

# Trinity Lutheran School Student Parent Handbook





# TRINITY LUTHERAN SCHOOL

## PREFACE

This handbook serves to outline the various procedures and policies within Trinity Lutheran School. The intent of these policies is to provide a properly balanced Christian approach to rules and procedures. These rules and procedures are designed to produce a smooth and efficient operation as well as a guide for Christian conduct, character training, forming good habits and enhancing one's education. We value the partnership between home and school. This joint effort plays a vital part in the success of all students at Trinity Lutheran School. Upon completion and discussion of the handbook, families are requested to complete the verification form and return to the school office.

## MISSION STATEMENT

The mission of Trinity Lutheran School is to provide an academically challenging curriculum within a Christian environment that nurtures the development of the whole child.

## GOVERNANCE, HISTORICAL & SCHOOL INFORMATION

### Statement of Compliance

Trinity Lutheran School seeks in all its policies and practices to be in compliance with all local, state and federal laws and regulations that apply in an educational setting. (Adopted by Trinity Lutheran School Board April 2000) Trinity Lutheran Preschool is certified through Social Services. Teachers seek licensure through the Virginia Department of Education. Inspections for food services, health services and building and safety compliance are conducted annually.

### Governance

Trinity Lutheran School is governed by a self-perpetuating School Board of twelve members, selected by a nominating committee of the Board and approved by the Trinity Lutheran Church Council. The Board of Directors of the School is composed of the pastor(s) and eleven members, five of whom are members in good standing of Trinity Lutheran Church, four of whom are members of the school community and two of whom are from the community at large.

The Board is responsible for selecting the leadership of the school, establishing policies and defining the direction of the school. The Board has oversight responsibility, including setting tuition and approving the budget each year.

## Insurance

The school is insured for liability through Selective Insurance Company. Under this policy, the parents' insurer is considered to be the primary insurer in the case of minor injuries.

## History

Trinity Lutheran School was founded on February 1, 1960 as a co-educational Christian day school with facilities for kindergarten and first grade. From its inception and under the guidance of Pastor and Mrs. Elmer Bosserman, the school continued its growth. In 1960, the purchase and conversion of a home adjacent to the Church made possible the introduction of a program for four year olds.

Six classrooms were added to the building in 1964, expanding the school's capacity for programs to include preschool through grade three.

Three additional classrooms, a science laboratory and a learning laboratory were constructed in 1972, and the school expanded to include seventh grade and a program for three year olds. At this time, the kitchen was refurbished to meet the demands of an enlarged lunch program. In the fall of 1979, an eighth grade was added.

In the fall of 1980, an 18,000 square foot addition was opened; this included ten classrooms, a music room, a new science lab, gymnasium and locker rooms, and an office suite.

In the summer of 1995, renovation was completed on the Preschool Center. A multipurpose room was added, each of the classrooms was remodeled and sinks were added. The kitchen was remodeled, a bathroom was added, and the fire system and water fountain were brought up to code.

In the summer of 1998, the school added a two story wing which included four classrooms, a library, and a computer lab.

In the summer of 2007 the gymnasium was renovated to include seating capacity for 160, a wood floor and air conditioning.

## Accreditation

Trinity Lutheran School was first accredited by the Virginia Association of Independent Schools (VAIS) in 1976. Its most recent accreditation was in 2003. In 2007 Trinity Lutheran School participated in an interim VAIS review visit and received glowing reports on our vision and direction for the future. In the spring of 2013 Trinity Lutheran School severed ties with VAIS, opting to become accredited with an international accrediting body.

In the fall of 2012 Trinity Lutheran School was approved to begin the accreditation process for AdvancED (formerly Southern Association of Colleges and Schools). In September 2013 an external review team visited Trinity Lutheran School to determine its accreditation within their organization. Trinity Lutheran School achieved accreditation in January 2014. AdvancED, now known as Cognia, is an international accrediting body serving 71 countries, 32,000 schools, and 17 million students. It complements the purpose and mission of Trinity Lutheran School.

Trinity Lutheran School was re-accredited with sterling commendations in the spring of 2021.

## School Colors and Mascot

Trinity Lutheran School's colors are green and gold. The school mascot is the lion.

## School Yearbook

Trinity Lutheran School's yearbook is the *Trilon*. It is published annually. A yearbook elective is offered so middle school students may assist with the creation of the *Trilon*.

## Trinity Lutheran School Parent Teacher Organization (PTO)

The Trinity Lutheran Parent Teacher Organization was formed in 2005 when the former Parents' Association was expanded to include faculty and staff. The PTO exists to support the education of children at Trinity Lutheran School by fostering relationships between the administration, parents and teachers. Every parent or legal guardian of a child enrolled at Trinity Lutheran School and the faculty and staff are automatically members of the PTO. No membership application or annual fees or dues are required. All members are encouraged to attend PTO meetings and to support Trinity Lutheran School through participation in PTO activities.

# ADMISSION & ENROLLMENT POLICIES

## Notice of Nondiscriminatory Policy as to Students

Trinity Lutheran School considers all qualified applicants for admission and does not discriminate on the basis of gender, race, handicapping condition, and religion, and color, national or ethnic origin.

## Acceptance Policy

Acceptance to Trinity Lutheran School is a privilege, not a right. Students are accepted and readmitted on a best qualified basis. All applicants are considered on the basis of transcript and recommendation of previous school, completion of the required registration procedures, results of entrance testing, and a personal interview with the school administration. A student's previous academic progress, behavior, and attitude are also considered in the acceptance process.

## Preschool

First and foremost, Trinity Lutheran School is an educational preschool. Students are accepted in Trinity Lutheran Preschool upon application and if space is available. Admission screening is conducted at the time of application. Students must be toilet trained to start school in our preschool program.

## Junior Kindergarten

This class is specifically designed for older 4-year-old and young 5-year-old children, who turn five between May and September, and are developmentally in-between preschool and kindergarten. We understand that young students mature socially, physically, and academically at very different rates. Some students will proceed from Preschool directly to Kindergarten, while others may need an additional stepping stone that our Junior Kindergarten (JK) class will provide.

This class offers children with late birthdays extra time to develop social and self-regulation skills alongside academic skills with a developmentally appropriate curriculum to prepare them for entering kindergarten. The Junior Kindergarten class will incorporate some academic elements of our Kindergarten program.

## Kindergarten

Students admitted to kindergarten must be five years old by September 30 and score successfully on a published standardized test. Exceptions will be determined at the discretion of the Head of School (Adopted by Trinity Lutheran School Board May 2005) Students not admitted to kindergarten may be recommended for the PJunior KIndergarten program.

## Grades 1-8

Current students have the opportunity to re-enroll before open registration. Prospective students must complete the application, Smart Tuition registration and pay the enrollment fee prior to being considered

officially enrolled. Classroom performance, behavior, citizenship and performance on standardized testing will be considered in acceptance of all returning students. It is also the prerogative of the school to decide upon matters regarding promotion and/or continuance.

## Admissions Procedures and Criteria

Student registration involves the following steps:

- Each new applicant must complete an entrance test and demonstrate an ability to function successfully in the grade assigned. A testing fee is required.
- At least one parent or guardian must meet the Head of School or a designee. The Head of School reserves the right to request additional information such as transcripts, prior test scores, student interview and/or references to determine admission.
- Official records must be forwarded from the school previously attended and any other requested information before the admission decision is finalized.
- Health forms, immunization records, birth certificate and social security number should be provided to the school office.
- Payment of the enrollment fee and Smart Tuition enrollment guarantees a space for the upcoming school year.

## Payment Procedures

Tuition payments are handled through the Smart Tuition program. Questions regarding payment procedures should be directed to the Business Manager during school hours.

# ACADEMIC POLICIES & PROCEDURES

## Progress Reports and Report Cards

Trinity Lutheran School's goal is to establish and maintain a strong line of communication with our parents. This is most important in the areas of student's academic progress.

Kindergarten-Grade 8 formally reports academic progress four times a year either through parent/teacher conferences or report cards. Additionally, progress reports are sent mid- marking period in Grades 4-8 for any students in danger of not meeting expectations. Skill mastery information is provided in Preschool through Grade 1. Academic grades are based on teacher evaluation through student performance on tests, quizzes, homework and daily participation. Parents are encouraged to pay close attention to the social, work and study habit information provided on the report cards.

Middle School grades are issued at nine-week intervals. Semester exams are given for core academic middle school courses. Cumulative testing that is developmentally appropriate for middle school students will be administered for all other middle school courses.

Student report cards are posted at the conclusion of each marking period. Progress reports are provided between report cards to inform parents of student progress in academics and behavior. Teachers also meet with parents by appointment to discuss students' progress.

Learning to study for tests and quizzes is an important part of Trinity Lutheran School's preparation for high school. Study guides are provided to assist students in preparing for semester tests.

## Head of School List

The Head of School List is announced at the end of each semester. This distinction is based on all academic coursework. Students in grades 3-8 who have a 93 average and no grade below a 90 and "S" or above in other categories including conduct qualify for the Head of School List.

## Honor Roll

The Honor Roll List is announced at the end of each semester. This distinction is based on all academic coursework. Students in grades 3-8 who have a 85 average and no grade below a 80 and "S" or above in other categories including conduct qualify for Honor Roll.

## Conferences

Conferences with parents of students in Pre-K through Grade 5 are held at the end of the first nine week period. Students in Grades 6-8 and new to Trinity will also have conferences scheduled at the end of the first nine week period by the teachers in Middle School. Additional conferences may be scheduled during the year as needed.

## Academic Probation

Students are encouraged to maintain acceptable levels of performance throughout the school year. Student progress is monitored closely and communicated to parents when unacceptable levels occur. Any student in Grades 2 through 8 who falls below acceptable levels may be placed on academic probation by the Head of School.

Middle School students who do not maintain a "C" average (2.0) and/or had an "F" in any core subject are placed on academic probation for a period of nine weeks. During that time they may not participate in extracurricular activities until satisfactory improvement has been made in failed subjects. At the end of each nine week period, students in jeopardy will be monitored by the office and teachers will establish educational plans to support students on academic probation in order that they may remain at Trinity Lutheran School.

## ASSESSMENT POLICY

To reflect the philosophy at Trinity Lutheran School, the following assessment policy was approved in 2013.

### Philosophy

Assessment is the gathering and analysis of information about student performance and is designed to inform practice. It identifies what students know, understand, can do and feel at different stages in the learning process. Students and teachers should be actively engaged in assessing the student's progress as part of the development of their wider critical-thinking and self-assessment skills. Parents will be informed about the policy through WAAG (weekly newsletter), the school website, the student handbook and parent/teacher conferences.

## Purposes

The objective of assessing students' learning and performance is to provide feedback. Teachers gain insight into teaching, its content and approaches. Parents gain insight into their child's learning and development and students gain insight into the pathway for lifelong learning.

## Guiding Principles

The faculty and staff at Trinity Lutheran School recognize that teaching, learning and assessment are interdependent and guided by these principles:

- They form an integral part of planning, teaching and reporting
- They monitor the progress in learning and achievement.
- They determine the effectiveness of teaching.
- They aid in utilization of a variety of methods.
- They consider students' diversity, experiences and needs.

## Types of Assessments

Children applying for admission to Trinity Lutheran School are individually tested using a battery of tests to determine readiness for the program. Students in Grades JK and K are tested annually using the Kindergarten Readiness and School Readiness Assessments. Students in Grades 1-8 are tested annually using Comprehensive Testing Program (CTP) assessments from the Education Research Bureau (ERB) to correlate progress on a national scale. Assessment strategies form the basis of an all-inclusive approach to addressing the question: "How will we know what we have learned?" These methods of assessment include a broad range of approaches that provide a balanced view of the learner.

Observations-Students are observed daily through individual, group and whole class activities.

Tests/Quizzes-Students are presented with tasks that assess knowledge learned, skills, concepts and attitudes developed and any action that transpires due to the units of inquiry. These provide a single snapshot of students' specific knowledge and skills at a specific time.

Skills & Processes Assessments-Skills and processes are regularly observed in context through narratives, rubrics, inventories, etc.

Portfolios-Ongoing collection of selected student work is in use in a variety of formats and offer opportunities for formative and summative assessment of growth.

## ATTENDANCE & TARDY PROCEDURES

### Philosophy

A successful education experience at Trinity Lutheran School begins with good attendance. Being present each and every day instills self discipline, exposes a student to group interaction with teachers and classmates,



and enables a student to hear and participate in class instruction, discussion and other related learning experiences. The student and parent share the responsibility of making every effort for the student to attend class every school day. Parents have the added responsibility of accounting for their child's absences or lateness by contacting the school office expediently. Please note that late arrivals after 11:45 WILL NOT be considered tardies, but absences.

## Tardy Policy

Tardy students cause a disruption to the classroom, and tardiness can cause undue stress on students as they rush to copy assignments and prepare for the day ahead. Lateness to class also prohibits students from participating in daily devotions, an important aspect of our curriculum.

Students arriving after 8:15 will be marked tardy. For safety purposes, students arriving after 8:15 must be walked to the office by a parent/guardian to be admitted to class. When a child arrives after 8:45, a lunch must be provided by the parent. Parents will be notified in writing when a child is marked tardy for the 5th time. Ten unexcused tardies will equal one unexcused absence and will disqualify a child from receiving a perfect attendance award. The Head of School reserves the right to request a parent conference should a student have excessive tardies.

## Preschool Tardy Policy

Trinity Lutheran School considers its preschool an academic program and not a day care. Regular attendance is critical, as our goal is to prepare preschoolers for our kindergarten and elementary programs. Students will not be permitted to attend preschool or extended care if they arrive after 9:00 unless the student has a doctor's excuse or has prior permission from the administration. Extended care is not a "drop in" daycare option. If a student does not attend preschool on a given day, he/she may not attend extended care on that day. Continual tardiness may also result in other sanctions as determined by the Head of School.

## Early Dismissal Policy

Any student leaving school early or whose departure at the end of the day differs from the usual method MUST have a note from his/her parent/guardian. Students remaining after school for any after school function must have a note from his/her parent/guardian. Additionally, elementary students remaining for after school activities must have a note assigning them to a responsible adult.

In cases of emergency, parents should call the office no later than 2:00 with information regarding a departure change; however this should be the exception and not the rule.

## Extended Absences

Students absent 15 consecutive days or 45 days within a school year without special arrangements with the Head of School will be asked to withdraw and/or be retained at grade level.

## Unexcused Absences

Students who accumulate 15 unexcused absences during the school year may be retained at the current grade level, may be asked to withdraw, or may not be allowed to return to Trinity Lutheran School the following school year. Parents will be notified in writing when a student has received his/her 5th unexcused absence. The Head of School reserves the right to request a parent conference if a student has excessive absences.

## Excused Absences

Students who are absent due to illness may bring a doctor's excuse or a parent note and have their absence marked as excused. The Head of School reserves the right to require a doctor's note if absences become excessive. All final decisions regarding excused absences are at the discretion of the Head of School.

## Missed Assignments and Make-Up Work

Make-up work is not direct instruction. Students who are absent miss valuable instruction that only their teachers can provide. When a student is absent it is his/her responsibility to obtain missed assignments or to request assistance from the teacher for missed assignments. Parents may access work from ParentsWeb. Parents may also call the office by 10:00 and request missed assignments. The office will notify the teacher of the request and the work will be left in a file folder in the basket in the lobby for pick up after 2:50.

Students will be permitted to make up work whether their absence is excused or not excused. When there is a planned absence, teachers will do their best to provide assignments in advance, but they cannot be expected to send everything in advance as lessons are adjusted on a daily basis based on class progress. Advanced notification of such absences is the responsibility of the home to insure credit for make up work.

Modifications in assignments due to extensive absences after surgery or illness will be considered case by case. Final decisions will be deferred to the Head of School.

## CHILD ABUSE POLICY

The law of the Commonwealth requires that school personnel report suspicions of child abuse to the Department of Child Protective Services.

## CONDUCT POLICY

Trinity Lutheran School encourages an atmosphere of learning, social responsibility, and respect for human dignity. Each enrolling student and his/her parent/guardian have the right to expect Trinity Lutheran School to fulfill its educational responsibilities. Trinity Lutheran School exercises the right to establish and maintain standards of conduct conducive to an atmosphere of learning and student development, while protecting its academic image and reputation.

Students, parents, guardians, faculty, staff, coaches, and visitors are responsible for conducting themselves in a manner which helps maintain the academic atmosphere of Trinity Lutheran School and respects the rights, dignity and worth of every individual in the Trinity Lutheran School community. The relationship between faculty, staff, parents, and students is to be professional in nature. Any individual who conducts him- or herself in a manner disruptive to the normal operation of Trinity Lutheran School may be subject to procedures which could lead to suspension, dismissal from Trinity Lutheran School, or arrest and prosecution by civil authorities. Offensive behaviors include but are not limited to: conduct which is lewd or indecent; verbal abuse, including threats, intimidation; coercion of any person on the premises of Trinity Lutheran School or at school sponsored or supervised events; conduct which threatens or endangers the health or safety of another member of the school community.

Theft of or damage to Trinity Lutheran School property or the property of a member of the school community or other personal or public property while on Trinity Lutheran School grounds or at a school sponsored event is subject to disciplinary action, including suspension and dismissal, and/or arrest and prosecution by civil authorities. (Adopted by Trinity Lutheran School Board May 1997)

## Appropriate Behavior and School Rules

Trinity Lutheran School is dedicated to developing young people of Christian character and integrity. Our faculty and staff will provide a nurturing and positive environment, upholding high standards and good manners. Students will speak using polite terms: answering “Thank you” and “I Beg Your Pardon”. Students will demonstrate good manners by shaking hands upon introductions, holding doors open for others, allowing others to pass into a classroom before exiting, and using proper table manners during snacks, lunch and parties.

## Cafeteria Rules

During lunch, students should speak softly to keep noise at an acceptable level. All students are encouraged to utilize the first portion of the lunch period to eat before socializing occurs. Students will be instructed to clean their areas at the appropriate time and to be good stewards. Students should ask permission to leave tables prior to dismissal time in order to maintain an appropriate atmosphere in our lunch room. Students should also secure written permission from their teachers to leave the lunchroom if they plan to return to the classrooms during the lunch period.

## Inappropriate Behavior

Inappropriate behavior, while during school or at a school sponsored event on or off school property, may lead to disciplinary action including detention, suspension, dismissal from Trinity Lutheran School and, depending on the circumstance, may lead to arrest and prosecution by civil authorities. The Head of School reserves the right to determine the appropriate consequences for any behaviors deemed offensive. Students are encouraged at all times to uphold Trinity values and IB attitudes. Inappropriate behavior that is discouraged includes but is not limited to:

- Lewd or indecent conduct
- Written or verbal abuse (coercion, threats, or intimidation)
- Ongoing disrespectfulness
- Physical Abuse
- Fighting
- Profanity or profane gestures

## Sanctions

Staff members utilize infraction notices that allow students to be guided in appropriate ways when the need arises. Classroom teachers implement a classroom management system within each grade level that is developmentally appropriate. The staff in collaboration with the administration will support students that accrue infractions through a variety of interventions. Consequences may include: conferences, notes to parents, time-out, writing assignments, work details, and after school detention. Repeated offenses or more serious offenses may warrant additional sanctions. Please note that an “S-“or “U” in conduct, study habits, or resource classes will exclude a student from the honor roll.

## In School/Out of School/After School Suspensions

Should a student receive in-school suspension, the parent will be notified in writing. Students serving in-school suspension will be responsible for all classwork and homework given that day. Students serving in-school suspension will receive credit for all work completed while suspended. A student serving out-of-school suspension is responsible for completing all classwork and homework given that day; however, he/she may not receive credit for the work. Credit is given at the discretion of the Head of School.

Any student who has been suspended out of school will not participate in field trips for the remainder of the year. Any student suspended will forfeit any monies already applied toward any future field trip.

## WEAPONS POLICY

A student will not possess, handle, transport, or use on school property, including school buses, or at school related activities, whether on or off school property, any weapon, dangerous object, object that can be reasonably considered a weapon or substance that could cause harm or irritation to another individual. This policy does not apply to normal school supplies unless used as a weapon. In addition, an exception to this policy may be made for students participating in an authorized part of the curriculum or extracurricular activity.

Weapons shall include, but are not limited to:

- Bomb or any device that contains combustible materials
- Explosive or any device containing combustible materials and a fuse
- Knife of any size or shape, including blades or other sharp device, including a toy knife
- Razor blade, box cutter, or any similar device for cutting
- Ammunition, bullets, shells, or any object which could be considered ammunition or resembles ammunition
- Fireworks or small explosives, including caps and snapper pops
- Matches and lighters

- Anti-personnel spray such as mace or pepper spray
- Gun of any kind, including starter pistol, BB gun, stun gun, cap pistol, water pistol, toy gun, or any instrument or device which resembles or looks like a gun
- Laser pointer
- Any object or substance which could cause injury, including but not limited to, slingshots, ice picks, multi-fingered rings, metal knuckles, nunchucks, and discs designed to be thrown as a throwing star or oriental dart or clubs.

Violation of this policy shall be reported to the Head of School and may be punishable by suspension or expulsion.

## Consequences

A student who brings a weapon, as defined above, onto school property, including school buses, or to school-related activities, whether on or off school property, may be permanently expelled from the school and may be referred to the criminal justice or juvenile justice system. The Head of School may determine, based on the facts of the particular case, that special circumstances exist and that another disciplinary action or suspension is appropriate. (Adopted by Trinity Lutheran School Board February 2000)

## MIDDLE SCHOOL GUIDELINES

There are high expectations for student behavior at Trinity Lutheran School. The following guidelines will assist students with appropriate classroom practices.

- Successful teaching is based on consistently applied rules:
  - Be quiet and orderly in hallways throughout the school.
  - Be on time to class; be in your seat with all materials ready to work.
  - Listen carefully; answer respectfully. Use appropriate language.
  - Be considerate of others; do not interrupt
  - Complete work in a timely manner.
  - Take responsibility for returning items-signed papers, folders, etc. on time
  - Adhere to the dress code.
  - Behave in ways that do not jeopardize the safety of others or oneself
  - No students are permitted upstairs before 7:45 or after 3:10 without authorization from the office.

- Automatic in- school suspension or out of school suspension for a minimum of one day will be given for the following infractions:
  - Verbal abuse, or disrespectful behavior toward school personnel
  - Behavior that endangers others
- Honor Council will address such items as:
  - Forging parents' signatures
  - Cheating
  - Lying
  - Stealing
  - Plagiarism

Honor Council is applicable for grades 5-8.

## Trinity Lutheran School Honor Code

Trinity Lutheran School's goal is to promote a community of trust that will enhance student achievement both academically and personally. The Honor Code represents expectations of student behavior that are consistent with the values and ideals to which we are committed, and it helps instill integrity in all we do. Students who accept responsibility for their own academic and personal integrity learn and can take pride in genuine achievement.

The Middle School Honor Code reads as follows:

“As an honorable student of Trinity Lutheran School, I will be respectful of all faculty members, staff, administration, and other students. I will complete my work to the best of my ability, and I will not lie, bully, cheat, steal, plagiarize, or vandalize.”

What is Academic/Personal Honor?

Honorable students are people of honesty and integrity.

Honesty means being truthful and doing your own work.

Integrity means doing the right thing, even when no one is watching.

Honorable students become honorable citizens in the workplace, in society, and in their personal lives. Honor is valuable in and of itself. It defines the high moral standards which we hold not only for ourselves personally, but also for our community. Students have an obligation to encourage one another to be honorable and to report dishonorable behavior which weakens our school community.

Honorable students respect all faculty members, staff, administration, and other students. Honorable students take pride in the products of their own talents, complete all work in a timely fashion to the best of

their ability, respect others' work, and would not claim another student's work as their own. Definitions of important terms are below:

The Participation Quiz is a way for teachers, students, and parents to monitor students' classroom behavior and preparedness for class. Each student begins the marking period with a 100 Participation Quiz grade. If the student is not prepared for class or misbehaves in class a point is deducted from his/her Participation Quiz grade. If a student's Participation Quiz grade drops to 80, he/she is referred to the Honor Council. At the end of the marking period the Participation Quiz grade is recorded as a quiz grade in each subject area.

Lying is intentionally misleading a classmate, teacher, or staff member with false statements, actions, or objects.

Bullying is aggressive behavior that includes an imbalance of power used to control or harm others. The behavior is repeated or has the potential to be repeated over time. (stopbullying.gov)

Cheating occurs when a student gains an unfair advantage over other students on an assignment. Such an advantage might come from looking at another student's paper; looking at notes while taking a quiz or test; sharing answers in written or spoken form before, during, or after a test; or using a calculator or other form of technology, including foreign language translators, to answer questions when such use is not approved. Copying or requesting/granting an answer to a homework question is also a violation unless explicit permission to work together is granted by your teacher(s).

Stealing involves the intention to take and keep property belonging to someone else without his or her permission or without payment.

Plagiarism is taking credit for another's words or ideas, intentionally or unintentionally using direct work from another source, whether it is a book, internet site, magazine, etc. without placing material in quotes and citing it

Vandalism is deliberate damage of an individual's or institution's property.

## What is the Trinity Lutheran School Honor Council?

The purpose of the Honor Council is to review alleged Honor Code violations. The Honor Council gives students an opportunity to appeal the alleged violation or to accept consequences for violating the Honor Code. Consequences for violations will be consistent throughout middle school.

The Honor Council consists of a group of students from grades five (apprentices) through eight and one faculty member. They review cases of alleged violations and decide whether a violation has occurred. This decision will be based on presented written evidence from the referring staff member and the referred student, as well as any other written testimony deemed relevant to the case. This material will be presented to the council anonymously, so as to ensure an unbiased panel.

The Honor Council operates in strict confidentiality. No Honor Council member speaks with anyone outside of the Council about any case during or after its consideration.

## What behaviors are considered minor offenses?

Lack of courtesy or respect for adults or peers

Defiance or willful disobedience

Dress code violations

Inappropriate behavior

Use of inappropriate or demeaning language

Unexcused absence from class or repeated tardiness

Careless use of school property or the property of others

Chewing gum or eating/drinking at inappropriate times or without permission in class

Use of prohibited items during school hours such as laser pointers, rubber band/paper clip slingshots, etc.

Misuse of electronic devices (cell phones, inappropriate gaming, emailing, etc.)

## What behaviors are considered major offenses?

Major offenses are extremely serious violations of conduct and may result in immediate suspension.

Harassment or bullying of any kind

Use, distribution, or activity related to alcohol, tobacco, and/or illegal or prescription drugs (Needed prescription drugs are kept in the clinic, labeled with the student's name.)

Fighting

Dangerous objects or weapons of any kind

Misuse of electronic devices that violate the Acceptable Use Policy

Lying

Cheating

Stealing

Plagiarism

Vandalism



## Disciplinary Actions/Consequences:

### First Offense:

The violation is referred to the Honor Council.

The formal referral from the staff is kept on file with the Honor Council Chair.

If the violation is academic, the student receives a failing grade on the graded assignment that gave rise to the Honor Code violation.

The student's parents/guardians, teachers and administrator are notified of the violation and consequences.

If the student is in an honor society, the honor society teacher representative will be notified of an honor code violation. The honor society may impose additional consequences, based on their own rules and guidelines.

If the student is in a leadership position (SCA), the student will be placed on probation and will not be able to take a leadership role in the next meeting or activity. Leadership teachers will be notified of the violation if a student is nominated for SCA the following year.

### Second Offense:

The violation is referred to the Honor Council.

The formal referral from the staff is kept on file with the Honor Council Chair.

If the violation is academic, the student receives a failing grade on the graded assignment that gave rise to the Honor Code violation.

The student's parents/guardians, teachers, coaches, sponsors, and administrator are notified of the violation and consequences.

The student is suspended from all extracurricular activities (Monday through Sunday) following the week that the Honor Council meets to document the referral.

The student has lunch detention, under the supervision of a middle school teacher, for the week following the week that the Honor Council meets.

The student may not apply to become a member of or continue membership in an honor society.

The student will be asked to step down from his/her SCA position and cannot run for SCA the following year.

### Third Offense

The violation is referred to the Honor Council.

The formal referral from the staff is kept on file with the Honor Council Chair.

If the violation is academic, the student receives a failing grade on the graded assignment that gave rise to the Honor Code violation.

The student's parents/guardians, teachers, coaches, sponsors, and administrator are notified of the violation and consequences.

The student is suspended from all extracurricular activities for two weeks starting with the Monday following the week that the Honor Council meets to document the referral. The student has lunch detention under the supervision of a middle school teacher for the week following the week that the Honor Council meets to document the referral.

The student attends a meeting with parents, the middle school dean, and the Head of School.

All three offenses are recorded in the student's discipline record.

All subsequent offenses:

The violation is referred to the Honor Council through the formal referral process.

The formal referral from the staff is kept on file with the Honor Council Chair.

If the violation is academic, the student receives a failing grade on the graded assignment that gave rise to the Honor Code violation.

The student's parents/guardians, teachers, coaches, sponsors, and administrator are notified of the violation.

The student is suspended from all extracurricular activities and field trips for 30 days or more starting with the Monday following the week that the Honor Council meets to document the referral.

The student attends a meeting with parents, the middle school dean, and the Head of School.

The student receives one to three days of in-school or out-of-school suspension.

The additional violation is recorded in the student's discipline record.

Continued violations could result in immediate expulsion from school.

## COMMUNICABLE DISEASE POLICY

Students having or suspected of having any contagious or infectious disease or infestation that might adversely affect the health of other persons with whom they may come into day to day contact with will be excused from the school community until it may be determined that the disease or infestation no longer presents a danger to the health of others. Verification by a physician of the absence of such a contagious or infectious disease or infestation may be required. Although parents of other students may be notified of such

a condition, the student's right to privacy shall be upheld. Parents are required to report infectious disease or infestation with their household to the school within 24 hours.

It is the responsibility of the Head of School to carry out the provisions of this policy; and in the case of chronic health conditions, to determine when the criteria for readmission have been adequately met. Should a grievance arise concerning the implementation of this policy, a Health committee made up of members of the School Board would convene to determine whether or not adequate measures have been followed. (School Board Policy Adopted April 13, 2000)

## Clinic

Trinity Lutheran School does not have a nurse on staff. We do have a large number of faculty and staff members trained in CPR and First Aid; however it is important for parents to understand that our school office houses our clinic and our administrative assistant serves as our school nurse. The space within the clinic is very limited; therefore, students cannot be held in the clinic for an extended period of time. If a parent is called to pick up his/her child due to illness, he/she must do so as soon as possible.

## Emergency Information

Should an illness occur during the school hours, the parent or legal guardian will be notified to pick up the student immediately. To expedite this procedure, all parents are required to have emergency information on file in the school office. This information must be completed within the first week of school.

## Extended Care

If a student is sent home from Extended Care due to a fever above 100 degrees or due to vomiting and/or diarrhea, that student cannot attend school or extended care the next day. Please see section on Extended Care for specific information related to the policies and procedures of Extended Care.

## Fever

Students must be fever-free for 24 hours before being allowed to return to school. This means that should a student be sent home at 12:00 PM with a fever of 100 or more, he/she will not be allowed to return unless fever free and not before 12:00 PM the next day.

## Vomiting & Diarrhea

Students must be vomit & diarrhea free for 24 hours before being allowed to return to school. The above situation applies to vomiting as it does to fever.

## Immunization

The State Board of Health requires that a current certificate of immunization be on file for all students enrolled at Trinity Lutheran School

## Medication

All medications must be accompanied by a “permission to medicate” form located in the school office. Prescription medications must be accompanied by a written order from a physician and/or they must be in a container labeled by a pharmacist with the amount of medication to be given clearly noted. All over-the-counter medications must be accompanied by a WRITTEN permission from the parent, that is signed and clearly states the amount of medication to be given, the time at which it is to be administered and the duration with which the medication should remain in the clinic. All medications are to be kept in the clinic. Students are not allowed to self- medicate.

## Physical Education

Students returning to school after an illness or injury are required to participate in physical education. If a child is ineligible to participate in physical education due to illness or injury, they should not participate in physical activity during recess. A physician’s note is required for non-participation.

## DAILY SCHEDULE

The school hours are from 8:00 AM until 12:00 PM for preschool students. The school hours are from 8:00 AM until 3:00 PM for Kindergarten through Grade 8. Extended day hours are from 6:30 AM until 7:45 AM and from 12:00 PM until 6:00 PM. The school office is open for phone calls from 7:30 AM to 3:30 PM. The office is open for visitors from 8:00 until 3:30.

## Arrival and Departure

No child should arrive at school before 7:45 AM unless he/she is enrolled in Extended Care. All AM Extended Care should report to the Preschool between the hours of 6:30-7:45 AM

Students who have special permission from a teacher to be in the building prior to 7:45 AM must present written permission to the office and must remain with that teacher until 7:45 AM.

Dismissal is at 3:00 PM. Parents are strongly discouraged from picking up children early as this practice disrupts the office staff, classroom teachers and students as they prepare for the end of the day, pack up, copy homework assignments and prepare for dismissal. (See Visitors)

If a child’s departure differs from his/her daily routine, parents are required to send written notification to his/her teacher. In an EMERGENCY, parents should call the school office prior to 2:00 PM.

Students who utilize private transportation and are not picked up by 3:15 are sent to Extended Care and parents are charged accordingly. (See Extended Care)

## Carpool Arrival

School Safety Patrols will meet cars in front of the school at 7:45 AM. Students should remain in their car until the car enters the DROP OFF/PICK UP zone and they are greeted by a Safety Patrol member, teacher

or administrator. Students who arrive after 8:15 bell must be escorted to the office by a parent/guardian. (See Tardy Policy)

For the safety of all, parents who choose to walk their child into the building, must either park in the parking lot and use the front door or if parking across the street from the school, use the crosswalk. Should a student need to enter through the side entrance due to a handicapping condition, please contact the school office prior to entering through that door. Parents should NEVER drop children off in the parking lot.

If using the parking lot, please be very careful if you choose to exit using the Huntington Avenue exit. The carpool line can impede the view of a driver crossing Huntington. Parents exiting this way are encouraged to make a right turn onto Huntington to 69<sup>th</sup> Street.

## Carpool Departure

The area in front of the school is designated as a drop off/ pick up zone. Parents should line up at the designated cones during afternoon dismissal (2:45 PM to 3:05 PM)

Parents will be given a carpool tag that can be adhered to the mirror with their assigned number. It is important that parents utilize the carpool tags to expedite our afternoon dismissal in both an effective and efficient manner. Safety patrols will be available to assist students into the cars. Please see the business office to secure your tags.

## Several Safety Reminders

- Please discourage students from running toward a car that has not come to a complete stop.
- “U turns” on River Road are very dangerous. Please refrain from making “U turns”.
- Do not drop students off in the parking lot. Please park and supervise students until they enter the building.
- Dismissed students are not allowed to go to the parking lot or to cross the street unless they are accompanied by an adult.
- The crosswalk must be used at all times with no exceptions.

## DISCRIMINATION AND HARASSMENT POLICY

### Employee/Student

It is the policy of Trinity Lutheran School to maintain a working and learning environment for all its employees and students that provides for fair and equitable treatment, including freedom from sexual harassment. It is prohibited for any employee or student, male or female, to harass another employee or student by making unwelcome sexual advances or requests for sexual favors, or engaging in other verbal or physical conduct of a sexual nature when:

- submission to or rejection of such conduct is used as a basis for employment or academic decisions affecting the employee or student;
- such conduct creates an intimidating, hostile or offensive working or learning environment;
- submission to such conduct is made either explicitly or implicitly a term or condition of the individual's employment or participation in school programs.

Any employee or student who believes that he or she has been subjected to sexual harassment should file a written complaint of the alleged act immediately to the Head of School. Refusal to put the complaint in writing shall not preclude an investigation of the complaint. The complaint should state in detail the basis for the complaint, the names of the persons involved, and the dates of any specific incidents. A thorough investigation of all reported incidents to determine the nature and extent of any alleged sexual harassment will be undertaken immediately. The confidentiality of the reporting party will be observed provided it does not interfere with the investigation or with the ability to take corrective action.

False charges of sexual harassment shall be treated as a serious offense and those persons making false charges shall be subject to disciplinary action appropriate to the offense, from a warning up to expulsion or discharge.

If the complaint is against the Head of School, the complaint shall be filed with the chairman of the School Board. The question of whether a particular action or incident is prohibited behavior requires a determination based on all the available facts in the matter. A written report shall be filed at the conclusion of any investigation of sexual harassment regardless of the outcome of that investigation. Any employee with knowledge of the occurrence of sexual harassment should notify the Head of School.

Any administrator, teacher or other employee or student who is found after appropriate investigation to have engaged in sexual harassment of another employee or student will be subject to disciplinary action appropriate to the offense from a warning up to expulsion or discharge.

Any individual filing a sexual harassment complaint is assured that he/she will be free from any retaliation for filing such a complaint. Retaliators will be subject to discipline, up to and including expulsion or discharge. Retaliation against anyone reporting or thought to have reported sexual harassment behaviors is prohibited. Such retaliation shall be considered a serious violation of the policy and shall be independent of whether a charge of informal complaint of sexual harassment is substantiated. Encouraging others to retaliate also violates this policy. (Adopted by the Trinity Lutheran School Board, January, 1999.)

## Dress Code

The purpose of the Trinity Lutheran School dress code is to promote a sense of community among our students as well as a sense of pride in oneself and in our school. These guidelines are uniform for Junior Kindergarten through Grade 8. Items listed in the dress code may be purchased through a number of different retailers, including Lands' End and the TLS school store in the main office. If you choose to purchase from Lands' End, please use the school code 9000-5809-0. The TLS Bookstore has a variety of items on-hand and others that may be ordered.

Item	Description of Acceptable Styles
Shirts, Sweaters and Pullovers	<p>Polo style or collared shirts long or short sleeve, turtlenecks</p> <p>Solid colors only</p> <p>Logos (other than TLS) may not be larger than a quarter</p> <p>Sweatshirts and sweaters in solid navy, hunter green, or white may be worn with a collared shirt or turtleneck underneath.</p> <p>Non-hooded sweatshirts, fleeces, and pull-over with a Trinity Lutheran School logo are permitted.</p> <p>Hooded sweatshirts with a Trinity Lutheran School logo are only permitted on TAG Days and Spirit Days</p> <p>Hooded sweatshirts (non-TLS) are only permitted on TAG Days.</p> <p>Shirts should be tucked in at all times with no midriff showing. The test is when you raise your arms.</p>
Pants	<p>Tailored pants that are the appropriate size (not baggy or tight). Pants should not hang below the hips.</p> <p>Khaki, navy, black, or hunter green</p> <p>Jean-style pants of any color are not allowed, except on authorized TAG days.</p>
Skirts, Jumpers, Shorts, Skorts and Capris	<p>Shorts should be appropriate size (not baggy or tight) and no shorter than 2 inches above or longer than 2 inches below the knee.</p> <p>Skorts, skirts, and jumpers may not be shorter than 2 inches above the knee or longer than mid-calf. Spandex or athletic shorts are recommended under skirts, jumpers, and dresses.</p> <p>No cargo style shorts or capris.</p>
Shoes	<p>Shoes should fit securely on the foot (no backless shoes or Crocs).</p> <p>Shoestrings should be tied securely. Style and color of tennis shoes are not restricted.</p> <p>Dress shoes (heels no higher than one inch) may be worn.</p> <p>Appropriate shoes should be worn for PE and outdoor play. Athletic shoes should be worn for PE.</p>
Socks, Tights & Leggings	<p>Tights and Leggings should be white, hunter green, navy or black. They may be worn under skirts, dresses, and jumpers.</p> <p>Socks should be worn with tennis shoes. Sock color is not restricted.</p>

Belts	<p>Belts should be worn with any garment that has belt loops.</p> <p>Buckles should be appropriate for the width of the belt and should not have logos, pictures or symbols. Belt color is not restricted.</p>
Outerwear	<p>Hooded coats are permitted as outerwear but should not be worn inside the building.</p> <p>Coats of any kind should not be worn inside the building.</p> <p>Outerwear should be removed upon entering the school.</p> <p>Hats may be worn outside but should not be worn inside the building.</p>
Hair and General Appearance	<p>Boys' hair should be above the shirt collar and no longer than mid-ear.</p> <p>Bangs should be pulled back or short enough so that they are not eye level.</p> <p>Tattoo-like jewelry, stickers, or body graphics are not permitted.</p> <p>Hair should be colored and styled to appear natural.</p> <p>No body piercing other than girls' ears. Boys are not allowed to wear earrings.</p> <p>Jewelry and makeup should be tasteful, age appropriate and not distracting.</p>
Sports Team Attire for Game Days	<p>Boys' teams: white, button-down collared shirts with ties and navy pants</p> <p>Girls' teams: yellow or white polo shirts with navy pants or skirts</p> <p>During cooler weather, both teams may wear hunter green sweatshirts with TLS logos</p>
Spirit Day Attire	<p>Fridays have been designated as school spirit days</p> <p>Students may wear TLS Spirit wear. Shirts should be tucked.</p> <p>No jeans are permitted on TLS Spirit days.</p>
TAG Day Attire	<p>Donate \$2 for jeans and t-shirts with appropriate writing. T-shirts may be worn untucked.</p> <p>Anyone choosing not to participate in a TAG Day should follow TLS dress Code.</p> <p>School appropriate t-shirt and jeans. TAG Day donation is \$2.00 and is paid through Smart Tuition.</p>

## Extended Care

Extended Care is available from 6:45 AM until 7:45 AM, and 3:00 PM until 6:00 PM. Students must be in attendance during school hours to use Extended Care that day. Extended Care is available only during the school year and follows the school calendar. (Please also see Inclement Weather Policy).



All students of Trinity Lutheran School may attend the extended day either on a regular or drop-in basis. Parents are asked to complete an additional registration form for Extended Day. Only authorized persons as designated on the application form will be allowed to pick up the child. All authorized individuals must check out with the designated Extended Day staff. These procedures will ensure your child's safety and help the staff maintain accurate records.

Trinity Lutheran School will notify parent/guardian in the event of illness or emergency and the parent/guardian will pick up the student when notified. The parent/guardian authorizes the school to obtain immediate medical care if an emergency occurs and the parent/guardian cannot be reached. The parent/guardian is to inform the school within 24 hours of his/her student or any member of the household having developed any reportable communicable disease.

The Extended Care fee is determined by daily, monthly or yearly use. (Please see the tuition/fee schedule). Extended Care staff maintain attendance records and charges are prorated. Parents of attending children will be billed monthly on their Smart Tuition statement or may choose to sign up for the Extended Care yearly participation option. A late charge of \$10.00 per 15 minutes will be assessed for anyone picking up a child after the 6:00 PM closing time. Students incurring three late fees in one month will be suspended from the Extended Care program for a one month period. A student incurring two suspensions will not be allowed to return to Extended Care for the remainder of the school year. Reminders of this policy will be sent to parents should a late fee be charged. Additionally, in cases where Extended Care charges fall two months in arrears, students will not be allowed to continue in Extended Care.

Students who are withdrawn from the school or whose behavior is not consistent with the conduct code will not be allowed to continue in Extended Care.

## Public Disclosure Statement

The Code of Virginia, Section 63.2-1716, allows child day centers operated by religious institutions the opportunity to file for an exemption from licensure by meeting documentation and other requirements specified within the religious exemption law. The statements below have been prepared and distributed to meet the requirements of the religious exemption law.

### Religious Exemption

In compliance with the Code of Virginia, Section 63.2-1716, this Center is religiously exempt from licensure and is classified as a "religiously exempt child day center."

### Qualifications of Personnel

- Each staff member must be certified by a practicing physician to be free from any disability which would prevent them from caring for children.
- Each staff member must be trained in Recognizing and Reporting Child Abuse
- Each staff member must read and sign the Extended Care Outline, which contains but is not limited to expectations and procedures of Trinity Lutheran School.
- Each staff member must exemplify the values and standards of TLS, such as trustworthiness, timeliness, leadership, compassion, and being able to think on their feet in order to keep the children safe.

### Description of Facilities

The Center is located at 6812 River Road, Newport News, Virginia 23607.

The size of the building is approximately 180,000 square feet.

The number of rooms used for the Center is approximately 23.

The kitchen facilities are not available for use by the Center.

Playground equipment consists of two playgrounds which are age and size appropriate.

### Enrollment/Capacity

The maximum number of children that the Center will enroll is 75. The maximum number of children to be in care at any one time (as dictated by the local building inspector) is 215.

### Food Service

The Center does not intend to provide food service.

### Health Requirements for Staff

Staff employed at the Center MUST be certified by a practicing physician to be free from any disability which would prevent them from caring for children. Documentation is on file at the Center.

### Public Liability Insurance

The Center is covered by public liability insurance which provides coverage in the event that someone brings suit for bodily harm suffered during the operation of the Center as a result of negligence.

### Code of Conduct for Extended Care

Students will not damage school property or the property of other students.

Students will treat extended care personnel in a respectful manner.

Students are not allowed to sell or purchase items.

Cursing and abusive language will not be tolerated.

Students will not be physically or verbally abusive: hitting, shoving, biting, wrestling, or throwing objects.

Disruptive behavior, activities, or noise that disrupts the normal routine in the center or threatens the safety of others will not be tolerated.

### Disciplinary Procedures for Extended Care

Students will be given a verbal warning for inappropriate behavior.

If the inappropriate behavior continues, the students will be given "time-out". The student will understand why he/she has been given "time-out".

Additional "time-outs" given on the same day will warrant a written report to be read and signed by the parent.

If a student receives three (3) written reports, the student will be suspended from the program for a week.

The student and parents must meet with the Extended Care Director or Head of School to determine the conditions for reinstatement into the program.

Children are encouraged to bring lunches and snacks from home.

## GENERAL INFORMATION FOR PARENTS

### Annual and Endowment Fund

Trinity Lutheran School raises funds for the Trinity Education Development and Endowment Fund (TEDEF). The goal of this fund is to allow the school to maintain and expand upon its commitment to excellence and to plan for the future with imagination and flexibility by helping to secure a solid financial footing for the school.

### Chapel

Trinity students participate in Chapel on Wednesdays. Chapel for Grades 3 through 8 is at 8:15 AM. Chapel for Preschool through grade 2 begins at 8:45 AM. Chapel includes birthday blessings for students celebrating birthdays that week. Summer birthdays are celebrated in May during the last few weeks of school. Students are encouraged to choose, purchase, and donate a new book to the library in honor of their birthday. A label is placed on the inside cover of the book stating the student's name and birthday.

Each month Trinity students reflect upon values identified as "Fruits of the Spirit". These values are introduced in the classroom, incorporated into the units of study and highlighted during chapel time. At the last Chapel of the month, students who have been selected by their teacher as most representative of the values for the month, are chosen as Citizen of the Month and are recognized during Chapel.

Parents are encouraged to attend Chapel and to sit with their children. Chapel is an important part of life at Trinity. All students are encouraged to take active roles in chapel services.

### Communication with the School

Good communication with the school is a shared responsibility of the school, the faculty and parents. The school communicates through a variety of methods that meet the needs of our busy families. ParentsWeb, School Messenger, and the Trinity Lutheran School website provide electronic notifications and information for our families. Email and phone calls provide more traditional methods of communication. The faculty communicates with parents through ParentsWeb, regular achievement reports, homework notebooks and planners, weekly folders, conferences, email and phone calls.

Parents should communicate with the school through homework notebooks, planners, weekly folders, conferences, e-mails and phone calls. Students are expected to take responsibility for returning signed notes and papers on time.

The administration should be contacted only after concerns or issues have been addressed with the teacher. The Matthew 18 Principle directs us to go directly to the person involved to resolve any issue. If issues cannot be satisfactorily resolved, parents are encouraged to contact the administration. This is to ensure open communication lines remain between the parent and teacher.

We believe open communication lines between the home and school is important. If, at any time, a parent does not feel comfortable communicating directly with the teacher, the parent may request an administrator to be present during a scheduled conference.

Parents are encouraged to participate in the life of the school; however, it is imperative that parents understand that appointments **MUST** be made for teacher conferences. It is unfair and unsafe to place a teacher in the position of conferencing while on the job. Teachers at Trinity take their responsibility very

seriously and want to be prepared for any conference and want to give parents their undivided attention during any discussion regarding a student. Conferencing at any time other than a planning period or after school places other students in the position of hearing confidential information and takes the attention of the teacher away from the students, which is his/her primary responsibility. (This includes talking with a teacher during carpool.) Parents may call the office to schedule a teacher conference or may send a note to the teacher requesting a conference.

It is up to individual teachers to decide whether or not they want to give out their home number to parents. Please use good judgment before contacting any school employee at home. If it is an emergency, do not hesitate to call; however if it can wait until the next day, please be considerate of the faculty and staff's personal and family time. Again, it is the goal of every Trinity employee to be prepared to answer your questions or concerns and to give you their undivided attention when it comes to your child however, that is compromised when a school employee is called at home (unless there is advance notice of the call).

Respectfulness is a hallmark of Trinity Lutheran School's value system. Parent/Staff communication should remain respectful at all times. If at any time a parent/teacher conference becomes uncomfortable for either the parent or the teacher, it will end immediately and future conferences will be mediated by an administrator.

## Homework

Since homework is a corollary to class work, it is in no way to be considered as "busy work." Good study habits can be formed only if there is a regular time and place for study without interruption. A desk and chair, good light and quiet should be provided at home.

Homework is assigned in order to reinforce what has been presented in class; provide drill and practice to ensure student mastery; to teach independence; and to teach responsibility.

Students are expected to complete their homework every night. If students keep up with assignments and do not wait until the night before a test to study, homework should take between 1 and 1 1/2 hours (grades 4-8).

If homework consistently exceeds this time, please contact your child's teacher and let him/her know. Please see the attendance section for information related to missed assignments due to absences.

## *Lessons and Carols*

*Lessons and Carols* is an annual service held during the last week of school before Christmas vacation. The service in which students in grades one through three participate is held at 9:00 AM. Students who are participating generally wear dressier clothing, although this is not mandatory. Parents are invited to attend this service. Students in grades four through eight participate in a candlelight service of *Lessons and Carols* at 7:00 PM. Students at this service are asked to wear plain white blouses or shirts and dark skirts or pants. Parents are invited to attend this service.

## Lunch

Every class is scheduled for a supervised lunch period. Parents are welcome to join their child(ren) for lunch; however, parents doing so must follow regular visitor sign-in procedures and must be wearing a badge. Advance notice is needed if parents wish to purchase lunch from the school.

Students may bring their lunch or may purchase the lunch offerings provided by various vendors. Ice cream and milk are available in the lunchroom. Additional nutritious snacks are also available in the vending machine. Specials will occur throughout the year and notification will be provided in advance on those

occasions. Lunches are billed to the student's Smart Tuition account. The lunch menu is available on the school website and in the office.

## Fundraisers

No student may sell any item to another student or to any staff member, either at school or on the bus, unless prior approval has been obtained from the Head of School. Any school-related fundraiser must be coordinated through the Office of Marketing and Development and the administration.

## Textbooks

Proper care of textbooks is required. Students are responsible for all textbooks issued to them. Loss of or damage to any book will result in the student having to pay a replacement fee. All books should be covered or protected with some type of cover as defined by the teacher. Contact paper should never be used. Students are encouraged to carry books in a book bag or backpack to and from school.

## Visitors to the School

It is imperative for safety reasons that the office has an accounting of every person in the building at any given moment. Anyone visiting the school for any reason during school hours must sign in at the podium in the school foyer and obtain a visitor's badge. This badge must be visible at all times.

Parents should not arrive prior to dismissal to pick children up early unless written notification has been sent (see arrival and departure procedures). Parents who have an emergency or have sent written notification of an early pick up must check in with the secretary to have their children paged. Parents must wait in the lobby to avoid disrupting the rest of the class.

Please refer to the communication section for information and procedures related to meeting with a teacher or other school staff member.

## Classroom Placement Policy

Students are placed in classrooms at the discretion of the Head of School. (Date of Adoption: April 26, 1995) Request applications are available and should be used for any classroom placement requests. Requests should be made that delineate the attributes and environment that the parents feel best suit their child. No specific teacher requests should be made. It should also be noted that balance as it relates to gender, returning and new students, and race will be considered in all final decisions about placements.

## Inclement Weather

Generally, Trinity Lutheran School follows the schedule of Newport News; however this is not a guarantee, as Trinity serves many more geographical areas than Newport News Public School does. This year Trinity Lutheran School will utilize the Parent Alert system that will directly notify parents through their cell phone or text message of any delays or closings.

Closing information will be announced on the following TV stations: WVEC (13) FOX (43) and WAVY (10). Closing information will also be posted on our website. Parent Alert will notify parents by text message or phone calls of any changes in times or closings. Please be aware that it is not possible to report "Open as

Usual” on any of these media options so if there is no closing or delayed opening information reported, Trinity Lutheran School will be open as usual.

## Clarification of Delay and Cancellations

### One Hour Delay

No morning Extended Care. School opens for all students at 8:45 AM.

### Two Hour Delay

No morning Extended Care. No preschool or half day kindergarten.

School opens at 9:45 AM for full day kindergarten through Grade 8.

### School Closed

No School and Extended Care

## Emergency Closing

Trinity Lutheran School may need to close for emergencies unrelated to weather. In that event, every effort will be made to contact parents, guardians, and caregivers through emergency contact numbers. Please keep your emergency contacts up to date. Additionally, the television stations and radio stations listed above will also be utilized and our Parent Alert system.

## LIBRARY

The library is a vital part of the life of the school at Trinity. Students in grades Pre-K through 5, have at least one opportunity per week to visit the library during a weekly scheduled library period. Middle school students may visit the library on a weekly schedule by reserving time on the flex schedule. Students, with permission from their teachers, may also visit the library at any other time when classes are not scheduled in the library, provided the librarian or another adult is there to supervise and assist them.

Students may borrow books for a period of one week. Books may be renewed for an additional week. Back issues of periodicals may be checked out overnight for research purposes, if the student needs the material for a school assignment. No other reference materials may be checked out or used off school premises at any time.

Notices of overdue library materials are sent home so that parents may assist in seeing that these materials are returned. No fines are charged for overdue materials, but the borrowing privileges of a student are reduced by the number of materials that are overdue. If materials cannot be located, they must be paid for. The replacement fee is determined by the librarian. Students who do not return or pay for lost library books or materials will not receive their report card or transcript.

## Challenged Materials

The school has a policy for evaluating challenged materials. Should a parent question the appropriateness of any book or material used by Trinity, please complete a Challenged Material Form from the office.

## SPECIAL AWARDS AND RECOGNITIONS

### The Alberry Award

The Alberry Award is an annual award established by Peter James in honor of his granddaughters, Victoria and Elizabeth Alberry, and the time that they spent at Trinity. It is awarded to a student in the lower school grades (K-3) who exhibits good citizenship, a sense of cooperation, a willingness to serve, and a sense of responsibility to the larger community of the school. Nominations are made by each classroom teacher at those grade levels and the final decision determining the recipient of the award is made by a committee made up of the lower school coordinator, the kindergarten coordinator and the Head of School. The award is generally given at the Awards Program the week before the end of the school year.

### The Brinkley Award

The Brinkley Award is an annual award established in 1982 by an anonymous donor in memory of Keith Brinkley, who was a student in the seventh grade class at the time of his death. This award was set up to be awarded to the student in the eighth grade class who best combines (1) good character, (2) high academic achievement, and (3) athletic prowess and sportsmanship. The award stipulates that the recipient should conduct himself/herself in accordance with good moral standards; should have consistently done well in his/her academic work; and should have played on a Trinity team and exhibited team spirit. Nominations for this award are made by classroom teachers in the middle school and coaches. The final decision is made by the Head of School.

### The World of Difference Award

The World of Difference Award was established in 2010-2011. It is awarded annually to the middle school student who best exemplifies the vision of international mindedness. Cultivating international mindedness in our young people is vital in maintaining world peace and equipping students with the skills needed for life in the 21<sup>st</sup> Century. The International Baccalaureate Learner Profile Traits and the International Baccalaureate Attitudes and Trinity Values build the foundation in selecting this student. In addition, the recipient of this distinction understands and celebrates diversity; shows empathy for those who are different; adapts and copes with change, shows open mindedness coupled with critical thinking skills; and balances independence with interdependence.

### The Jeannie Lindemann Fine Arts Award

The Jeannie Lindemann Fine Arts Award is given annually to the eighth grader who has pursued a variety of arts to include music, art and drama throughout the middle school years and has demonstrated a positive attitude and desire to share his/her gifts with the community.

### Elementary School Awards Ceremony

The elementary school awards ceremony is held the last week of the school year. Head of School, Honor Roll, Physical Fitness, and other awards are given at this time. Quarterly recognition of Honor Roll, Head of School and other awards can be found on the school calendar.

## Eighth Grade Graduation and Middle School Awards Ceremony

The eighth grade graduation and middle school awards ceremony are held the last week of school year. Honor Roll and Head of School awards are given along with other middle school awards. Awards Programs will be scheduled quarterly to recognize Honor Roll, Head of School and other awards. Please refer to the school calendar for specific dates.

## STUDENT ACTIVITIES

### Athletics

Trinity Lutheran School was one of the founding members of the Peninsula Independent Athletic League in the early 1980's. We have enjoyed many successful years of soccer, cross-country, basketball, volleyball, softball, baseball and cheerleading.

To continue to provide a successful, competitive program with high academic standards and one that promotes a spirit of participation for all, the following bylaws and guidelines became effective beginning the fall season of 1991 and were updated in the fall of 2002.

#### I. Eligibility

- A. Any student in the middle school program may try out for a sport. Students who try out and make the team must have and maintain an overall "C" average (2.0) or above. Failure to do so will result in the student being dismissed from the team. A student receiving an "F" in any subject will not be allowed to play, regardless of the student's overall GPA.
- B. Students in the fifth grade may try out for soccer, basketball and volleyball. Fifth graders may run cross-country; there are no tryouts for cross-country. Fifth graders should understand that it may be difficult to make a team since these are middle school sports, but any fifth grader interested is encouraged to try out.

#### II. Participation

- A. Students must be present in school at least two class periods on the day of an athletic event. EXCEPTION: In an emergency situation, the Head of School and/or Athletic Director may make the final decision regarding participation.
- B. If participants are in school, they must participate in physical education class (if held) the day of the event in order to participate in the athletic event.
- C. If a student is suspended from school the day of an event, he/she will not be able to participate in the athletic event.
- D. Injured students should not participate, as they risk further injury.

#### III. Discipline

- A. Trinity athletes should conduct themselves in a way that reflects well upon themselves and the school at all times.
- B. Any student athlete who uses poor sportsmanship, foul language, inappropriate gestures, fighting, or any other inappropriate behavior may be warned, suspended from a game or



games, or dismissed from the team. If dismissed, the student will not receive an athletic letter.

#### IV. Athletic Awards

- A. Students who participate in a sports program will not automatically receive an athletic award. In the spirit of team competition, one must earn his/her award based on the amount of participation time. If a student is injured, the Athletic Director will determine if an athletic award is merited.
- B. Students must complete a season to receive an award.
- C. The amount of time required to earn a letter or a bar varies by sport. The requirement for each sport is as follows ( this is the minimum requirement):
  - 1. Soccer — Students should play in 75% of all soccer games. This includes those who are injured (Coaches/Athletic Director may make an exception to this rule).
  - 2. Cross Country — Students should participate in all but one meet.
  - 3. Basketball, Volleyball, Softball, and Baseball — Students should participate in 75% of the total number of games.
  - 4. Cheerleading — Students should finish the winter season. A cheerleader may play a sport while a cheerleader.

#### Safety Patrol

Any student in grades four through eight may apply to become a Safety Patrol member. Safety Patrol members are responsible for the safety of students exiting cars in the morning and entering cars in the afternoon.

Students interested in Safety Patrol should complete an application and submit it to the Safety Patrol Coordinator the first week of school. Three teams will be selected for morning duty and afternoon duty.

Students selected for morning duty must commit to being at school no later than 7:50 a.m. every day for the semester chosen. Students selected for afternoon duty must not be picked up before 3:05 p.m. On the occasion that something conflicts with a Safety Patrol member's duty, it is the responsibility of the student to contact the Safety Patrol Coordinator so that a sub may be obtained.

Members of the Safety Patrol will be honored with special Safety Patrol events and are recognized at the Awards Assembly at the end of the year.

#### Student Council

Trinity has a student council association for the lower school, grades two through five, and the middle school, grades six through eight. Officers for these organizations are elected in the fall and are as follows: president, vice-president, secretary, treasurer, and recorder. Additionally, each homeroom elects a representative for its class.

The Lower School SCA sponsors various activities throughout the year and conducts several service projects as well. Past projects include collecting canned goods during Thanksgiving and Christmas and collecting winter items for the needy.

The Middle School SCA sponsors events such as middle school dances, cultural experiences for the school, fundraisers like Relay for Life and service projects such as serving at the Soup Kitchen and collecting canned goods.

## Head of School Advisory Committee

Trinity Lutheran School strives to provide an environment that fosters positive school experiences, promotes goal setting & responsible choices, and advocates leadership by becoming a contributing member of a community. One way to accomplish such lofty goals is to create opportunities in the educational setting that will guide young people in such endeavors. The Head of School Advisory Committee is one such platform. The Head of School selects students in 7<sup>th</sup> and 8<sup>th</sup> grade to serve on the Head of School Advisory Committee. The students are selected based on the following criteria: demonstrating leadership potential, participating in community service, exhibiting Christian character, and aspiring to make a difference. Once selected, students meet monthly with the Head of School at lunch to serve as liaisons in promoting a positive learning environment and in improving the overall school environment at Trinity Lutheran School.

## TECHNOLOGY INFORMATION

### Computer and Network Acceptable Use Policy

Trinity Lutheran School supports instruction through the use of educational computers, appropriate software, networks and servers. All computers have access to the internet. Some of the information on the internet contains material that lacks value or is inappropriate in an educational setting. Despite Trinity's best efforts it is sometimes impossible to control the content of all available materials. We, therefore, require that all students and staff use the internet and the network in a manner that is consistent with their purpose in an educational setting.

Computers are used at Trinity to support research and instruction by providing access to resources and opportunities for collaborative work. The use of all computers must be consistent with the educational objectives of Trinity Lutheran School. Transmissions of any material in violation of the law such as copyrighted, threatening, or obscene material is prohibited

The use of computers at Trinity is a privilege, not a right. Inappropriate use of the computer will result in suspension or cancellation of these privileges. The administration will determine what constitutes acceptable and unacceptable use. The decision of the administration to suspend or cancel a student's access to school computers is final. (Please reference AUP)

## TRANSPORTATION

Please see the fee schedule for transportation costs.

Buses will not transport students into apartment complexes, private lanes, or driveways where they are required to back up in order to turn around. (Adopted by Trinity Lutheran School Board, June 2000)

Beginning with the 1985-86 school year, families with one or two students enrolled in the school simultaneously, who utilize the transportation service, will pay the full transportation fee for each student.

Families with three or more students enrolled simultaneously, who utilize the service will be held responsible for only two full transportation fees. (Adopted by the Trinity Lutheran School Board, November 1985)

## General Information

- A written note must be provided to the bus driver if your child is to be permitted to get off at an address different from the transportation application information.
- Parents will be notified by their child's bus driver prior to the start of school of the bus's estimated time of arrival.
- Students should be ready for the bus five minutes prior to its normal arrival time. Our goal is to make the "time in transit" as short as possible. If your child is not riding the bus in the morning, please contact your driver no later than 6:15AM.
- Your bus driver is concerned first with the safety of those on the bus. If your child's behavior presents a continual problem he/she will be suspended or expelled from the bus.
- A student who does not regularly utilize bus transportation must obtain advance permission from the office to do so, and will pay a fee.
- During afternoon bus runs, someone familiar to students from Preschool through Grade 3 must be home or at the appointed drop off point to receive the children. Should someone not be at the designated point within five minutes of the bus's arrival, the bus driver will bring the child/children back to the school and the student will be placed in Extended Care. Parents will be notified by the driver or Extended Care should this happen.
- Trinity Lutheran School makes every effort to pick up and drop off door to door; however it is important for parents to understand that each bus costs over \$1,000 a month to run. Should the number of students utilizing a given bus fall below 10, Trinity Lutheran School reserves the right to establish pick up points as a means of reducing the operational deficit.

## Safety

- Be ready and at least five minutes in advance of your bus schedule.
- Take your seat quickly and quietly according to your driver's instructions.
- Exit the bus in an orderly manner by rows. Do not push or shove, but remain seated until your row is dismissed.
- Please keep your books and lunch boxes in your lap and keep the aisle clear of all belongings.
- Do not bring any glass containers on the bus. Do not bring large items. Your driver may refuse to allow any article that he/she feels may cause distraction or overcrowding
- No food or drink allowed on the bus.
- Never put your head, elbows, arms or anything else out the window.
- Ask permission of the driver before opening windows.
- Anyone throwing things or shouting out of open windows will be suspended from the bus.

- Do not mark, deface, or destroy any part of the bus.
- Be polite and respectful to your bus driver.
- Do not make any loud noises or shrieks that may cause discomfort to others or that may startle the bus driver.
- Hitting, kicking or spitting will not be tolerated.
- Remember, good conduct is the first rule of safety. Loud talking or any kind of active play is not permitted.

Infractions will be directed to the driver, the transportation coordinator and when appropriate the administration. Situations will be resolved through dialogue and appropriate action. Serious offenses will be referred to the Head of School.

## TUITION & FEES

### Tuition

Tuition may be paid by the year, semester or month. All families will need to register with Smart Tuition for the consolidated billing of our tuition, extended care, school lunch, and other charges.

Invoices will be sent from Smart Tuition monthly and will be due by the 25<sup>th</sup> of the month. A \$40.00 late payment fee will be charged for any account not paid by the due date.

If a family has financial difficulties of a temporary nature, special arrangements may be made with the Head of School or through the school's business office. Financial assistance is also available for qualifying applicants.

A fee of \$30 will be applied to your account for any failed payment processed via auto-debit, phone, web or failed check payments. Your bank may also impose additional fees.

There are no rebates or partial payments due to sickness, absence, or withdrawals. Rebates for parents moving from the area require a written 30 day notice and are at the discretion of the Head of School.

### Fees

Fees are announced on the Tuition/Fee Schedule, published annually. Please refer to it for guidance or contact our business office.

APPENDIX

Values of the Month

September	Love
October	Joy
November	Peace
December	Patience
January	Kindness
February	Goodness
March	Faithfulness
April	Gentleness
May	Self Control