

TRINITY LUTHERAN HANDBOOK

2016-2017



TRINITY LUTHERAN SCHOOL

3812 229th Avenue NW
St. Francis, Minnesota 55070
(763) 753-1234
www.trinitysf.org

“You shall therefore lay up these words of mine in your heart and in your soul, and you shall bind them as a sign on your hand, and they shall be as frontlets between your eyes.”

Deuteronomy 11:18 ESV

PREFACE

This Trinity Lutheran School Handbook is intended to be of help to parents and students by informing them of school policies and explaining the practices and the programs of Trinity Lutheran School. We urge all parents to read it carefully with your student. New parents will find this handbook a useful tool in becoming acquainted with our general education philosophy and curriculum. We hope this handbook will serve as one means of fostering better home and school relations. With you, we look forward to the continued blessings of the Lord in the training of our children.

TRINITY LUTHERAN SCHOOL CALENDAR 2016 – 2017

September	1	7:00 pm Back to School Orientation
	6	First day of School (Chapel at 8:00 am)
	26	Picture Day
October	13 – 14	No School(Lutheran Education Association Convocation)
	20 – 21	No AM/PM Bussing
November	4	End of First Quarter (42 days)
	17 – 18	Parent/Teacher Conferences (after school and evening)
	24 – 28	No School – Thanksgiving
December	20	Christmas Musical – 7:00 pm
	23	No School – Christmas Break
January	3	School Resumes
	16	No School
	20	End of Second Quarter (44 days)
	22 – 28	Lutheran School’s Week
February	20 – 21	No School – President’s Day Observance
March	3 – 10	Spring Break
	31	End of Third Quarter (42 days)
April	7	Spelling Bee
	14 – 17	Easter Break
	27	Spring Musical – 7:00 pm
May	5	5-8 Track Meet @ Concordia Academy
	TBD	Silent Auction Fundraiser
	9	7-8 Softball Tournament
	12	3-4 Track and Field @SJC
	16	5-6 Softball Tournament
	19	1-2 Track and Field @SJER
	29	No School – Memorial Day
	30	Trinity Track and Field Day
June	1	Graduation
	2	Last Day of School (42 days) Total Days = 170

SCHOOL DIRECTORY

2016 – 2017

Trinity Lutheran Church and School
3812 229th Avenue NW, St. Francis, MN 55070
763-753-1234 www.trinitysf.org

Rev. Timothy B. Vaughan, Senior Pastor 763-753-1234, ext. 104
Rev. Keaton Christiansen, Associate Pastor
Executive Director 763-753-1234, ext. 112

School Faculty

Mr. Aaron DeLong 763-221-0237
Miss Ruth Bernau 507-573-2743
Mrs. Elizabeth Schmidt 763-753-1234, ext 118
Mrs. Megan Basham 612-720-5376
Mrs. Gail Petroff 763-753-1234, ext 130

Adjunct Faculty

Rebekah Christiansen 763-753-1234

Trinity's Early Childhood Readiness Director

Dannette Meeks-Hull 763-753-1234, ext. 111

School Board Members

Mr. Tim O'Brien, Chairman 763-753-3858
Mr. Adam Bowers 763-444-4156
Mr. Todd Johnson 612-353-7298
Mr. Bryan Jones 763-753-4631
Mr. Chester Jones 612-518-3112
Mr. Jake Yatckoske 612-708-7323

Vice Chairman of the Board of Education

Doug DeLong 763-370-1238

Please note that when the term "Executive Director" is used the term "Principal" is also implied.

TRINITY LUTHERAN SCHOOL TUITION RATES 2016 – 2017

Kindergarten

Full Day: If registered by April 15, 2016 = **\$1,500**
If registered after April 15, 2016 = **\$2,000**

Grades 1 – 8

\$3,200 - one child +K = **\$4,150**

\$4,800 – two children

\$5,800 – three children

Monthly Payment (9 mos.)

one child = **\$355.00** or 1+K = **\$461.00**

two children = **\$533.00**

three children **\$644.44**

Enrollment Fees (non-refundable)

April 15 or prior - **\$100.00** April 16-June 1 - **\$120.00** June 2 or after - **\$150.00**

Technology Fee

In order to continue providing each our students and faculty with safe, managed, and up-to-date educational technology, to prepare students for responsible use of the same in a rapidly changing world, Trinity's School Board has decided it needful to implement an annual technology fee.

Per student Yearly Fee - **\$75.00**

Activity Fee

Per Student Fall Fee - **\$75.00**

Winter Fee - **\$75.00**

Trinity Lutheran School admits students of any race, color, or ethnic origin

Tuition Reduction

At the present time the cost to educate each child at Trinity Lutheran School is \$6,800 per year. With the charges as they are, the tuition fee has been reduced through the generosity of the members of Trinity congregation. We therefore, desire all of our tuition families to be timely with their tuition payments in accordance with their signed tuition contract. We, as a church and school, are also committed to teaching your children about their wonderful *Savior, Jesus Christ*, and about *His Word* and *His world*.

Recognizing that some families may have special needs and circumstances that may not allow them to meet their tuition, the School Board of Trinity has adopted a tuition rebate policy for the upcoming year. For every new family you bring into our school, you will receive a 50% tuition rebate at the end of the year if all tuition and fees have been paid. All other financial needs will be reviewed on a case by case basis. Delinquent accounts will be notified at 30 days and the student will not be allowed to attend classes after account is 60 days delinquent.

Trinity Lutheran Church cannot continue to provide this quality education if the members don't continue to share their gifts through the offering they give on Sunday. God's Word exhorts that ALL of our members give their *first fruits* (first and best) to the Lord, give *proportionately* (a percentage of their income; for example, a tithe – 10%) and give *regularly* to the Lord. Through your generous offerings you will help us offset the cost of your child(ren)'s education.

A Guideline for Tuition Cost Per Hour

On average the "face time" cost for one student is:

Daycare = \$5.00 per hour

Kindergarten = \$1.45 per hour

Grades 1 – 8 = \$1.70 per hour

MISSION OF TRINITY LUTHERAN SCHOOL

Adopted in 1980 for Grades K – 8

Trinity Lutheran School does not exist by or for itself. It is always an agency of Trinity Lutheran Church. Trinity Lutheran Church maintains a Parochial School so that our children may receive a complete education; an education where the children receive solid academic, physical, social training, and spiritual guidance. The school and the home work as a team to follow God's command "Go ye therefore and teach all nations, baptizing them in the name of the Father and the Son, and the Holy Spirit." (Matthew 28:19)

Students at Trinity are able to learn all of God's truths, both physical and spiritual, in a wholesome Christian atmosphere, and come to appreciate what Christ has done for them and how important He is in their daily lives.

We need leaders in our homes, businesses, governments, and churches who have the highest religious, moral, and academic standards. Trinity Lutheran School strives to educate our students to meet these objectives.

Trinity Lutheran School serves the church and community in a unique way. The Christian home works with the Christian school to provide a Christ-centered total education for students. Christ is the Head of Trinity School and showers His blessings on the efforts of parents and teachers. Trinity School strives to fulfill the following mission:

1. To provide daily instruction in God's Word enabling pupils:
 - a. To find in Jesus Christ an all-sufficient Savior.
 - b. To grow in love for their Savior and to express this love in everyday experiences with their fellow man.
 - c. To realize the requirements set by God for His people on earth.
2. To aid the Christian home by:
 - a. Training children in the virtues of Christian obedience, church life, and citizenship.
 - b. Assisting parents in meeting the varied challenges of guiding children.
3. To help in developing for the community and nation citizens who:
 - a. Recognize God as their source of all government.
 - b. Will use their talents in His service.
 - c. Find obedience to law a joy and participation in civic affairs beneficial to all people.
4. To provide the best academic and physical training possible so that pupils:
 - a. Are prepared for further education and life after leaving our school.
 - b. Have learned how to learn.
 - c. Will recognize the importance of education in a democracy.
 - d. Will recognize that the body is the temple of the Holy Spirit and will provide for its physical needs.

5. To develop in the pupils an awareness of the importance of a Christian education so that when they become parents, they will strive to provide this type of education for their own children.
6. To ensure and prepare young people for church related professions.
7. To provide a Christ-centered environment for the growth of the total student.
8. To increase the evangelism outreach of Trinity Lutheran Church and School.

EDUCATIONAL PHILOSOPHY OF TRINITY

Adopted in 2007 for Grades K – 8

1. Trinity Lutheran School is first and foremost a Christian school. We believe that God created the world and everything in it. From this historical and spiritual fact derives our belief that we are His creatures. Our lives are not our own; we are God's instruments, dedicated to serving Him in His church and in His world. We believe that excellence in education begins and ends with the Word of God at the center of all learning, for the human mind and spirit are fulfilled only when all things are done to the service and glory of God. TLS provides a framework whereby this belief may be taught and lived.
2. We believe that, with a challenging curriculum and a disciplined environment, students can achieve much greater intellectual development and academic advancement than is generally acknowledged. The environment and close relationships among teachers and students of Trinity are effective for developing in students both academic excellence and a sense of purpose for the vocations of life.
3. We believe that for the fullest development of reading and writing as well as knowledge and appreciation of other cultures, the study of foreign languages is an essential part of the curriculum for all students.
4. We believe that instruction in mathematics and the sciences must be accompanied by an education in literature, music, and the arts in order for the human mind and spirit to be fully developed for joyful service to God in the church and in the world.
5. We believe that development of the human body through physical education and competitive athletics is important for students of all levels of natural athletic ability.

FROM THE PRINCIPAL'S DESK

Peace be with you! Welcome to Trinity Lutheran School. We are proud to continue a rich tradition of quality education for the whole human being, as the Scriptures tell us in Proverbs 22:6—“Train a child in the way he should go, and when he is old he will not turn from it.”

Our teachers are synodically trained, licensed by the state of Minnesota, and participating in continuing education to provide the best possible instruction. Our facilities are blessed to make prudent use of many new technologies to prepare students for service in the modernizing world. Our community and our families care for one another, especially in providing a morally upright environment for children to grow up into their own role as responsible human beings.

However, we do not place our trust first and foremost in these things, but in Christ Jesus, whose death and resurrection forgives our sins and renews us as His beloved creation. Jesus commanded in Matthew 28:19-20—“Go therefore and make disciples of all nations, baptizing them in the name of the Father and of the Son and of the Holy Spirit, teaching them to observe all that I have commanded you.” Our school begins with just such daily religious teaching, we continue with midweek public worship, and we appropriately incorporate a confessional Lutheran perspective in every area of our study or service.

Our goal is to aid parents in forming good, Christian human beings for responsible service towards others as citizens of our nation, to honor and love God's institutions of marriage and family, and for steadfast faith in Christ Jesus until life everlasting. To this end, we ask that you support us with your prayers, time, and talents.

Rev. Keaton Christiansen, Executive Director

GOD'S CHURCH IN ST. FRANCIS

Blessed to be a Blessing

In 1957 there was no Lutheran Church in St. Francis; however, the circuit pastor of Immanuel Lutheran Church, Elk River, felt a study should be conducted in the St. Francis area for a possible mission station. The mission committee of St. John, Elk River, canvassed the community and concluded that a mission should be considered. Through their efforts, on April 3, 1960, the first Sunday School for Trinity was organized with twenty-three children in attendance. The old St. Francis High School was their place of worship. The first worship service followed on October 9, 1960. This also was held in the old High School. With God's help, progress was being made and on April 23, 1961, the Dedication Service of the St. John's Lutheran Chapel was conducted in its own building, which was built by the Minnesota South District. That building is now the current parsonage.

The growth continued and in January, 1963, Trinity Lutheran Church, member of the Lutheran Church – Missouri Synod was organized. Incorporation took place on February 10, 1963, with 34 communicant members.

God was surely blessing Trinity. By 1964, the worship area was full and with less than a \$5,000 budget, the thoughts turned to building a church. The district had purchased 2 acres for the chapel site. In addition to this, the congregation purchased 2 more adjoining acres and then requested aid from the Minnesota South District in order to construct the church. With help granted, Trinity's church was dedicated November 15, 1968, with 88 communicant members. With the new facilities and a first resident pastor in 1969, Trinity was rapidly growing.

In 1972, the congregation purchased 4 more acres south of the church, for now there was a need for an educational wing. On September 9, 1973, only five years after the dedication of the church, the education wing was dedicated and a Nursery School Program opened for children three to five years of age. At this time Trinity numbered 485 communicant members. Trinity continued as a mission church until June 1975.

In November, 1979, Trinity voted to open a Lutheran Day School with grades Kindergarten through eight. The Principal and staff were secured and in August of 1980 the doors of Trinity Lutheran School were opened.

In 1983, construction of an addition to the education wing was completed, more than doubling its size, so that the Sunday school and school had more facilities for Christian education.

In 1984, Trinity Lutheran Church voted to open the school to families in the community who are not members of Trinity Lutheran Church, but desire a Christian education for their children.

In 2000, construction of a new worship facility, family center (gymnasium and kitchen area), two small rooms, and updating of existing facilities was started.

Yes, Trinity Lutheran is truly "rich." God has guided and blessed Trinity in abundant measure. May the use of these facilities continue to always be to God's glory, for only then will we continue to be rich.

CURRICULUM

Following instruction in the doctrine of Christ taught in the Holy Scriptures as understood in the Lutheran Confessions, Trinity School instructs students in all core curriculum areas deemed necessary by the State of Minnesota. The following is an overview of Trinity's courses of study throughout the grades.

Religion: Bible History, God's activities in all of history, God's instruction for Christian living (Ten Commandments, etc.), God's plan of salvation, Christ's work of redemption for all people, actions of the Holy Spirit, each individual person's role in life, moral behavior, social behavior, the role of the church, memory work, and song.

Math: The mathematics curriculum teaches all core concepts of math necessary for future use from number concepts to Algebra.

Social Studies: World History, geography, and civics, history and geography of all continents emphasizing US history, communities, governments, emphasizing the gift and importance of our democracy and how it functions, and family living.

Reading: The phonics approach to learning how to read through comprehension skills, analyzing written material, and studying all types of genera.

Language: Skills necessary in learning how to communicate properly in written and oral form with standard usage.

Latin: Beginning at Grade 5, basic instruction in this classical language is offered as an elective alternative to Spanish.

Spanish: Beginning at Grade 5, basic instruction in this foreign language.

Spelling: Skills necessary for proper spelling including phonics.

Handwriting: Skills necessary for proper legible handwriting.

Science: The study of God's great orders of creation. Courses include elements of earth, life, physical and chemical sciences.

Art and Music: All areas of music including history, theory, and appreciation. Musicals are presented and choirs sing in worship services. All areas of art are taught, including appreciation.

Physical Education: Physical activities designated to increase coordination by developing the fine motor skills and large muscle groups that strengthen physical growth.

Technology: Trinity uses this technology in a responsible and managed manner for educational purposes: Chrome books, Smart boards, NEOs, and a computer lab.

Electives

Interscholastic Sports: Participation with other Christian Schools in athletic events.

Choir: After school open to students in Grades 1st – 8th.

POLICY REGARDING ENROLLMENT

Trinity Lutheran School is an educational mission of Trinity Lutheran Church, serving the community by providing a Christian education grounded in the classical liberal arts tradition, and designed to prepare students for high school, college, or a vocation compatible with their interests in service to God both in the church and in the broader society. A Lutheran institution, TLS nevertheless serves the whole community and students who are in agreement with our educational setting, goals, and objectives will be welcomed and admitted as space permits. Priority of enrollment in cases of limited space will be granted to active members of congregations in the Lutheran Church – Missouri Synod.

TLS admits students of any race, color, national and ethnic origin to all rights, privileges, programs, and activities generally accorded or made available to students at the school. TLS does not discriminate on the basis of race, color, national and ethnic origin in administration of our educational policies or other school administered programs.

To enroll in our Kindergarten, your child must be 5 years old by September 1 of the current school year.

DEFINITIONS OF STAFF

Staff: Teachers, volunteers, and church employees

Administration: Executive Director / Principal, School Board

OFF CAMPUS

All handbook rules and guidelines apply to students even while off campus during school activities, field trips, or sporting events.

DISCIPLINE

Trinity Lutheran School is a Christian educational setting. We consider our school and our students to be precious gifts from God. As such, we deem it a privilege to teach and learn in an environment where His Word is the source and norm for all of our policies and regulations.

As children of God, we are at the same time both sinners and saints. Therefore, TLS endeavors regularly to lead all students and faculty to recognize themselves as sinners, to repent, and to trust Jesus Christ as their Savior. Living in the assurance of God's love, mercy, and forgiveness, students are encouraged by the power and leading of the Holy Spirit to live Christian lives in accord with God's will for them. We trust in God's power to enable students and staff to live in the power of God's love in Jesus Christ. Students are expected to care for and value the school facility, the learning atmosphere of the school, and relationships with people.

It is understood that when a student enrolls at Trinity Lutheran School, he or she accepts and agrees to abide by its rules and standards that have been adopted, both when at school and when out in the community. Students should realize that they are representatives of their school in the community.

At all times students represent their Lord, their church, and their families. They have already had training in proper respect and behavior; however, Satan and our sinful nature sometimes overtake us, causing sinful misbehavior. When a child makes bad choices and misbehaves, the teacher and/or principal will deal with the student in a firm, but loving manner, as would his parents. When necessary, parents will be contacted so that all involved will be aware of certain situations and punishments.

The principal has authority to suspend a student when deemed necessary.

Staff may use reasonable force at their discretion to restrain or correct a student.

If a student persists in undisciplined behavior, the principal will recommend to the School Board that the student be expelled from school.

All disciplinary action by the teachers or principal may be appealed to the School Board.

All students at Trinity Lutheran School are to conduct themselves with high Christian character, remembering that Christ loved each of them and showed His love through His death and resurrection so all may live eternally with Him. They are to remember that God has placed parents, teachers, and others over them in order to help them grow in a God-pleasing way. With this in mind, students are reminded that each word spoken and each action done should show:

- Respect for his Lord
- Respect for others
- Respect for other's property
- Respect for himself as a child of God.

To provide transparent record of steps taken by faculty and administration, Trinity's faculty categorizes disciplinary situations in two ways: major and minor. Minor infractions are handled by teachers on a "day to day" basis, according to the rules particular to each classroom. Major infractions are such as need the attention of the administration, including:

1. Willful and continued disrespect of or for authority.
2. Continued un-Christian language, gestures, or behavior.
3. Overt aggressive behavior toward self or others.
4. Persistent trespassing into inappropriate areas of the building or property.
5. Continued disobedience of classroom rules.
6. Violation of the technology use policy.
7. Unacceptable conduct on the bus.
8. Damage to school property.

Parents will receive one copy of a “behavior notice form,” and another will remain on file in the school office. Consequences for major infractions will be determined by the administration and teacher, according to the severity of the disobedience and the previous number of major infractions. The first behavior notice results in a temporary loss of an in-school privilege (recess, extracurricular participation, etc.). The second adds to this a detention and a meeting with the parents to form a plan for cooperation. The third adds to these another detention and another meeting with the parents. The fourth warrants an in-school suspension, the fifth an out-of-school suspension, and the sixth warrants a hearing before the school board to discuss expulsion.

Detentions are generally served on Wednesdays, and if assigned will be scheduled with advance notice to parents.

Trinity Lutheran School will not tolerate any conduct which constitutes sexual harassment and will discipline any student, staff, or volunteer guilty of such conduct. This policy is based on Title VII of the 1964 Civil Rights Act and Court Decisions.

Any student who believes that he/she has been subjected to sexual harassment shall immediately report, in confidence, the conduct to the school administrator and/or pastor(s) who will thoroughly investigate the incident and will present the investigated incident to the School Board. The board will decide the appropriate discipline the situation warrants.

Those guilty of harassment or retaliation will meet with appropriate sanctions which MAY include suspension or expulsion for students. All students are responsible for helping to create a Christian atmosphere free of sexual harassment and to respect the rights of other students.

REPORTING PROCEDURE

Any violations of the handbook rules or school policies should be reported in the following order:

- First the teacher
- Then the principal
- Then the School Board
- Finally the Board of Education.

Should a violation involve a person in this list the next person/persons on the list should be contacted instead. If no response or resolution regarding a report is made with a reasonable amount of time please make a report with the next person/persons on the list.

INVESTIGATION

In determining whether a report constitutes a violation of school policy the school staff and/or administration should consider the surrounding circumstances, the nature of the behavior, past incidents or continuing patterns of behavior, the relationship between parties involved and the context in which the alleged incidents occurred. Whether a particular action or incident

constitutes a violation of policy requires a determination based on all the facts and surrounding circumstances.

The investigation shall be conducted by staff and/or administration with a written report given to the School Board.

REPRISAL

The school administration will discipline or take appropriate action against any student, teacher, administrator, volunteer, contractor, or any employee of the church of school who retaliates against any person who makes a good faith report of alleged violations of church or school rules or policies or against any person who testifies, assists, or participates in a proceeding or hearings related to such report. Retaliation includes, but is not limited to, any form of intimidation, reprisal, or harassment.

ILLEGAL SUBSTANCES

Students are NOT to use or possess tobacco, alcohol, or any illegal substance, firearms, weapons, or fireworks at any time on the school campus. Should any student bring illegal substances on school grounds, he/she will be immediately suspended from school for a period of two days. After consultation between the parents and the principal, further action will be determined. Unloaded firearms used for instructional purposes ARE allowed with prior approval from staff or principal.

PROFANITY/BULLYING

Trinity Lutheran School is strongly opposed to the use of any inappropriate types of language or bullying. Any student who uses profanity of any kind or bullies another student will be disciplined.

WORSHIP SERVICES

Trinity School conducts chapel services every Wednesday during the school year at 8:00 am in the church for all students. The Pastor(s), Principal, and male teachers lead the services, as well as local Lutheran Church – Missouri Synod guest speakers.

Good stewardship training is important in the life of our students. Collections are taken at each service and used for mission work in our own church and abroad.

Parents, guests, and friends are invited and encouraged to attend our worship services.

CELL PHONES/PEDS

Cell phones and other personal electronic devices are to be used within the guidelines of each teacher's classroom rules. They may be confiscated if used inappropriately.

PLAYGROUND RULES

1. Students must stay inside school boundaries: outer fence around the soccer field and wooden edge of playground along the woods.
2. All rocks, sticks and other things must be left on the ground.
3. Swings are to be used by one student at a time. Do not twist the chains. Jumping off the swings is not allowed.
4. Monkey bars are for hands only, no hanging upside down or crawling over the top.
5. Rings are to be used by one student at a time.
6. Climbing trees, or on the outside of the playground equipment is not allowed.
7. Students must slide feet first down the slide, one at a time. Climbing up the slide is not allowed.
8. Students must keep hands and feet to themselves.
9. Any equipment brought out for recess must be brought inside.
10. No shouting, screaming, or using inappropriate language is allowed.
11. Shoes must be worn at all times.

Following other elementary schools in our area, recess and outdoor activities will generally be suspended if the temperature (with wind chill) is below 0°, or due to otherwise inclement weather as determined by the teacher's discretion.

ARRIVAL AND DEPARTURE

School hours are from 7:40 a.m. to 2:00 p.m. with Kindergarten meeting all day every day. Teachers may keep students after school for make-up work or disciplinary reasons. Students that arrive before 7:10 a.m. will be sent to King's Kids and charged the appropriate fees. Students are not to leave the building or campus without being excused. Students who remain after 2:15 p.m. will be sent to King's Kids and charged appropriate fees.

SCHOOL PHONES

A teacher must be present to use classroom phones at the teacher's discretion. A staff member must be present to use office phones.

TARDINESS

Students arriving in the classroom after the official starting time for any class, will be considered late and marked tardy. A pattern of tardiness puts a student at a disadvantage in school. Arriving late, the student misses the opportunity to be greeted by everyone, settle into the day,

learn the schedule for the day, and begin the day with a positive start. Tardiness also hinders the teacher's ability to confirm the lunch count and attendance for the day with the office. Because the teacher needs to stop instruction to record this, it affects the opportunity of other students to learn because the entire class is disrupted and must wait while the late student receives missed instructions and the teacher re-enters these morning statistics.

For administrative purposes, so as not to further disrupt their classroom, any student arriving after the start of the school day (7:40am) must check in at the office for a "late slip" and order their lunch before continuing to their classroom.

Starting with the fourth tardy in a quarter, families will be assessed a \$10 fee for every additional tardy. At the beginning of the quarter the number of previous tardies will be wiped out and the number begins again at zero. At the discretion of the Executive Director/principal, a tardy may be waived because of inclement weather or late bus arrival.

ABSENTEEISM

If a child is sick on a school day, parents are asked to call the school office as early as possible (leave a message) to inform the school of the absence.

Parents are asked to inform teachers ahead of time if a student will be absent for several days for any activity.

If a student has been absent due to sickness, parents are to make sure their student has completely recovered before sending him/her back to school.

If a parent will be picking up a student during the day, the parent will need to come to the classroom. Students will not be allowed to wait at an entrance.

For purposes of end-of-year recordkeeping, our attendance system marks any unexcused absence longer than 30 minutes as "Absent-Half Day," and every four tardies is counted equivalent to a full day's absence.

SCHOOL PROPERTY

Students will remain on school property during the school day unless written permission is given for that day by parents stating the reason why the child is to be off school grounds.

SCHOOL NEWSLETTER

Each week the school office will email the school newsletter ("School Notes") to each home. The notes will include the week's calendar, special notes of interest, important school and church events, etc. If you are unable to receive e-mail, contact the school office to make other arrangements.

FIELD TRIP GUIDELINES

Field trips can be a very valuable learning experience. We want all our students to learn on each trip as much as they can and to represent their Lord, school, and family in the highest manner.

Students on a field trip will conduct themselves in a proper Christian way at all times. No loud, boisterous talk at any time will be permitted. The property that is visited will always be treated with respect. Adults, who teach, lead tours, or guide students through learning activities will be treated with the highest respect.

Some events may require Trinity students to wear Trinity shirts.

Parents who are attending and supervising:

1. Receive complete instructions from the teacher in charge of the trip
2. Do not assume any change in plans (i.e. stopping to eat) unless the teacher specifically states the change. Report any student who causes disruptions or disobeys your instructions.
3. Please consult teachers to determine whether field trips are appropriate for younger siblings to attend.

DRESS CODE

The Bible teaches Christians to be careful and discreet about their inward attitudes, as well as outward appearance. Since the Bible does not set absolute standards in dress, Trinity School has established the following standards consistent with Biblical principles.

The dress and fashion of each student is to be clean, modest, hygienic, and in keeping with Christian character, displaying respect for all. Students are not to wear fashions relating to hairstyles, clothing, jewelry, and shoes which detract from the learning process and bring attention to themselves.

Both parents and student are responsible for the student's appearance is appropriate according to these principles and guidelines. The following guidelines are a representative, but not exhaustive, list of what prudent application of these principles looks like in today's context:

1. Tops that allow any part of the mid-section, bare shoulders, or undergarments to show are not to be worn to school.
2. No hats or hoods are to be worn inside the building.
3. Boys are not to wear earrings at school or at school activities.
4. Clothing will not advertise alcohol or tobacco.
5. Shorts, skirts, dresses, and other legwear must be mid-thigh length or longer.
6. Leggings and other form-fitting legwear are not a substitute for pants.
7. Students are to wear shoes that are appropriate for physical education, recess, and other outside activities.

8. Girls in grade K – 8 must wear shorts or leggings under skirts/dresses.
9. Shoes are to be worn at all times and remain on feet.
10. No shoes with wheels are allowed on school property.
11. Non-marking tennis shoes are to be worn for PE classes.
12. Students should always be dressed appropriately for PE and outdoor activities. Parents are to see that students are properly attired especially for the winter months.

Should a student wear inappropriate clothing, the student will be required to wear school supplied clothing for the remainder of the day. The parent will be required to return the clothing, washed, within 2 days. In the case of reoccurrence, students may be required to be sent home. In such cases, parents will be responsible for providing the necessary transportation.

The teacher will determine whether a student needs to correct or change anything according to the dress code.

If a parent or student has a question whether a hairstyle, clothing, or anything else would fit into the Trinity guidelines, that parent should inquire of the principal or teacher before the parent allows the student to do or wear anything questionable.

Some events may require students to wear Trinity Shirts/Sweats. Trinity clothing is available for purchase at our website, at the beginning of the school year, or upon request.

LOCKERS AND DESKS

Desks and Hall lockers are “on loan” to students for the school year and remain the property of Trinity Lutheran Church. The school reserves the right to inspect lockers and desks when such action is necessary to insure the safety and welfare of students and staff. It is the student’s responsibility to keep his/her locker and desk clean and neat inside and out. Students are advised not to keep money or other valuables in their lockers. The school will not be responsible for lost or stolen property.

PARENT COOPERATION

Trinity School requests all parents to cooperate on the following guidelines:

1. All parents are asked to acquaint themselves with the principles with which Trinity School is conducted and to cooperate in the goals of the school.
2. Parents and school work as a team in teaching children. One of the goals for our students is to develop an attitude of responsible church involvement through faithful Sunday attendance at both church and Sunday school. All children can only benefit in their spiritual lives through Sunday attendance as the teachers do.
3. If parents have any questions regarding school policy or practice, they are asked to contact the teacher or the principal for clarification before or after school hours.

4. Conduct regular family devotions.
5. Participate in Parent/Teacher consultations.
6. Maintain the school schedule pertaining to arrival and departure times. Parents are to notify teachers of any irregularities in schedule (vacation, doctor's appointments, etc.).
7. Attendance at Parent/Teacher Conferences.
8. Students are not to engage in personal solicitation (selling candy, snacks, etc.) for personal gain on school grounds.
9. All school families are strongly encouraged to volunteer regularly and at special events, with special emphasis on the annual school auction.

HOMEWORK

Homework is flexible and the individual instructional responsibility of the teachers in our school.

Purposeful homework varies from day to day with each pupil, depending upon his educational capacity, potential, and need. Homework also depends upon the child's use of school time. There are children who need to take very little work home because they utilize the extra time in school to a good purpose.

When work is brought home by the pupils, whether it is oral or written, it will be based on one or more of the following purposes:

1. Drill and additional practices to strengthen new skills learned in class.
2. Complete unfinished classroom assignments.
3. Work on projects of short-term or long-term nature.
4. Participating in research activities in locating facts and data.
5. Extending reading for pleasure and enjoyment.
6. Guided reading of library books.

Homework supplements, complements, and reinforces classroom teaching and learning.

SCHOOL PICTURES

School pictures, which are available for purchase, will be taken by a photographer in the fall of the school term.

PARENT/TEACHER CONFERENCES

A formal parent/teacher conference will be held once per year. Report cards are issued to the students prior to the conference. Both parents are urged to attend if at all possible.

Additional conferences between parents and teachers may be arranged at any time during the school term as the need arises. Parents should not hesitate to contact their child's teacher after school and up to 8:00 pm to discuss his/her progress or concerns.

REPORT CARDS/HONOR ROLLS

Four report cards are issued to students during the school term, but their grades are always available to you through RenWeb.

Students will be placed on an honor roll at the end of each quarter when report cards are issued for academic achievement based on the 4 point scale:

A = 4 B = 3 C = 2 D = 1 F = 0

The Honor Rolls are:

Principal's Honor Roll – All A's

A Honor Roll – 3.5 to 3.9 averages

B Honor Roll – 3.0 to 3.49 averages

No honor rolls will be given to students with a "D" or "F" for that quarter.

Certificates will also be awarded for Perfect Attendance in School and Church/Sunday school.

For end of year record-keeping purposes, four tardies is counted equivalent to one absence.

The church and Sunday school attendance will be based on worship opportunities at Trinity Lutheran Church.

TESTING

Trinity School administers achievement tests (MAP) to all students three times each year. When test results of students are sent home, parents are encouraged to arrange an appointment with the teacher or principal to study the child's results. Results are kept in strict confidence and may be seen only by the parents or legal guardians and the school staff.

ATTENDANCE POLICY

Should any student be absent from school 20 days or more during one school year, it may be necessary to retain that student the following year. It may be necessary for the parents to appear before the School Board to explain the absences.

Should any student be absent 5 successive days, a note from a doctor must be presented to the teacher. Should any student be absent 8 days in one quarter, a note from a doctor must be presented to the teacher. We ask that a note be presented for a student to be excused from the building during a school day for the purpose of doctor's appointment.

Special consideration will be given to family events when prior notice is given to the teacher.

Every activity held during the school day (field trips, Trinity track and field day, events held with other schools, etc.) is part of the Trinity curriculum. If the parent allows a student to skip that day

simply because the student does not want to attend, the student will submit a report (grade level appropriate) relating to the activity which the school planned and reflecting the amount of time missed.

Parents who take their student to work with them on the “Take Your Child to Work” day are asked to notify the teacher ahead of time. The student will be required to submit a report of his or her activities of that day to the teacher.

ATHLETICS

Trinity School participates in interscholastic athletics (soccer, softball, track, etc.) with other Christian schools. When our various teams participate, parents are encouraged to attend.

Parents interested and qualified to coach certain sports are encouraged to contact the athletic director and discuss the possibility of coaching a sport.

All sports will follow the "Sports Philosophy" document which is posted on the website and available in paper form upon request.

SCHOOL CLOSING

Trinity School will follow the District 15 public schools should it be necessary to close school due to inclement weather. School closings will be announced over local media. The announcement will be worded, “St. Francis District 15.” You will also be contacted by email should there be a closing or late start.

LUNCH PROGRAM

Trinity participates in the federal hot lunch program through District 15. Lunches will be transported to Trinity on a daily basis. Students are to order lunches through RenWeb, or they can be ordered by the teacher that day, if there is sufficient credit in the family’s lunch account. Extra milk may be ordered as well. Free and reduced applications will be available to parents prior to the beginning of school. The cost of lunches and milk will be determined each year. Students may bring their own lunches if they desire.

Students in grades K – 4 will **not** be allowed to purchase pop or candy from the church machines during school hours unless the teacher gives permission for a special event.

LUNCH PROCEDURE

Students will eat lunch in the Family Center every day. It is the responsibility of each student to keep his/her particular lunch area clean each day. Students must not share lunches.

When students bring their own lunches, parents are requested to make sure that each lunch is healthful, nutritious, and can be stored in their locker. The kitchen facilities are off-limits to the students. If the student has no lunch at lunch time, the parent will be notified.

MEDICATION

Trinity School receives health services from School District 15 so their policy on medication is our policy.

The school district acknowledges that some students may require prescribed and/or over the counter medication during the school day. The following requirements must be met to have the medication administered during the school day.

- Prescription and over-the-counter medication requires a written order from the licensed prescriber and a signed authorization from the parent/guardian.
- Prescription medication must be in the original prescription container appropriately labeled for the student by the pharmacy or licensed prescriber.
- Over-the-counter medication must come in the original unopened container with the proper label.
- Medication should be brought to school by the parent/guardian or according to an individual plan developed between the school and the parent/guardian.
- If medication is to be carried by the student during the school day, such as an inhaler, there must be written permission from the licensed prescriber and an agreement signed by the student, parent, and the school.

INSURANCE

Trinity Church carries secondary insurance for all students. When a student is injured, the office should be contacted regarding all medical activities. This policy covers all school sponsored activities inside and outside the school building.

FIRE AND TORNADO DRILLS

For safety reasons and to comply with state law, Trinity School conducts periodic fire drills and one tornado drill. Should such an emergency arise during the school year, each student and teacher will know exactly what to do and where to go.

RESPECT FOR CHURCH AND PROPERTY

Accidents will happen during the school term which will result in damaged church and student property. If a student willfully damages property, he or she, or their parents, will be required to pay for the breakage.

Students are to remember that the church proper is also God's house and a very special place. When a student enters the church for chapel or any other reason, he or she will show proper respect in words and actions.

BUS

Students riding the public school bus are to remember that they are representatives of our school. Proper respect should be demonstrated to all people on the bus. The bus driver is in complete charge and will be willingly obeyed.

The principal has requested the public school authorities to contact him immediately if a Trinity student causes problems on the bus.

Parents are asked to contact the bus authorities and the principal if their child experiences problems on the bus. The bus company spells out in detail the regulations and policy on discipline for students riding the school bus.

If a student is to ride a bus which is not his regular bus, arrangements must be made with the bus company (753-7080) several days ahead of time.

BUS SAFETY

Walking to the bus stop the students will:

1. Leave home at the proper time – plan to be at the bus stop about 5 minutes before the bus is scheduled to arrive.
2. Wear bright clothes if there is rain, fog, snow, or poor light conditions. Reflective material sewn onto outer garments is a good additional safety precaution.
3. Walk on the sidewalks whenever they are available. When no sidewalks are available, it is best to walk on the left side of the road, facing traffic, whenever possible and practical.
4. Be on the alert for traffic. Watch for turning cars and cars backing out of driveways.
5. Cross streets and roads at corners, whenever possible, but only after carefully checking for traffic. Use crosswalks, whenever possible.
6. Obey all traffic lights and signs.
7. Walk in single file or not more than two abreast.
8. Be considerate of the property of other people. Don't cut across lawns, through flowers and shrubs, etc.

At the bus stop the students will:

1. Wait quietly in a safe place. They will not play in roadway. There will be no horseplay.
2. Be considerate of other people's property. Stay off lawns, shrubs, trees, and other property.
3. Stand back from the road. Give the bus driver room to stop.

Board the bus the students will:

1. For students who must cross the road
 - a. Check traffic in both directions.
 - b. Wait until driver or school patrol person signals students to cross.

- c. Check traffic again
 - d. Cross about 10 feet in front of the bus.
2. Form a single line. Don't crowd or push.
 3. Go directly to a seat.
 4. Use the handrail.
 5. Take steps one at a time.
 6. Greet the bus driver.

On the bus the students will:

1. Remain seated until the bus reaches its destination and comes to a full stop.
2. Sit facing the front of the bus.
3. Keep feet off seats.
4. Keep aisle clear.
5. Keep bus clean.
6. Keep head, arms, and hands inside the bus at all times.
7. Keep books, coats, and all other objects on their laps or under the seat.
8. Speak quietly, a single voice should not be heard above the general level of conversation.
9. Treat the school bus with proper respect. There should be no vandalism.
10. Obey the bus driver's directions promptly.
11. Never push, shove, or roughhouse.
12. Never throw objects around in the bus or out the windows.
13. Never open windows without the driver's permission.

Leaving the bus the students will:

1. Remain seated until the bus stops.
2. Never push and shove.
3. Move quickly.
4. Let those closest to the door go first.
5. Use handrail and take steps one at a time.
6. Move away from the bus so that the driver can see the students and the students can see the driver.

For students who must cross the roadway the students will:

1. After leaving the bus, move forward to a point of at least 10 feet in front of the bus.
2. Wait for the driver or school bus person to signal for them to cross.
3. When even with the traffic side of the bus, stop briefly and check traffic carefully in both directions.
4. If clear, cross quickly, but do not run.

CHURCH ATTENDANCE

Regular family worship is of extreme importance and benefit to every Christian family. Just as school attendance can be a barometer of a student's physical health, so, church attendance can be a barometer of a student's spiritual health. Trinity school teaches these facts and so records Sunday attendance by students. When a student and his family do not attend worship regularly, the child and family are robbed of God's blessings and growth in faith, the parents are violating God's command to raise their children in the nurture and admonition of the Lord, and are in conflict with Trinity School's basic teachings.

Parents of students in grades 6 – 8 confirmation will receive information about church and Sunday school attendance requirements through the Confirmation orientation.

PARENT VISITS

Parents are invited and encouraged to visit during the school day to observe our school in action. Let the principal and teacher know ahead of time. To visit, non-relatives must be accompanied by the parent.

EXTRA-CURRICULAR ACTIVITIES

Students must maintain an academic standard equal to their ability in order to participate in extra-curricular activities. Extra-curricular activities are defined as school activities held outside school hours, not included in the regular curriculum areas.

STAMP PROGRAM

A savings stamp program is provided through the Church Extension Fund (CEF) of the Minnesota South District Office of the Lutheran Church – Missouri Synod for children who wish to participate. Stamps can be purchased each Wednesday in multiples of \$.25 and placed in a Savings Stamp Folder (provided free). When this folder is completed, it is sent into the District Office and a \$25.00 Savings Certificate is issued. This is much like a savings account that receives interest. Students can continue to purchase and save stamps and add to their certificates in any amount. Deposits and with-drawls are made directly through the District Office. This aids students in learning regular savings habits.

CRIMINAL BACKGROUND INVESTIGATION

The State of Minnesota now requires that all public and non-public schools, such as Trinity School, conduct criminal background investigations on all individuals who will be working directly with our students. This law was put into effect because of the rising danger in our society to the precious little ones placed into the care of our nation's schools by people who would want to do harm to the young.

Trinity School desires that our students be in the safest environment possible and, therefore, fully complies with the law. Criminal background investigations are made on:

1. Teachers and Administrators
2. Volunteer Workers, including Coaches
3. Custodians
4. Bus Drivers and Chaperones

The investigations are made on criminal records including sexual misconduct. The reports are kept in absolute confidence and are used only for the safety of our students.

Under Minnesota law Trinity must inform an individual who is the subject of a criminal history background check that the individual has the right to request and obtain from the school a copy of the background check report. A school may charge the individual for the actual cost of providing a copy of the report. An individual who is the subject of a criminal history background check has the right to challenge the accuracy and completeness of information contained in the background check report.