



# **PARENT - STUDENT HANDBOOK**

**2021 - 2022**

Trinity Lutheran School  
495 5th Ave WN  
Kalispell, MT 59901  
[www.trinityed.org](http://www.trinityed.org)  
406-257-6716

**Mission Statement:** Knowing Jesus Through Education

**Vision:** In response to the grace of God in Jesus Christ, we partner with families in the ongoing nurture of confident, caring, healthy, and respectful students whose gifts are developed and maintained for service to Christ and their community.

**Mascot:** Crusaders

**School Colors:** Purple and Gold

**Newsletter:** Good News Trinity

**Principal:** Mrs. Laura White

Welcome to Trinity Lutheran School! We are happy to serve you and your family through our church, school, childcare and camp. An important goal we have is to reach our families with the gospel of Jesus Christ. We want every student to know that he/she has a friend in Jesus and a Savior from sin in Jesus Christ, God's son. This salvation is a free gift, available to all who believe that Jesus is their savior. You will be reminded of this often as you work and play at our school and childcare.

As Christians, we want to share the love of Jesus with others and show our appreciation through our actions for what God has done for us. We are guided by God's Holy Word, the Bible, and by the Ten Commandments. As you go through your classes here at Trinity, you will study and learn from the Bible, Luther's Small Catechism and the Ten Commandments.

Our prayer is that you will have many special memories of your school days and that you will be blessed by the seeds that are planted here at Trinity.

Please take the time to review this handbook with your child.

## A CREDO ON CHRISTIAN EDUCATION

- We believe** that Christian education is part of God's command given by Him to the church through the Great Commission.
- We believe** that a Christian teacher is entrusted to provide a complete education for God's people by meeting their spiritual, social, and emotional needs.
- We believe** that the purpose of Christian education is to teach the Christian faith through instruction in God's Word and training to live a Christian life.
- We believe** that good education is carried on through quality programs that put Christian faith into practice in everyday living.

**We believe** that the difference in Christian education is:

Christian education views the pupil as a redeemed child of God.  
Christian education is commanded by God.  
Christian education has the power of the Holy Ghost to prepare the pupil for this life and the life hereafter.

**We believe** that the unusualness of the Lutheran School life is:

It allows adequate time for Christian instruction in all branches of learning.  
It recognizes the importance of teachers who are Christians.

**We believe** that Christian education includes the mission to bring blood bought souls to Christ.

**We believe** that a Christian education program built on the principles of the Bible also determines the goal of the course of study and the basis of the needs of the community.

**We believe** that the curriculum of Christian education should be adapted to the needs of an ever-changing society in the world, the nation and the community, but always holding fast to the changeless and timeless principles set forth in God's Word.

**We believe** Christian education should help the child to understand and feel the joy that comes from work well done and that he may learn to be conscientious, hard-working and honest in everything he does to the glory of God and the welfare of his neighbor.

**We believe** that the family has a tremendous influence on the child's entire education, and the church and school must help prepare adults for their important part in Christian education.

**We believe** that in order to attain the goals of preparing each student for his ongoing service to God and country, the following curriculum areas shall be offered to each student. Namely: Religion, Reading and Language Arts, Mathematics, Science, Health, Physical Education, Art, Music, Computer, and Social Studies.

**It is our aim as a school system** to offer instruction in each of the above areas of curricula in the best way possible according to the abilities God has given to each child, so that he can be a credit to his country, his community, and to his God.

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## **STATEMENT OF UNDERSTANDING**

**After reading this handbook, please sign the last page (29) and turn it into the school office.**

# **REGISTRATION**

## **Admission**

Trinity Lutheran admits students of any race, color, or national/ethnic origin to all rights, privileges, programs, and activities generally made available to students at the school. We do not discriminate on the basis of race, color, or national/ethnic origin in administration of our policies.

## **Accreditation**

TLS is fully accredited by National Lutheran School Accreditation (NLSA).

## **Board of Education**

According to the teachings of Jesus Christ the Trinity Lutheran School Board has, as its primary goal the intellectual, spiritual, and emotional development of the students of Trinity Lutheran School Community.

The Board of Christian Education consists of members elected from the Voters Assembly of Trinity Evangelical Lutheran Church. It is the policy making body for Trinity Lutheran School. The school principal administers policy and is in charge of the day to day decision making and operations of the school. Matters regarding staff and student life are to be referred to the school principal.

## **Continuous Enrollment**

Continuous Enrollment means that once a student is enrolled at Trinity, enrollment automatically renews each year until your student graduates from 8th grade, or your family officially withdraws. In March, all students currently in kindergarten through 7<sup>th</sup> grade will automatically be enrolled into the next grade at Trinity through TADS. Continuous enrollment will not be used for pre-kindergarten. Pre-kindergarten students who wish to enroll in kindergarten will need to confirm enrollment in TADs. If you are planning to withdraw, you will need to contact the Trinity school office ([office@trinityed.org](mailto:office@trinityed.org) or 406-257-6716) by February 15.

## **Re-enrollment**

Re-enrollment occurs in March.

We enroll students according to the following priorities:

1. Members of Trinity Lutheran Church and students who are currently enrolled
2. Siblings of enrolled student who have not previously attended TLS
3. Students new to TLS.

Accounts must be current in order to re-enroll.

## **Student Records**

Student records, final report cards, diplomas, etc. are not released until all financial obligations have been met.

## **Tuition and Fees**

The school board sets tuition and fee amounts annually and publishes them in the registration folder and on the school website.

### **Registration Fee**

Payment of the registration fee holds your child's place in the selected class. It is neither refundable nor transferable. The registration fee is designated for books and instructional materials.

### **Tuition**

The Tuition Contract will be automatically renewed via TADS during re-registration for the next school year in March of each year. The signed Statement of Understanding, due each September, will serve as the confirmation:

- Tuition is an annual fee, so the monthly installments are equal in amount, regardless of the number of school days in each month.
- Accepting and agreeing to abide by the rules, regulations and code of conduct of the school
- Agreeing to enroll in the TADS Management Program;
- A statement of understanding that all of the tuition and fees be paid up to date in order for the student to receive a report card, participate in school events or have records transferred to another school;
- An agreement that monthly payments are still required even though other scholarship monies are to be made later during the year. All additional scholarship assistance monies will be applied when received from the organization, and those funds applied to the total balance due, with the remaining payments adjusted evenly - not replacing monthly tuition obligations.
- Should a circumstance occur which causes a student to withdraw from Trinity Lutheran School, tuition may be prorated by month of attendance and a partial refund.
- If a student is expelled, admission is revoked or the student withdraws, either voluntarily or involuntarily due to disciplinary action, tuition and fees may not be refunded.
- According to IRS rulings, payments for the purpose of tuition are not eligible for tax deduction as a charitable contribution. Payment for tuition should not be made through church envelope offerings. Please make all tuition payments through TADS, our tuition collection module or the school office. If you have any questions about this or any other school program, please feel free to contact the principal at 406-257-6716.

This is a binding document between the school and the family. Parents anticipating difficulty in maintaining tuition payments are expected to contact the school office in advance of their obligations becoming late.

### **Tuition Discounts**

- A 3% discount is applied if your balance is paid in full by August 25th.
- A discount is given for families enrolling more than one full-time child.
- A 43% tuition discount is given to active members of Trinity Lutheran Church. Membership in Trinity Lutheran Church is based on the following criteria:
  1. Worshiping and communing regularly. (50% of the services)
  2. Involvement in Sunday school and/or other Bible study
  3. Financial support of the congregation
  4. General involvement in the church's affairs.
    - "Active membership" is reviewed quarterly by the pastor and/or the elders of the congregation based on the above.
    - The 43% member discount can be denied if families do not remain active.
    - If you formally join Trinity Lutheran Church after the school year begins, you will receive your discount at the beginning of the next full month.

### **Non Payment**

TLS reserves the right to turn accounts over to a collection agency due to nonpayment of financial obligations. All financial obligations are to be met by the end of June which marks the end of the fiscal year. Lack of payment may prevent re-enrollment for the following school year.

### **School Scholarships**

Funds are available for scholarships through the *Bill Ludwig Scholarship Fund* and the *Kaylee Tripp Memorial Scholarship*. These funds are dispersed by the Scholarship Committee. Awards are based on financial need and are available on a first come first served basis. If you are interested in donating to our school scholarships, sponsoring a child please contact the office.

You may also contribute to the Bill Ludwig Scholarship Fund by shopping through SCRIP. It's easy! Contact our front office to find out how to support TLS by shopping at local places you already frequent.

Gifts made to the Kaylee Tripp Memorial Scholarship or the Bill Ludwig Scholarship funds are tax deductible as a charitable contribution.

Families wishing to receive financial aid must complete an application through TADS. Applications are available online only. Financial aid covers only a portion of the tuition costs. The amount of the award is determined by the TLS financial assistance committee.

ACE scholarships may be available for families new to Trinity. The deadline for ACE scholarships is in April of each year. ACE scholarships follow the child throughout any Christian school in Montana. For questions, contact the school office.

## **TADS (www.TADS.com)**

Trinity Lutheran uses TADS as our Tuition Management Program.

TADS is used for the collection of tuition and fees.

- A returned payment fee is charged by TADS for any charges that are not honored by the bank/credit card associated with the account.
- Checks returned to the school for insufficient funds will result in a returned check charge from the school office.
- It is the responsibility of each family to inform the office a minimum of 3 business days of any need to make a change in a scheduled TADS payment.
- An invoice fee will be charged to your account if you have chosen one or two payments for the school year.
- TADS will notify parents of scheduled payments via email.

While we are seeking to limit the number of checks and cash that are received through the school office, families can submit cash or checks to the office to settle scheduled TADS payments. In order to allow time for the TADS payment to be placed on hold, it is important that any such manual payments be submitted at least three business days prior to the scheduled TADS payment.

## **Band**

Instruments are available through the school for rental.

## **S.A.L.T. - Serving and Laboring Together**

TLS thrives when families are involved in our school. Many studies have verified that when families are involved in education, there are many benefits! In all communities, whether rural or urban, affluent or poor, parental involvement has been shown to raise academic achievement and self esteem. It teaches children to value education and demonstrates that school is worthy of time and attention. The SALT program at Trinity is to increase “pride of ownership” for all families in their children’s school and education as they participate in sharing the responsibility of fundraising, property projects, classroom activities, and other ministries of Trinity Lutheran Church. SALT hours allows Trinity to keep tuition rates low. Trinity is able to save money by not hiring someone to complete these jobs that are handled through SALT.

### **Required hours**

Prekindergarten	no requirement but involvement is encouraged
½ day kindergarten	12.5 hours per year, per family.
Full day kindergarten - 8th grade	25 hours per year, per family.

All SALT credit is based on actual hours worked. Jobs available for SALT credit include any volunteer tasks for Trinity Lutheran School or church ministries.

People interested in completing a specific job may need to sign up in advance. A SALT jobs book, listing many volunteer opportunities, is located in the school office. Other eligible tasks that do not require advance sign-up simply need to be logged for credit after completion. All families report the task(s) and the hours worked by logging the information in the SALT notebook located in the school office. Half of the required hours (12.5) are due by the end of January. The remaining hours (12.5) are due by the last day of school.

Field trips can be eligible as SALT hours if the parent is specifically requested by the teacher to chaperone. A family may choose to contribute financially rather than completing SALT hours by paying \$500 (\$250 for a family with a single child enrolled in ½ day kindergarten) for the current school year. If a portion of SALT hours for a given school year are not completed, the family is responsible for paying the prorated balance by the end of the school year.

## TRINITY LUTHERAN SCHOOL COMMUNITY

### School office hours

The school office is open from 7:55a.m. to 3:55p.m. Monday - Friday.

### Building Access

Students may enter the school building in the front on California Street or the main church entrance from 7:55 - 8:10. Outside of these times, doors will remain locked. At all other times, there is a buzzer and speaker system which enables office staff to identify people who wish to enter the building. All parents and visitors are to check in with the office before going into the halls or classrooms.

### School Hours - Doors open at 7:55

Pre-kindergarten	a.m.	8:10 - 11:10
Pre-kindergarten	p.m.	12:10 - 3:10
½ day Kindergarten		8:10 - 11:25

Please check in at the school office for a tardy slip if your child arrives after 8:10a.m.

### Dismissal

Students in full/day kindergarten - 8th grade will be dismissed from the main church entrance at 3:10 p.m. Parents will come down California street past the main entrance to the school. Then turn right just past the crosswalk and church sign. Follow the sidewalk around to the pick-up line. Here we will quickly load your children into your car. The pickup line is one way. Please do not enter the line from 5th street and the parking lot by the gym. If you want to talk with your child's teacher, you are welcome to park and walk up to the pick-up line. Students not picked up by 3:25 pm will be brought back to the school office or checked into childcare.

½ day kindergarten students and pre-kindergarten students will be picked up from the classroom door.

Students are not to remain on the school campus unless supervised.

### Weather Closures / Delays

In the event of serious inclement weather, you will be notified by an automated message. The school's website will be updated with information as it becomes available [www.trinityed.org](http://www.trinityed.org). School closures will follow District 5 and also be announced on local radio stations.

### Tardiness

Students in K-8 who arrive after 8:10 a.m. must stop by the school office for a tardy pass.

Please encourage your child to be settled and prepared when school starts. If your child's tardiness is frequent or disruptive, the principal will contact the parents to schedule a conference to discuss the

situation.

### **Attendance**

Parents are to contact the school office if their child will be tardy or absent.

Please schedule personal appointments and activities around the school day and school calendar.

If you pick up or drop off your child in the middle of the school day, please sign him/her in or out at the school office. (K-8 only). Students are not permitted to wait outside for early pick up.

Students late in excess of two hours will be counted as one-half day absent.

If poor attendance is frequent or disruptive, the principal will contact the parents to schedule a conference to discuss the situation.

The school administrator reserves the right to request a doctor's note following prolonged or frequent absences.

When students are absent from school, they are ineligible to attend or participate in extracurricular activities or official school functions on that day. This includes clubs, meetings, athletic practices or games, and any official Trinity Lutheran School events.

Extended vacations must be communicated ahead of time to teachers and/or administration, unless there is a family emergency. Teachers are to be contacted in advance to make arrangements for a planned absence. The student will *generally* be given one day for every day of an absence for making up the work.

## **GENERAL POLICIES AND PRACTICES**

### **Activities**

Student life at Trinity Lutheran presents opportunities for a child to participate in school music, choir, concerts, band, sports, academic competitions and interscholastic activities. These activities are sponsored by the school and help to develop Christian leadership and attitudes. School policy and the Christian code of conduct apply to all school sponsored activities.

### **Animals**

Animals are allowed on campus only with prior approval.

### **Bus Zone**

The area west of the school is designated as a bus loading zone for the children when they have field trips. **Please do not park in the bus loading zone on 5th Avenue WN**, so that our students may have a safe place to board the bus.

### **Chapel**

School chapel for all students in K-8 is held each Wednesday at 8:20 a.m. Parents, grandparents or any other visitors are welcome to attend. These services will be led by Pastor Lee, Pastor Bueltmann, other pastors from the area, the teachers and principal. An offering will be collected at each chapel service and sent to the designated project. Blue Trinity polos are required on chapel days for K-8 students.

## **Crisis Management Plan**

Trinity Lutheran School is committed to ensuring a safe and protected environment for its students, staff, and visitors while at the school. Procedures designed to provide for this type of environment are revised and updated as needed. All staff are trained in the most current safety procedures.

## **Field Trips**

Teachers schedule field trips based on educational need, real world applications, outdoor learning, service outreach, and more. The principal must grant approval for all field trips. Parents must complete and return permission forms for the student to be allowed to leave campus for the trip. Drivers on field trips must be 25 years of age or older. Chaperones and drivers must have a current, completed Volunteer Information form on file in the school office. While on a field trip, drivers must take students directly to the event and return directly to school.

## **Library Books**

The school library is provided for the use of students enrolled at Trinity Lutheran School. All books must be checked out through the librarian or home room teacher. Students who lose or damage a book will be required to pay the replacement cost of that book. Report cards will be withheld until payment is made.

Please help your child(ren) to be responsible with library materials.

## **Lockers**

The lockers are the property of Trinity Lutheran School Community and are subject to search at any time by authorized personnel. Students are allowed to use magnets and shelves in their lockers. There are to be NO permanent attachments on the lockers (stickers, adhesive materials, etc.). Students may decorate the outside of lockers for special occasions with the approval of the administration. Students do not use locks, but they do use clips to close lockers.

## **Snacks / lunch**

Pre-kindergarten and kindergarten

Students in these classes take turns providing a healthy snack for the entire class. Your child's teacher will send home a snack schedule.

## **1st - 8th Grade**

These students should bring a small, healthy morning snack. This snack can be kept in the student's backpack or locker until morning break.

Please plan snacks and lunches with good nutrition in mind. Healthy choices include fruit, veggies, cheese, or crackers.

## **Food Allergies**

Please talk to your child's teacher about food allergies. Parents are also asked to note all allergies when the student is registered.

## **Hot Lunch Program**

Trinity Lutheran School is partnering with District 5 to provide a hot and healthy lunch option. TLS

parents will log into the online MealTime parent portal ([mymealtime.com](http://mymealtime.com)) to make credit card deposits into your student's cafeteria account or view your student's purchase history via the Internet. In addition, the web site allows you to create and submit Free and Reduced Price School Meal Applications. Contact the office for specific details.

### **Lunch off Campus**

If you are taking your child to lunch, please come to the school office to sign him/her out and back in again upon return.

### **Music**

Trinity School is a singing school. We lift our voices to the Lord; every song is a prayer. An award winning music program is provided by the school. Music classes are available 2-3 times per week depending on grade level. Each child is given the opportunity to sing and perform many times during the year. TLS presents a Christmas program, Lutheran School Service, special musicals, and chapel services. Each student's class will have the opportunity to provide special music throughout the year. Dates and times for programs and services are listed on the school calendar for the upcoming year and announced in the Good News Trinity Newsletter.

Parents, you are the key to helping us deliver an exceptional music program. Your presence in church is a way of thanking the Trinity Lutheran congregation for their love and support. We encourage your presence.

### **Non-custodial Parents**

The school abides by the provisions of the Buckley Amendment (1975) or FERPA with respect to the rights of non-custodial parents. In the absence of a court order to the contrary, the school will provide the non-custodial parent access to academic records and other school-related information regarding his or her child. The school will not be held responsible for failing to honor arrangements that have not been made known.

### **Newsletter**

In an effort to keep families up to date on special events and activities, Good News Trinity is emailed to parents on Thursday of each week, except in the event of a short week.

### **Parent Teacher Fellowship (PTF)**

As a parent of a student at Trinity Lutheran School, you are a member of Trinity PTF (Parent Teacher Fellowship). The purpose of PTF is to promote a positive educational experience for the children and to support the teachers through a variety of activities. PTF meets throughout the school year for fellowship and activities. Meetings, fundraisers, and activities are reported in the school newsletter (Good News Trinity). One SALT hour is credited for each meeting you attend.

### **Parties, gifts and special treats**

TLS loves celebrations! Please keep in mind that class parties and special treats from parents require teacher permission. Friends sharing among themselves is best done off campus where feelings of being left out are avoided. Party invitations must be distributed off school property unless everyone (for example, all girls, all boys, or the entire class) is invited.

## **Personal Property**

Students should only bring items necessary for learning to school. The school is NOT responsible for lost or stolen valuables brought to school. Personal items not related to the learning environment will be confiscated, sent to the office, and released only to the parent.

## **Personal electronics / cell phones**

Cell phones and handheld video games may not be used during school hours. If cell phones are brought to school, they should be left in the child's backpack or locker. Important calls must be made with staff permission in the school office. Kindles or other reading devices may be used to read books with teacher permission.

## **Photo Release**

Photo release is part of the Permissions Form that is filled out at enrollment time. Parents are able to opt out of having their student's photo included in school publications, brochures and the school website.

In keeping with the Children's Internet Protection Act, no personal identifying information will be posted. Parent permission is needed before student work or images are posted.

## **Pictures**

Individual school pictures are taken in the fall for all students Pre-K-8. The pictures are used in the school yearbook, and parents are given an opportunity to choose from a variety of photo packages for purchase. Group pictures are taken of each class in the spring, and are also available for purchase.

## **Religious instruction**

Trinity's religion program strives to deepen love of God and neighbor in the individual. It is the reason for our existence as a Christian school. The religion program includes:

- A developmental study of the Bible.
- Daily prayer and devotions.
- A memory work program.
- Participation in worship.
- Opportunities to serve as worship leaders.
- Word of God integration in every subject area.
- Practices in Christ-like living and family life.
- Growth in faith and knowledge of Jesus as our loving Savior (2 Peter 3:18).
- Confirmation instruction through Trinity Lutheran Church.

## **Service Hours**

"For even the Son of Man came not to be served but to serve, and to give his life as a ransom for many." Mark 10:45. Students of all ages and grades at Trinity are given the opportunity to serve their school, church and community. As partners with parents in their child's education, we seek to teach students about the importance of service in one's faith life.

## **Sports**

In addition to a well-balanced physical education program, students in grades 5 -8 may participate in after-school athletics. The following sports are available to our students:

Girls:  
Volleyball

Boys:  
Basketball

Basketball  
Cheer

All students in K-8 are able to participate in cross country in the spring.  
A fee is charged for each sport your student participates in.

Every student participating in after school sports must have a physical by a certified, licensed medical professional on an annual basis. A physical examination conducted before May 1st is not valid for participation for the following school year. Proof of examination is to be filed with the school office.

Students must be in attendance a full day, during regular school hours, to be able to participate in after school activities on that day.

### **Supplies**

A detailed supply list for each grade is posted on the website prior to the beginning of the school year. Backpacks and gym bags must fit in teacher- assigned areas or in student lockers. Parents/Students are responsible for replenishing supplies as needed.

### **Technology - Computer and Electronics Usage**

Students of Trinity Lutheran School have a responsibility to use technology resources in an effective, efficient, ethical, and lawful manner. Furthermore, information transmitted over the network should be representative of a Christian school. Trinity's Acceptable Use Policy states the expectations for the safe and ethical use of technology by staff, students, and volunteers. All students using technology in the 3-8 grade classrooms, are required, along with their parents, to sign a document agreeing to follow the Acceptable Use Policy. Violations of these responsibilities may result in disciplinary review by the Administration. Students will participate in "Digital Citizenship" training.

Students using computers, Chromebooks, or iPads at TLS need to view them as tools for study and not for personal use. Students will be assigned a device to use along with a school email address. Students may not use another student's device without a teacher's permission. Students may be allowed to use an electronic device for reading a book (Kindle, Nook, tablet, etc.) during the school day according to these guidelines: The use of an e-reader is at the discretion of the classroom teacher. A student who chooses to use an e-reader accepts full responsibility for it.

### **Visits to the school**

When visiting Trinity Lutheran School, please sign in at the office.

## **GRADES**

### **Online grades**

Grades are available online through TADS. Parents will receive log-in information for each child at the beginning of the school year. Grades will be updated at least every two weeks.

## **Report cards / Progress reports**

Report Cards are the central means of communicating your child's progress. They are posted and sent home quarterly. Consult the school calendar or your child's teacher for the dates.

## **Performance Assessments**

Students in grades K-8 will be tested with STAR in reading and math at a minimum of three times per year. The classroom teacher will follow up with the parents if an area of concern is noted. Each spring students in grades 3-8 take the Iowa Test of Basic Skills (ITBS). This is a standardized test and results are compared nationwide.

## **Grading Guidelines**

Some of the "best practices" in grading that we follow at Trinity include:

- Separate behaviors from academics to ensure that the grade accurately reflects achievement.
- Emphasis on summative grades, determined by high-quality assessments aligned to standards, over formative assessments.
- Offer of re-learn and recovery opportunities in which students demonstrate learning over time.
- Daily work, formal assessments and projects all contribute to a student's final grade.
- At the middle school level, formal assessments will carry a somewhat heavier weight than daily assignments.

## **Homework guidelines**

The purpose of homework is:

- To extend and reinforce what has been taught in class.
- To teach study skills.
- To teach personal responsibility.
- To allow students time to think independently.

Homework varies according to:

- Age level.
- Teacher expectations.
- The day of the week.
- How students use their available time during the day.

A general guideline for homework is ten minutes of homework per grade. For example, a first grader would have about 10 minutes per night, a second grader 20 minutes, a third grader 30 minutes and so on.

If you would like to pick up homework for your absent child, please call ahead so that the teacher has time to assemble materials.

## **Late Work**

It is important for school work to be completed and turned in to the teacher on time.

Late work from students in grades 5-8 will not be given full credit. The grade on late assignments will be reduced by 10% for each day the assignment is late. After the assignment is more than 5 days late, the assignment will no longer receive credit.

The student will *generally* be given one day for every day of an absence for making up the work.

**Midterms**

A midterm report will be posted on Infinite Campus, or a requested copy can be given to students, to inform parents of their child's progress.

## **Grading Scale Examples**

TLS strives to use best practices in grading by subject area, effort, and behavior. Consequently, skills and effort will have an independent scale.

### **ACADEMIC PERFORMANCE**

<b>Kindergarten - Grade 2</b>	<b>Grades 3 - 8</b>	<b>Art, Music, PE, Electives Skill Based Scale</b>
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<p>1 NC- Not Covered YET</p> <p>2 Limited Growth</p> <p>3 Developing</p> <p>4 Proficient</p> <p>5 Exemplary</p> <p><b>TLS Grading K-2</b></p> <p>Primary students are developing new skills in a wide variety of topics within core areas. Young children develop at their own rate, some rapidly and others take more time. Instruction is differentiated to ensure an optimal learning environment. Consequently, K-2 students have a more developmentally appropriate scale.</p> <p>Effort will be measured on a separate scale.</p>	<p><b>A+ 100-</b></p> <p><b>A 99-93</b></p> <p><b>A- 92-90</b></p> <p>B+ 89-87</p> <p>B 86-83</p> <p>B- 82-80</p> <p><b>C+ 79-77</b></p> <p><b>C 76-73</b></p> <p><b>C- 72-70</b></p> <p>D+ 69-67</p> <p>D 66-63</p> <p>D- 62-60</p> <p><b>F 59-0</b></p>	<p>1 NC- Not Covered or NOT YET</p> <p>2 Limited Growth</p> <p>3 Developing</p> <p>4 Proficient</p> <p>5 Exemplary</p> <p><i>*faculty have skill based rubrics and performance assessments according to course</i></p> <p>Specials and Electives require distinct skills apart from general core academic areas. Specials and Electives are a way to incorporate more interest based learning, intrinsic motivation, exploratory exposure to special areas. Students will receive a skill based score and an effort score for each course.</p>
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## Effort Scale

In addition to academic grades, effort grades are given each marking period for all courses, including all specials or elective courses.

- 1 **Not Yet:** The student is not prepared for class and is making little or no effort to meet the minimal requirements of the course. The student is disorganized or lacks study skills on a regular basis. The student's effort may prevent success at this grade level.
- 2 **Limited Growth:** The student often misses assignments and is reluctant to seek extra help. Assessments suggest a lack of effort rather than a lack of understanding. Mistakes of the same variety continue to be made. Participation is inconsistent.
- 3 **Developing:** The student exhibits an inconsistent effort. Work is sometimes missed, or hastily completed. The student occasionally participates in class, and participation is generally good.
- 4 **Proficient:** The student exhibits a solid effort. The student is prepared for class discussions, quizzes, tests, and written assignments with few exceptions. Homework is regularly completed, deadlines are met and the student strives to improve. Effort is made, though more can be applied. Assessments show effort, but more review can be done.
- 5 **Exemplary:** The student exhibits an outstanding commitment to all academic endeavors. Work is completed regularly and with great attention to detail. The student is a balanced leader in discussions and is on topic and insightful. Student is unafraid to try new things, or take risks in learning.

## CHRISTIAN LEARNING EXPECTATIONS

At Trinity Lutheran School, we recognize the importance of educating our students in Christian values and leadership. How students treat each other and adults is as important as their academic achievements. To reflect this, we have Christian Learning Expectations. We feel that it is critically important to represent student learning, academic achievement, and behavior or character as equally important but separate reporting measures. In place of an academic grade and effort score, students will receive an evaluation based on Galatians 5:22: "But the fruit of the spirit is love, joy, peace, patience, kindness, goodness, faithfulness, gentleness, self-control; against such things there is no law." A narrative assessment will be provided yearly by the teacher.

## **Honor Roll**

Trinity Lutheran School publishes an Honor Roll for grades 5-8 to recognize and encourage academic achievement and excellence.

- Students who meet or exceed a 3.2 Grade Point Average and receive no D's or F's are recognized for *Honor Roll* each quarter.
- Students who meet or exceed a 3.6 Grade Point Average are recognized for *High Honors* each quarter.
- Students who receive all A's including +/- for the quarter are also recognized.

## **Academic Probation**

A student who receives a "D" in two courses, a failing grade "F," or has a GPA below 2.0 at mid-term each quarter is not successfully progressing in his or her academic studies. In such a case, the student will be placed on **Academic Probation**. The student and his/her parents will meet to discuss an appropriate course of action to help the student succeed. Additionally, the student will be rendered ineligible for extra-curricular activities/athletics for a two-week period. The student's progress will be reviewed on a weekly basis during this time.

## **Sports Academic Requirements**

For a student to participate in extracurricular activities or overnight curricular activities, the following policy applies:

- At the end of each quarter the student must have a minimum 2.0 grade point average (G.P.A.) with no failing grades (Fs). Students falling below 2.0 will be removed from sports activities and will be placed on Academic Probation. The student will not be able to participate (practices or games) in the athletic sport during the academic probation time. The time away from the extra-curricular activity will be used to improve the grade in the particular subject area(s). The G.P.A. will be reviewed in two weeks to see if grades have improved. If so, the student may be reinstated, but if not, the inactivity continues until the G.P.A. is again at or above 2.0.
- Students will be informed of their probation and reinstatement via a letter issued by the Athletic Director.
- If a student has a D in any subject area, the student will receive an academic warning letter informing him/her of their grade. This is a notice for the student and parent of the academic grade. This does not prevent a student from participating in sports/extra-curricular activities.

If a student does not attend an overnight field trip, he/she shall attend school and complete the assignments prepared by the classroom teachers.

## **Response to Intervention (RTI)**

The RTI team at Trinity uses a program that identifies the eligibility for support or evaluation of a child who may have learning challenges. Any current medical diagnosis that may affect learning should be documented with the classroom teacher and/or the principal.

Students new to Trinity in grades 1-8 will be tested on entrance. This will give us confidence in placing the student in the proper grade.

# STUDENT HEALTH

## Student illness

In general, if your child is unable to participate comfortably in normal school activities, he or she should not be in school. To minimize the danger of infection to other children, your child should stay home if any of the following symptoms are present. Those with a fever cannot return to school for 72 hours after the fever has ended.

- 100.4 degree or higher fever
- Vomiting
- Diarrhea
- Draining rash
- Eye discharge or pink eye
- Fatigue or nausea that prevents regular activity
- Head lice or nits from head lice.

## Medication

If a student requires medication, either prescription or nonprescription during school hours, the parent must:

1. Fill out and sign a Medication Permission Form.
2. Provide the office with the medication in its original container.

Students may not keep Tylenol, Advil or cough drops in their backpack without permission.

\*Authorization for a child to carry an emergency medication such as an EpiPen, Glucagon, or inhaler in the student's backpack must be documented annually by the parent and a copy of this written authorization kept on file in the Office.

## Emergency Contact

Each student must have emergency contact information and pertinent health information on file. In case of serious illness or injury, two attempts will be made to contact parents. If parents cannot be reached, another individual listed on the emergency contact list will be contacted. In all cases, 911 is called in an emergency.

## Immunization

All students of Trinity Lutheran School Community must show proof of full immunization or a valid exemption form in order to attend the first day of school. Students considered "non-compliant" by Montana State Regulations may not attend school until proper immunization records are provided. The school office serves as the health office and provides an annual eye and hearing test. Volunteers who are licensed health providers lead these assessments.

## Special Health Concerns

Parents of students with chronic health conditions, such as food allergies, asthma, diabetes, seizures, cardiac conditions, migraines, or any other concerns need to meet with administration and fill out an individualized health action plan. This plan will need to be updated as changes occur, and a new plan must be filled out each school year. Students with chronic health conditions must have a physician's note on file in the school office if accommodations need to be made at the school.

## **Pediculosis (Head Lice)**

TLS implements a “No Nit Policy” for head lice. In order to provide a safe environment for all students, exclusion from school applies to:

- Anyone with live lice
- Anyone with nits (eggs)

Any students with live lice or nits will be re-checked for live lice or nits before entering the classroom.

# **PARENT/STUDENT RESPONSIBILITIES**

## **Student Responsibilities**

Each student must recognize his or her rights and responsibilities as an active participant in our Christian school community.

### **The student has a right to:**

- A learning experience that reinforces a Christian system of values.
- An opportunity to learn the essence of principles of a Christian life.
- An opportunity to attain a high level of academic excellence.
- Develop the means to express creative potential and individuality.
- An opportunity to participate as a Christian citizen and as a leader in our school community.

### **The student has a responsibility to:**

- Be Christ-like in word and deed.
- Respect the rights and property of parents, staff, and fellow students.
- Attain a level of excellence that reflects the best of one’s ability.
- Conform to the school’s standards of conduct.

## **General Rules**

Students are expected to:

1. Walk in all areas of the school building.
2. Use sidewalks and walkways.
3. Use balls in the school building only under teacher supervision.
4. Remain on school property or within boundaries established for recess periods.
5. Walk carefully to and from their car in the parking lot or drop-off/pick-up area.
6. Chew gum only when allowed for special occasions.
7. Help keep our building and grounds clean and neat.
8. Use the telephone only with permission from a teacher.
9. When the bell rings or the whistle blows, students must line up immediately.

# Parent Responsibilities

Our goal is to partner with you to raise children who love the Lord and have a strong foundation in academics.

## Academic

You can support your child's teacher in this partnership by:

- Checking school / teacher emails.
- Regularly check your child's academic progress on TADS [tad-educate@communitybrands.com](mailto:tad-educate@communitybrands.com)
- Supporting your child's teacher
- Encouraging your child to complete homework independently.
- Reviewing your child's school papers.
- Providing the necessary encouragement or correction.
- Monitoring your child's progress.
- Seeking ways to improve your child's performance.

## Financial

Our quest for excellence in religious and academic education requires your financial support. Examples are:

- Paying tuition and fees promptly through TADS [tad-educate@communitybrands.com](mailto:tad-educate@communitybrands.com)
- Supporting fundraising events.
- Support of Trinity Lutheran Church.
- Supporting special classroom and school projects.
- Participating in the SCRIP program.

## Physical

As participants in a faith community, we get to share in the physical tasks necessary to make our programs successful. Examples are:

- Participating in the activities of PTF by attending events or serving as officers or on a committee.
- Supporting the school staff as library assistants, room parents, copy room leader, art education leader, or outdoor learning leader.
- Completing or exceeding annual required SALT hours.

## PARENT/TEACHER COMMUNICATION

Trinity Lutheran School Community has a strong parent communication system that enables parents to keep abreast of their child's learning. This involves:

- TADS Educate parent portal
- School website: [www.trinityed.org](http://www.trinityed.org)
- Weekly email updates
- Parent-Teacher conferences
- Assignment Notebooks
- Parent-Principal conferences

- Calendar & Handbook

## **TADS**

TADS is the tuition management and on-line grading platform that Trinity uses. Parents can stay informed about their child's grades and attendance through TADS. You will be given this information upon enrollment. Every effort will be made to update grades every two weeks.

## **PARENT-TEACHER CONFERENCES**

Formal conferences for all families are scheduled following the end of the first quarter. Conferences are held in the spring per teacher/parent discretion. Parents are encouraged to confer with a teacher at other times as necessary.

## **OTHER COMMUNICATION**

It is difficult for a teacher to respond to a phone call during the school day. Email is the most efficient form of communication.

Parents can expect a teacher to respond to an email within 24 hours.

Teachers are available for meetings with parents by appointment.

## **Classroom Visits**

TLS encourages your involvement in your child's learning through various class activities. Parents are welcome to observe in their child's classroom; however, please contact the teacher in advance to set up a time for your visit.

# **GRIEVANCE POLICY**

## **The Trinity Way: "Raise and Praise"**

When dealing with a conflict, or rumors please use the "You Go" principle (Matthew 18) by first going to the person you have an issue with first.

Tips:

- Pray together.
- Be true to your word.
- Avoid making assumptions.
- Expect the best of intentions.
- Don't take things too personally.
- Remember words have power.
- We are meant to raise up others & and praise the Lord.

If you have a grievance with a teacher or a classroom situation, please contact the teacher directly. Sometimes an appointment is necessary to ensure the proper environment and time for the discussion.

For school grievances or unresolved teacher grievances, please contact the principal.

If a grievance is not settled within a mutually-agreed upon timeframe, you may contact the school board-chairperson. The board chair may refer the matter back to the principal or set up a meeting with the appropriate parties.

If a grievance is still not settled, you may request, in writing, a meeting with the school board. The board will meet with all parties of interest. The school board's decision is the final step in the procedure and the decision of the School Board is final.

Grievances will be processed as rapidly as possible and will be regarded as confidential.

## **PHYSICAL AND EMOTIONAL SAFETY: TRINITY'S C.A.R.E. PROGRAM**

**C.A.R.E. = Caring, Accountability, Respect, Environment**

- **Caring** – Having concern for the well-being of others.
- **Accountability** – Taking responsibility for the potential impact of our words and actions and their consequences.
- **Respect** – Understanding the rights of others as one body in Christ.
- **Environment** – Uniting all individuals in our Lutheran School community through a life-long commitment to prevent violence and promote peace.

**C.A.R.E. Student Responsibilities**

As Christian Leaders and Responsible Citizens:

- We will treat others with kindness and respect.
- We will help students who are in conflict .
- We will include students who are easily left out.
- When we know somebody is being mistreated, we will tell an adult at school and an adult at home.

**Anti-Bullying Overview**

Trinity Lutheran School is committed to providing a safe educational environment for all students free from harassment, intimidation, and bullying. "Harassment, intimidation, or bullying" are defined as any intentional written, verbal or physical act, when it is determined by school administration that such action:

- Physically or emotionally harms a student
- Damages a student's property
- Interferes with a student's education
- Creates an intimidating or threatening educational environment
- "Disrupts the orderly operation of the school"

Harassment, intimidation or bullying can take many forms, including but not limited to: slurs, rumors, jokes, innuendos, demeaning comments, drawing cartoons, pranks, gestures, physical attacks, threats, exclusion, text messages, emails, internet postings, and other written, oral or physical acts.

Most behaviors do not rise to the level of harassment, intimidation or bullying, such as conflict, disrespect, poor choices and many other inappropriate behaviors. However, these behaviors may still be prohibited by other school policies or classroom rules.

Counseling and corrective discipline are used to effect a change in the behavior of a misbehaving student. All appropriate interventions will have the goal of restoring a positive school climate or providing support and

protection for the victims who have been impacted by such behavior. Any retaliatory behavior on the part of either the perpetrator or the victim will also constitute a violation of this policy and will result in consequences.

This chart helps define bullying:

<b>Rough Play</b>	<b>Real Fighting</b>	<b>Bullying</b>
Usually friends; often repeated (same players)	Usually not friends; typically not repeated	Typically not friends; repeated
Balance of power	Power relatively equal	Unequal power
No intent to harm	Intentional harm doing	Intentional harm doing
Affect is friendly; positive, mutual	Affect negative; aggressive, tense, hostile, affect	Affect negative; aggressive & differs for victim and aggressor

At Trinity Lutheran School we are committed to loving one another as ourselves, and demonstrating respect. Any form of harassment as defined by TLS Bullying Definition be it verbal, physical, sexual, visual, cyber, or text messaging or any other form of technological communication is contrary to these values and to the formation of a Christian community. Trinity Lutheran School Community will treat these allegations seriously.

## **Christian Code of Conduct**

### *The Trinity Way: Raise & Praise*

All TLS students are expected to glorify the Lord in word and deed.  
We raise others up. We praise the Lord, and encourage each other.

### Proverbs 22:6

*Train up a child in the way he should go; even when he is old he will not depart from it.*

### Matthew 18

*YOU GO! That's what Jesus says we owe the brother or sister when we discover differences and offenses. You go to seek to be reconciled in Christ. You go to hold each other accountable to the Word of God. You go, so that repentance and forgiveness of sins are at the heart of our life together.*

## **CLASSROOM DISCIPLINE**

Discipline means to teach, and that is always where we start. It is our aim to teach students how to be responsible Christian leaders, independent thinkers, to love one another, resolve conflict, and to learn how

to give and ask for forgiveness. Children must obey their parents and TLS staff.

Classroom management in a Christian school environment must be positive, safe, and nurturing. Positive classroom management practices are implemented with all TLS students.

Consequences will be implemented according to developmental readiness within a range of possibilities. Each teacher has techniques and ideas that have worked successfully in the past and are appropriate for the grade level he or she teaches. We recognize there are times when there is a need for greater disciplinary action outside of regular classroom management practices.

## The Principal's Office

Sometimes a teacher will refer a child to the principal. When a child is sent to the principal's office, the parent will receive a note and/or a phone call explaining the circumstances of the visit.

The principal will have a discussion with the child and may assign consequences for inappropriate behavior.

The following are explanations of the administrative disciplinary actions that may be taken when discipline issues are deemed by the principal to be *extreme or recurring*.

- **Administrative Intervention.** The school principal will talk with the student and his/her parent/guardian to reach an agreement regarding the student's behavior. This intervention will be documented, and a copy will go into the student's permanent file.
- **Loss of Privileges.** The student may lose classroom privileges or recess time, as determined by the principal. Parents will be notified of this loss of privilege, and documentation will go into the student's permanent file.
- **Probation.** The student is on notice for a period of time regarding a past academic or behavior record where improvement is to be observed. In other words, it is a period of grace where the student works to exhibit a change of behavior and demonstrate a respect for authority. Failure most certainly leads to suspension or expulsion. The details of the probation will be documented, and a copy will be placed in the student's permanent file.
- **Suspension.** The student is assigned to at-home or in-school suspension. The student will be excluded from regularly scheduled classes and all extra-curricular activities. Suspension is for a period of up to ten days. The school board and principal reserve the right to refuse re-enrollment to a student who has had repeated suspensions.
- **Expulsion.** The decision to expel a student is made by the school principal and the school board. The school board and principal will review all cases of expulsion and reserve the right to refuse re-enrollment to any student who has had a previous expulsion. All fees are non-refundable.

In all of these actions, parents will be notified immediately and a conference arranged to discuss further action. The conference may involve the teacher, parents/guardians, student, and principal.

Depending on the nature of the situation, the principal may choose to accelerate the steps outlined above.

If a firearm is brought to school, parents of the offending student will be notified immediately, and the student will be referred to the criminal justice or juvenile delinquency systems.

**The following is a list of actions that will involve disciplinary action. This list is not all inclusive.**

**Alcohol/ Drugs.** Using, possessing, selling, distributing, or being under the influence of drugs or alcohol. A drug is defined as any drug obtainable with or without a prescription that is used in a dangerous manner to the health of the user. This also includes the use of any prescription drug by a person the drug is not intended for.

*Disciplinary action ranging from: Suspension to Expulsion*

**Bullying/Harassment/Sexual Harassment.** This includes language or behavior that insults, ridicules, or torments another person. This also includes intentional and repeated threat by word or act.

*Disciplinary action ranging from: Administrative Intervention to Expulsion*

**Closed Campus/Loitering.** Trinity Lutheran School is a closed campus and students are not allowed to leave the school campus during school hours without approved pre-arranged permission. Students may not loiter on the school campus after 3:30 p.m. Students involved with after school activities should report to the coach or supervisor in charge of the activity. Students not picked up after 3:30 will be checked into childcare.

*Disciplinary action ranging from: Administrative Intervention to Suspension*

**Defiance of Authority.** Refusal to follow the reasonable requests of school staff or designated authority.

*Disciplinary action ranging from: Administrative Intervention to Expulsion*

**Disruptive Conduct.** Language or behavior that disrupts and/or interferes with the educational environment or process.

*Disciplinary action ranging from Administrative Intervention to Suspension*

**Fighting:** A hostile physical encounter between two or more individuals.

*Discipline action ranging from: Administrative Intervention to– Suspension or Expulsion*

**Forgery, Lying, Academic Integrity or Technology Misuse and Theft.** Writing or giving false or misleading information to school officials by forging parent's/guardian's or any other person's signature on any letter or other school document; cheating; plagiarizing; turning in another person's paper, project, computer program, etc., as the student's own; any other misrepresentation of the truth and/or being in possession of things that don't belong to you.

*Disciplinary action ranging from: Administrative Intervention to Suspension*

**Weapons.** A dangerous weapon is defined as any weapon, device, instrument, material, any look-a-like device or substance that, under the circumstances in which it is used, attempted to be used, or threatened to be used, is readily capable of causing death or serious injury. Deadly weapons are defined as any instrument, article, or substance specifically designed for and presently capable of causing death or serious physical injury. Violation shall result in a referral to an appropriate law enforcement agency.

*Disciplinary action ranging from: Suspension to Expulsion*

## PERSONAL APPEARANCE GUIDELINES

Student dress and jewelry should be non-disruptive to learning and should reflect a Christian model of modesty and Christian values to members of Trinity Lutheran Church, parents of Trinity Lutheran School and to the public.

1. TLS faculty are to make decisions of what is disruptive to the learning environment, what does not reflect our Christian values, and what is considered immodest.
2. Disagreements with the dress code will be brought to the attention of the Principal. The teacher and the principal will make the decision on appropriate and inappropriate dress and grooming.
3. Changing customs that require modifications to the policy will be brought before the School Board.
4. The School Board will follow grievance procedures in matters regarding dress and grooming.

### Appropriate Dress

- Denim jeans may be worn. Jeans should be neat, clean and **without** holes.
- Spaghetti straps are only allowed if there is an appropriate shirt worn under or over it.
- Shirt straps must be at least 4 fingers wide.
- T-shirts with appropriate pictures or language.
- Hats/caps are appropriate *outdoor* wear only.
- Fingertip length or longer shorts or skirts.
- Sturdy shoes appropriate for physical activity on the playground. Sandals must have a back strap. Flip-flops are **not** considered appropriate.
- Shirts must cover midriff.
- Body piercing only for earrings.
- Hair must appear natural in color.

### UNIFORMS

On chapel days, TLS students in kindergarten - 8th grade are required to wear a navy blue polo with the school logo. Students may wear khakis or jeans and girls may wear a skirt on chapel days. Sweatpants, basketball shorts, and sweatshirts over the blue polo are not allowed on chapel days.

Navy blue polo shirts can be purchased at Land's End. Land's End preferred school code is 900122938.

### Trinity t-shirt

All TLS students are encouraged to show their school pride and wear their Trinity t-shirt on Fridays. This t-shirt is given to each student at the start of the school year.

PE Grades 5-8: Students may be expected to change out for PE. ALL general uniform rules apply. A regular t-shirt and shorts may be worn.

**IN CONCLUSION**

**OUR HANDBOOK MAY NOT INCLUDE ALL DIRECTIVES. THE ADMINISTRATION RESERVES THE RIGHT TO IMPOSE RESTRICTIONS AND CONSEQUENCES IT MAY DEEM NECESSARY FOR GOOD ORDER AND FOR THE WELFARE OF THE  
INDIVIDUAL STUDENT AND ENTIRE TRINITY LUTHERAN SCHOOL COMMUNITY.**

## Statement of Understanding

Our family has read and discussed the information in this Parent- Student Handbook. We understand the rules, discipline plan, and dress code and are committed to positively supporting our child’s spiritual, social, emotional, and academic growth within the school setting at Trinity Lutheran School.

I have read the 2020-2021 Parent & Student Handbook. Please turn this page into the school office.

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(Family last name) – (Please Print)

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(Student Name)

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(Student Grade)

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(Student Name)

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(Student Grade)

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(Student Name)

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(Student Grade)

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(Parent Signature)

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(Date)