



TRINITY LUTHERAN CHURCH & SCHOOL

Crown Point, Indiana

Parent-Student Handbook 2019-20

School Theme:

Love in Deed

1 John 3:18

Mission Statement:

A family growing together, learning God's Word,
serving our neighbor to witness Christ's love



Serving others through Christ,
together!

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Parent/Student Handbook

Trinity Lutheran Church welcomes you to our school in the name of Jesus Christ, our Savior.

Preface

It is the purpose of this handbook to acquaint you with the operation, program, and policies of Trinity Lutheran School. All who enroll agree automatically to the conditions set forth in this handbook. We ask that you read it carefully and help your children understand the significance of the information it contains.

Section 1 – Our Lutheran Identity

Trinity Lutheran School is a Christian school and teaches about Jesus. We expect everyone to love and respect Jesus. Trinity Lutheran School will not discriminate against any potential students based on race, color, and national and ethnic origin, and will follow the school's admissions policy.

The Christ-centered nature of Trinity Lutheran School serves as primary purpose for our existence. Christian principles are displayed and integrated within instructional strategies at every opportunity. Stakeholders are expected to commit to upholding the Christian values that are taught in the school. Trinity Lutheran School is a Christian school, and we follow the Christian beliefs found in God's Word.

- ✦ We believe that God's Word is without error.
- ✦ We believe in the sanctity of life.
- ✦ We believe that marriage is between a man and a woman.
- ✦ We believe that children are blessings from God and created in His likeness.
- ✦ We believe that Jesus died, rose, and is preparing a place for us in heaven.
- ✦ We believe that Jesus is our friend.
- ✦ We believe God's Spirit is with us at all times, helping us love and learn about Jesus.

Family members may not, in any way, interfere with the Christian teaching at Trinity Lutheran School by promoting beliefs that are contrary to our Lutheran Church-Missouri Synod Christian beliefs. It is our hope and prayer for you as family members that you, too, model our Christian beliefs and apply those Christian teachings at home.

For additional information about the Christian, Bible-centered teachings of the Lutheran Church-Missouri Synod, please visit www.lcms.org or visit with one of Trinity's pastors.

Section 2 – Admissions and Enrollment

Accreditation

Trinity is recognized as a fully accredited school by the State of Indiana. Trinity is also recognized as a fully accredited Lutheran school by the National Lutheran Schools Association (NLSA). Trinity is continuously working to improve those areas noted in our self-study as recommended by the Site Visit Team of the NLSA.

Non-Discrimination

Trinity Evangelical Lutheran Church's school admits students of any race, color, national and ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students of the school. It does not discriminate on the basis of race, color, national or ethnic origin in administration of educational policies, admission policies, and school-administered programs.

Admission Policy – Enrollment

Trinity Evangelical Lutheran Church's school strives to provide a Christian education for the children of the congregation and the Crown Point community. Children of members will be admitted at all times, subject to limitations due to class size. The school also serves as a mission outreach into the community. Hence, children of non-members are welcome at all times, subject to space and class size limitations. Children are enrolled on a first come first served basis, based on the following:

1. Early Enrollment is conducted throughout the month of February. Early Enrollment is available to currently enrolled school children and their siblings, and Trinity Lutheran Church members.
2. Open Enrollment begins March 1st and continues until classrooms reach capacity.

The gaining of children from outside the church is a mission venture of the school and is viewed as a challenge to the congregation. The Day School Board reserves the right to make the final decisions relative to enrollment. Regardless of the class size limit "Divinely Called" workers children will be accepted into the class.

If Trinity Lutheran School simultaneously receives enrollment forms that exceed the possible number of students that a given classroom can successfully accommodate, Trinity Lutheran will conduct a random lottery drawing of eligible students who meet admission standards at a public meeting.

All children attending Trinity Lutheran School must attend and participate in all functions, activities, and events related to the curriculum, including Religion class, Chapel, and all mandatory activities and events for classes required and essential in grading.

A new student should be in good standing at his/her previous school. Enrollment is not considered final until the child's school records are received and reviewed by the school - this may take some time if enrollment is received during the summer. All new students to Trinity Lutheran School are subject to a nine-week acceptance period.

The following procedures shall be followed for those wishing to enroll their children in our school.

1. An enrollment form shall be completed by the parent. This form includes a “Release of Records” form for all school records including special testing, etc., so the child’s school records can be received by Trinity Lutheran School. A complete transcript of records (academic, health, testing, etc.) shall be sent to the school office.
 - a. The parents must present the immunization record
 - b. The parents must present a copy of the child’s birth certificate as per the State of Indiana law.
2. After submittal of the completed enrollment form, an evaluation will be scheduled.
 - a. Kindergarten students will attend the spring Kindergarten Roundup, or a separate meeting and assessment time with the kindergarten teacher.
 - b. New 1st-8th grade students will be asked to take the STAR Reading and STAR Math assessments to determine academic ability for placement and general knowledge.
3. When records have been received and evaluations have been completed, an interview shall be scheduled with the principal for all new 1st-8th grade students. Students are expected to attend with parents.
4. Following the interview, the principal may bring a recommendation to the Day School Board for final approval.
5. If the child is accepted for admission, the family is expected to comply with the appropriate tuition policy requirements.

Birth Certificate and Immunization Records

As a part of our registration requirements, parents must present a copy of their child’s birth certificate and immunizations.

If the birth certificate is not in the school office within 30 days of the first day of school, the student will not be able to attend school until those documents have been submitted. As a state accredited school, we must adhere to the following state law:

Indiana Code §20-33-2-10(C): If the proof of a student's date of birth is not provided within 30 days of enrollment or appears to be inaccurate or fraudulent, the school shall notify the Indiana Clearinghouse for Information on Missing Children to determine if the child is reported missing.

If immunization records are not compliant by the first day of school, the student will not be able to attend school until such records have been made compliant.

Preschool students must have a current physical on file in order to begin the school year.

Early Enrollment

Early Enrollment for current Preschool and Elementary students is opened at the beginning of February each year. Early registration will assist the Board and Principal in their planning efforts for the coming school year. Forms will be distributed electronically and will also be available in the school office.

Trinity Lutheran Church and School members, returning students, and their siblings have **one month** to register for school before Early Enrollment becomes Open Enrollment to families outside the Trinity family.

Those registered for Christian Essentials will be considered members after completion of the course.

Entrance Age Requirement

The State of Indiana requires that a child must be five (5) years of age on or before the date of August 1, in order to enroll in Kindergarten. Any waiver of the age requirement is based on the policy of the Public School district in which the child resides. (This is usually no more than one month.) A family having a child with an August birthday would need to contact the local public school to arrange for screening.

Tuition

The Day School Board is committed to the mission of Trinity Lutheran Church and School. Tuition and fees may not cover the total cost of the education a child. Trinity Lutheran Church has committed itself to assist the school with this cost.

MEMBERS - Members of Trinity pay a per child tuition fee. The fees and policies regarding the payment of fees are printed on the Tuition and Fees page.

MEMBERS OF SISTER LC-MS CONGREGATIONS - Members of Lutheran Church-Missouri Synod churches will be charged at the member tuition rate.

NON-MEMBERS - Students whose parents are not members of Trinity Ev. Lutheran Church are admitted at a yearly tuition charge that is less than the actual per student cost. The church has committed itself to assist the school with this cost.

Parents of students who begin the school year as non-members and have successfully completed the *Christian Essentials* membership classes at Trinity will be assessed the member rate for tuition at the beginning of the semester following their membership.

PROSPECTIVE MEMBERS - Parents who are not members of Trinity Ev. Lutheran Church are

encouraged to enroll their children at Trinity Lutheran School so they have the benefit of a Christian education. Those parents desiring additional information about the teachings of the Lutheran Church are encouraged to meet with a pastor from Trinity and consider attending

Christian Essentials membership classes. These classes are held to acquaint prospective members with the teachings of the Lutheran Church-Missouri Synod.

Tuition Payment Procedure and Policies

1. Parents who transfer their children to another school prior to the close of the 1st Semester will be responsible for 65% of that year's tuition.
2. Parents of students in K-8 are responsible for the full year's tuition if children are enrolled at any point during the 1st semester.
3. A twelve month tuition payment plan for the coming school year will begin in April, with the final tuition payment being made the following March. If a student enrolls after April, monthly tuition payments will be adjusted to be paid in full by March. All accounts paid in full by July 31 will receive a 5% discount.
4. Tuition is due by the 15th of the month. Payments received after the 15th will be considered delinquent.
5. Parents are responsible for any applicable charges from Trinity's bank when an NSF check is submitted.
6. Monthly Payment Instructions:
 - a. Make payments by check or money order payable to TRINITY LUTHERAN SCHOOL.
Do not send cash in the mail.
 - b. Drop off payments in the Atrium mailbox, or mail your payments to:
Trinity Lutheran School
250 S. Indiana Avenue
Crown Point, IN 46307
 - c. Payment may be made on Trinity's website: trinitycp.org/school.
 - d. ***A SPECIAL NOTE: If a scheduled payment cannot be made, it is the responsibility of a parent or guardian to contact the school office.***
7. Habitual delinquency of tuition payments will result in families meeting with the Business Manager to discuss payment. If alternative arrangements cannot be made or adhered to, families will receive official Day School Board notification that the ability to re-enroll for the following year will be forfeited unless payment in full is made by a deadline specified in writing.

Fees

Athletics

An athletic fee is charged to any student participating in extracurricular athletic activities. This fee is used to help offset the cost of uniforms, other related equipment, referees, etc.

Hot Lunch Program

Trinity Lutheran School will offer hot lunches to students according to the schedule set up by Crown Point Public Schools. Trinity is under the hot lunch satellite program of the Crown Point Community School Corporation. Meals are served on an "offer" basis. A well-balanced hot meal is available each day, and milk is included with the meal. Lunch orders are taken each morning and called in by 8:30am. Milk is available for children bringing sack lunches. Orange

drink is available for those who are lactose intolerant. Glass containers are not allowed on the school property. Children are not to bring carbonated beverages to school.

Since these meals are provided at a cost to the school, the Principal and Day School Board will establish a lunch program fee which will offset this cost and take into account the internal costs for this program, i.e. cafeteria labor costs, etc.

Milk Program

The day school participates in the federal government subsidized milk program. Since there is a cost to the school for this service, the Principal and Day School Board will establish a milk program fee which will offset this cost and take into account the internal costs for this program, i.e. cafeteria labor costs, etc.

Extracurricular Music Program

Children who wish to participate in after-school music are assessed a fee to help cover the costs of music and equipment.

Financial Aid Policy

This policy is applicable to all students enrolled in Trinity Lutheran School from Kindergarten through 8th Grade. The policy will be administered by a committee consisting of the Principal, the Business Manager, the Congregational Treasurer, and one member each from the Day School and Finance Boards.

1. Students who are children of full-time Trinity Staff or an LCMS Pastor will receive an 80% scholarship of the tuition billed. These students are eligible to apply for additional assistance up to the 20% unbilled tuition.
2. Students enrolled in Trinity Lutheran School for grades K-8 may apply for a scholarship to assist in tuition expenses.
3. Assistance inquiries are to be referred to the Business Manager.
4. All scholarship applications will be turned in to the Business Manager, who will collect any other necessary forms and data to comply with Indiana Choice, SGO, and TLCS policies, and will maintain these records for audit as required by those same policies.
5. If a family qualifies for an Indiana Choice scholarship, the Business Manager will make arrangements with the parent(s) to apply for it during the enrollment period set by the Indiana Department of Education.
6. Enrolled families who believe they will qualify for an Indiana Choice scholarship must apply for the scholarship by the last day of the current school year or pay private pay tuition until such time that they are approved for the scholarship. Upon scholarship approval any private pay tuition that has been paid will be credited to the students account for the family's portion of the scholarship or refunded back to the family if the scholarship is full.
7. If a family does not qualify for an Indiana Choice scholarship, they will be provided with an additional application for both an SGO and a TLCS scholarship (the latter of which seeks information on extenuating circumstances that cannot be used in evaluating Indiana Choice or SGO eligibility.)

8. The Business Manager will present SGO and TLCS scholarship applications to the Scholarship Committee.
9. The Scholarship Committee will meet as needed between April and September and once in January to review all SGO and TLCS scholarship applications and to grant awards.
10. SGO and TLCS scholarships may be awarded based on availability of scholarship dollars, financial need, and/or unique circumstances.
11. All families who qualify for the Indiana State Choice or SGO scholarship will be given an application and assistance in enrolling in the Free & Reduced Lunch program.
12. The identity of those in need of scholarship support will be kept confidential and will be limited to the Business Manager, Treasurer, and School Administrative Assistant.
13. Following the awarding of Indiana Choice, SGO, or TLCS scholarships, the Business Manager will work with the School Administrative Assistant to work out adjusted billing that reflects the reduced tuition that is due.

Health Forms – Medical Records – Immunization Requirements

A master questionnaire and health form must be filled out for each new student. The information is needed to complete the student's master record which is kept on file in the school office. Information concerning the student's immunizations, which is required by the State of Indiana, disease history, and physical growth pattern is kept on this record. Please help us keep our records up to date by informing us of additional immunizations in a timely manner.

The school will maintain confidentiality of all student medical records. Records are kept under the supervision of the state of Indiana.

Trinity Evangelical Lutheran Church's school maintains student medical records as required by the State of Indiana. These records are to be updated annually regarding the student's allergies, previous diseases, and immunizations.

A physical is required before participation is allowed in any sports season. If this physical is completed independently of the school, a copy of the physical results is to be made available for the school files. Preschoolers also need to have a physical on file before beginning their school year.

Immunizations

Please see the school website - www.trinitycp.org - School Tab/Admissions/Admission Forms for the current set of immunization requirements.

Kindergarten

Trinity Lutheran School offers only a full day Kindergarten program that operates from 8:00 AM to 3:00 PM. Our Kindergarten offers the full complement of the core subjects in the morning while the afternoon focuses on enrichment activities of the core subjects of Language Arts and Math. Other activities include Social Studies, Science, Health, Art, Computer Lab, Library, Chapel, partner activities that include opportunities for cooperative learning, and afternoon field trips that enrich the content covered in Social Studies and Science. Our Kindergarten suits the needs of those children

who still enjoy working through an activity to completion/mastery. Our Kindergarten program explores all of the concepts to prepare our students for first grade.

Entrance by Transfer

Any student transferring from another school shall show proof of grade level before entrance to this school. Academic records from previous schools, immunization records, and copies of test reports given to parents from a previously attended school, shall be obtained via parental consent by signing an authorization form. Such forms may be picked up in the school office. These records will become part of the child's cumulative record. A new student should be in good standing at his/her previous school. Enrollment is not considered final until the records are received and reviewed by the school. All new students to Trinity Lutheran School are subject to a nine-week acceptance period.

Prior to receipt of records, acceptance is probationary and is final only upon:

- Receipt of the appropriate school records
- Evidence that Trinity can meet the student's needs
- Evidence the student & family are maintaining commitment to the Covenant
- Successful performance at our school.

These procedures shall be followed for those non-members wishing to enroll their children:

1. An application form shall be completed by the parent(s).
2. After submittal of the completed application form, an interview shall be scheduled with the Principal.
3. A complete transcript of records (academic, health, testing, etc.) shall be sent to the school office. The parent shall sign a release form authorizing transmittal of this information.
4. If the child is accepted for admission, the family is expected to comply with the appropriate tuition policy requirements and commitment to the Covenant.
5. Generally it will be expected that all eligible children from a family will be enrolled in the school unless there is evidence of financial hardship.

Student Files

A current, accurate cumulative file will be kept by the Principal for each child according to state law and regulation. These files are confidential and may not be removed from church property without proper authorization. Parents may request a copy of information in the student files. A written request must be submitted to the School Office and/or the Principal. Copies will be provided within 24 hours of the written request.

Student files may be transferred to other schools only on written request of the parent.

Custody Notification

Unless a court order restricting contact by a parent is on file at the school, the school staff cannot be responsible for keeping a child from the parent.

Parent Commitment Covenant - “Partners in Ministry”

Parents are asked to complete and sign a Parent Commitment Covenant indicating willingness to become “Partners in Ministry” with Trinity Lutheran School. The Covenant sets forth the commitment of Trinity Lutheran Church, the role of parents, the commitment of students to teachers, parents and the school, the commitment of parents to the faculty and the school, and the commitment of our faculty to the students and parents as together we work for the good of each student. These parental commitments include regular church and communion attendance, stewardship, regular payment of fees and tuition, family Bible study, and a desire to make our school better as a blessing for years to come.

Section 3 – The School Day

Calendar

Trinity maintains a 180 school-day calendar which is adopted by the Day School Board after reviewing the calendar of the Crown Point Community School Corporation as per the requirements as an Accredited School with the State of Indiana. Our goal is to match the Crown Point High School calendar in as many instances as possible, thereby making it convenient for our families to arrange transportation and plan vacation times.

School Hours

1st-8th Grades	7:30 a.m. - 3:00 p.m.
Kindergarten	8:00 a.m. - 3:00 p.m.
Jr. Preschool (Tu., Th.,)	8:00 a.m. - 11:00 a.m.
3-day Preschool (M, W, F)	8:00 a.m. - 11:00 a.m.
5-day Preschool (M-F)	12:00 p.m. - 3:00 p.m.
Before & After School Program	6:30 a.m. - 6:30 p.m.

Cancellations and Delays

Trinity will use the School Messenger Instant Parent Contact Information System for communicating school cancellations and delays. Trinity observes the same cancellations as Crown Point Community Schools. In case of bad weather, if there is a question as to whether or not school will be in session, please tune in to 103.9FM, 107.1FM, 720AM, or 780AM. These announcements are usually made by 6:00am. You may also check the CPCS website – www.cps.k12.in.us If no announcement is made, school will be in session as usual.

If school is cancelled, Before & After School Program will be closed as well. In the case of a delay, Before & After School Program will be available at the regularly scheduled time. If school is cancelled during the course of the school day due to a weather issue, Before & After School Program will remain open until 6:00 PM.

Before & After School Program

The Before & After School Program ministry is available for all children registered as students in Junior Preschool through grade 8. The Before & After School Program is a registered ministry under the administration of Trinity Lutheran School and operates from 6:30am-6:30pm, Monday through Friday, any day that school is in session.

You are welcome to use this service at any time. A \$5.00/child/hour charge will apply. An additional charge will be assessed at \$1.00/child/minute when a child is not picked up by 6:30pm. If you have any further questions please contact the Before & After School Program Administrator.

Arrival Procedures

THE SAFETY OF OUR CHILDREN IS OUR MAIN CONCERN. Monitor your speed in our parking lots – before, during, and after school – mindful of the children who may be in the area. Please follow these instructions for our children’s safety.

6:30am – Before Care Opens.

Parents should park in the south lot ONLY for early drop off and after 3:15pm pick up. Parents should enter Door F (South Street) and escort students directly to Before Care to check them in. K-8 students will be dismissed at 7:15 to lockers and classrooms.

7:15am – School Doors Open

Preferred Option – Car Line Drop Off - Children should be dropped off on the East side of the building (playground) to enter through Door E. Waiting cars should pull all the way down the sidewalk. Please be courteous to other families and continue to pull as far down as possible so that many cars can unload simultaneously – **DO NOT STOP SHORT AT THE SIDEWALK TO UNLOAD STUDENTS.** The doors will be closed promptly at 7:25 AM so the monitoring teachers can get to their classes.

Alternative Option - Park and Walk In - Parents who wish to escort their children into the school

need to park only in the North parking lot off of Indiana Street and enter Door A. Before Care will not allow children to enter the building through Door F after 7:15am. Parents are expected to walk children to their classrooms.

7:25am – Morning Car Line Door E closes.

Parents who arrive after doors close will have to escort their children into school through Door A.

7:30am – School Begins.

Security doors inside school lock. Tardy students must be escorted by parents to the School Office to receive a Tardy slip and access into the school hallways. See further information under Tardiness/Late Arrivals.

Cones will be placed across the parking lot during the school day to discourage access to the East parking lot. This is for our children’s safety during recess and outdoor classes.

*** NO PARKING in the South parking lot facing the building until after 3:15pm. This area is for Preschool drop-off and pick-up only.

Dismissal Procedures

2:45pm – East Lot cones are removed. Cars begin to line up for Car Line dismissal.

*** NO PARKING in the South parking lot facing the building until after 3:15pm. This area is for Preschool drop-off and pick-up only.

At approximately 2:45pm, the cones will be removed for Car Line access. Please drive cautiously while the students removing the cones are still on the parking lot. Do not come to wait in Car Line prior to 2:45pm – parents who do so will be asked to abide by our dismissal procedures. If you must come to Trinity early, you may wait in your car in the North parking lot or at the Hub Pool parking lot before entering the lot at 2:45.

Cars waiting for Car Line pick up must abide by the following guidelines established by the **Crown Point Police Department**:

- Cars should wait in a single file along the sidewalk. Two lines of cars merging into one may form prior to the corner where the Maintenance shed is located.
- When the line is full, cars should proceed to Hub Pool to turn around and head West back toward school, turning right into Trinity's parking lot. Any traffic overflowing on to South Street needs to be facing west. **DO NOT WAIT TO TURN LEFT INTO OUR PARKING LOT WHILE ON SOUTH STREET** – This could potentially restrict Emergency Vehicle access to local residents and Trinity itself! Please abide by this small inconvenience.

3:00pm – School dismisses.

Walkers – Students (**who have written permission**) will be escorted by a teacher across the North parking lot to the crossing guard at the corner of Indiana Ave. and Joliet St. (Rt. 231)

After Care (Homework Room) – Students will be escorted to the room appropriate for their age group.

Car Line – Students will be escorted out Door E to the sidewalk to await their car. As in the morning, cars should pull all the way down the sidewalk to allow for many cars to load simultaneously. Parents should stay in the car while their child gets in – if you have to buckle them into a car seat, pull around into the South lot to do so. Please drive cautiously during this time. The doors will be closed at approximately 3:10pm when the majority of children are picked up. Children will be taken to After Care. Parents will be charged a fee if they pick up

children after 3:30 PM.

Children are NOT permitted to exit Door F to meet parents who have parked in the South lot.

Inside Pick-up – Parents may park in the North parking lot only, enter through Door A, wait in the Atrium until the 3:00pm dismissal call is made, and then proceed to their child’s classroom to pick them up. Once children have been picked up, parents must monitor and escort their children out of the school – children should not be allowed to run around unattended through the building. For safety reasons, please do NOT park in the South parking lot to pick up children at 3:00pm!

Extracurricular Activity Participants – Children are expected to report promptly to their designated location for music rehearsal, sports practice, or special activity. Children who choose to ignore directions given or behave inappropriately while waiting will receive disciplinary action.

If you are unable to pick your child up after practice, they will be taken to After Care and charged the normal rate. Students are not permitted to leave the school grounds at ANY TIME from an extracurricular event without the express permission and mutual consent of parents, teachers, and supervisors.

3:15pm – After Care Pick-up

Parents may park in the South lot and enter through Door F to retrieve their children from After Care/Homework Room.

Tardiness/Late Arrivals and Early Pick-up

Students may enter the building at 7:15 A.M. and are required to be in the classrooms at 7:30 A.M. School begins at 7:30 A.M. and security doors will lock. All tardy students should be escorted by an adult into the building through Door A to check in at the School Office for a pass to enter the classroom. A student will receive an excused tardy if he/she comes in late because of a doctor’s appointment or a family emergency.

Tardies will be given until 9:00 AM. Students arriving after 9:00 AM will be assessed with a half-day absence. Should the child leave school for the day before 1:30 PM, a half-day absence will also be assessed. This process will be cumulative throughout the year and may affect the promotion status of the student.

The following steps will be taken for a student’s excessive tardiness:

1. After 5 tardies, a letter will be sent home.
2. After 8 tardies, parents will meet face-to-face with the principal.
3. After 10 tardies, Kindergarten-4th graders will be referred to DCS, and 5th-8th graders will be referred to the truancy officer of Lake County, IN.
4. After 15 tardies, the student’s parents will be required to appear before the Day School

- Board at the next regularly scheduled monthly meeting to discuss the chronic tardiness.
5. After 20 tardies, the student's parents will be again be required to appear before our Day School Board in addition to contacting the truancy officer or DCS being contacted. Remediation and/or consequences will be discussed, up to and including expulsion of the student.

Repeated interruption in class due to tardiness negatively impacts learning for all students in the class. As per the Attendance Policy, "Excessive absenteeism affects performance. A student may be retained if absences exceed 20 days for the year."

Absences

Please report all absences to the school office (663-1578) no later than 8:15 a.m. For the well-being of the school community, we ask that children who are not feeling well recuperate at home. We ask all children be fever-free for 24 hours before returning to school after an illness. **Students absent for illness are not allowed to participate in extracurricular activities.**

Illness, death in the family, and impassable roads are understandable reasons for absence from school. A note or email to the teacher regarding the reason for absence is requested on the first day the child returns to school. As per the Attendance Policy, "Excessive absenteeism affects performance. A student may be retained if absences exceed 20 days for the year."

Please do not schedule vacations when school is in session - especially during State testing windows. Sequential development of skills cannot be accomplished by simply completing assignments at home – one cannot duplicate the classroom experience. Parents are responsible for arranging to meet with teachers regarding what will constitute the satisfactory completion of missed assignments; this meeting should happen outside the school day. Normally a child is given one day to complete assignments for each day of absence. The child's age and the material missed will help to determine the teacher's timeline for completion. It is not our practice to provide work to be completed before or during a student's time away.

Office personnel will check into the absences and tardies reported by teachers. The Principal will contact parents when excessive absences or failure to report absences occur. (See *Tardiness*)

Homework for Absent Students

Be aware of the following procedures for picking up your absent student's homework:

1. If you plan to request homework, please do so when you call the school in the morning to report your child's absence.
2. Requested homework will be gathered and waiting in the school office at 3:00pm.
3. Parents should come to the office to pick up homework - it will not be sent with a sibling.

Infectious Disease

If a child has been absent due to an infectious disease, a doctor's release is required before the child is allowed to return to school. Indiana public health laws place the responsibility for reporting infectious diseases upon physicians, their agents, hospital administrators, and laboratories. It is the

policy of the local schools to report all suspected infectious diseases to the local health department. It is also school policy to request a diagnosis from a physician for any questionable illness or condition a student might present.

If a child has been absent due to an illness, a diagnosis and/or doctor's release may be required before the child is allowed to return to school. The decision to require a diagnosis or doctor's release is the judgment of the principal, who may consult with Lake County Health Department. This policy is for the protection, health, and disease prevention of all students and staff.

Announcements – Trinity Weekly Announcements (TWA)

Weekly announcements, called "Trinity Weekly Announcements (TWA)," are emailed on Fridays or the last school day of the week. They are also available via the Trinity Lutheran School Website (www.trinitycp.org/schoolannouncements).

Lost and Found

Any article found should be turned in to the Lost and Found box located at the Reception Desk in the Atrium. Students may reclaim their possessions by properly identifying them. Parents, if children are missing something, please check the boxes for reclamation. Any items left unclaimed will be donated to the summer rummage sale at the end of the year.

Locker Usage

Students in grades 1-8 are assigned a locker at the beginning of the school year. They are expected to use it for storage of school supplies and personal clothing. Access to the locker during the school day is determined by the teachers. Students are expected to keep their lockers and the floor around their lockers clean. **Students are not to decorate lockers as if they are personal property – teachers will ask for decorative items to be removed.** Students are not to store any items that should not be in the building or on their person. God has given us this building and its contents. We should care for it and respect it as a part of God's house.

Birthdays

Students' birthdays may be celebrated with a small treat during the school day. We ask that the teacher be informed of your intent to share before the fact. Treats will be shared at a time the teacher decides is appropriate. We ask that, if parents or children distribute party invitations in school, that **all** children in the class are included. Students' baptismal birthdays are announced and celebrated at each weekly chapel service.

Section 4 – Academics

Curriculum

The subjects taught at Trinity Lutheran School are in accordance with those required by the Indiana Department of Education Course of Studies and meet all requirements for elementary and middle schools through 8th grade. In addition to these requirements, our pupils receive daily instruction in God's Word following the teachings and doctrine of the Lutheran Church-Missouri Synod. There is no separation of subjects as to religious or secular. All subjects are taught in the light of God's revealed Word, the Holy Bible. We are concerned with the child's total development - spiritual, social, mental, emotional and physical, at all levels of the school program.

Formal curricular subjects taught are Religion, Reading, Mathematics, Spelling, English, Handwriting, Geography, Current Events, History, Science, Art, Music, Physical Education and Computer.

Equal Opportunity

The Day School Board does not discriminate on the basis of age, sex or race in the administration of educational policy, educational programs and activities, or employment opportunities or conditions. The primary concern of the board is to provide Christian education opportunities of the highest degree.

Special Services - Special Needs

Trinity Lutheran School is not equipped to serve the child with special education or special disciplinary needs. All records of testing and counseling are to be shared with the school so the school and the home can work together for the benefit of the child. Parents of children with special needs that cannot be met at Trinity Lutheran School will be encouraged to seek a school or a counselor for their child that provides special services. Trinity's Resource Teacher will assist in the interventions required by the State of Indiana for the purposes of testing for remediation. Children with an Individual Education Plan (IEP) can receive services from Crown Point Department of Exceptional Learners.

Care Team

In conjunction with both the State of Indiana's and Crown Point's Department of Exceptional Learners requirements for special education, assistance at Trinity Lutheran School will be provided in part by a part-time Resource Teacher. Trinity also has a team of teachers which act as an Intervention Team called the Care Team. This team may meet once a month to discuss behavioral and academic needs of children. The Principal and the Resource Teacher lead this team.

The purpose of the team is to act as a support group for parents and teachers to discuss, share, and utilize creative and positive ideas, suggestions, and responses to intervention designed to assist

children in classrooms who are challenged to accomplish school work at their grade level or to behave appropriately. An additional purpose of the team is to act as a support group for families.

The Care Team also acts as an intervention agent to assist parents and teachers with referrals for the testing necessary for placement in special education or speech and language programs offered through Crown Point. These programs provide specifically designed instruction for the child's needs, which are appropriate in the general education classroom with the provision of accommodations, adaptations, modifications and supplemental aids and services.

Grading Scale

<u>Kindergarten:</u>		<u>Grades 1-2</u>		<u>Grades 3-8:</u>	
+	Doing very well	1	Consistently	A	92% – 100%
S	Satisfactory progress	2	Usually	B	83% – 92%
-	Let's help him/her improve	3	Sometimes	C	74% – 82%
O	Not evaluated	4	Seldom	D	65% – 73%
				F	64% and below

Homework

Homework is a visible method of providing instructional support and practical experience to the students at Trinity Lutheran School. In addition, parents become knowledgeable not only of students' performance and progress but also of the academic program. In an effort to support classroom instruction, homework will be prescribed to improve the quality of student academic performance. It should be further understood that homework assignments encourage the student to accept a stronger role in his/her educational responsibilities.

Homework joins together individual roles of parent, teacher, student and Principal in a common cooperative effort.

Principal's role:

- Communicate the policy.
- Oversee the implementation of the policy.
- Monitor the policy through teacher evaluation.

Teacher's role:

- Implement the policy and procedures.
- Define the purpose of the homework.
- Assign reasonable homework with definitive time expectations.
- Assess homework in a meaningful and timely manner.
- Where applicable, teachers work as a team to eliminate unnecessary burden.

Parent's role:

- Provide a quiet and well lit study area.
- Allow for necessary study time.
- Encourage and support student, offering minimal advice and/or assistance.
- Communicate student difficulty to the teacher.

Student's role:

Adhere to teacher's directions and instructions.

Assume responsibility for accurate and complete work, positive study habits, and efficient use of time in class and after school.

Homework at Trinity Lutheran School may be assigned on the basis of individual need such as:

Completion of unfinished classroom assignments.

Make-up work due to excused absence(s).

Enrichment/extension of projects.

Additional review and reinforcement of classroom work.

The responsibility for making up missed work for an excused absence rests with the student. When a student is absent for one day, the assignments should be obtained from the teacher as soon as possible the following day. If absence is longer, homework may be obtained by calling the school and requesting all assignments be sent to the office. (See *"Homework for Absent Students" under the "Absences" section of the Handbook.*) In this case, 24 hour notice is required in order to obtain assignments and the parent/guardian must make arrangements to pick up books and assignments. The student will have one day for every day of absence to make up work.

Report Cards and Midterm Progress Reports

Report cards are issued at the end of each quarter to students in Kindergarten-8th grade. Report cards are made available through the Harmony communications system for grades 4-8.

Kindergarten-2nd graders will have reports sent home with them.

Midterm Progress Reports are available through Harmony and are sent home at the halfway point of each quarter to grades 4-8. (See the School Calendar for exact dates.) Parents have the ability to check their child(ren)'s progress on Harmony at any time. Teachers will share with parents the frequency of corrected work and when it will be available on Harmony. Teachers are encouraged to report academic concerns to parents at any time during the school year. If parents desire to know how their student is doing, they are encouraged to contact the classroom teacher and arrange for a conference. Email addresses are available on Harmony.

If it is a family's request, Trinity Lutheran School will duplicate copies of report cards, midterm reports, and all school information. Court documents preclude any sharing of information.

Parent-Teacher Conferences

The school year is divided into four quarters, each including approximately 45 school days. Conferences for grades 1-8 are held after the first quarter, and preschool and kindergarten conferences are held after the second quarter:

- to explain or answer questions which parents may have regarding their child's report card
- to discuss the individual child's progress
- to consider any health and social factors that may be related to school work
- to review church and Sunday school attendance
- to give teachers and parents an opportunity to be better acquainted

Please know that you are welcome to call and make an appointment outside of the school day to discuss your child's achievement. It is not necessary to wait for a formal report. We are all interested in the progress of your child.

Honor Roll

Honor Roll is for students in grades 4-8. "A" Honor Roll is for students who receive all A's in a given quarter. "A/B" Honor Roll is for students who receive only A's and B's in a given quarter. Teachers report Honor Roll recipients to the school Administrative Assistant for the purposes of publication at the end of quarters and semesters. "Principal's List" is the distinction for a student who has had all A's throughout every course for the entire year.

Technology Acceptable Use

Trinity Lutheran School uses computers, tablets, an internet connection, and educational software to support the educational objectives of Trinity Lutheran School. These tools provide opportunities for students, staff, and patrons to communicate, learn, access, and publish information online. We believe that the resources available through the internet and the skills that students will develop in using it are of significant value in the learning process, and to student's success in the future. These new opportunities also pose many new challenges including, but not limited to, access for all students, age-level appropriateness of material, security, and the cost of maintaining expensive computer systems. Trinity Lutheran School will endeavor to insure that these concerns are appropriately addressed, but cannot insure that problems will not arise.

Trinity Lutheran School intends only to provide a means for educational activities. We support the required equipment, and grant access to it by users, only for the educational activities authorized under this policy and procedures and under the specific limitations contained therein.

These four basic rules set down by Trinity Lutheran School must be followed in all cases:

1. All use of the Trinity Lutheran School internet must be used to support school work, other formal education or community service involvement;
2. All internet use by students must be supervised by a Trinity Lutheran School faculty member (the student should have permission to use the Internet if a Trinity Lutheran School faculty member is not present);
3. No student should type their own or anyone else's address, phone number or other personal information online;
4. Students are not to search the Internet (e.g. Google Search, Yahoo Search, Bing Search, YouTube, etc..) without explicit adult permission and **direct** adult supervision. "Direct adult supervision" means that an adult is working directly with the student to help him or her to decide which of the search results will be most appropriate for the student's purposes.

The internet is neither a playground nor an amusement park and should not be used in that manner – at any grade level. We must instill in our students the proper use of this great resource and help them develop the responsible behavior with which they are charged as a user of the technology.

Trinity Lutheran School will provide training and procedures that encourage the widest possible access to electronic information systems and computers by students while establishing reasonable controls for the lawful, efficient, and appropriate use and management of the system. This includes the freedom to change procedures when deemed necessary. Violations of the policy may be cause for loss of access, disciplinary action, and/or legal action.

To view the Technology Acceptable Use Policy in its entirety, please visit www.trinitycp.org/admissions/forms

Trinity Testing Policy

Trinity Lutheran School administers a variety of academic measurements such as: Northwest Evaluation Association (NWEA) MAP Test, National Assessment of Educational Progress (NAEP), Indiana's Learning Evaluation Assessment Readiness Network (ILEARN), Indiana Reading Evaluation And Determination (IREAD-3), Star Reading, and Star Math.

Purpose:

The purpose of these tests will be to provide parents and teachers measurable academic results.

The purpose of Indiana's Learning Evaluation Assessment Readiness Network (ILEARN) program is to measure student achievement in the elementary subject areas of English/Language Arts, Science, Social Studies, and Mathematics. In particular, ILEARN reports student achievement levels according to the Indiana Academic Standards that were adopted by the Indiana State Board of Education.

The purpose of the Indiana Reading Evaluation and Determination (IREAD-3) assessment is to measure foundational reading standards through grade three and ensure that all students can read proficiently before moving on to grade 4.

NWEA MAP is used for formative assessment of our students in grades 3-8. Lastly, Star Math and Star Reading provide valuable feedback to our teachers about how our students are performing in those areas.

Retention

Students who do not perform to their capabilities or whose performance is significantly behind current grade level may be recommended for retention. The following procedures will be utilized in cases of retention.

1. At the end of the first semester, the parents will be notified in writing of a possible retention recommendation, and a parent conference will be scheduled.
2. Student progress will be reported to the parents at a conference at the end of the third quarter and again at a conference at the midpoint of the fourth quarter.

3. A Retention Committee consisting of the classroom teacher, the departmental teachers, if applicable, and the Principal will be formed. Following the committee's input, the principal will have the final responsibility for determining the promotion or retention of the student.
4. The recommendation will be announced by the Principal to the parents.
5. Students are prohibited from being retained for the sole purpose of improving the student's ability to participate in extracurricular athletic programs.

Health and Wellness

“And Jesus grew in wisdom and stature, and in favor with God and men.” Luke 2:52

Trinity Lutheran School looks to Luke 2:52 as a verse which encompasses the “total” wellness or health of one of God’s children.

- wisdom – academic health
 - stature – physical health
 - favor with God – spiritual health
 - favor with men – social health
1. Academic health – Provide a positive environment and academic curriculum that develop and promote lifelong learning.
 - a. Offer a variety of age appropriate learning experiences inside and outside the classroom and in extracurricular activities.
 - b. Align academic curriculum with the state standards.
 - c. Provide a safe and inviting learning environment for students and staff.
 2. Physical health – Provide a healthy environment where children learn and participate in positive dietary and physical activities.
 - a. Nutrition
 - i. Ensure that all students have access to healthy food choices during school hours.
 - ii. Develop the knowledge, attitudes, and skills for lifelong health eating habits
 - iii. Provide a pleasant eating environment for students and staff
 - b. Physical activity
 - i. Students will receive physical education, meeting the minimum state recommendation for minutes per grade level.
 - ii. Physical activity will be included in the school’s daily education program
 - iii. Students will be offered a variety of physical activities outside of the daily education program (ex. Athletics)
 - c. Personal Hygiene – students will be taught how to care for their bodies.
 - d. Sleep Requirements – students will be taught the importance of adequate sleep for proper function of body and mind.
 - e. Chronic Disease Prevention, Risk Reduction, and Substance Abuse – students will be taught various ways to protect their bodies from diseases and foreign substances.
 3. Spiritual Health – Provide an environment that encourages growth in one's relationship with Jesus Christ.
 - a. Instruct and equip students to grow in the understanding of God’s Word.

- b. Provide opportunities for sharing Faith
 - c. Provide service opportunities
4. Social Health – Provide an environment which encourages loving relationships.
- a. Friendships/peer relationships
 - b. Family
 - c. Respect for others in authority
 - d. Conflict resolution (apply Law and Gospel)

Physical education classes are scheduled at all grade levels. We recognize the importance of physical education in laying a foundation for active, healthy lifestyles. We expect the curriculum to address good stewardship of our physical being and also important aspects of social interaction. Children who are not able to participate must provide the teacher with a physician's excuse.

Recess

It is important that young children have opportunity to interact and exercise in situations that are relatively less structured than regular classroom and physical education times. Outdoor and indoor recess times are scheduled for our children. Since many of these recess times take place outdoors, we ask that all children be prepared for the elements of that day's weather. If the temperature's "real feel" is 20°F or below, children will not go outside for recess.

If there is snow on the pavement, children are required to wear boots; to play in snow, children must wear winter coats, boots, snow pants, hat, and gloves. Children who are not dressed appropriately may lose recess privileges on snowy days.

In most cases, children who are too sick to go outside are also probably too sick to be in school. Please communicate to your child's teacher in writing should you find an outside recess to be health threatening. We have limited supervised settings available for those children who must remain indoors.

Extracurricular Activities

Any extracurricular activity, e.g. sports program, musical production, academic competition, etc., at Trinity Evangelical Lutheran Church's school will be viewed as an extension of the Christian education program. Participation in these extracurricular activities shall be limited to students enrolled in the school. Students who have been absent due to illness will not be permitted to participate in any extracurricular activities.

Chapel Service

It is the policy of Trinity Evangelical Lutheran Church's school to hold a weekly chapel service to allow the school family to meet together as a community in worship of our Savior. An opening worship service is held on the first day of school at 8:30 am. Chapel is on Wednesday afternoons at 2:00 pm in the church. During Advent and Lent, the student body will worship with the congregation. A closing worship service is held on the last day of school at 2:00 pm.

Baptismal anniversaries are recognized weekly. A special memento is given to each child. 3rd-5th grade students serve as ushers, and 6th-8th graders serve as acolytes. Parents and other members of the congregations are invited to attend chapel services.

Preschool classes worship on the first Monday of each month at 10:45 am and at 12:00pm in the church. Jr. Preschool classes worship on the first Thursday of each month at 10:45am in the classroom. Parents are always welcome to attend chapel services.

Church Attendance

The mission of Trinity Lutheran Church and School is “Together we seek to hear, know, and feed upon Jesus Christ, God’s Living Word, growing in Him and sharing Him to the glory of God.” Since God has so graciously given us the gift of salvation through Jesus Christ, we are witnesses through our words and actions. One of these actions is to attend church and Sunday School as a family unit. Children are a gift from God and He has given us the responsibility to share with them the joy of salvation and the responsibilities that are ours as His people. Because of our school’s concern for you and your child’s spiritual well-being, we encourage and record student’s church and Sunday School attendance.

It is desired that all would delight in taking opportunity to worship. Regular, frequent church attendance provides opportunity to share the Word, nurture faith, grow in knowledge and wisdom, and give glory to God. All are welcome to worship with us at Trinity. We respect that some will choose to maintain fellowship elsewhere.

Traditional worship services	Sundays at 8:00 am and 10:30 am; Mondays at 6:30 pm.
Blended service	Saturdays at 6:30 pm
Contemporary services	Sundays at 8:00 and 10:30 am
Sunday school/Bible class	Sundays at 9:15 am

It is the policy of Trinity Lutheran School to take church and Sunday School attendance for publication on the report card.

Section 5 – Special Opportunities

Music Program

Choir

All students in grades K-5 participate in a choir. Students in grades 6-8 audition for a choir. All choirs rehearse during the school day but make a commitment to worship in those church services when the choir is scheduled to sing. A choir grade is based primarily on attendance, whether it is at the scheduled church services or, for Jubilate Choir, at state competitions and other various events. Singing dates are published well in advance to encourage family cooperation.

6th-8th grade students not in choir are enrolled in a Fine Arts course during the Choir rehearsal times.

The choirs are:

- Gloria Choir* – all children in Kindergarten and Grade One;
- Hosanna Choir* – all children in Grades Two and Three;
- Alleluia Choir* – all children in Grades Four and Five;
- Jubilate Choir* – children in Grades Six, Seven, and Eight.

Handchimes/Handbells

Students may participate in these groups which meet weekly after school and participate at specially scheduled worship services and other events. A deep commitment is required on the part of the individual and families – the groups cannot produce its sounds with less than 100% participation at practices and performances.

Orchestra and Orff Band Programs

The Orchestra and Orff Band programs are open to grades 1-8 students. The groups practice regularly one afternoon a week, after school.

Sports Expectations

It is the responsibility of home and school, working together, to provide guidance and support as children learn to organize their priorities. High intellectual ability should not be a prerequisite for sports participation. It is reasonable to expect respect and cooperation from all students. These behaviors are in no way tied to scholastic ability. We ask that student athletes agree to the following:

- I will come to class prepared and ready to participate in a positive way.
- I will hand in all written assignments when they are due.
- I will take care to be diligent in my attitude and study and work habits.
- I will cooperate with my teachers and classmates to make my classroom a safe place in which to learn as I witness my faith in word and deed.

Should adherence to any of these points come into question, participation in sports activities will be in jeopardy. Daily, weekly, or seasonal suspensions will be dealt with on an individual basis.

All athletes, parents/guardians, teachers, principal, and Athletic Director will sign an Athletic Code of Conduct before sports participation begins. A copy of this Code is on the school website.

Library

Our library is open to all Trinity students. Materials may be checked out by students on their designated Library Day. (Please see the teacher for the classroom schedule.) The following rules may apply:

- Jr. Preschool, Preschool, & Kindergarten may check out one library item per week.
- Students in 1st through 8th grade may check out two library items per week.
- Library materials are checked out for one week at a time. Students may not check out additional materials until they have returned the items already checked out.
- There are library materials of interest to parents and families that may be checked out during library hours.
- Parents are expected to teach their children to return library materials on time and in “good” condition, showing no more than one week’s normal wear. (Please send a note with your child if an item is damaged. This will serve to alert the volunteer library staff that repair needs to be done before the item is returned to circulation.)

In an effort to keep the library in working order, library volunteers have asked that groups and individuals alike would not use the library for unsupervised play of small children.

New books are always welcome gifts that benefit the entire school. Books given in honor of someone or as memorials will be inscribed on the inside cover acknowledging the special occasion. Trinity hosts a Book Fair during Grandparents’ Days. The proceeds from this fundraiser go toward the purchase of new books for the library.

Parent Teacher League (PTL)

Trinity Lutheran School maintains a *Parent Teacher League* (PTL) and encourages participation of all teachers and parents. The PTL executive board consists of President, Vice President, Secretary, Treasurer, and Publicity Director - the Principal and a designated teacher also attend. Parent meetings will typically be held in the evening during the school year. Fundraising projects must be approved annually according to the congregational fundraising policy. Income generated by fundraisers will be used to meet the needs expressed by the staff. The PTL will continue to solicit requests from the staff to maintain the Staff Wish List.

In accordance with the constitution and by-laws of the PTL, their purpose shall be to help parents and teachers to achieve a greater competence in Christian child training. The PTL shall seek to:

- Help parents increasingly understand and appreciate their children, and to help provide parents with the skills needed for Christian child training
- Support and uphold the Trinity Evangelical Lutheran Church's day school teachers, in an effort to extend their influence into the home, and to encourage Christian family life

- Help develop a closer relationship between the school and the Board of Christian Education, especially through closer cooperation between parents, teachers and the board
- Support the designated need of the school through named projects

Community Service

Wittenberg

Each month, the 1st-8th grade students are selected to visit “adopted” grandparents at Wittenberg Village. The children return to the school building in time for lunch hour. Parents are encouraged to get involved and come along to Wittenberg Village. You may serve as a driver, a chaperone, or a supplier of treats. This is a wonderful way to participate with your child in a service to the community in God’s name. Younger brothers and sisters are welcome to accompany you. It’s a lot of fun!

Community Care Cupboard

Families contribute non-perishable items and cash donations to this ministry year round. Cash donations may be dropped off at the Reception Desk in the Atrium. Non-perishable items should be placed in the designated receptacles at the back of the church in the narthex.

Field Trips

As an important part of the instructional program, various classes take field trips during the course of the year. Field trips are designed to add to the instruction of the class. Specific arrangements are made by the teacher in charge of the class taking the trip. The teacher will be responsible for scheduling the trip, sending out permission slips, and arranging for transportation, notifying parents about food, money, special clothing needs, adherence to the Child Protection Policy, etc. (*See Child Protection Policy for further information.*)

Field trip fees must be paid separately from school tuition or lunches.

Drivers for field trips are to have a valid driver’s license, have working seat belts for each child, and carry full insurance. When on a field trip, representatives of Trinity Ev. Lutheran School want to create a Christian public impression. Students who elect not to conform to specified apparel or conduct will remain at school. Prior to the field trip, students MUST return to the teacher a parent/guardian signed permission slip. Without this signed paper, the student will not be allowed to participate in the trip.

Indiana State Law, as of July 1, 2005, requires that all children up to age eight must be in a child restraint system, or booster seat, unless it is reasonably determined that the child won’t fit into a system. Trinity will uphold this law and expects parents to provide appropriate seats for their children when participating in field trips. Any time private automobiles are used to transport students and teachers to a school related function, seat belt usage will be required for each student. The teacher in charge of each outing is to notify each driver of this requirement.

Eighth Grade Class Trip

The pinnacle of the eighth grade year is a class trip to Washington D.C. The 8th grade teacher will lead the trip and may conduct an informational/planning meeting with the parents of the current 7th grade students before the end of the school year. While the 8th grade families will fundraise a substantial amount by participating in the school auction – A Night of Abundant Blessings – it is expected that students will be saving/earning money on their own in preparation for this once-in-a-lifetime experience. Parents or legal guardians are welcome to accompany the class as chaperones. Parent/Guardian chaperones pay their own way and assume responsibility for assigned supervisory tasks. Final commitment in numbers and payment of initial fees has historically come due in October of the 8th grade year. (*See Field Trips for further information.*)

Grandparents' Day

Grandparents or their proxies are invited to spend part of the school day with children in Kindergarten-8th grade. The schedule for the event includes classroom and book fair time. The specific Friday in October on which this event is to take place is published on the school calendar. Grandparents of preschoolers are invited to share a specific Wednesday or Thursday class with their grandchildren.

National Lutheran Schools Week – (NLSW)

National Lutheran Schools Week (NLSW) is celebrated early in 2nd Semester. The faculty and all school children lead and sing in Sunday services connected with this celebration. Preschool registration and re-enrollment for the following school year may begin during this week.

Substance Abuse Education

Drug and alcohol education and prevention program materials which are age appropriate and are consistent with our doctrinal positions will be used in the school. Trinity participates in the DARE program sponsored by the Crown Point Police Department.

Section 6 – Discipline

Discipline

“Train a child in the way he should go and when he is old, he will not turn from it.” Proverbs 22.6
Consistent with our Covenant, the teaching staff at Trinity Lutheran School is committed to correcting inappropriate school behavior through loving discipline. When a parent enrolls their child(ren) at Trinity, they and their children agree to follow the Christian principles of showing respect for:

1. God
2. Him/Herself
3. Others
4. The teaching/learning process
5. The purpose of Trinity Lutheran School

Inappropriate Behaviors

Behaviors such as the following will result in disciplinary consequences:

1. Bullying
2. Disregard for school rules
3. Disrespectful language or attitude
4. Failure to return a Disciplinary Notice signed by a parent or guardian
5. Fighting
6. Harassment of others
7. Inappropriate restroom behavior
8. Inappropriate dress (See *Dress Code*)
9. Possession of weapons
10. Stealing
11. Use, possession, or sale of drugs (including tobacco and alcohol)
12. Using someone else’s belongings without permission
13. Vandalism

Possible Consequences

Whenever a student behaves in such a manner that one of the following consequences is deemed necessary, a note may be sent home with the child for the parent to sign and return to school. Consequences for misbehavior will depend on the misbehavior and the factors involved in the situation. Students who engage in rule breaking behavior could receive any of the following consequences, depending on the severity of the infraction:

1. Time out in another classroom
2. Loss of privileges (recess, social time at lunch, sports participation...)
3. Loss of classroom points
4. Lunch restriction

5. After school detention
6. Financial restitution
7. Suspension – In school and Out of school (see further explanation under *Suspension*)
8. Expulsion (see further explanation under *Expulsion*)

Consequences of various types and severity can be applied when the Covenant is broken. (Forgiveness does not preclude this.) In most cases, the staff member most deeply involved takes responsibility. This is the application of the Law. The process is not complete unless reconciliation is accomplished. The goal is to maintain the bond we share in Christ Jesus. It is only within the reconciliation process that the Gospel is at work.

Corporal Punishment

Corporal punishment will not be administered at Trinity Lutheran School.

Bullying Policy

As Christ taught us to love one another as ourselves (Mark 12:31), no person, including any school personnel or student, shall harass, intimidate, or bully a student on the basis of actual or perceived: race, color, nationality, sex, gender-related identity or expression, ancestry, age, religion, physical or mental disability, order of protection status, status of being homeless, actual or potential marital or parental status, including pregnancy, association with a person or group with one or more of the aforementioned actual or perceived characteristics, or any other distinguishing characteristic.

Corporation #9230, Lutheran Schools of Indiana, will not tolerate any harassing, intimidating, or bullying, whether verbal, physical, or visual, that affects the tangible benefits of education, that unreasonably interferes with a student's educational performance, or that creates an intimidating, hostile, or offensive educational environment (i.e., name-calling, using derogatory slurs, stalking, causing psychological harm, threatening or causing physical harm, threatened or actual destruction of property, or wearing or possessing items depicting or implying hatred or prejudice of one of the characteristics penned above.

In accordance with God's Word, students will be expected to conduct themselves as children of God, respecting authority and showing consideration for their fellow students. Improper actions will invoke disciplinary actions.

- I. Trinity Lutheran School will practice zero bullying tolerance as the standard of behavior. Teachers will actively and consistently teach positive behavior, dissuading aggressive or harassing behavior, using Jesus as the model of behavior.
- II. Students who are caught in the act of bullying will be subject to the discipline process as explained in the student handbook--briefly summarized below:
 - A. Warning – When a minor incident occurs, the teacher will take the opportunity to help students define bullying and to express the inappropriateness of bullying, referencing Jesus example of reaching out in love and kindness and practicing the blessings of the Holy Spirit: love, joy, peace, patience, kindness, goodness, gentleness, faithfulness, self-control (Galatians 5:22-23)

- B. Inform parents – Teachers will keep parents informed of their child’s actions.
- C. Inform Principal – The principal is involved after the warning has occurred.
- D. Confer with parents and principal – Gather invested staff persons and discuss the situation.
 - 1. Options for action:
 - a. Consult with Pastors
 - b. Refer student to counseling or therapy
 - c. Assign some community service to the student
 - d. Draw up a behavioral contract
- E. Time-out in classroom – Move student’s desk away from other students’ desk/tables.
- F. Removing privileges – Loss of privileges and/or special activities
- G. Visit to principal’s office – Come to the office and confer with the principal. Principal will contact parents, and if necessary, call a meeting of teachers and parents.
- H. Time-out in principal’s office – Student may need to spend 30 minutes to one hour sitting in the principal’s office. Student may be asked to write a report related to the topic of bullying behavior.
- I. Suspension from school – the time of suspension will be from one day to three days – After consultation with the parents, teacher, and input from the Day School Board, the student may receive up to a three-day suspension. The student may be asked to develop a plan for positive behavior.
- J. Suspension of longer duration – After a three day suspension, the principal, parents, teacher, and Day School Board, may suspend for a up to a semester
- K. Expulsion – When every effort to correct the inappropriate behavior has been exhausted, and after consultation with the parents, teachers, and the principal, the Day School Board may expel the student.
- L. Law enforcement will be notified when criminal intent is obvious.

Seclusion and Restraint Plan

Trinity Lutheran School believes a safe and healthy environment should be provided in which all children can learn, develop, and participate in instructional programs that promote high levels of academic achievement. As an Indiana accredited nonpublic school, state law requires that our school has a Seclusion and Restraint Plan. The purpose of the plan is to insure that all students and staff are safe in school, and that students who may have behavior crises are free from inappropriate use of seclusion or restraint.

Behavioral interventions for children must ensure all children are treated with dignity and respect. This environment should allow all children to be free from physical or mental abuse, aversive behavioral interventions that compromise health and safety, and any physical seclusion or restraint imposed solely for purposes of discipline or convenience.

Seclusion or restraint shall not be used as routine school safety measures; that is, they shall not be implemented except in situations where a child’s behavior or action poses imminent danger of physical harm to self or others and not as a routine strategy implemented to address instructional

problems or inappropriate behavior (e.g., disrespect, noncompliance, insubordination, out of seat), as a means of coercion or retaliation, or as a convenience. Any use of either seclusion or restraint shall be supervised, short in duration and used only for the purposes of de-escalating the behavior.

Dress Code

Philosophy: The students of Trinity Lutheran School should give witness of their Christian faith and training in matters of dress and conduct. We expect our students, under the guidance of their parents, to exercise good judgment in the clothing they wear and in their personal grooming. Cleanliness, neatness, modesty, and common sense go a long way toward fulfilling dress expectations. The objective of the dress code is to aid the parents with minimal guidelines and to enable students to choose to dress in a manner that shows respect and pride in oneself.

Goal: Trinity's dress code is designed to assist families and children in being successful in their educational and social endeavors. First and foremost, students of Trinity dress in a manner which supports the spiritual and educational program of the congregation. We are Christians in this world, dressed to honor and respect our bodies. The type of clothing worn to school has a definite effect upon the attitude, conduct and work habits of students, as well as an effect upon the school as a witness to the community. Dress shall not distract or disrupt the learning process. Although it is a parental responsibility to see that the child's appearance is in conformity with this policy, the teachers will work with the students in helping them to develop good grooming practices. This code shall be administered by the Principal, faculty, and staff.

A neat and properly dressed student is admired by everyone. It is a goal that students will have enough pride in themselves to be well-groomed and have enough pride in Trinity Lutheran School to be a credit to it. Dress and grooming are personal matters but must be appropriate for the occasion. There are certain restrictions that are necessary to maintain a positive school attitude and learning atmosphere.

Guidelines: The following guidelines have been established for the comfort, safety, and health of the students. As we seek to nurture our young people in the ways of the Lord, it is appropriate that we encourage students to make wise choices in how they will care for the body God has given them.

It is important that, even as we live in the world, we refrain from displaying those things that are of the world. This would include wearing "fad" clothing or excessive jewelry that mimics societal values. Such fad attire gives a negative witness by promoting self above others, emphasizing social status, and creating class division. Any clothing which disrupts or distracts from the educational process is inappropriate. Clothing may not be used for purposes of segregating an individual or a group or used for discrimination of another student or students. Such use constitutes a violation of the dress code.

1. **Comfort:** Student dress is comfortable while carrying on normal school activities.
 - a. Please consider length and fullness of skirts and the nature of blouse or sweater necklines for older students.

- b. Appropriate footwear must be worn at all times; footwear must have a back and/or heel strap and be securely fastened to the foot. Inappropriate footwear includes shoes or sandals without backs including flip-flops and other strapless shoes.
- c. High heels and platform shoes are not to be worn due to safety.

2. **Modesty:** Student dress honors and respects the bodies God gave us.

- a. Necklines should not be a distraction. No v-neck or low scoop necklines as to reveal the chest.
- b. No tank tops, halter-tops, off-shoulder tops, sheer tops, loosely knitted, or sleeveless shirts or shirts with large armholes are permitted.
- c. Shirts must be long enough to keep the front and back of the waistband covered at all times, even as the student raises a hand or bends at the waist. Any skin showing from the abdomen or low back will be a direct violation of the dress code.
- d. Any clothing which suggests undergarments or a state of undress is inappropriate. If undergarments are ever visible, the article of clothing is unacceptable.
- e. Leggings are not to be worn as pants. Top garments worn with leggings are required to be long enough to loosely cover the backside when the young lady is bent over. Girls in K-4th are required to wear shorts or leggings under dresses or skirts.
- f. Dresses and skirts may be no shorter than 3 child's finger-widths above the knee, regardless of the presence of shorts or leggings underneath.
- g. Shorts may be no shorter than mid-thigh length (Bermuda-style) and may only be worn in April through October.
- h. Clothing may not have writing on the seat of the pants.

3. **Health:** Student dress promotes and protects the physical well-being of the student.

- a. Proper outdoor attire (jackets, mittens, hats, snowpants, and boots) should be worn outside when appropriate. Outdoor attire may not be worn indoors, including sunglasses and headwear. Children will go out to recess unless the weather is inclement or the temperature is below 20°F.
- b. For warmth in the classroom, students may wear a sweater, cardigan, zip up fleece, or sweatshirt.

4. **Proper Fit and Neatness:** Student dress is neat, clean, and in good repair.

- a. Ragged or frayed clothing or clothing with holes is prohibited.
- b. All clothing must be size-appropriate. Clothing that is too tight, too loose, too short, too long, too baggy, etc. may not be worn.
- c. All pants must be worn at the waist and may not drag on the floor. Belts are encouraged.

5. **Christian Witness:** Student dress promotes our witness as God's children.

- a. Clothing may not have words, logos, phrases, symbols, or pictures that contradict what Christians profess. Clothing with symbols and/or names of alcohol, drugs, sex, death (skulls/crossbones), destruction, cults, profanity, or individuals with behavior

which may be harmful to our students is prohibited.

- b. Clothing may not have words, logos, phrases, symbols or pictures that are disrespectful of the educational environment, its authorities, or work.

6. Chapel Days: Student dress on chapel days reflects our respect for God and His Word.

- a. On Chapel days (typically Wednesday), student dress is to be more formal than on a regular day. We dress for the special occasion of worshipping in God's house. Students are not permitted to wear t-shirts with words or graphics, denim of any color or kind, athletic clothing, sweatpants, or hooded jackets or sweatshirts to school on chapel days.
- b. For warmth in the classroom or sanctuary on Chapel days, students may wear a sweater, cardigan, or zip up fleece.
- c. Gym shoes are not to be worn on Chapel days.

7. Grooming: Student dress and grooming shows pride in the unique creation God has made.

- a. Good grooming is essential to presenting a good image. This includes cleanliness and combed hair.
- b. Both girls' and boys' hair must not hang in the eyes or be a cause for distraction.
- c. Parents should be attentive to their children's needs for personal care and good hygiene.
- d. Make-up should enhance a young lady's natural beauty. Make-up shall not be brought to school.

8. Accessories: Student dress promotes an educational environment.

- a. Jewelry should include only earrings, watches, bracelets, rings, or necklaces.
- b. Other body piercing adornment and gage earrings will not be worn during the school day or during any school function.
- c. Any clothing or hair accessory determined to be a distraction by teacher discretion will be collected by the teacher and returned to a parent.
- d. Nuisance dress items or accessories are not allowed. Examples are glitter, decals, tattoos, etc.

9. School-Sponsored Events: Student dress supports Trinity's ongoing mission and witness.

- a. Students attending after-school activities or practices, or representing Trinity at an event outside our school building, must conform to the dress code policy unless the principal has given special permission for those functions.
- b. School-issued PE uniforms and sports uniforms are appropriate for their designated purpose.

Application: These guidelines cannot be so specific that interpretations are unnecessary. We welcome parents' opinions, but the principal will exercise final judgment in the application of the guidelines. It is our desire that parents will work with the school in helping our children to set good examples in their dress and their behavior.

Due to rapid changes in fashion and fads, Trinity Lutheran School further reserves the right to disallow any other clothing that is deemed inappropriate for school wear. Written notice to this effect will be given if necessary. Parents are encouraged to contact their child's teacher before investing in questionable clothing.

Dress Code Violations

The faculty reserves the right to review student appearance to deal with students who have not exercised good judgment regarding their appearance. In the event that a student is inappropriately dressed, any of the following steps may be taken:

- The student will be asked not to wear that clothing again by way of a note home to parents explaining the violation.
- If clothing is extremely inappropriate, the student will be removed from class until such time as parents are able to bring a change of clothing. Until attire is received, the student in violation of the dress code may be issued Trinity-owned clothing so that they may resume classroom work until parents arrive. The family is responsible to launder any school-issued clothing, which is to be returned on the next school day.
- Should dress code violations for a particular student/family become excessive, further disciplinary measures will be taken according to Trinity's discipline policy.

Make-up - Cosmetics

In an effort to encourage good grooming skills, the school permits students to utilize lipstick, lip balm, hair spray (no aerosol cans), combs, and brushes only when such use is limited to the restroom and DOES NOT result in any loss of class time. Students in grades 5-8 may use non-aerosol deodorant after P.E. classes.

The following items are not to be in lockers, book bags, purses, restrooms, locker rooms, and/or classrooms:

- Make-up (other than lipstick) including eye shadow, mascara, blush, nail polish, etc.
- Hair mousse, gels, coloring, etc.
- Perfumes, colognes, etc.
- Any aerosol cans

This policy is not meant to ban the tasteful use of make-up. It is in place to put an end to re-application in the school building. To prevent the spread of disease, NO personal grooming items should be shared with other students. Any make-up found in the building will be confiscated and returned only to the offending child's parent/guardian.

Nuisance Items

Nuisance items identified by teachers as detrimental to the classroom learning situation and the school environment may not be brought to school. (Gum, toys, trading cards, etc.) Students should not bring personal entertainment items or electronic devices to school unless permission to do so is given by a teacher. This would include such items as MP3 players, CD players, digital cameras,

CD's, DVD's, videos, and Cell Phones etc. (See *Cell Phone Policy*) The school will not assume responsibility for nuisance items lost or damaged. Such items, if brought to school, will be confiscated.

Cell Phones

Cell phones may be brought to school if a child needs to contact parents after school while they are in the care of an adult who is not school personnel. While in the care of the school (during the school day, during Before & After School Program, or during sports involvement) a student may use the school phones under the supervision of a teacher or coach in order to contact parents. This is true whether the call is local or long-distance. Students will be asked for the reason for the call before the call is placed. These calls should be minimal in length and frequency.

A cell phone brought to school must be accompanied by a note from the parent expressing its need for the after-school, off-campus activity. Both phone and note are to be given to the teacher first thing in the morning for safe-keeping throughout the school day.

Although this may be seen as an inconvenience, the Faculty, together with the Day School Board, raises the following concerns/issues as reasons why cell phones should not be brought to school:

1. During the school day, a student's attention needs to be upon their work, not upon their need/ability to communicate with those outside the building.
2. Be it noted that if students have cell phones in their possession during the school day, they will find a way to use them.
3. Cell phones kept in lockers could be damaged or stolen.
4. Cell phones could potentially be a distraction during passing periods.
5. The school wishes to remove the temptation of using photo features for less than appropriate reasons.
6. A cell phone in the building is tempting to keep in your pocket, pencil pouch, or desk. Some children can text without looking.
7. Adults in charge of after-school activities often have a cell phone that can be used in case of emergency.
8. Parents/guardians are advised that the best way to get in touch with their child during the school day is by calling the school office or emailing the teacher.

Suspension – Expulsion

In keeping with our challenge to model Christ and His mission, suspension will not be taken lightly. The Principal reserves the right to suspend a student for cause. Parents will be informed before any suspension is in effect.

A suspension (in school or out of school) will not be less than one day nor more than three days for the first offense. The suspended student will not be allowed to participate in class or extracurricular activities will be counted as absent and held responsible for all assigned work.

A day of suspension begins at 7:30am and runs for 24 hours. The child does not participate in school-related events (except Chapel) until the suspension has been served. A second suspension may have up to a five day duration. A third suspension will require a meeting of the student, parents/guardians, the Principal, and a representative of the Day School Board. Cause for an expulsion hearing may be determined in this meeting.

Decisions regarding expulsion and re-admittance rest in the hands of the Day School Board. Occasions for an expulsion hearing are set forth under "Suspension" and in the following statement from the Covenant rationale:

When individuals adamantly and steadfastly refuse to participate in an ongoing reconciliation process, they have in effect excluded themselves from the community.

In making a decision to expel, the Day School Board will hear statements from the offending student, the student's parents/guardians, the accuser(s), and the Principal. Parents may designate a spokesperson.

A request for re-admittance may be made to the Day School Board on behalf of the child at the beginning of the following school year, providing the duration of the expulsion has been no less than one full quarter. All parties present in the original hearing are eligible to speak. A decision to readmit will be made only in cases where there has been a demonstration of willingness to admit sin and a commitment to working through the restoration of community.

Due Process – Parent (Grievance Policy)

When a parent has a concern, the parent is encouraged to follow the procedure contained in the Bible in Matthew 18. The parent will be directed to first voice the concern in person to the individual in question. Address classroom concerns to teachers; address policy concerns to the principal.

If, after personal conference, the parent feels the concern with a teacher has not been resolved, the parent may request a conference with the Principal and the individual in question.

If the conference does not resolve the classroom or policy matter, the parent may present the concern in writing to the Chairman of the Day School Board. The decision of the Day School Board will be communicated, in writing, to the concerned individual(s) and shall be final.

Day School Board Members

The Day School Board members are volunteers who have been elected by Trinity Ev. Lutheran Church to provide leadership with issues related to planning and administering the total education program of Trinity Lutheran School, determining policies, selecting personnel, and providing the necessary means and facilities. There is no advantage to being a member of the Day School Board.

Our Board members donate an incalculable amount of time away from their families in service to our school, but they still have family obligations and careers outside of their volunteered hours. The appropriate time and setting to address issues with the Board is at a scheduled meeting. Please respect our Board members' opportunities to enjoy their interests and family activities, as they afford the same to you.

Property Damage

The cost of replacement for any damage to the school building, equipment, and property which is above normal wear will be assessed to the families involved at the determination of the Principal and the Day School Board. Purely accidental damage, not caused by misbehavior, will not be assessed.

Damaged Book Charges

At the beginning of the year, students in Grades 1-8 are issued hardcover textbooks which are reissued in subsequent years. At the completion of a school year, textbooks are expected to show a year's normal wear. At the discretion of the teacher, students may be assessed the retail cost of any replacement.

Chromebook - Inappropriate Usage

Trinity Lutheran School's Technology Director and Principal will receive notifications for flagged activity. If a student violates our Acceptable Use Policy, parents will be notified as soon as possible, especially regarding instances of violence or danger to self or others. Inappropriate usage will result in disciplinary action.

If a charger or Chromebook has been lost and unrecovered, or damaged due to intentional abuse, families will be charged for the replacement or repair costs.

Section 7 – Health and Safety

Student Safety and Health

Safety

For the safety of students, no student will be allowed to leave the school grounds during school hours, except for those participating in public or other school programs, unless the school has written permission from the parent or legal guardian, or the child is in the company of an adult family member or legal guardian.

All children will be expected to observe school safety rules. Children are to play in the supervised playground area. Bikes are not to be ridden on the playground during the school day, or 30 minutes before or after the school day.

All accidents in school or on the playground should be brought to the attention of the supervising teacher and/or Principal immediately. First aid will be administered by the teacher or school office personnel. In case of a serious accident, the parent, legal guardian, or person designated by the parent or legal guardian will be contacted. The school will not dispense medication without having proper forms on file at the School Office. All prescription medication must be in original pharmaceutical containers.

Health and Medications

We are concerned over the health of each child in the school. If parents notice signs of illness (fever, rash, pain, etc.), they are asked to keep the child home for his/her own sake as well as the sake of others. A child should be fever free for 24 hours before returning to school. In the event of a child becoming ill while at school, the teacher will notify the parents asking them to arrange transportation home.

The school staff will not administer or distribute medicine without written consent from the parents or legal guardians. If it is necessary that medication be brought to school, the school must be advised in writing on a *MEDICAL PERMISSION FORM*.

The parents or legal guardians must complete a master questionnaire for each new student. This questionnaire will be retained in the student's permanent file.

The information provided includes student immunization records, required by State law, (*See Medical Records – Immunization Requirements*) disease history and physical growth pattern. The parents are responsible for providing updated information as appropriate.

Emergency Drills and Information

All Indiana schools are required to have periodic tornado, lockdown and fire drills. Procedures for these drills will be reviewed by classroom teachers. Teachers will instruct students in regard to the procedures to be followed for each area students occupy during the day. Speed and efficiency of each drill is evaluated. During any emergency drill, students are to:

- Be quiet at all times.
- Walk slowly and in an orderly fashion.
- Proceed to their designated spot.
- Be in an orderly line to facilitate their teacher getting an immediate and accurate count.

Child Protection Policy - Volunteers

Trinity Lutheran Church and School is committed to providing a loving, secure, and safe environment for every child who participates in our programs and uses our facilities. Trinity has its own policy regarding appropriate behavior and discipline. The Child Protection Policy was established to protect our children, workers, church and school family. These guidelines are to be followed by every individual who serves in our ministry for minors. All members of our church and school who come in contact with children in a supervisory role taking responsibility for the children in their care must register with the appropriate application, submit to a background check, and take the training class on appropriate behavior and abuse prevention prior to supervising our children.

Adult volunteers in the classrooms, offices, and library are greatly needed. Volunteers may serve in a variety of capacities, including (but not limited to) the following: sorting library books, assisting a teacher, tutoring a child, creating bulletin boards, Room Parent, transporting children on field trips, etc. Please notify your child's teacher, the Principal, receptionists, librarian, or a Pastor if you have an interest in serving voluntarily at Trinity Ev. Lutheran School. All volunteers must submit to the Child Protection Policy.

Reporting of Abuse

In Indiana, any individual who has reason to believe that a child is a victim of child abuse or neglect must, in good faith, make a report to the proper authorities. If a child makes a claim of abuse, it is not the responsibility of the reporter to determine truth but to abide by the law. If you suspect or know of child abuse, sexual assault, or other maltreatment, contact the Indiana Child Abuse Hotline at 1-800-800-5556.

Sexual Harassment

It is the policy of the Day School Board to provide employees and students a school environment free from discrimination, including freedom from sexual harassment. Sexual harassment is prohibited and will not be tolerated. Lutheran schools of the Lutheran Church-Missouri Synod that comprise Corporation #9230 will provide employees an employment environment free of unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct, or communications constituting sexual harassment as defined and otherwise prohibited by State and Federal law.

No person associated with Trinity Lutheran Church and School shall make unwelcome sexual advances or request sexual favors nor engage in any unwelcome conduct of a sexual nature when: 1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment, 2) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual, 3) such conduct has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment. Sexual harassment prohibited by this policy includes verbal or physical conduct. The terms intimidating, hostile, or offensive include, but are not limited to, conduct which has the effect of humiliation, embarrassment or discomfort. Sexual harassment will be evaluated in light of all the circumstances.

If an employee or student feels that another person has sexually harassed them with unwanted sexual advances, request for sexual favors, or other forms of verbal or physical abuse of a sexual nature, they should directly inform the person engaging in such conduct that the harassment is offensive, against school policy and must stop.

If an aggrieved employee or student does not wish to communicate directly, or if such communication has proven unsuccessful, the employee or student should contact the teacher(s), principal, pastor(s) or a board member. The facts surrounding the incident(s) will be documented by the employee or student and submitted to the principal, pastor(s) or board director, thus providing a basis for complete and impartial investigation of allegations.

In the event that the accused party is

- a student, the parents will be notified, and the student may be excused from classes until the investigation is completed.
- a staff member, an immediate leave of absence will be granted until the allegation is investigated and a final disposition is reached. The salary of the staff member is to be continued during the investigation.
- a professional church worker, the LCMS district office is to be notified immediately.
- a volunteer, he or she will be excluded from further participation in the program until the accusation is investigated and a disposition is reached.

The investigation team is to be made up of at least three persons including a member of the Day School Board, the pastor(s) and the principal. If the principal or the pastor(s) is the accused, a member of the Parish Planning Committee will be placed on the investigation team.

Measles

People with measles often appear very ill. Early symptoms may include runny nose, cough, sleepiness, loss of appetite, fever, spots inside the mouth, sensitivity to light, and pink eye. If an individual student is presented with measles-like symptoms, it is important for Trinity Lutheran School to immediately isolate that person and to contact the Lake County Health Department or the State of Indiana Department of Health Surveillance Division. It is important to remember that other viral illnesses and reactions to antibiotics can cause a rash that may appear similar to measles.

One case of measles constitutes an outbreak and control measures will be implemented immediately. Control measures may include collaborating with our Lake County Health Department to offer a vaccination clinic for students and staff and the exclusion of susceptible persons from school and school related activities.

All staff and students who cannot provide appropriate evidence of immunity to measles will be excluded from all school and school-related activities. The public health legal authority for school/daycare exclusion can be found in the Communicable Disease Reporting Rule for Physicians, Hospitals, and Laboratories (410 IAC 1-2.3/) Section 83 pertains to measles.

Any of the following is considered evidence of measles immunity:

- Documented receipt of two (2) appropriately spaced doses of live measles vaccine, OR
- Laboratory (serologic) proof of immunity, OR
- Birth before 1957

Additional details will be contained in the Trinity Lutheran School Day School Board Policy Manual.

Allergy Policy

The goal of the allergy policy is to have a clear plan for handling all allergies, and the overall goal is to help the family and school work together to assist the child with becoming independent in living with an allergy without stigmatizing the child. If your child has an allergy for which the school needs to be notified, please see the complete Allergy Policy on the school website.

Pandemic Emergency Plan

In case of need, Trinity Lutheran School is prepared with a Pandemic Emergency Plan, in which case the Health Officer of the local health department, in collaboration with Trinity Lutheran School Administration, has the legal authority to dismiss or close school operations. The location and severity of the pandemic will be discussed prior to making decisions. Centers for Disease Control and Prevention (CDC) will provide case definitions and guidance for precautionary measures. Isolation, quarantine and movement restriction decisions will be made by the local health department and implemented with local police jurisdictions. For more information, please see the principal.

Infection Control Policies and Procedures:

The following measures have been taken to promote correct respiratory hygiene measures and infection control in the school district:

- Hand washing stickers displayed in all school restrooms.
- “Cover Your Cough” posters have been displayed in the lunchroom, classrooms, and hallways.
- School teachers have added infection control to the curriculum.
- Tissues and receptacles are present in classrooms and soap is stocked in all bathrooms.
- Hand sanitizers are being promoted in classrooms and grant opportunities are being researched.
- “Plan Now to be Ready for the Next Flu Pandemic.” Information sheet has been distributed to every student in the school.

If a student or staff member is showing signs of illness, he/she will report to the office for a visual assessment. If it is determined that the student or staff member needs to go home, he/she will be kept in a room separate from other people until they go home. Guidelines will be provided by CDC and the local health department to assess if students or staff should come back to school. Parents are encouraged to assess their children daily prior to coming to school.

State Emergency Management Office

State Planning Branch
Indiana Department of Homeland Security
302 West Washington Street
Room E-208 A
Indianapolis, IN 46204-2767
Phone: 317-233-6116
Phone: 317-232-3986
Fax: 317-232-3895
<http://www.in.gov/dhs/>

Safe School Centers

Indiana School Safety Specialist Academy
Indiana Department of Education
Room 229, State House
Indianapolis, IN 46204-2798
Phone: 317-234-0326
Fax: 317-232-9140
<http://www.doe.state.in.us/issc>

Chemical Management

Trinity reduces student and staff exposure to hazardous chemicals by selecting products with lesser hazards. By properly using these products, there will be a reduced risk of exposure to these products. Trinity has an implemented Chemical Management Policy. For further information, see the principal.

Insurance – Accident Coverage

Trinity Ev. Lutheran School provides accident coverage for all school supervised and sponsored activities. *This is a brief description of the coverage:*

- This coverage is for medical bills resulting from ACCIDENTS only. An accident is defined as an unexpected, sudden, and definable event which is the direct cause of bodily injury, independent of any illness or congenital predisposition.

Conditions which result from participating in sports do not necessarily constitute as an accident. Illnesses, diseases, degeneration, and conditions caused by continued stress to a particular area of the body, and existing conditions aggravated or exacerbated by an accident are not covered.

This plan is excess coverage, and payment is made only after payment has been made by the primary carrier. If you are a member of an HMO/PPO, the proper procedures outlined by that plan must be followed before this coverage has any liability.

Treatment by a licensed practitioner of medicine must begin within 60 days of the accident. Only expenses incurred within 52 weeks of the date of the original accident are considered. Benefits are determined by reasonable and necessary charges for the geographic region.

Exclusions include, but are not limited to: sickness, disease, or hernia in any form, non-prescription drugs, fighting, the use of electric biomechanical devices and orthodontics not prescribed exclusively for rehabilitation (e.g. playing brace, mouth guard).

If an accident occurs, contact the Business Manager of Trinity Lutheran Church, who will assist you.

Live Animal Policy

Live animals with the exception of fish in aquariums are only to be in school for educational purposes. At no time will animals considered dangerous be brought into the classrooms.

When an animal is to be brought into a classroom, a note will be sent home with the students of that class notifying the parents that an animal will be present. If known in advance, this will be done at the beginning of the school year. It is up to the parents to notify the teacher or the principal if their student is allergic to the animal. Upon such notice, the Principal will confer with Teacher and determine what options are available including having the student transferred to a different classroom without animals or changing to a different species with no allergy problems or not having an animal in the classroom. The school will not reveal the name of the student with allergy issues to the students or parents. If after an animal is brought into the classroom, the parent finds their student is allergic to the animal the school will work with the parent and teacher to resolve the issue. If necessary, the custodians will clean all surfaces in the classroom to remove any animal dander that may still cause an allergic reaction by the student.

Examples of educational purposes where animals would be in the classroom for an extended period are:

1. Animals used in health class to demonstrate effects of different diets.
2. Animals used in science/biology to show developmental changes or diversity.
3. Eggs incubated to show development.

Examples of educational purposes where animals are in the classroom for one day or less:

1. Pets/animals brought into the classroom to allow students exposure to a variety of species.
2. Pets/animals used to demonstrate obedience training.

This is not a comprehensive list of appropriate uses. The Principal, when requested by a teacher has the authority to determine if it is appropriate to bring an animal into the classroom.

Cleaning: Cages shall be cleaned by the teacher in charge of the animal (not students) on a routine basis as to avoid offensive odors or pest issues. Aquariums with fish are to be maintained by the teacher in charge of the aquarium including cleaning as needed.

When appropriate, teachers may allow students to handle and/or feed the animals.