contact with our family and friends. Our students are no different. The vast majority of our upper grade students has a cell phone and belongs to one or more social media websites. It is our hope that our Trinity Family is using these avenues of communication in positive ways.

Because of these communication tools, a major issue across our country that our schools are dealing with is Cyber Bullying. It is defined as a student using the Internet, cell phone, or other technology to harass, embarrass, or threaten another student. We pray that this and other inappropriate texts/posts don't happen here at Trinity. But we want to let families and students know that we will address these incidents if they occur.

“Let the words of my mouth (my text messages and Facebook posts) and the meditation of my heart be acceptable in your sight, O Lord, my Rock and my Redeemer.” Psalm 19:14

Portions of that verse are not in the original translation! However, it is a reminder that what we say or do should always make the Good Lord smile. We are responsible for our words and actions no matter where we are even if we type those words instead of saying them aloud for people to hear. **The 10 Commandments do not stop when you are online.**

The following guidelines apply to our Trinity Family and share how we will handle situations that are not acceptable in His sight.

Cell Phones

- Cell phones will not be used or out during the entire school day. That includes in the Gym before school begins.
- If a teacher or supervising adult sees a student using their cell phone, they will take it and give it to Mr. Stockman.
- Confiscated cell phones will only be returned to parents. If they want Mr. Stockman to keep it... he gladly will!

Social Media

- Facebook and other social media sites are not to be accessed by students at any time using computers owned by Trinity.
- Always keep in mind that you are representing yourself, your family, your school, and most importantly your Lord when you are posting messages online.
- No inappropriate comments should be made about teachers, parents, or other students of Trinity. You will be held accountable for your texts/posts.

Inappropriate Texts/Posts

- Inappropriate texts/posts are determined the same way we treat the words that come out of our mouths. At Trinity we use three simple questions – Is it True? Is it Necessary? Is it Kind? If you cannot say yes to Texts/Posts referring to a teacher, parent, or student in our Trinity Family that are deemed inappropriate need to be shared with the principal.
- Trinity staff will only address instances where there is documented proof of the text/post. It is simple; save it and show it to a staff person. Only situations with evidence will be handled.
- No matter when an inappropriate text/post is written about someone in our Trinity Family, Trinity has the right to get involved and give consequences when necessary. (See Bullying Policy)

A Note for Parents

Be nosey! Know what is going on in your child's life. Even if they cry and scream, Jr. High students don't have a right to privacy when it comes to the parent/child relationship. You should know their social media passwords so you can monitor their account. Grab their cell phone occasionally and check to see if you approve of their text messages. Cell phones and social media are a license to sin. It is incredibly easy to text or post something you know you would never say to someone face to face. For a twelve- and thirteen-year-old, this is a temptation that is extremely difficult to overcome. They are going to mess-up. But it is our job as parents to use those incidents as teachable moments to talk about what it means to *live for Christ* and most importantly to *be forgiven by Christ*.

CHAPEL OFFERINGS

A chapel offering is received at weekly Chapel worship services to provide children with an opportunity to help others and to participate in the building of God's kingdom. Students are encouraged to support various agencies of mercy through prayer and financial contributions. The monthly offerings will be announced in the weekly newsletter.

Chapel offerings for other special projects may be designated during the year. When these occur, a note will be sent home.

CHOIRS

All children attending Trinity Lutheran School participate in one of the school choirs. It is the responsibility of the parents to make certain their children are present in the proper services to "sing praises unto the Lord." The choir schedule will be included on the monthly school activity calendar. A portion of the choir grade is based on the child's attendance at worship services when the choir is scheduled to sing.

CHRISTIAN DISCIPLINE

We must have reverence and respect for God if we are to glorify Him. Rules show a respect for God, for fellow students, for the teacher.

To achieve this in the classroom we must have discipline. In matters of discipline, the example of our Savior in showing love towards all people is practiced. Misdeeds cannot go unpunished as our Savior Himself shows us. All discipline procedures in school should reflect that of Christian love. Parents can help their son or daughter grow in responsibility and self-discipline by accepting the measures taken by the school and encouraging their child use the situation as an opportunity to grow in understanding and self-control.

Discipline Policy Statement

The proper discipline in any situation is that which uses the Law and the Gospel properly and appropriately. The Law needs to be used when an individual fails to see and realize that his actions, attitudes, thoughts, and/or words are in violation to God's holy will. Upon the realization of the above violation, the Gospel must then be shared with the individual so that he may be comforted and reassured that his sins are forgiven by God through Christ and by those individuals involved. This power of God (the sharing of God's love and forgiveness) serves as the "real" motivation for an individual to refrain from wrong actions, attitudes, thoughts, and/or words and to evoke a God-pleasing response from the individual in his daily relationship with God and his fellow man.

Discipline and correction are a part of each student's life as we "train a child in the way he should go". The home has received priority from God to nurture and admonish the children He has given to them. The teachers will work with the parents to inform them of chronic or severe inappropriate behaviors with the goal of helping each student grow in self-discipline and maturity. The following procedure is suggested to better inform and involve parents in the disciplining of their children in cooperation between home and school.

Using the planners each student is given at the beginning of the year, teacher/staff will keep track of behavior warnings. These warnings will be written on the date the warning occurred (i.e. February 6th in the planner) as well as on the full calendar for the given month (i.e. February as an example).

The process for this behavior tracking is as follows:

1. A verbal warning is given to the student. A teacher may ask for the student's planner to be placed on their desk or handed to the teacher directly, open to the current date, for documentation of why a verbal warning was given. *
2. If the behavior continues, a written warning detailing the issue/incident will be documented in the planner on the specific date in the planner and on the month calendar.
3. The planner is brought home by the student (they should be brought home every day regardless) and is signed by the parent/guardian. The principal is also notified.
4. If the student fails to bring the planner home to get a signature, a second warning is issued, resulting in detention. Parents are notified.
 - a. The detention will be served at the teacher's discretion either before or after school for 45 minutes.
 - b. In addition to detention, if the student is in sports, they will sit out the following game or practice.

NOTE: A student receives a verbal and written warning for behavior out of alignment with our school standards as detailed in this handbook.

- 2 written warnings within a 2-week period results in a detention.
- Every additional written warning within the two weeks adds more consequences and escalates as laid out in the steps below.
 1. 3 warnings = ISS for 1 day. The teacher, student and principal will meet to discuss the behaviors and parents will be notified and spoken to. Trinity may require a student to be further evaluated at this time.
 2. 4 warnings = ISS for 2 days. A conference will be requested with the student, teacher, principal, and parents. The Board of Christian Education will be informed.
 3. 5 warnings = OSS 1 day. The students and parents will appear before the Board of Christian Education to discuss continued enrollment at Trinity Lutheran School. An out of school suspension may be assigned until the board can meet.

School consequences will gradually increase in severity until behavior is corrected.

These offenses are cumulative for one school year. Any discipline plan formulated may need to carry over to following years.

The above procedure will be followed under normal circumstances. However, certain infractions are serious enough in nature to require the implementation of certain steps without following order. For instance, some incidencies would immediately call a move to a higher step of discipline. Examples of such incidences would be violent and destructive behavior that threatens the safety of people or property, harassment, or other chronic behaviors that are detrimental to the learning environment of the classroom. The teacher and principal and other staff will make the determination of the level of offense.

Covenant of Christian Education

Trinity Lutheran School has developed a Covenant of Christian Education for our school community. A covenant is a commitment made to remind people of the promises God has made to us. Because of what God has done for us through Christ, we will want to respond to His love and receive the blessings He has in store for His people.

Our Goal of the Covenant:

1. To provide a community of Christian caring for children (home, church, and school).
2. To enrich our partnership, making it more effective

Biblical Base: 1 Peter 2:17

Show proper respect to everyone: Love the brotherhood of believers, fear God, and honor the king.

Expectations of Our School Family as members of the Trinity Lutheran School Family and partners in the Christian education of children:

1. We will show RESPECT for God and His Word (Deuteronomy 11:18-21)
 - a. By regularly attending Divine Service.
 - b. By studying the Bible and spending time in prayer.
 - c. By learning, memorizing, and obeying the Word of God as it directs our daily lives.
 - d. By supporting the ministry our gracious Lord has given this congregation and school with our time, treasure, and talent, in proportion to how God has blessed us.
2. We will show RESPECT for those in authority (Eph. 6:1-8; Meaning of 4th Commandment)
 - a. By supporting the philosophy and policies of the school.
 - b. By cooperating with the teachers, principal, and Board of Christian Education in matters of discipline and instruction in a willing and prompt manner.
3. We will show RESPECT for others (James 5:16)
 - a. By praying for and with the children, parents, and teachers.
 - b. By leading a God-pleasing life, showing love and forgiveness toward others.
 - c. By keeping the Ten Commandments.
4. We will show RESPECT for our bodies, souls, and God-given talents (I Cor. 6:19-20; Eph. 5:3-4)
 - a. By modeling Christian values.
 - b. By choosing God-pleasing forms of entertainment (T.V., movies, internet, music, games, books, magazines), clothing, language, and activities for the well being of the family.
 - c. By providing support and commitment to school and extra-curricular activities with my presence and service where needed.
5. We will show RESPECT for the learning process and the classroom environment (Proverbs 22:6)
 - a. By providing a Christian atmosphere and environment for learning and homework.
 - b. By helping each child assume responsibility for the completion of homework.
 - c. By aiding in the spiritual, physical, and social, emotional, and academic growth of the children, thus enabling them to develop their God given abilities to their fullest potential.
6. We will show RESPECT for school property, personal property, and the property of others. (Phil. 2:4)
 - a. By keeping the school environment safe and conducive to Christian learning.
 - b. By caring for the supplies and equipment used inside and outside the facility.

CHRISTIAN CONFLICT RESOLUTION

Parents are to follow this procedure to deal with classroom related problems:

- a. Contact the teacher, either personally or by phone, to make an appointment for the parent and teacher to discuss the problem.
- b. If the first step fails, a meeting should be arranged between the teacher, parent, and principal to discuss the problem.
- c. If the above two steps fail, then a third meeting should be arranged between the teacher, principal, parent, and pastor. Again, the problem should be discussed.
- d. The Board of Christian Education should be considered the very last resort in such disciplinary actions.

Discussing the problem with others is gossip must be avoided. It does not help to solve the problem and is not God's way for His children to work out their differences.

CHURCH ATTENDANCE

All parents should make every effort to have their family in attendance at a divine worship service every weekend and on church holidays as well. If parents are committed to sending their children to Trinity Lutheran School, they should be committed to seeing that their family is being spiritually fed. For the purposes of this section, divine worship services are defined as regularly scheduled worship services. This does not include services such as weddings, funerals, private baptisms. This does include the students watching live online broadcasts of Sunday services. Worship for athletes is mandatory on tournament weekends.

CRISIS PLAN

Trinity Lutheran School has developed a Crisis Plan to be used in the event of an emergency in the school. The Crisis Plan includes fire drills, tornado drills, and "code red" lockdown drills. The written plan is available through the school office.

Fire Drills – Five fire drills are conducted each year.

Tornado Drills – Two tornado drills (fall and spring) are conducted each year.

Lockdown Drills – Five lockdown drills are conducted each year.

The number of drills meets or exceeds the number required by law.

DAMAGES

A certain amount of wear and tear on textbooks, school desks, and school property in general is to be expected. As Christian stewards, students should take pride in using these God-given gifts wisely; however, excessive damages inflicted by pupils to any school property will be compensated for by the student before termination of the school year.

DRESS AND GROOMING

Students attending Trinity are expected to be dressed and groomed in a Christian manner, modesty prevailing. The responsibility for the dress and grooming of each student rests first with the home, not the school. We expect each student to maintain his or her appearance in a way that is not distracting to teachers or to other students, to the detriment of the educational process of the school or the spiritual health of its members. If a student's appearance is detrimental, a parent will be notified to bring a change of clothing to school. A neat appearance is expected and required. Therefore, the following guidelines will be used.

1. When shorts are worn, they are to be of appropriate length and in good condition. Cutoffs, biker shorts, and extremely short shorts are not allowed. **Short length must reach fingertip length or longer when arms are extended alongside of the body.**
2. Extremes in hair style, jewelry, perfume, and make-up are to be avoided. Hair should be well-groomed.
3. No caps or hats are to be worn inside the building, except on designated special days.
4. Since we try to go outside every day, proper weather-appropriate clothing and footwear is essential, especially during the winter season.
5. School athletic team uniforms are to be worn only for official games, not during school.
6. Clothing should be worn in such a way that undergarments do not show.
7. Clothing designed as undergarments may not be worn as outerwear.

Types of unacceptable clothing include, but are not limited to:

1. Clothing with tobacco, alcohol, or drug logos or slogans.
2. Clothing with obscene, vulgar, or objectionable language.
3. Clothing that indicates death or sex as its theme
4. Muscle shirts, shirts that expose the midriff, mesh shirts, tops with “spaghetti” straps or sleeveless tops with deep cut armholes or necklines
5. Short skirts or dresses (**skirts and dresses cannot be shorter than 1” below the length of the fingertips when arms are extended straight down**)

Special care in appropriate appearance should be taken at times when students are representing our school on an outing (field trip, sports event, music festival, etc.).

When the students are performing at concerts, or during church services, they should be dressed accordingly. We give God the glory with our singing. We should also honor Him in our appearance.

ELECTRONIC DEVICES

Students are discouraged from bringing electronic devices to school. Students are not permitted to use electronic devices during the school day. This provision does not include calculators when used with the permission of the teacher.

EMERGENCY SCHOOL CLOSINGS

When bad weather makes it impossible to conduct school, an announcement will be made over the following TV stations: Fox 9, My 29, KSTP 5, KARE 11, and FOX 12. If Janesville public school district closes because of weather, Trinity will also be closed. If weather conditions make it impossible to bus the children home, bus riders will be released to an assigned home in town, as indicated by the parents on the appropriate form submitted at the beginning of the school year. Notice of emergency closings will also be placed on Trinity’s website.

HARASSMENT POLICY STATEMENT - SEXUAL, MENTAL, AND PHYSICAL

Trinity Lutheran Church and School have a duty to keep the school setting free of harassment and violence. Students, staff, and faculty have a right to go to school or to do their work without this kind of interference. Our complete policy regarding harassment and violence is available from the school, church, or principal’s office.

Any person who believes he or she has been a victim of harassment or violence by pupil, teacher, administrator, pastor or other personnel, or any person with knowledge or belief of conduct which may constitute racial or sexual harassment or violence toward pupil, teacher, administrator, pastor, or other personnel should report the alleged acts immediately to an appropriate official designated by this policy. Trinity Lutheran Church and School encourage the reporting party or complainant to use the report form available from the school, church, or principal’s office, but oral reports shall be considered complaints as well.

HONOR ROLL - GRADES 5-8

Trinity Lutheran School announces each quarter those students in 5th - 8th grade who have earned honor roll status. To qualify for the "B" honors, a student must earn a grade point average of "B" or "B+". To qualify for the "A" honors, a student must earn a grade point average of "A" or "A-". In both honor rolls, any grade below a "C-" disqualifies them from the honor roll.

IDENTIFICATION OF PERSONAL BELONGINGS

To save time and trouble, parents are asked to place the child's name in his jacket and other personal items. In this way, lost articles of clothing can be returned to the owner. The Lost and Found clothing rack is located next to the pop machine in the lower hallway. Please try to visit this whenever possible as it tends to overflow.

LIBRARY

The library of Trinity Lutheran School contains over 3,000 books. Students are encouraged to make use of the library books throughout the school year. The entire library is organized and classified according to the Dewey

Decimal System. Our library is located downstairs adjacent to the multi-purpose room. Students will be responsible for paying for lost and/or damaged library materials.

LOCKERS

Students will be assigned a locker by the teacher. School lockers are the property of Trinity Lutheran School. Trinity does not at any time relinquish its exclusive control of lockers that are provided for the convenience of students. Inspection of lockers and personal property within the locker may be conducted by school personnel for any reason at any time with or without notice to the students.

Students in the grades 6 - 8 will be provided a lock for the locker. Locks not provided by the school may not be placed on any locker. The school assumes no responsibility for personal property left in a school locker.

MEDICATIONS

This policy sets forth the provisions that must be followed when administering non-emergency medication to students. The school acknowledges that some students may require prescribed oral medication during the school day. The principal, teacher, or office employee will administer prescribed medications.

Requirements

1. Prescription and nonprescription medication require a completed, signed authorization form by the students' parent or guardian.
2. Prescription medication requires a written order from a physician, including dosage and schedule of administration.
3. Prescription medication must come to school in the original prescription container appropriately labeled for the student by the pharmacy or physician.
4. Medications are generally not to be carried by the student. Exceptions would include inhalers, etc.
5. The school must be notified immediately of any change in the student's medication dosage, or if the medication is no longer required. Dosage changes will only be made as directed by a written notification from the physician.
6. Drugs or medicine used by children with a disability will be administered as provided in the Individual Education Plan (IEP).
7. An office employee shall be responsible for filing the Administering Prescription Medications form in the health records section of the student file. This employee shall be responsible for providing a copy of the form for the principal and other personnel designated to administer the medication.

Long-Term Medication

Long-Term Medication is defined as medication taken during the school day for more than 30 days. Parents of pupils requesting that medication be administered during school hours, by school staff, are required to provide the school:

1. The physician order.
2. A parental release form.
3. Medication supplied in the original bottle. Ask your pharmacist for prescription medication to be divided in two bottles completely labeled – one for home and one for school.

Short-Term Medication (Also Non-Prescription Medication during the School Day)

Parents requesting medication be administered during school hours by school staff are required to provide the following:

1. A parental release
2. Medication supplied in the original bottle or packaging.

Release forms are available at the school office or online at our website.

NON-CUSTODIAL PARENTS

Trinity Lutheran School students will not be released during the school day except for those reasons that are valid in accordance with state compulsory attendance laws, such as medical and dental appointments, court and administrative proceedings, etc.

If the cumulative folder indicates the student is not living with both parents, the school has no legal basis for withholding access to records or communication with the child to any "parent"* as defined by the Family Educational Rights and Privacy Act of 1974 (FERPA)*, unless the custodial parent has provided the school with a legally binding instrument such as a court order which either prohibits or limits contact with the student or access to records by noncustodial parents or others. Teachers will be instructed not to release children to noncustodial parents unless authorized by the principal's office.

When the school does have a court order restricting visitation, the cumulative folder will be clearly marked, "Visitors Restricted". Office personnel who are responsible for controlling the contact between students and outsiders are automatically alerted to the existence of restrictions. If the school personnel do not recognize the parent, they will ask for some identification such as a driver's license. When a request to release or visit a child is made, school personnel should check the files to determine whether the parents are divorced or separated, and if so, which parent(s) has legal custody. The school will not permit a visit or approve a release to a noncustodial parent without the custodial parent's consent. If school personnel have any concerns about releasing the child, they will notify the principal immediately. The principal may need to contact the other parent before deciding whether to release the child. If there is any doubt, the child will not be released.

* Parent - a parent, guardian, or an individual acting as a parent of a student in the absence of a parent or guardian.

PARENT - TEACHER LEAGUE

Cooperation between home and school is a necessity in the Christian upbringing of the children. Trinity's PTL is one organization which strives to make this home-school cooperation a reality. Meetings are held during the school year. Various religious and educational topics are discussed by the parents and teachers. All parents of students enrolled at Trinity Lutheran School are members of the PTL and encouraged to participate in meetings and events.

PHYSICAL EDUCATION

Students in Minnesota, in grades K – 8th, are required to participate in Physical Education. Trinity students are expected to participate in Physical Education class unless they have a note from a physician on file that states they may not participate, or they can participate on a limited basis. The note from the physician should have a start and end date for the time the student's participation is limited.

REPORT CARDS AND PARENT-TEACHER CONFERENCES

Report cards are issued after each nine-week period, four times yearly. Parents are asked to sign the report card envelope and return it to the teacher. The envelopes are due back to the classroom teacher the next school day after they have been distributed. Parent-Teacher conferences are usually held twice yearly. The first conference is scheduled after the first nine-week period, at which time the first quarter report cards are given to the parents. Each conference lasts fifteen minutes. If a more in-depth conference is necessary, it will be scheduled at a separate time. Schedules for each conference are sent home with the children approximately one week beforehand. All parents are expected to participate in the parent-teacher conferences. Additional conferences may be arranged whenever the need is felt by the parents or teachers.

SAFETY PATROL

Students in 6th grade may participate in Trinity's safety patrol program. If not enough students in 6th grade are interested in participating in the safety patrol program, 5th grade students will be invited to join the safety patrol.

SCHOOL HOURS

School hours are from 8:20 a.m. to 3:05 p.m. for grades Kindergarten through eighth grade. Once students have reached school, they may not leave the school grounds until school is dismissed. Written permission for the student to leave the school grounds, signed by a parent, releases the school of any liability during that time.

Even though teachers are in their classrooms by 8:00 a.m. each morning, students are not to arrive before 8:10 a.m. Students who arrive before the 8:10 a.m. bell must proceed to the gym via the 4th Street gym doors and remain seated in the bleacher area until dismissed at 8:10 to go to their respective classrooms and begin their day. However, special arrangements with the teacher may allow children to arrive early if they are to study or receive special help. Unless asked to remain by a teacher or enrolled in SAC/WAC, students must be off the school grounds by 3:20 p.m. Students may use the playground after school hours after going home and then returning to the school playground, in which case the school is not responsible for student supervision.

PETS

Parents will be informed upon admission if pets are present in the program. Parents will also be informed if pets are brought in for in-house field trips or visits. Please make sure to ask ahead of time if a child wants to bring their pet in to show the class. Pets, otherwise, are not allowed at school sponsored events, indoor and outdoor.

FIELD TRIPS

Written parental permission will be obtained before each field trip. Advance notice outlining trips will be given and written parental permission is required along with payment. No child will be taken on a field trip without written permission from a parent or guardian. All safety rules will be followed on the trips. Since field trips are part of our program, if you do not wish your child to attend, you must find alternate arrangements for care during this time. Parents are asked to chaperone to help break classes up into smaller groups to get more of the information out of the field trip. This is given assigned as a first come first serve basis. Field trips are designated for the students that are members of that classroom only. If other children are brought with them, then the chaperone can't properly do their designated job for the safety of the students they oversee. All chaperones will be asked to fill out background checks to comply with our accident insurance. If a parent is driving for a field trip, a copy of current vehicle insurance and driver's license will be made and kept in the office as well as a background check completed.

STUDENT RECORDS

Parent's rights to records, as defined by the Family Educational Rights and Privacy Act of 1974, are as follows:

1. Parents have a right to inspect and review the student's education records. A parent should submit to Trinity Lutheran School a written request to inspect education records which identify as precisely as possible the record or records he or she wishes to inspect. The parent will be notified of the time and place where the records may be inspected.
2. Parents have the right to request that a school correct the records which they believe to be inaccurate or misleading. Parents should submit a signed written request stating what record they wish to amend and why they feel it should be amended. If TLS decides not to amend the record, the parent has the right to a formal hearing. Parents will be contacted when the formal hearing will occur. After the hearing, if Trinity still decides not to amend the record, the parent has the right to place a statement with the record setting forth his or her view about the contested information.
3. Trinity Lutheran School must have written permission from the parent to release any information from a student's educational record. However, FERPA allows schools to disclose those records, without consent, to the following parties under the following conditions
 - School officials with legitimate educational interest
 - Other schools to which a student is transferring
 - Specified officials for audit or evaluation purposes
 - Appropriate parties in connection with financial aid to a student
 - Organizations conducting certain studies for or on behalf of the school
 - Accrediting organizations
 - To comply with a judicial order or lawfully issued subpoena
 - Appropriate officials in cases of health and safety emergencies
 - State and local authorities, within a juvenile justice system, pursuant to specific state law
4. Trinity may disclose without consent "directory" information such as the student's name, address, telephone number, date and place of birth, honors, awards, and dates of attendance. If a parent wishes for this information not to be disclosed, they must notify the school office in writing by the 15th day of school.

TECHNOLOGY ACCEPTABLE USE POLICY

1. **Guiding Principles:** Trinity provides computer training and Internet access to promote educational excellence as a basis for personal development through which we can become an effective witness for Jesus Christ and strive to accomplish His will for us. The use of computers is an integral part of the education and ministries at Trinity. The following guidelines provide a general outline of acceptable and unacceptable use of computers and the internet at Trinity Lutheran Church and School.

Computer use is a privilege for the staff, parents, and students of Trinity. This privilege is maintained by complying with the computer use guidelines in this policy. Appropriate use of the tools of technology as stated in this article allows continued access to computers, Trinity's information network, the internet, and distance learning tools.

2. **Guidelines for Use of Computers, Internet Access, and Distance Learning Tools**

Technology should be used in a way which will treat other people in a God-pleasing manner. Therefore, downloading, storing, printing, or distributing by any other means files, images, or information that is profane, obscene, or that offends or degrades in any way is unacceptable.

Do not interfere or tamper with the work of another student or a teacher. This includes degrading or disrupting the normal functions of hardware and software so that the performance of these items is damaged. Files and other forms of information are only to be accessed by the directions of the teacher and under adult supervision. Students and others will be held responsible for the cost of any repairs deemed necessary to return the hardware or software to its normal working capacity.

The privacy of other people is always to be respected. Any invasion of privacy, whether it be accessing, using, or altering the work of another person without their permission is in violation of this policy. All standard copyright restrictions are also to be always followed. This includes, but is not limited to, information and software programs.

Reasonable care is to be taken when accessing and downloading files to determine that they are free from computer viruses. Virus protection programs are not to be disabled or uninstalled under any circumstances.

Students and non-staff members are to use computers, access the Internet, and use tools of distance learning only as instructed by a staff member. Any attempt to gain access to resources, programs, or on-line sites not authorized by a staff member is not acceptable. This includes but is not limited to settings such as passwords, backgrounds, screen savers, icons, etc.

Use of technology at Trinity for personal financial or commercial gain is prohibited.

3. The following guidelines are to be adhered to when accessing and using the internet:

Personal information of any kind about the user or another person (students, teachers, parents, etc.) may not be transmitted. This includes information about school, home, or that gives the location of a student at any given time.

Students may not use any internet feature without the direct personal supervision of a staff member or authorized volunteer. Direct personal supervision means that the teacher (or other qualified individual) is present in the classroom and is actively monitoring the work.

Persons accessing the internet are expected to always behave in a Christ-like way. Therefore, no text, image, movie, sound, or other form of media that contain obscene material or language that offends or degrades others will be allowed.

All changes to the hardware and software setup at Trinity Lutheran Church and School is to be approved and completed by the Technology Coordinator and other appropriate authorities.

Trinity maintains a website at www.tlsjanesville.com as a means for communicating information and advertising our school. The site is a center of information for members of the Trinity family.

Computer technology is a gift from God to his people. Like any other gift, it is up to us to use the gift wisely to glorify God and advance His Kingdom. Trinity Lutheran Church and School acknowledge the blessings the Lord has bestowed on his church through technology, and we are committed to empowering our members, families, students, and staff to use this gift in a way that is in keeping our Christian faith. We pray that God will bless our efforts to enhance the Christian education that Trinity is able to provide to the members of the Trinity Lutheran Church and School community.

TELEPHONE

Parents are encouraged to call during the following hours: 8:00 a.m. to 4:00 p.m. each day. Only due to an **emergency** are teachers or students to be called to the telephone during school hours. When possible, a message of importance will be relayed to the pupil or teacher. Use of the telephone by the students is limited to emergency calls. A student must have the permission of their teacher.

TUITION POLICY

Overview

The Board of Christian Education administers the tuition policy and enforcement for Trinity Lutheran School. The voters declared that the congregation subsidize a portion of the cost of education for each student, therefore the tuition charged to each family is a partial to implement partial tuition to help with the operation of the church and school, compared to the entire cost of education for each student.

The Tuition Sub Committee of the Board of Christian Education administers a Secret Angel Fund that provides tuition assistance to families, of students in kindergarten through eighth grade. Contact the school for more information on this program. It is our desire that affordability is not an issue when parents consider enrolling their student(s) in our school.

Policy

The tuition for a given year is set during the normal budget cycle of the church. The Board of Christian Education determines the tuition for the following school year at their January meeting. The Board provides parents an opportunity to pay tuition over the course of the school year. At registration enrollment fees and first payment of tuition is due and families will choose a payment plan with the remainder of tuition due in 2, 4 or 10 installments throughout the school year (August – May). Tuition is the same amount for members and non-members of Trinity Lutheran Church. The Board of Christian Education is made up of volunteers whose time is best devoted to setting policy. The Board desires this policy to be self-enforcing and expects the TLS families to manage their payment responsibilities with the utmost priority. As a result, the Board has established a tuition enforcement policy to outline the responsibilities of the TLS families. The tuition enforcement policy is as follows:

- All tuition payments are required to be remitted by the established due dates. Pre-payments will be accepted at any time.
- Families who are unable to pay the tuition by the due date must contact the school prior to the payment due date to explain their circumstances.
- Any handling fee incurred for a returned check will be added to the family's tuition balance.
- Families may apply for tuition assistance.
- Quarterly report cards, diplomas, and requests for transfer of student records may be withheld for any child whose tuition is not current at the time the report card is issued. Upon full payment, these items will be released.

- Enrollment may be suspended for any student when tuition is two or more installment payments behind. Families will be required to meet with the Tuition Sub-Committee of the Board of Christian Education to resolve all past due accounts and to reinstate the student(s). Full payment of all past due tuition may be required prior to reinstatement.
- Prior payment records of TLS families will be reviewed at the time of registration. Families who have not paid their prior year tuition or fees in full on the day of registration may be required to remit all past due amounts prior to acceptance of the following years' registration application. If tuition payments for the prior year have been consistently paid late, the Board reserves the right to require 100% of the tuition to be paid on the day of registration.

The Board may grant exceptions to the enforcement policy for qualified lifestyle changes affecting a family's financial status. Qualified lifestyle changes shall include, but not be limited to:

1. Death of a spouse
2. Loss of a permanent full-time job of the primary provider
3. Permanent disability of the primary provider
4. Incapacitating illness or disability of the primary provider

The Board reserves the right to modify these policies as special needs or situations arise.

WEAPONS

All weapons or instruments which have the appearance of a weapon are prohibited within the school or the school environment, including school buses, field trips, or any other school-related activity. A weapon is defined as a firearm (whether loaded or unloaded) or any device or instrument designed as a weapon or through which its use is capable of threatening or causing bodily harm. The principal and/or the Board of Christian Education have the latitude to decide the appropriate action to be taken with anyone who violates this policy, depending on the seriousness of the violation. Penalties may include but are not limited to suspension and/or expulsion from school and referral to law enforcement agencies.

VI. BUILDING SECURITY AND STUDENT SAFETY PLAN

A building security and student safety plan has been developed with the students in mind. The faculty wants parents to know and feel assured that their child is safe at school. For this reason, we ask all students, parents, and visitors to follow the procedures of this plan.

ARRIVAL OF K - 8 STUDENTS

Before 8:10 am

Students should not arrive at school before 8:10 unless riding the bus. Students arriving early are to enter only through the gym doors and are to remain in the gym under the supervision of a teacher or aide until dismissed to go to the classrooms. Trinity offers before school care. Paid care is available from 7:00 am – 7:45 am. Care from 7:45 – 8:10 when students are dismissed is free.

Between 8:10 and 8:20 am

Students must enter the west door (Main Street). After taking care of their personal belongings, students will go to their classroom.

After 8:20 a.m.

Students arriving after 8:20 are considered tardy. Students arriving after 8:20 are to check in at the school office. Students who are late because of a late bus do not need a tardy slip.

DOCTOR/DENTIST APPOINTMENTS

If a child needs to leave during the school day for a scheduled appointment, a note or email should be sent to the teacher and office at least a day in advance. Parents are requested to come to the school office to pick up their child. If the appointment is in town and the student is walking to the appointment, please indicate this with written permission. If a student returns to school following the appointment, the parent is to come to the office and sign in the student at the school office before the student returns to the classroom. (See also “Medical Absences” under the Attendance Policy section.)

DISMISSAL FROM SCHOOL

If a student is not traveling home by the typical means of transportation, a parent should inform the teacher and office of the travel arrangements. If someone other than a parent is picking up the child, that person's name should be given to the teacher and office. Students should be off school property within 15 minutes after being dismissed unless staying for an after-school activity or enrolled in SAC/WAC.

VISITATION BY PARENTS & OTHER GUESTS

All parents are invited and encouraged to visit school with approval by school administration. If a parent or other friends or relatives wish to visit a classroom, a parent must make arrangements in advance with the teacher and school office. The amount of time in the classroom should be limited due to the distractions that a visit can cause. When parents or other family members arrive at school, they must enter through the West door (Main St), check in the school office and check out when leaving. If parents plan to eat school lunch, the school should be contacted one day in advance so that the cook can plan accordingly. All visitors' lunch must be paid prior to eating.