



**TRINITY**  
**LUTHERAN SCHOOL**  
*FROM INFANTS TO 8<sup>TH</sup> GRADE*

# K-8 Parent Handbook

**2018 - 2019**

## Purpose Statement

*Trinity Lutheran School promotes academic excellence, nurtures personal relationships with God, and prepares all children to lead responsible, purpose-filled lives for Christ.*

## 2018-2019 Ministry Focus

**REAL.PRESENT.GOD.**

God is our refuge and strength, a very present help in trouble.  
Psalm 46:1

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# OUR CREDO OF CHRISTIAN EDUCATION

**We believe that the mission of the Church** is to proclaim the Gospel of Jesus Christ through ministries which strengthen and equip people for Christian witness and service in downtown, metropolitan Orlando, and the world.

**We believe that all people are born into the world as sinful human beings;** that God has affected a plan of salvation for all mankind through the life, death, and resurrection of His Son, Jesus Christ; and that all who believe in Him as their personal Savior shall have eternal life.

**We believe that all parents have the God-given responsibility of bringing Christ, the Savior, to their children.** A strong Christian home can best fulfill the mission of the Church by providing a total Christian environment. Children can best learn to live their faith when the study of God's Word is part of their daily life, both at school and at home.

**We believe that a Christian education can best support, supplement, and complement the religious education of the Christian home.** Education needs to prepare children for eternity as well as life in this world. We feel children are fully prepared for life in this world and eternity when they know God's plan of salvation and see themselves as part of that plan. With such an understanding they will have proper motive and incentive to prepare themselves to the best of their ability for an active and useful life of service to God and their fellowman. A Christian school where every subject is taught from a Christian viewpoint can be more successful in leading children to a vital Christian life than any other agency, except the Christian home.

## OUR PHILOSOPHY OF CHRISTIAN EDUCATION

**Our philosophy is to educate children based on the Word of God.**

**John 3:16** "For God so loved the world that He gave His one and only Son, that whoever believes in Him shall not perish but have eternal life."

**Matthew 28: 19-20** "Therefore go and make disciples of all nations, baptizing them in the name of the Father and of the Son and of the Holy Spirit, and teaching them to obey everything I have commanded you. And surely I am with you always, to the very end of the age."

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

Trinity Lutheran School offers a strong, non-discriminatory program of Christian education fulfilling the mission of God's church. Its curricular and co-curricular programs strive to express Christ's love through these experiences. All teachers are Christians who witness God's love to the children and set a Christian example, living their faith in Christ. Pupils have opportunities to witness their faith to friends, and to participate in worship through classroom devotions and all-school chapel services. Daily instruction in the Word of God provides an opportunity for children to grow in the knowledge of their Savior, and to respond to God's love for them. Because each child is an individual, precious and loved by Christ, each one deserves love and respect.

Through a challenging curriculum using excellent classroom materials and equipment, Trinity Lutheran School assists children in realizing their God-given potential.

Through the Christian emphasis in all aspects of education and life, Trinity Lutheran School offers parents an opportunity to build a strong Christian base upon which the child of God can be firmly grounded. Therefore, we feel that Trinity Lutheran School assists parents in fulfilling their God-given responsibilities for their children.

## OUR OBJECTIVES OF CHRISTIAN EDUCATION

In relation to God, Trinity students will:

- a. Develop a thorough understanding of God's plan of salvation, recognizing Jesus Christ as their personal Savior from sin.
- b. Develop the habit of self-examination and sorrow for and repentance of sin, experiencing the joy of forgiveness of sins through faith in Christ Jesus.
- c. Develop the ability to use God's Word as the daily source and guide of Christian faith and life.
- d. Develop a sound Christian personality flowing from a growing experience of the love of God through faith in Christ Jesus.

In relation to others, Trinity students will:

- a. Develop an attitude of Christian responsibility and cooperation toward their family, school, church, and occupational, social, civic, and recreational life.
- b. View the present culture, despite its imperfect and degraded condition through sin, as part of God's creation into which they have been placed as redeemed children.
- c. Regard their community as a fit, proper, and necessary area for Christian participation and leadership.

In relation to themselves, Trinity students will:

- a. Develop the necessary knowledge, attitude, and conduct to function effectively as children of God (spiritual).
- b. Understand that the human body is the temple of the Holy Spirit and accept responsibility for its health, safety, and recreation (physical).
- c. Develop logical, scientific, and creative thinking habits; gain knowledge and communication tools; and an awareness of their cultural heritage (mental).
- d. Develop social skills necessary to live competently and creatively with fellow human beings (social).
- e. Understand and control their emotions, find security through trust in God, and practice Christian love towards others (emotional).

In relation to their environment, Trinity students will:

- a. Develop an ever-increasing appreciation of God's wonderful creation.
- b. Thank and praise God for His gifts so freely given.
- c. Willingly determine to use all of God's gifts to His glory and in service to their fellowman.

# Worship

## A Way of Life

We believe that worship and Bible study are an important part of learning and living the Christian faith. Parents are strongly encouraged to bring their children to church and Sunday school and model an active participation in church and Bible study themselves. Those families without a church home are invited to attend worship at Trinity Lutheran Church. Church services begin at 8:00am, 9:30am and 11:00am each Sunday morning. Sunday school begins at 9:30 a.m. Trinity also has a Saturday night worship service which starts at 6:00pm. Worship is a way of life at Trinity Lutheran School – every Morning Assembly is organized around this Christian ethos. A brief devotion is held in every classroom at the beginning of the day. Prayers are spoken before and after meals and at other times throughout the day. Each week on Wednesday, the whole school unites in a chapel service in the church at 8:30am. Parents and members of Trinity are cordially invited to attend these worship services.

Our religious instruction program is an integral part of the curriculum at all grade levels, teaching Bible stories to strengthen faith and develop Christian character and values. In Middle School the curriculum supports the church in preparing students for the rite of confirmation by encouraging witness and service.

**Offerings:** As the Lord Hath Given

Our offerings are used for bringing the good news of Jesus Christ to people at home and abroad. Offerings are gathered during Chapel and given to support various ministries around the world.

# Enrollment and Registration

## 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 students at the school. It does not discriminate on the basis of race, color, national or ethnic origin in administration of its educational policies, admissions policies, scholarship and loan programs, athletic and other school-administered programs. Jesus died on the cross for all people, demonstrating God's love for mankind. Trinity attempts to reflect this love in all of its policies.

When space is limited and there are more applicants than openings, Trinity does follow a certain priority in admitting students. Since Trinity Lutheran Church is the sponsoring congregation, after re-enrollments have been established, Trinity members are given priority at all grade levels. The deadline for re-enrollment will be communicated through the school newsletter and a mailing to each school family.

When space is limited Trinity will use the following enrollment priorities for new students:

1. Trinity members with siblings of current students
2. Members of Trinity Lutheran Church
3. Siblings of current student
4. Member of other Lutheran churches
5. All others

## Re-enrollment Policy for grades Kindergarten-8

In the event that there is not enough room in the next grade the following priorities will be followed:

1. Re-enrollment of current Trinity students
2. Members of Trinity and siblings of current students
3. Other Lutherans
4. Highest academic standing/parent involvement

Re-enrollment will be considered only after completing the re-enrollment process which consists of the online enrollment packet that must be completed and submitted and the necessary fees are paid. Fees are non-refundable unless Trinity is unable to accept the student for any reason. The Executive Director has the authority to make decisions on enrollment and re-enrollment of all students. Decisions concerning enrollment or re-enrollment may be appealed to

the School Board of Trinity Lutheran Church and School.

### **Parent Responsibilities**

Parents enroll their children in Trinity Lutheran School with certain expectations of the school. In order to provide the best possible education for the children, the home and school need to work together toward the same goals. We feel these goals can best be met when parents:

1. Are regular in their church and Sunday school attendance.
2. Pray for the church and school and its educational ministries.
3. Support and become involved as volunteers in church and school-sponsored activities and programs.
4. Encourage children to always be conscientious, especially in their academic endeavors.
5. Accept recommendations and follow through in consultation with teachers.
6. Fulfill their financial commitment to the school.

We invite parents to attend our Foundations Class. Attending this class will acquaint parents with the religious instruction from the Lutheran perspective given to the children in our school. These classes can also lead to membership at Trinity Lutheran Church.

### **Kindergarten and 1<sup>st</sup> Grade**

Kindergarten is a year of preparation for first grade and all children entering Kindergarten must be five (5) years of age on or before September 1. Exceptions to the rule may be made by the Executive Director on an individual basis and with members of the Kindergarten Readiness team. Prior to entering the first grade, all children must have successfully completed Kindergarten.

### **K-8 Physical and Immunization Requirements for School Attendance**

All students entering Trinity Lutheran School for the first time will need to provide a physical exam completed and documented by a licensed physician within the last calendar year.

All students who participate in any team or individual sports for Trinity Lutheran School during the school year must provide a current physical exam completed and documented by a licensed physician.

All student immunizations must be up-to-date to attend Trinity Lutheran School. The immunizations are recorded on a Florida Certification of Immunization (DH 680) form, which can be obtained through the Orange County Health Department or your doctor's office.

#### **Kindergarten through 8<sup>th</sup> Grade (exc. 7<sup>th</sup>)**

DTaP Series  
Polio Series  
Hepatitis B Series  
2 doses of Measles, Mumps, Rubella (MMR)  
2 doses of Varicella (Chickenpox)

#### **7th Grade**

1 dose of Tetanus, Diphtheria, Pertussis (Tdap)

The Florida Department of Education requires a Scoliosis Screening for all 6<sup>th</sup> graders. Your child should receive this screening through their General Practitioner or Pediatrician. A Scoliosis Screening Release Form is available in the K—8 office.

It is recommended that all new students also have their sight and hearing checked prior to attending class.

# Tuition and Fees

## New Student Fee and Application Fee

All students new to Trinity must pay a one-time New Student Fee and a one-time New Student Application Fee.

## Registration Fee

Trinity Lutheran School charges an annual registration fee for all students in addition to the tuition. This fee covers the administrative facet of attending Trinity.

## School Accident Insurance

In order to protect both the students and the school, every child attending Trinity Lutheran School is required to participate in the school's accident insurance program. The fee for school time accident coverage is included in the registration fee for each child. This program provides for accident insurance while the child is at school, or while the child is participating in a school-sponsored activity. This is not primary coverage. If needed, claim forms are available in the school office during the school year and must be filed immediately following an accident.

## Tuition

The school operates as part of the mission and ministry of Trinity Lutheran Church and a percentage of operating costs of the school are subsidized by the members of Trinity Lutheran Church. The tuition paid by each family, member or non-member, when combined with this congregational subsidy completes the income necessary for us to remain in operation and covers the instructional realm of learning.

## Payment

Because the church and school are operating under a fixed budget and depend on timely tuition payment, the following policy on tuition will be enforced:

1. School Tuition is collected via Tuition Express.
2. Returning families are expected to sign up each year with Tuition Express prior to July 1<sup>st</sup>. If a family does not sign up by this date, the student(s) will not be permitted to attend school until this part of our registration and re-enrollment process is completed. Families new to Trinity complete Tuition Express forms at the time of registration.
3. All other fees and expenses will be paid through Tuition Express, set up as a recurring or single payment. Cash or check will be accepted for field trips, but all other items should be paid through Tuition Express.
4. Account statements are mailed to families each month. The statement should be checked each month for accuracy and any discrepancies should be reported to the Finance Department. Statements will show charges and payments for your child(ren)'s fees including, but not limited to tuition, Extended Care, and other miscellaneous charges.
5. If a family withdraws before the end of the school year, with the exception of a move out of the area, the family will be financially responsible for the pro-rated tuition.
6. Family accounts (K-8 and/or CDC) exceeding \$1,000 and more than 60 days past due, result in a revised payment plan. Should a payment plan not be set or should you default on the payment plan, the right to have your children continue their education at Trinity Lutheran School is forfeited until the plan is made and/or met; in addition, Trinity reserves the right to contact a collection agency. Parents experiencing financial difficulty should contact the Finance Office at 407-488-1919 ext. 106.
7. Final report cards, diplomas, and all records will be held until any outstanding balance related to a family account (CDC or K-8) is paid in full.

8. The full year's tuition can be paid through the Finance Office by July 1, to receive a 5% discount on your first child's tuition. Families receiving Tuition Assistance, who pay in full, have already received the 5% as part of their assistance.
9. Any Trinity Lutheran Church members applying for the Member Scholarship must complete the scholarship application form and turn it in to the Executive Director by the last day of March every school year to be considered for the upcoming year.
10. Any payment made will go towards the oldest outstanding balance regardless of what is written on the memo line.
11. All charges/fees will not be split or apportioned between parents and guardians. The parent/guardian who enrolls a child is ultimately responsible for all charges/fees and any outstanding balances.

### **Technology Fee**

An annual fee is assessed for devices and software which augments the curriculum at Trinity. Students in Grade 6 receive a Chromebook of their "own" with increased fees paid over three years; a special agreement is signed by parents with full details of ownership.

### **Field Trip Fee**

An annual fee is assessed for learning experiences and admissions to venues away from campus. This does not include multi-day Middle School trips.

### **Extended Care Fees**

All families who attend Extended Care are responsible for any registration fees and monthly or drop-in charges. All families who register with Extended Care will be charged via Tuition Express. Extended Care fees will be automatically charged via Tuition Express by our finance department for those that choose the "monthly rate" or weekly for those that choose the "drop-in" rate.

## **Extended Care and Camp Trinity- Enrollment and Registration**

### **Extended Care**

Trinity Lutheran School's Extended Care program operates along the same guidelines and policies as the school. The primary goals of the program are to instill within each person a feeling of self-worth and respect for others, to provide a foundation in the cooperative, social, and emotional areas of growth in a caring, Christian environment. The program allows students to experience various activities independently and staff-directed.

\*Trinity Lutheran School offers morning extended care for students from 7:00 until 8:15 a.m. each school day morning. Morning Extended Care is held in the Fellowship Hall. Students may read a book, do some schoolwork or quietly participate in activities provided. Billing for Morning Care ends at 7:50 a.m. However, at 8:15 a.m., the students will be dismissed from Fellowship Hall to go to the gym for the Morning Assembly.

\* The after school program runs from 3:15 until 6:00 p.m. on days of regular dismissal (M, T, Th, F) and from 2:30 until 6:00 p.m. on Wednesdays. Students are signed into Extended Care as of their school dismissal time. Extended Care charges will be charged for any child not picked up by 3:30 p.m. (M, T, Th, F) or 2:45 p.m. (W).

\*Trinity Lutheran's morning and after school Extended Care may be used as frequently as a family wishes.

\*A registration fee must be paid for your child before the child begins using monthly or drop in usage. However, you are not able to switch from monthly to daily until the beginning of the following month.

\*Monthly charges include Mini-Camp days during the school year when Trinity students have no class but the campus is open, except for Winter Break, Spring Break and Summer Camp. Drop in students can pay a full or half day rate for Mini-Camp, if needed.

\*All families must have a current Tuition Express form on hand in the Finance office.

\*Drop-In charges will be billed the Monday following the week of care.

\*Monthly charges will be billed the first Friday of each month.

\*There is a \$1.00 per minute charge for students picked up after 6:00 p.m. (cell phone time)

### **Camp Trinity – Winter Break, Spring Break, and Summer Camp**

Camp Trinity is excited to bring fresh ideas that will keep your children enthusiastically involved in both educational and spiritual activities while school is out!

\*Camp Trinity is open from 7:00 a.m.-6:00 p.m. from Monday-Friday; we are only closed on select holidays and the Friday before the first day of the new school year.

\*We provide daily care for campers that have completed grades Kindergarten through 6<sup>th</sup> grade; students that have completed 7<sup>th</sup> grade and higher are encouraged to take part in our Junior Counselor Program. The Junior Counselor Program is available for the older students to get directly involved with Camp Trinity children. This lets them set an example to the campers by helping the counselors while they receive volunteer hours.

\*During the summer, we will have weekly field trips to a local pool, bowling, the library and to the movies at Cobb Plaza Cinema all in Downtown Orlando. Children will be involved in mini camps throughout the day where they will take part in new and exciting activities such as art, cooking, sports, technology and nature.

\*Weekly charges will be billed on the Friday prior to the week of camp the child is registered to attend.

## **Health Notices**

The school office is capable of handling minor injuries and ailments. If a child is ill and has a fever recording a temperature of 101° or over, the child's parent will be notified to take the child home. A parent will be notified of any serious injury. Each time a child is sent to the office for medical reasons, an account is kept of the child's problem and any first aid given. If a child is to take any prescription medication that is sent from home, the parent/guardian must bring the medicine and complete the Administration and Authorization of Medication for the school office. All medications must be in the original container with a pharmacy label. Trinity teachers and staff will not dispense non-prescription medications without a prescription from your child's pediatrician that states the child's name, name of the physician, medication name, and medication directions written on the label. Medications that are expired or are no longer being used shall be returned to the parent/legal guardian. If your child suffers from any severe allergies that may require any type of treatment (topical cream, prescription Epi-pen, etc.) the FARE (Food Allergy & Anaphylaxis Emergency Care Plan) must also be on file in the office. All forms are available in the office.

If head lice infect a child, the parent will be notified to remove the child from school. Any students with lice or louse eggs (nits) must be effectively treated before returning to school. (Effectively treated refers to shampooing with an over-the-counter or prescription shampoo made specifically for treatment of head lice and removal of nits by using a fine-toothed comb dipped in warm vinegar water.) Students will not be readmitted until there are no lice or nits in their hair. *The office will check the child again after treatment before he/she is allowed admittance back to class. If lice or eggs are still*

*found the child will need to go home and have his/her hair fine-tooth combed again or re-treated as directions on product used.*

We expect parents to use good judgment in keeping a child at home when he or she is ill (a rash, fever, eye drainage, severe vomiting or diarrhea, a persistent cough, etc.). This is especially important when a communicable disease is involved. Children with a body temperature of 101 and above are not allowed in school and should be kept home for at least 24 hours after the fever subsides. If a child has diarrhea or vomiting he/she is not allowed back in school for at least 24 hours after symptoms subside.

## Communication and Operations

### Visitations

Parents are welcome at Trinity Lutheran School at all times. If parents wish to observe a class, they are asked to call the school office for Executive Director approval at least one day in advance. All visitors are required to check in at the front office and wear a visitor badge during their time on our campus.

**It is essential that the school have all pertinent emergency phone numbers.** Please be as thorough as possible while completing the emergency form in the online enrollment packet. When there are changes to any contact information, it is the responsibility of the parent/guardian to notify the office. Parents must complete the emergency form authorizing the school to take the child to the hospital listed in the event that they cannot be reached.

### Weekly News

The K-8 office sends a newsletter each Friday called the “K-8 Weekly News” which is an important link between home and school with information regarding special programs, announcements and general school news through email. Please be sure to check with the front office if you do not receive a weekly email. The Weekly News is also updated weekly in ParentsWeb.

### School Calendar and Closings Procedure

Trinity Lutheran School closely follows the calendar of the Orange County Public Schools. Emergency closures for natural reasons, announced by the Orange County Public Schools, will be in effect for Trinity Lutheran School. Trinity may re-open or remain closed based on our own circumstances. Please check email notifications for updates on openings and closings during these times.

#### School hours: K - 8

	<u>M,T,Th,F</u>	<u>Wed.</u>
First Bell	8:10	8:10
School Starts - Morning Assembly	8:15	8:15
Dismissal	3:15	2:30

Students arriving after 8:15am are tardy, as school begins with Morning Assembly in the gym with formal instruction beginning by 8:25am. Children who arrive at school before 7:50am without a parent must report to the Morning Care program. Students arriving after 7:50am are not charged for Morning Care. Students should leave school by 3:30pm unless they are involved in an after-school activity. Students remaining beyond 3:30pm and are not involved in a school activity, will be sent to and charged for Extended Care. A separate fee schedule for Extended Care is available in the school office or the information is located on our website.

The beginning of the school day is an especially busy time for teachers. Since our school day begins promptly at 8:15am with Morning Assembly, we ask that parents not enter the classroom or engage the teacher in dialogue before school. Car dismissal line is also very busy and needs the teachers’ full attention. If you need to speak to your child's

teacher, please request a conference time for before or after school hours. Thank you for your help and cooperation in this matter!

***The faculty and staff are not available while they gather for morning devotions each day from 7:45 – 7:55am.***

### **Traffic Patterns**

When the west Driveway is open, drop off and pick up will happen in the back of the west and north driveways. The west driveway runs alongside the two-story building and gym.

- **Morning Drop Off:** Beginning at 7:00am, students will be dropped off at the West Door between the Fellowship Hall and the Gym. This will be the primary secure access from 7:00am-8:15am. Parents desiring to conduct business in the school office can park in the Livingston parking lot and enter through the secure Livingston access point.
  - **Late Arrivals:** After 8:15am, parents will need to park and walk students in to the secure Livingston access point for access to the school as the West Door will be locked after 8:15am.
    - Beginning at 8:25am, students must have a tardy slip to continue to class.
- **Afternoon Pick Up:** At the close of each school day at 3:15pm (2:30pm on Wednesdays), the West Driveway will be open for cars to line up for dismissal from the north end of the Gymnasium at the playground crosswalk. Staff will be present to monitor pick up.
- \*Vehicles must have the colored K-8 Car Line pick up label on their dash to assist teachers.

*In the case that the West Driveway is not accessible, drop off and pick up will take place at the Livingston Administration secure access point in the front parking lot. Cars should circle around back to Livingston to exit and exit west towards Magnolia Avenue.*

*The Travelodge parking lot is not available for parking or student pickup. The owner will tow vehicles which are illegally parked. Also, please do not park in the Trinity handicap parking spots unless you have a permit to do so.*

*Be aware that our teachers and students are instructed not to open the front gate for anyone, even if they are known. It is the responsibility of the office staff to admit people onto our campus. We request that parents on campus follow the same procedure.*

### **Bicycles**

Children are permitted to ride bicycles to school. We urge each child to use caution, good judgment, and follow state laws when riding to and from school. Students must provide a lock for their bicycle. Students who walk to school or ride their bikes to school must have a note from their parents on file in the school office giving them permission to do so.

### **School Pictures**

Because parents frequently desire budget-friendly, yet professional photographs of their children, Trinity contracts professional photography companies. Individual photographs will be taken and offered for sale each Fall. For the Fall yearbook pictures, students must wear their school uniform. All students will be photographed for use in the school yearbook. However, parents and children are in no way obligated to purchase these photos.

Trinity also partners with a local photographer that comes to campus each Spring and takes individual black/white photos of each K-8 student. Students in grades K-6 get an 11x14 picture sent home and it is available for purchase. Students in 7<sup>th</sup> and 8<sup>th</sup> grade get proofs of their photos and parents may order them, if they so choose. However, parents are in no way obligated to purchase the photo. The **unopened** photo may be returned to school if it's not being purchased and it will be returned to the photographer for shredding.

# School Attendance

By the laws of the State of Florida, a child must attend school every day it is in session. Trinity's School Board has adopted the following policy: Children attending Trinity Lutheran School need to follow attendance guidelines of the State of Florida. A child absent (excused or unexcused) for 25% of the school year will be considered for retention in the current grade unless the child has been enrolled in a homebound instructional program.

- School attendance is the responsibility of the student and parent/legal guardian.
- Students shall begin each new school year with zero (0) absences.
- A student who is absent from school without having an excused absence will be considered "truant".
- Any child with unexcused absences of fifteen (15) or more days or an equivalent combination of unexcused absences and accumulated tardies, will be referred to the Orange County Public Schools for follow-up by Attendance Personnel, and will be considered "habitual truant".

## **Absence Policy**

School achievement is directly related to school attendance. Parents have the responsibility to make sure that students attend school every day, to arrive promptly and to remain throughout the scheduled day. Please see that any absences from school are absolutely necessary and unavoidable. All absences are classified as excused or unexcused. Every effort should be made to schedule medical and dental appointments after school hours or during holidays. If necessary during school these would be considered excused absences with a note from the doctor's office.

Students who do not participate in a class trip are considered absent from school on those days. These will be considered excused absences. The procedures for notifying the school and for completing missed assignments are the same as on any other day a student is absent from school.

On a daily basis, student absences will be recorded as unexcused until an acceptable excuse has been provided by the parent/legal guardian indicating the reason for the student's absence. The Executive Director has the ultimate authority to decide whether an absence shall be excused. *Attendance documentation must be submitted to the school within 48 hours of the student's absence. The Executive Director may extend this deadline beyond 48 hours.*

Report Cards shall reflect the academic status, attendance, and number of daily tardies for each student.

## **Excused Absences:**

Excused absences include the following: illness, injury requiring convalescence, family funerals, medical appointments, legal appointments, head lice (up to 4 days per school year), catastrophic disaster that significantly impact the life of the student, and family emergencies.

Absences for other reasons may be excused if given prior approval.

If the illness was a communicable disease, children should present a note from a physician stating that they may return to class. If the student has been at home sick for 3 or more days, a doctor's note is required.

Student work (assignments and evaluations) must be completed as teachers deem for the days missed. The number of days allowed for making up the work missed is one (1) day for every day absent from school.

**Other absences:** Absences for other reasons may be excused if valid and given at least a two (2) week notice to the Executive Director so arrangements can be made. All other absences are defined as unexcused. If permission is granted, the Executive Director will then inform the teacher. Work must be made up in the same way as for illness (to be made up upon the child's return to school). Arrangements will have to be made at the convenience of the teacher.

#### **Unexcused Absences (all or part of the day)**

- Attending sports activities, pro or semi-pro baseball games, other professional or semi-professional sports, taking care of family conveniences such as visiting relatives, taking pleasure trips, and vacations not dictated by parents' work schedules, etc. are considered unexcused absences.
- Unexcused absences are also those absences for which there is no explanatory note and no prior permission from the Executive Director. The teacher will determine the lessons to be assigned after the student returns in order to determine the necessary knowledge to go on with his/her studies.
- When a child is suspended, the absence will be considered unexcused.

#### **Reporting an Absence – Procedures to Follow**

1. A parent must call or email the school by **10:00am** if a child is not going to be in school.
2. If your child is going to be home for more than one day and you would like to request assignments to be done at home, please let the office know by 10:00am. This allows sufficient time for assignment preparation and will normally be ready by 3:15pm.
3. When a student is absent, the absence will be considered unexcused until it is reported to the school office. The verbal or written excuse must include:
  - a. Name and grade of the student, the date of the absence, the reason for the absence, the signature or call from the parent/guardian, the date on which the note was written or the date of a voice call will be noted.
  - b. Excuses for absences of more than 3 days should be verified in writing.
4. Family members are responsible for picking up and returning assignments.
5. When a prolonged absence occurs, the teacher should be notified as soon as possible in order that studies may be continued at home.
6. Teachers will not be responsible for assignments, tests, or class work when they are uninformed of student's absence not due to an emergency situation (death in family, personal injury, etc.)
7. A student absent from school due to illness or for any other reason is not allowed to participate in any extra-curricular activity (sports, intramural activities, clubs, choirs, etc.) that day.
8. Please make sure that all absences are reported to the K-8 office and as a courtesy to the teacher. The office staff will get the official notice to the teachers.

#### **Early Dismissal and Sign Out Policy**

1. Early student departure during the last hour of the school day is strongly discouraged.
2. The parent/guardian must go directly to the office and sign the student out and explain the reason for the early dismissal. The office personnel will summon the student to the office.

3. A written request from the parent should be given in advance to allow the teacher time for assignment preparation, testing, or class work scheduling to avoid any disturbance of classroom management. This follows the same procedures for requesting an absence from school not due to illness or emergency situations and therefore is defined as unexcused.
4. Please do not schedule outside music, gymnastic, dance or athletic classes or lessons which interfere with our regular school hours.
5. If a child has been at school but leaves before lunch, it will be labeled as a ½ day absence.

### **Tardy Policy**

Tardiness is disruptive to teachers and classmates. Our teachers begin instruction promptly in order to use every moment for student learning.

- Morning Assembly begins at 8:15am. Formal instruction begins by 8:25am.
- If your child will be late, please phone the school so your child can be included for lunch count. If your child does not want the daily entrée, then you must call before 8:30am to request an alternate or you must bring a lunch from home.
- A student who is not in his/her homeroom class at the beginning of each school day (8:25am) shall be considered tardy.
- For Middle School Students who travel to different classrooms, the teacher who is teaching the specific class will determine who is late for class. If a child is tardy due to a school situation, the child should have a pass or note explaining the lateness signed by a faculty or staff member.

**Excused Tardiness:** Tardiness is considered excused for traffic emergencies, family emergencies, or appointments with health professionals – when known in advance, a *note on the day preceding an appointment should be sent to the K-8 office and the teacher will be notified. The student must also bring a doctor's note in the day of the appointment.*

The Executive Director will determine whether a tardy is excused or unexcused.

- **Morning Tardiness – Arrival procedures at school**

1. The West Door is locked at 8:15am. Parents arriving after that time must park in the front Livingston lot and accompany their children to Morning Assembly in the gym. For safety, we do not allow students to be unaccompanied in the front parking lot. Do not drop them off in a parking space or in the driveway.
2. After 8:25am, a student must have a TARDY/ADMISSION SLIP issued by the office to be admitted to class. Parents must sign their child in on the log in the office and the student(s) will remain in the office until a pass is obtained from one of the Office Assistants.
3. Tardies are recorded if the student arrives before 10:00am. If the student arrives after 10am it is no longer considered a tardy, but a ½ day absence.

- **Habitual Tardiness**

1. Habitual tardiness necessitates conferencing and interventions to remedy the problem just as it is with any behavioral matters.
2. Starting on the 10<sup>th</sup> unexcused tardy, families will be assessed 12 minutes of PRICE Hours for every tardy, after 10 unexcused tardies. Parents are able to track attendance on ParentsWeb.
3. If unexcused tardies continue, a meeting that addresses attendance concerns must be held with the parent and documented by the Executive Director.

### **Truancy Policies**

1. If a student has had at least five (5) unexcused absences, or absences for which the reasons are unknown, within a calendar month or ten (10) unexcused absences within a ninety (90) calendar day period, or an equivalent combination of unexcused absences and tardies, a meeting with the parent/legal guardian must be scheduled to identify potential remedies and documented by the Executive Director.
2. If the meetings do not resolve the problem, the Executive Director shall implement an attendance contract. The family may also be referred to other agencies for family services recommendation for filing a truancy petition.
3. When all reasonable efforts to resolve the nonattendance behavior are exhausted, the Executive Director will contact the OCPS Attendance Office. Social workers may then be involved with the potential for Truancy Court proceedings to occur.

## **Learning and Instruction**

### **Accreditation**

Trinity Lutheran School is registered with the State of Florida. It is also accredited by the National Lutheran Schools' Accreditation of the Lutheran Church-Missouri Synod and by Southern Association of Colleges and Schools.

### **School Curriculum**

Five subjects constitute the Core Curriculum at Trinity: Religion, Reading/Language Arts, Math, Science, and Humanities (Social Studies). Special Area Curriculum includes instruction in Music, Art, Spanish and Physical Education.

### **Library**

Students have the opportunity to go to the school library. In order to check out books and use library materials, all books and materials previously checked out must be returned. Parents are responsible to pay the replacement cost of any book, software, or equipment that is lost or damaged. If this occurs, students will not be permitted to check out books or use library materials and report cards will be held until the replacement cost is paid.

### **Progress Reports**

Progress reports are an important part of the educational process and parent-teacher communication is important in analyzing each child's progress. Report cards are issued quarterly. Midterm reports are posted to Renweb for children in grades 2-8. If a child is having a particular problem, the teacher may be in touch with the home more frequently. Parents are encouraged to contact their child's teacher if they are aware of a problem or something that might affect a child's work in school.

Parent-teacher conferences are scheduled once a year. Other conferences will be requested when a teacher, the Executive Director, or parent feels it is necessary.

## **Homework**

### I. The Purpose of Homework is to:

- A. Train students in self-discipline, independence and responsibility.
- B. Reinforce material taught that day and aid retention.
- C. Increase student academic achievement.
- D. Provide a means for checking student progress and achievement.
- E. Challenge individual students beyond the scope of the curriculum.
- F. Teach the students how to study independently to prepare them for the future.

### II. Parents' Roles

- A. Provide the physical environment conducive for study:
  1. A Location free from distractions but easily supervised.
  2. A desk or table with sufficient lighting and the necessary supplies.
  3. A location with adequate ventilation.
- B. Support your children with regular positive encouragement to do their best.
  1. Look to the future; forget the negatives from the past.
  2. Praise your children for success, neat papers, written down assignments, and the sample problems or examples taken from class notes.
  3. Look for ways you can help your children improve, i.e. having them keep score in a game or finding the lowest priced items in the store, working on skills you know are weak.
  4. Show an interest in what your children are studying.
  5. Guide, explain or make sure he/she understands the assignment and check homework for completion.

### III. Expectations of Teachers for Homework is to:

- A. Ensure understanding of homework policies among students and parents.
- B. Vary types of homework (practice, preparation and extension).
- C. Allow for individual differences in homework assignments.
- D. Demonstrate (model) how to do assignments.
- E. Coordinate homework assignments with other teachers.
- F. Grade, return and discuss homework assignments promptly.

## **Homework Time Guidelines**

In general, homework should require an average of 20-30 minutes for kindergarten and first graders, 30-60 minutes for second and third graders, and up to two hours for grades four through eight. Students in grades K-2 will not have homework on the weekends. If a student is spending considerably more time than this on school work each night please discuss the matter with the teacher assigning the work.

## **Retention Policy**

1. If a student is failing to make normal progress, the parents and Executive Director will be notified in a timely manner, so that the school and home may cooperate in helping him/her achieve greater success. These alerts will be documented.
2. Possible retention will be considered and studied with the participation of the Executive Director, teacher(s), counselors, and parents based upon various measures of academic and social factors.

# Achievement and Recognition

## Grading

### **Kindergarten - Grade 2 Grading Scale**

M= Mastery  
E = Exceeds Expectations  
S = Satisfactory  
W = Working On It  
N = Need Improvement

### **Grades 3-8**

A 90 – 100%  
B 80 – 89%  
C 70 – 79%  
D 60 – 69 %  
F Below 60%

### **Enrichment Scoring**

E = Excellent  
S = Satisfactory  
N = Needs Improvement  
U = Unsatisfactory

## Honor Roll

Students in Grades 5-8 are eligible for the two academic honor roll levels. To be eligible for High Scholastic Honors, a student must have a GPA of 3.5 or above for the quarter in the core subjects. The distinction of the Honor Roll is awarded to students having an academic GPA between 3.0 and 3.49.

## National Junior Honor Society

This is a select group of students in grades six, seven and eight who meet eligibility requirements established by the National Association of Secondary School Executive Directors, Reston, Virginia. Trinity's Anna E. Hrvol Chapter was chartered in 1974.

To be eligible for consideration for election to the NJHS a student must maintain an 88% average for two consecutive quarters and be recommended by the faculty. Above average performance in the following categories is also essential to the selection process: Christian behavior and attitude, leadership, service, character, and citizenship.

## Presidential Awards

Two very special awards are available to a select group of students across the United States: the President's Education Awards and the Presidential Physical Fitness Awards. We all need to be aware of these prestigious awards so that we can encourage our students to strive for excellence and high recognition that these programs bestow upon those who qualify.

**The President's Education Awards Program** The *Outstanding Academic Excellence* award can be presented to the graduates from elementary school, middle and high school who meet the criteria which pertain to grade-point average and test scores. At Trinity, this award will be given in the fifth grade for the elementary school and in the eighth grade for the middle school graduates.

Students are to earn a 90% grade average. Fifth grade students must have a 90% cumulative average from the second grade through first semester of fifth grade. The student must also achieve an 85<sup>th</sup> percentile on both reading and mathematics on our nationally-normed achievement tests. Eighth grade students must have a 90% cumulative average from sixth grade through the first semester of eighth grade.

An *Outstanding Education Achievement* award may be given to a student who does not meet all the academic criteria, but whom the school wishes to recognize for outstanding effort.

**The Presidential Physical Fitness Award** This award recognizes outstanding physical fitness among students ages 6-17. Students who meet the "President's Challenge," by scoring at or above the 85<sup>th</sup> percentile on all five items of the Youth Fitness Test, are eligible to receive the Presidential Physical Fitness Award. The National Physical Fitness Award is given to those who score at or above the 50<sup>th</sup> percentile on all five events – but fall below the 85<sup>th</sup> percentile in one or more of the events. These tests include the following: one-mile run/walk, V-sit reach (option: sit and reach), curl-ups, shuttle run, and pull-ups. Students who qualify for either of these awards receive an official certificate suitable for framing.

## School Awards

1. Attendance All students at Trinity have an opportunity to achieve perfect school attendance awards. If a student has 8 or more unexcused tardies per year or 1 or more half day charges (excused or unexcused) it is not possible to qualify for perfect attendance.
2. Athletics and Music Athletic and music participation awards are presented annually at respective awards assemblies held in the spring.
3. Executive Director's Award One male and one female student at each grade level from Kindergarten through Grade 8 are eligible to receive this award. Students exhibiting the following qualities will be selected: Christian attitude, leadership skills, good behavior, and on the honor roll.
4. Fruit of the Spirit One student is selected from each grade level for this award. Students are selected by the class or teacher based on the qualities described in Galatians 5:22 "The fruit of the Spirit is love, joy, peace, patience, kindness, goodness, faithfulness, gentleness, self-control."
5. Outstanding Church or Sunday School Attendance Students in all grade levels are eligible for this award. The only requirement is that the student attends Church and/or Sunday school at least 85% of the school year.
6. The Chris Hahn Award Chris was a graduate of Trinity Lutheran School and a member of Trinity Lutheran Church as well. He exemplified all of the qualities that Trinity Church and School teaches and values so dearly. The award and a trophy are given to an 8<sup>th</sup> grade student who shares these characteristics with Chris and models them for his/her classmates. The selection of this student (by teachers and the Executive Director) is based on the following traits that made Chris such an incredible young man:

*Character*

*Heart for Jesus and others*

*Respectful to all*

*Inspiration to others*

*Spirited*

In addition to the above traits, the student also must demonstrate a passion for their church, school, or community as a club member, volunteer, or teammate.

## **Extracurricular and Co-Curricular Activities**

### Fine Arts

Music and Art are important parts of any student's aesthetic experience at Trinity.

The Music curriculum includes vocal and instrument instruction, also touching on theory, composition, and performance. Several performances are part of the curriculum throughout the year.

Art is offered to all children as an important part of the curriculum. Students are encouraged to explore their creativity in a number of ways. Through studying various artists and techniques, students take a hands-on approach. The Art curriculum includes projects, art history and art appreciation.

### Physical Education

At Trinity, we strive to educate the whole child, including the physical self which is developed through movement experiences, exercises, games, and planned activities which are led and supervised by faculty. Fundamental skills, and games which will be useful in later years will also be developed. All children are required to have gym shoes for P.E. class.

### **P.E. Dress Code**

1. A Trinity physical education uniform is optional for students in Grades 4-8. This uniform includes the red shorts and t-shirt purchased from our uniform company.
2. Athletic shoes and socks are required for all P.E. activities in all grades (skater, open-toed, dress, slip on shoes, or boots are not permitted).
3. Shoes must be properly tied or closed with Velcro.

### **Interscholastic School Athletics**

Trinity Lutheran School, as a member of the Central Florida Lutheran Athletic Association (CFLAA), participates in interscholastic soccer, volleyball, basketball, track, golf, flag football, and cheerleading with other Lutheran and Christian schools.

Trinity students in grades 4-8 are eligible to participate in CFLAA activities if they maintain a 2.0 GPA as per the CFLAA. In order to participate in an after-school event, the student must be in class the day of the event. For a weekend event, the student must be in school the Friday before the event. This requirement may be waived at the discretion of the Executive Director, teacher, or coach only in instances such as doctor appointments.

Teachers, coaches, and directors will constantly monitor work, study habits, and behavior of their athletes to ensure success not only on the field or court, but in the classroom as well. Schoolwork remains the number one responsibility of the athlete, therefore, faculty and staff work together to make it possible for all students to be both student and athlete.

### **Trinity Guidelines for Team Sports**

At Trinity Lutheran School, all children in grades 4 through 8 will be encouraged to participate in the athletic program (team sports) and to develop the associated skills. However, for game and tournament play a team will be chosen on the basis of skill development and at the discretion of the coaches. The following principles will apply:

1. Skill development and intramural play will be addressed in physical education classes.
2. Team tryouts will be held after an initial time of practice, at the coach's discretion, and cuts may be made on the basis of skill development to bring the team to a manageable size.
3. Coaches will strive to involve all players during games.
4. In tournament play, Trinity will field the best possible team. All team members are to attend and dress for the game. They will play, however, at the discretion of the coach.

### **Field Trips**

The teaching staff endeavors to enhance the overall education of students by periodically providing opportunities for field trips outside the classroom. These field trips vary in nature and in distance from Trinity Lutheran School and are approved by the Executive Director to be aligned with the school curriculum.

For major class field trips such as Washington D. C., Marine Lab, and the Driftwood Outdoor Education trip, it is necessary for all tuition and fees to be current for participation.

### **Transportation for Off Campus Activities**

The following rules apply to all field trips:

1. Seat belts are to be worn.
2. The driver is to be obeyed at all times.
3. Children are to remain seated in assigned seats at all times.
4. All parts of the body are to remain inside the windows at all times.
5. No food is to be eaten in the vehicle without permission.
6. Good care of the vehicle is expected.
7. Students must submit a parent signed permission slip to the teacher prior to the trip.

Parents are asked to discuss the above rules with their children.

**Parent drivers** are required to submit a copy of their current license and insurance card to the office **at least one week before** driving on a field trip. Parent drivers must be approved through Trinity's insurance provider in advance of driving for a field trip.

### **Chaperone Responsibilities**

1. Limit cell phone usage
2. Help supervise all children
3. Follow and enforce school rules
4. Report student misbehavior to the teacher in charge of the trip
5. Be conscientious for student safety
6. Be involved – interact with our students
7. Understand that teachers may need your help to supervise and care for a sick/hurt child. This may include staying behind in a location while the group continues their trip.

## **Student Discipline**

Every attempt is made to maintain Christian discipline at all times, and teachers will make every effort to treat all children fairly and in accordance with God's Word. Teachers are the parents' representatives in the school and the principles included in the Fourth Commandment regarding respect, therefore, should be followed (as found in Martin Luther's The Small Catechism):

**Fourth Commandment:** "Honor your father and your mother."

**What does this mean:** We are to fear and love God so that we do not despise or anger our parents and others in authority, but respect, obey, love, and serve them.

### **Behavioral Expectations**

Trinity Lutheran School is an environment in which faculty, staff, and students care for and respect one another. Furthermore, it should be an orderly place of learning where students can reach their full potential and teachers can teach effectively. School and home communication about behavior is regular and supportive.

Individual teachers may employ procedures to promote good behavior in the classroom. To that end, such things as warnings, time out, parent notices, telephone calls, detentions, conferences, and trips to the school office may be used. Age appropriate notices for students will be used to inform parents of inappropriate behaviors and consequences.

### **School Behavior Code of Conduct**

The following are infractions which will result in disciplinary referrals and administrative actions:

- |                          |   |
|--------------------------|---|
| A. Cheating              | Willful or deliberate unauthorized use of the work of another person for academic purposes, or inappropriate use of notes or other material in the completion of an academic assignment or test. In addition to disciplinary responses, the granting of credit for this assignment may be considered null and void. |
| B. Classroom disruptions | Conduct or behavior which interferes with or disrupts the teaching/learning process.  |
| C. Disorderly conduct    | Conduct or behavior which interferes with or disrupts the orderly process of the school environment, a school function or extracurricular/co-curricular activity.   |

D.	Disrespect for others	Conduct or behavior which demeans, degrades, antagonizes, humiliates or embarrasses a person or group of persons.
E.	Dress code	Any non-conformity to established dress code.
F.	Failure to report	Failure to report for assigned discipline period(s). This includes skipping a detention without prior approval of a teacher.
G.	False and/or misleading information	Intentionally providing non-valid or misleading information to, or withholding valid information from a Trinity staff person.
H.	Insubordination	Refusal or failure to comply with a direction or an order from a Trinity staff member; failure to comply with state law, Board of School Ministry policy, Trinity School rules, (See general rules i.e. no gum chewing.) behavior contracts or classroom rules.
I.	Profane, obscene or abusive language/materials/gestures	The use of oral or written language (including racial slurs), electronic messages, gestures, objects or pictures which are disrespectful or socially unacceptable and which tend to disrupt the school environment, a school function or an extracurricular/co-curricular activity.
J.	Truancy/Tardiness/Absences	Repeated late arrival to school or class.
K.	Fighting / threats / bullying	Minor physical contact between two or more students; threats by word or act to do violence to another student(s); harassment or any type of bullying behavior. Bullying is defined as “unwanted, aggressive behavior among school-aged children that involves a real or perceived power imbalance. The behavior is repeated, or has the potential to be repeated over time.” Bullying includes actions such as making threats, spreading rumors, attacking verbally or physically, and excluding someone from a group on purpose (source <a href="http://www.stopbullying.gov">www.stopbullying.gov</a> ). Students who engage in any repetitive acts of bullying are subject to appropriate disciplinary action, which may include conferencing, counseling, encounters, detention, suspension, expulsion and/or referral to law enforcement authorities. The severity and pattern of the bullying shall be taken into consideration when disciplinary decisions are made.
L.	Destruction of property/vandalism	The willful or malicious destruction of school property, or the property of others.
M.	Gambling	Any unlawful participation in games or activities of chance for money and/or other things of value.
N.	Stealing	Taking the property of another without permission of the person.
O.	Forgery	The making of a false or misleading written communication to a Trinity staff member with either the intent to deceive the staff member or under circumstances which would be reasonably calculated to deceive the staff member.
P.	Leaving Campus	Leaving school property without written permission.
Q.	Aiding & Abetting	Aiding or abetting the misconduct of another.
R.	Other	Any other misconduct that interferes with the orderly operation of the classroom, the school program, a school function or activity, an extracurricular/co-curricular program or school sponsored transportation to any of the above.

## **Suspension/Expulsion**

A child will be automatically suspended and may be recommended for expulsion for any of the following infractions:

1. The use and/or possession of alcohol, tobacco, drugs, or drug paraphernalia on school property or at school activities.
2. The use and/or possession of any type of weapon or illegal drugs.
3. Severe behavior which endangers, threatens, or causes bodily harm to self or others.
4. The physical striking of a student or staff with the intent to hurt or intimidate.
5. Behavior defined as lewd or vulgar; sexual harassment.
6. Other misbehavior deemed excessive or egregious by the school administration.

Following each occurrence and prior to the student returning to school a consultation will occur with the teacher, Executive Director, parents, and Board (if deemed necessary by the Executive Director).

Each school day missed due to suspension will be considered an unexcused absence.

The Executive Director, in consultation with the faculty and with full knowledge of the Trinity School Board, may expel a child from Trinity Lutheran School. All schoolwork during the time of suspension must be completed. All school fees are in effect and will be required to be paid during the time of the suspension.

## **Primary Grades Discipline Code**

Discipline in the Primary Grades encompasses progressive, communicative steps. The colors red, yellow, green, and beyond to blue, orange and pink convey direct feedback about displayed behavior. Red demands the child to “stop” a specific behavior; yellow is “caution”; and green (good), on to blue (great), orange (awesome), and the pink (wow) mark repeated positive behaviors of: respect, staying on task, speaking well of others, obeying rules, and talking at appropriate times. The Primary Grades Discipline Code encourages the notion of “good choices.” Therefore, a student’s “color” will change throughout the day to reinforce appropriate behaviors and good choices.

Consequences for yellow and red can include a “time out” and an email, phone call, or a note home. The parent is asked to respond to the phone contact, reply to the email or sign and return the note to the teacher the next day. Three parent contacts in one week leads to a parent and teacher conference. Three parent meetings in one month leads to a conference between the parents, teacher, and Executive Director. Other consequences may be added as such during these conferences. Counseling through the school is both valuable and available to counter misbehavior.

A child may be sent to the office at step one if there is an immediate danger or conflict. At that time, the parent will be called for a conference to occur that same day.

## **Elementary and Middle School Discipline Code (Grades 3 – 8)**

At Trinity Lutheran School we expect our students to adhere to all school policies, practices, and rules as set forth in this Handbook. These policies are in effect whenever students are attending school sponsored activities and/or under the supervision of a Trinity faculty/staff member.

In order to help enforce these policies and rules, Elementary and Middle School teachers will address recurring student misbehavior with a referral system for administrative action.

## **General School Rules**

- The rules in this handbook also apply to Extended Care and all activities sponsored by Trinity including sporting events, field trips, music performances, and Camp Trinity.
- Gum chewing is not allowed on Trinity campus or at Trinity sponsored events.
- Students are not to bring candy, mints, breath spray or the like to school.
- Students are required to get permission to return to a classroom after 3:15pm or 2:30pm on Wednesday.
- Students are expected to move about the campus in a quiet, orderly fashion so as to not disturb others.
- Respect others and all school property.
- Office passes are required for trips to the school office.
- All students are to move about campus with a partner.

- Students are not to leave campus unsupervised by an adult without written permission.

### **Grievances**

In handling grievances, we use the Biblical approach as outlined in Matthew 18:15-17 "If your brother sins against you go, and show him his fault, just between the two of you. If he listens to you, you have won your brother over. But if he will not listen, take one or two others along, so that every matter may be established by the testimony of two or three witnesses. If he refuses to listen to them, tell it to the church; and if he refuses to listen even to the church, treat him as you would a pagan or a tax collector".

Depending upon the parties involved, steps would include the following in the order indicated:

1. Parent to teacher
2. Parent to teacher and Executive Director
3. Parent to Trinity School Board and Executive Director

Parents who feel that there has been a misunderstanding are urged to meet with the teacher before coming to the Executive Director. If no satisfactory agreement is reached, the matter should then be taken up with the teacher and Executive Director together as outlined above.

If a parent has a grievance with a student other than their own child, they are to discuss the concern with the Executive Director or teacher of the student involved. It is the responsibility of the school, not a parent, to discipline another family's child.

### **Cell Phones**

If parents feel it is necessary for their child to have a cell phone for security reasons, it must be turned off and left in his/her book bag during the school day and during school or church sponsored activities. Cell phones may only be used with the permission and in the presence of the teacher or adult in charge. Violation of this policy will result in the phone being turned in to the school office. A parent or guardian will be required to discuss the incident with the Executive Director and the cell phone will be returned only to the parent or guardian at the conclusion of the conference.

### **Equipment**

Children are not to bring toys, trading cards, skateboards, radios, Game Boys, mp3, or CD players, electronic devices, and other items from home unless the teacher grants permission. Beepers and laser lights of any kind are prohibited.

The telephone in the school office can be used by pupils in the case of an emergency. Students must bring an office pass to the office to use the telephone. Students are not permitted to call home for non-emergency issues such as forgotten homework, signed notes, etc. If any questions arise which concern our school, please call 407-488-1919.

### **Acceptable Use Policy**

All students read and sign an Acceptable Use Policy which governs the use of all devices at the beginning of each school year. *Securly* (stated forward as "the firewall") will monitor the online activities of minors and operate a technology protection measure ("filtering/blocking device") on the network and/or all computers with Internet access, as required by law. The filtering/blocking device will be used to protect against access to visual depictions that are obscene, harmful to minors, as required by law. Because the Firewall's technology is a shared resource, the filtering/blocking device will apply to all student computers with Internet access. Filtering/Blocking devices are not foolproof, and the firewall cannot guarantee that users will never be able to access offensive materials using computer equipment. Evasion or disabling, or attempting to evade or disable, a filtering/blocking device installed by the firewall is prohibited.

The Technology Task Force and School Administrator may disable the firewall's filtering/blocking device to enable an adult user access for bona fide research or for other lawful purposes. In making decisions to disable the filtering/blocking device, the administrator shall consider whether the use will serve a legitimate educational purpose or otherwise benefit the students.

**Playground Guidelines:** Children will:

- ❖ Play Safe
- ❖ Play Fair
- ❖ Play Creatively
- ❖ Follow Directions

Children line up before returning to the classroom area. A teacher or teacher assistant leads the class back to the classroom area. Children should walk to and from the playground area.

**Dress Code**

The purpose of the dress code is to establish guidelines and standards for the proper dress and grooming of all Trinity students. Appropriate attire is conducive to positive attitudes and desirable school behavior. Emphasis is on neatness, cleanliness and safety. If situations arise that are not expressly covered in the handbook on dress code and clothing, teachers have the authority to make judgments and take appropriate action on dress that are consistent with the spirit and intent of the written guidelines.

- All students are required to wear school uniform components from Educational Outfitters only. Uniform styles are not to be altered and uniforms must be in good repair (no holes or stains) and fit properly.
- Any uniform skirt or dress worn must be an appropriate length and the correct size. Appropriate length is considered no more than two inches from the floor when student is kneeling. We also ask that girls in the elementary classes wear shorts underneath their skirts for modesty.
- Shirts are to be tucked in.
- All students in grades 1-8 are required to wear a belt with their uniform unless it is a dress, skirt or skort.
- Plan ahead to be prepared for cold weather. Long pants and long sleeved shirts can also be purchased through Educational Outfitters.
  - Leggings and long sleeves can be worn under the E.O. polo shirts and shorts/skirts/skorts/dresses. They must be solid red, white, navy, gray or black with no logo, slogans, designs or pictures.
- While in the classroom, cold weather clothing such as sweatshirts, sweaters, and jackets will be limited to the following:
  - Solid red, white, navy, gray or black with no logo, slogans or pictures.
  - Trinity Lutheran sweater, sweatshirt or jacket.
- If a student wears other types of clothing for cold weather such as a flannel shirt, sports team jacket, athletic logo sweatshirt or jacket, or any other type of non-uniform clothing, they will be required to remove those items while in the classroom, gym, and chapel.
- Students in K – 4<sup>th</sup> are not permitted to wear slip-on shoes. For students in Grades 5-8 shoes must have a back or strap around the heel, and are to be properly fastened at all times. Heel height (for safety reasons) is not to exceed 2 inches. Shoes meant to be laced must be laced and tied.
- Every Friday is Viking Spirit Day. You may choose to wear a Trinity logo t-shirt, any on-campus Trinity sponsored event t-shirt, or any previous spirit shirt. This does not include PE shirts. It's a great way to show school spirit!
- Jeans Days occur occasionally. Only blue jeans may be worn (no shorts, skirts, skinny jeans, jeggings, or other colors).
- Hair should be a natural color.
- Hairstyles for boys and girls must be neat, non-distractive and not in their eyes. Boys' hair needs to be of a reasonable length.
- The use of facial cosmetics will not be allowed through grade 4; light use is acceptable in Grades 5-8.
- Tattoos are not allowed.
- Face or body painting is not permitted.
- Earrings will be the only body piercing allowed.
- Facial hair must be clean shaven.
- Clothing must be the correct size for the student and worn appropriately.
- Jewelry may be worn, but must be safe, and conservative (this includes, earrings, silly bands, etc)
- Tights/socks must be solid red, white, black or blue. A small logo is acceptable. No sweatpants allowed.
- No Heelies or shoes with special motion effects.

- Shoes with lights are allowed, unless they disrupt the educational process.
- Dress-Up Days: clothing should be appropriate- no inappropriate lengths or logos, no tank tops or spaghetti straps unless a sweater is worn over it.

**\*\*Parents are urged to label all clothing\*\***

**Note:** Jewelry items such as hoop earrings, earrings for boys, large bracelets, dangling necklaces, watches that beep on the hour, or any other type of accessory item that the classroom teacher or executive director deems as a danger or disruption may be taken from the student. Return of that item will be at the discretion of the teacher and/or Executive Director pending a meeting with the student and parent or guardian.

Upon infractions of the dress code for Grades K-4, an infraction notice will be sent home to apprise parents of the problem. After 3 infractions, parents may be called and asked to bring appropriate clothing to school. The student will wait in the office until the clothing arrives. If the problem persists, a conference will be called by the Executive Director to discuss the situation with the parents and student. Parents are asked to monitor students' dress each day. Persistent dress code infractions in Grades 5-8 will result in disciplinary action.

### **Lost and Found**

Any articles of value, which are found, should be brought to the school office. These items will be kept for 30 days. If they are not claimed by that time, they will be donated to a charitable organization. Please label all clothing, water bottles, and lunchboxes.

## **Parent Involvement**

### **Volunteering (P.R.I.C.E)**

P.R.I.C.E. hours are "Parent Required Involvement in Christian Education." Each school family is required to contribute 25 hours of volunteer service to Trinity Lutheran School during the school year. Hours can be earned by parents and guardians, the student themselves, or other family members. This volunteer service commitment ensures the much needed parental involvement of all Trinity families toward our many events, fundraisers, field trips, classroom activities and more. Hours will need to be completed by the last day of school. Unmet hours will result in a fee of \$10 per hour that will be billed at the end of the school year. There are numerous opportunities throughout the year and we look forward to working beside you to make this a successful year at Trinity!

This year, the hours will be tracked by the parents in the ParentsWeb tool. You can find Step-by-step instructions on our website. You may contact the school office at 407-488-1919 x104 with any questions about P.R.I.C.E. hours' opportunities or tracking.

### **Parent-Teacher League**

All parents of children attending Trinity Lutheran School are encouraged to become active participants in the Parent-Teacher League. All families are members of the PTL and the dues are part of the registration fee. The purposes of PTL are to:

1. offer Christian help and guidance for parents.
2. bring the home, the church, and the school into closer relationship.
3. work in the interest of Christian education in Trinity Lutheran School.

### **Fundraisers**

The PTL budget is made up from monies raised through various events throughout the year. This year's fundraisers include, but are not limited to:

- Book Fairs
- Touch a Truck
- Box Top Labels/ Campbell Soup Labels
- Pumpkin Patch

### PTL Sponsored Events

Additional events sponsored by the PTL include:

PTL Room Parent Dinner  
Grandparents Day  
PTL General Meeting  
Read-in Event  
Staff Appreciation Week  
PTL Spring Festival /Auction

### Objective of PTL:

The objectives of the PTL are to:

- Promote and foster communication between the school, teachers, staff, parents and Trinity Lutheran Church.
- Promote and foster the welfare of Trinity Lutheran School's students in the home, school, place of worship and the community.
- Promote the active participation by parents in all aspects of the Student's education and welfare.
- Provide feedback on the operational issues of the school.
- Provide monetary support for the academic and cultural programs offered by the school.

### PTL Officers

The following are the PTL positions held PTL members (K-8 and CDC families and teachers): President, Vice President, Treasurer, Recording Secretary, Communication Secretary, Volunteer Coordinator, Head Homeroom Parent, CDC Representative, and K-8 Teacher Liaison. The PTL webpage lists current office holders.

### PTL Meetings

The PTL Board meets once a month (usually the third Thursdays at 5:30pm – see school calendar for specific dates). Parents are welcome and encouraged to attend any or all meetings.

## **Food Service**

Trinity's Food Service Program is a year-round program providing nutritious homemade lunches to the students and families of our CDC & K-8 School. Our program is committed to providing meals that are fresh, healthy and enjoyable. Each entrée is prepared fresh daily, served with the vegetable and fruit of the day, a small dessert and your child's choice of 1% white milk, fat free chocolate milk, apple juice or bottled water. When planning meals, we follow the Team Nutrition guidelines set forth by the USDA and Florida Department of Agriculture & Consumer Services Division of Food, monitoring the levels of calories, cholesterol and sugar, and keeping meals in the low and healthy consumption range. By following these guidelines, you can be assured that we're taking great care to provide your child(ren) with nutritious meals each and every day. Trinity's kitchen has been recognized nationally by Nemours Children's Healthy Initiative as a Healthy Eating Center based on the same menus we serve to our students daily. We recognize that good nutrition is essential and can prevent child and adolescent illnesses stemming from obesity, diabetes and high blood pressure. Families are encouraged to dine together during your child's lunch period.

Lunch is covered in the price of tuition.

Monthly lunch menus are prepared in advance and can be viewed online on the parent resource page. Please review the menu in advance. If your child does not care for the daily entrée, your child has the choice of grilled chicken, sliced turkey or a peanut butter and jelly sandwich as an alternative (NOTE\* if your child is in a nut-free room - a sunflower butter and jelly sandwich can be substituted). You must notify the child's teacher in advance if you are choosing an entrée alternative. THE CUT-OFF FOR ALL ENTRÉE SUBSTITUTES IS DAILY BY 8:30. If your child is tardy to school beyond 8:30 the posted daily entrée will be served to your child. On days when extra meals have been prepared, your

child is able to have a second helping of the daily entrée (No second helping for any entrée alternates), vegetable or fruit. We do ask that the child have a "polite bite" of the entrée, vegetable and fruit before asking for any second helpings. (No second helpings on desserts).

*Notes:*

*\* A brown bag lunch can be provided for students on days in which their class will be off campus on a field trip. Bag lunch will include sandwich, chips, fruit and/or veggie, small dessert and a juice pouch.*

*\* Lunches brought from home are eligible for one of the drinks provided.*

### **5<sup>th</sup>-8<sup>th</sup> grade**

As an upper classman, students in grades 5 – 8 are given an additional entrée alternative of a prepared fresh daily 6" turkey sub sandwich where the student is able to choose their own toppings. If the student would like a sub, in place of the main entrée, it is their responsibility to ask their teacher for a "Sub Order Ticket" when lunch counts are taken at the start of the school day. They will fill out the "Sub Order Ticket" with their chosen ingredients and it will be sent to the kitchen where it will be prepared and ready for them during their lunch period. THE CUT-OFF FOR SUBS IS DAILY BY 8:30. If your child is tardy to school beyond 8:30 the daily entrée will be served to your child.

### **Other Lunch Rules**

- **Students are not permitted to use the microwave to warm up their lunches.** Please pack warm items in a thermos for insulation.
- If you choose to pack your child's lunch, there are no refrigerators on campus to store them. You must keep them cool with ice packs from home.
- No soda (whether with a cold lunch or with fast food) or candy is permitted.

### **Classroom Food Procedures**

For the health of our students, we are requiring the following steps be followed by our parents and staff when planning celebrations in the classroom.

1. Birthday celebrations or class parties will be limited to one day each month to be determined by the Executive Director.
2. Teachers will coordinate this celebration with the homeroom parent and parents of the children with birthdays that month. This will prevent multiple sugary treats from being served.
3. The classroom teacher will also notify parents of children with food allergies one week before the event so that they can provide an additional appropriate and safe treat for their child and/or the class.
4. Teachers will try to limit the number of parties involving food. If a party will include food, the teacher will contact the parent of a child with known food allergies at least one week before the party so that an appropriate and safe treat can be prepared for their child and/or the class.