

# Family Handbook

2017-2018



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Davenport, IA 52804  
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[www.trinitydavenport.org](http://www.trinitydavenport.org)



# Trinity Lutheran School

1122 West Central Park  
Davenport, Iowa 52804  
(563) 322-5224

**Christ**—Preparing children for eternity

**Character**—Preparing children for relationships

**Curriculum**—Preparing children for life

**Community**—Preparing children to serve

Trinity Lutheran School provides an excellent education to families who want their children educated in a warm Christian atmosphere by caring, committed Christian teachers. Trinity is part of the largest Protestant Christian school system in the U.S., with over 2500 schools at the preschool, elementary, secondary, and collegiate level. For over 100 years our Lutheran schools have helped children prepare for life in this world while growing in their understanding and faith in Jesus as their Savior from sin. God gives to us all the gift of forgiveness through the life, death, and resurrection of His Son, Jesus Christ. God shows this to us in the Holy Bible; this is the source of our understanding of the relationship between God and man.

Trinity Lutheran School offers the opportunity for children to receive instruction and training in five specific areas of development:

- Spiritual
- Academic
- Physical
- Social
- Emotional

God has created each child as a unique person. Our curriculum is not simply academic teaching but is also an effort to nurture Christian relationships, both with God and with each other. Our prayer is that students leaving Trinity have grown close to the Lord, with a connection to Him strong enough to withstand the world's challenges.

Formal schooling is only one part of a child's education. We will work with you to contribute to your child's complete growth and development.

Although our curriculum is based on standards developed by national, state, and local education institutions, our faith in Christ is integrated into every aspect of instruction. As we teach, we reveal God's handiwork in the order of creation, the complexities of mathematics, the gift of language, and the beauty of the fine arts.

Trinity Lutheran School operates as a ministry of Trinity Lutheran Church and is governed by the policies of the School Ministry Team of Trinity Lutheran Church.

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# TRINITY INVITES YOU . . .

Trinity Lutheran Church invites everyone to join us in everything our ministry has to offer. We offer traditional, blended, and contemporary praise style worship services on Sunday mornings, a Saturday service, as well as Wednesday evening services during Advent and Lent. We join together to praise our God in word and song, confess our failings, receive the Good News of forgiveness through Christ Jesus, be fed by His Word and Sacrament, and join together in prayers of thanks and help for ourselves, each other, and all those in need.

Trinity offers numerous opportunities to grow in faith through the study of God's word through numerous Bible Studies throughout the year. We also offer many ways to put faith into action to impact the lives of others.

Trinity pastors and elders invite you to join us in worship, and are ready to meet the needs of school families. Should you have any questions about our church, including how to become a member, you are invited to call or stop by the church office (563) 323-8001, or ask your child's teacher for information. The principal and the pastors will also gladly answer your church or spiritual questions.

We are a family of believers, and we are delighted that you are a part of our family!

# OBJECTIVES

As an earthbound member of God's Kingdom, the child lives in concurrent relationships. He lives in relationship to God, to himself and his own God-given powers, to other people, and to all of God's creation (nature). The Christian teacher recognizes these relationships and works to assist parents in preparing the child for living in them. These relationships provide a valid framework for establishing the immediate objectives of the Lutheran elementary school.

A. The child in relation to God: That the child develops...

1. A growing knowledge of the Triune God, a growing trust in Jesus Christ as the Savior from sin, and an increasingly worshipful, sanctified life.
2. A growing knowledge of the Holy Scriptures as the Word of Life, a proper understanding of Law and Gospel, an increased ability to apply God's Word to life situations, and a desire to gain and remember the blessings of Holy Baptism and the Lord's Supper.
3. An understanding of the nature, function, and responsibility of the church as the body of Christ, plus a willingness and ability to serve as an active member of this body and as a priest of God.

B. The child in relation to himself and his Powers: That the child...

1. Develops knowledge, attitudes, and behaviors needed to function effectively as God's child (spiritual powers).
2. Understands his body and accepts responsibility for its health, safety, and recreation (physical powers).
3. Develops logical, scientific and creative thinking habits, gains knowledge and communication tools, and acquires significant elements of his cultural heritage (mental powers).
4. Develops social skills needed to live competently and creatively (social powers).
5. Understands and controls his emotions, finds security and a true picture of himself through firm reliance on God and trust in Christ, and practices Christian love toward all people (emotional powers).
6. Appreciates the beauties of nature and the fine arts and expresses himself in different arts media (aesthetic powers).

C. The child in relation to other people: That the child...

1. Recognizes all people to be God's creation and shows respect, courtesy, and consideration for the rights and welfare of others.
2. Respects parents as God's representatives and appreciates his privileges and responsibilities as a member of an earthly family of which Christ is the Head.
3. Develops Christian social responsibility and cooperative skills.
4. Develops concern for the spiritual and material welfare of all people and shows this concern by witnessing and sharing his time, talents, and treasures.
5. Respects government as God-ordained and appreciates his privileges and responsibilities as a member of the local, state, national, and world community.
6. Develops the ability to discern and make God-pleasing decisions for his future life. Through discernment he can distinguish between being in the world and not of the world.

D. The child in relation to nature: That the child...

1. Understands that God is the Creator, Ruler, and Preserver of nature.
2. Thanks and praises God for the gifts of nature.
3. Develops knowledge, attitudes, and conducts needed to understand, use, and care for God's gifts in nature.
4. Willingly uses nature to glorify God and serve people.

## **Missional Mandate**

“Equipping people to grow in Christ at home and go in service to the world”

## **TLS Mission Statement**

Trinity partners with families to provide a quality Christian education for children that meets their spiritual, academic, physical, and emotional needs, equipping them to live as witnesses of God’s Word.

# **HOW OUR SCHOOL WORKS**

## **SCHOOL HOURS**

Classes begin promptly at 7:55 AM and dismiss at 2:55 PM each day. On certain days during the year classes will be dismissed early. School is dismissed every Wednesday at 1:55. These are indicated on the school calendar. School is dismissed one hour early every Wednesday.

## **DROP OFF & PICK-UP**

These procedures may at times appear inconvenient for drivers but are written and enforced for the safety of all children. Please be respectful of other drivers and students arriving and being picked up.

During the school day the gates across the parking lot by Freedom Place playground will be closed. Drivers should plan to enter the parking lot only through the Central Park entrance during school hours.

Please drive at a reasonable speed when in the parking lot. Remember, children are present, and they can be unpredictable.

Parents will be provided a diagram that outlines the procedures for the upper lot during morning drop off.

**Please help us keep all children safe!!**

## **MORNING DROP-OFF PROCEDURES**

Children are not admitted into the building until 7:20 AM. Your child should not be dropped off prior to that and left unsupervised.

Traffic flow in the early morning arrival time should follow the patterns below:

1. If your child is dropped between 7:20 a.m. and 7:35 a.m. drivers should drop off students at the west (gym) entrance. The doors to the main entrance and the north door of the school will be locked until 7:35a.m.
2. Traffic on the drive near the gym entrance will only travel one way - from south to north.

Students arriving between 7:20 a.m. and 7:35a.m. have the following expectations:

1. The student must wait in the gym hallway where there is supervision. Waiting by the front doors or the office is prohibited.
2. No loitering is allowed in the bathrooms. Students are not allowed in the locker/shower areas of the bathrooms.

3. Recommended activities for students waiting in the gym hallway include: school work, reading, prayer, quiet meditation, and talking at a controlled level. Children are generally asked to be seated while waiting.
4. At 7: 35 a.m. the supervising teacher will dismiss students from the waiting area by grade level. Students may then go to their lockers and classroom.
5. Any student who does not follow school rules during this time will lose the privilege to be dropped off early.

## **MORNING SHINING STARS PROCEDURES**

The morning care program begins at 6:30 a.m. Any student dropped off prior to 7:20 a.m. will need to use Morning Shining Stars to ensure that students are being properly supervised. Students reporting to Morning Shining Stars will enter the building through the church doors. Parents must accompany children into the building. There is a flat daily fee for the use of the morning program. Breakfast will not be served.

Students arriving after 7: 35:

1. Should go directly to their lockers and/or classrooms.
2. Can be dropped off at the north school door (the end of the hall where early childhood through grade 2 classrooms are located) or the main school door

## **AFTER SCHOOL PICK-UP PROCEDURES**

Early bus students are dismissed at 2:50. All other students are dismissed at 2:55 p.m.

Traffic flow in the afternoon departure time should follow the patterns established below:

1. Grades 3 through 8 (and additional riders (siblings)): The students will be dismissed to the west entrance and will remain at the doorway until their ride has parked in the parking spaces provided. Cars should enter on the lower parking lot and drive around to upper parking lot, as it is safer for all traffic to flow in the same direction. The driveway nearest the gym entrance is only to be used by *Davenport Community Schools* buses. Drivers must pull into a parking space when picking up children.

The supervising teacher will lock the gym entrance at 3:10 PM. Students not picked up from the gym entrance by 3:10 PM will be escorted to Shining Stars Extended School Program. There will be a cost involved.

2. Preschool through grade 2: The students will be dismissed to the north hallway entrance and will remain outside (weather permitting) in the supervised, waiting area until their ride has parked. The waiting area is not to be used for active play. Students may only leave the waiting area when escorted by a parent. Drivers may park in the northeast parking lot or in the area between the office entrance and the north hallway entrance. Drivers are not allowed to park in the row of spaces immediately in front of the supervised waiting area. All drivers must pull into a parking space when picking up children.

The north entrance will be locked by the supervising teacher at 3:10 PM. At this time any students still awaiting rides will be escorted to Shining Stars Extended School Program for which the parent/guardian is responsible for payment of fee.

3. Students may not use the office entrance or the playground entrance to depart the building at the end of the school day.

The playground is off limits unless adult supervised.

Teachers are not responsible for students after school unless they are participating in a school activity. Any time the students are under the supervision of the school faculty, they will not be allowed to leave the school grounds unless accompanied by their parents or with written permission from their parents.

## **VISITORS DURING THE DAY**

Once the school day begins the gates on the north side of the building will be closed. This is to ensure the safety of our students who play in the fenced playground area. If you come to school during the time that school is in session, please plan to enter the parking lot via the West Central Park entrance. The front school door is the only one that is unlocked during the day. The gates will be closed at the end of the day as well.

All visitors, **including parents**, need to sign in at the receptionist desk if coming into the building during school hours. Visitors must also sign out when departing.

## **TRAFFIC FLOW**

Traffic flow will follow established patterns.

On the upper parking lot these are marked by arrows. A map with directions is provided annually to all parents on navigating the upper lot. Key items to remember:

1. The north door (primary wing) is NOT a stop and drop door. It is expected that parents walk younger children through the lot to the door for their safety, after parking in a parking spot.
2. At the main door cars should form two lines. Cars should never stop in the crosswalk.
3. During a.m. drop off there is no parking in the handicapped stalls closest to the building.
4. Children and parents should all cross at the crosswalk. If cars are actively moving, children and adults waiting to use the crosswalk should wait in the designated safe area.

On the lower parking lot please follow these guidelines:

1. All vehicles enter via the first entrance. All vehicles must pull into a parking stall before a child gets in or out.
2. Traffic flow is always in a counter-clockwise direction. All vehicles exit the parking area through the second exit.
3. The upper drive is reserved only for busses.
4. At the end of the day all traffic must exit toward Marquette street as the gates at the top of the hill are closed.
5. At the end of the day supervising staff will hold children while busses are moving through the lot or loading to ensure safety for all.

## **TRAFFIC IN INCLEMENT WEATHER**

During inclement weather all personal vehicles should use the Central Park entrance for the safety of all concerned. The purpose of this is to allow buses delivering and/or picking up students at Trinity to have sole access to the Marquette Street entrance whereby providing as safe an environment as possible for students, parents, and bus drivers. The hill will be closed on mornings when it is too icy to navigate. Please look to see if the gate is closed prior to turning. At times the buses will need to use the Central Park entrance also. Please refrain from stopping in front of the doors in these cases.

## **ATTENDANCE**

Regular and punctual attendance is important to the progress of your child. Excessive absences or tardiness interfere with a student's learning, directly affect a child's achievement, teach a poor pattern of life behavior, and disrupt the learning experience for the entire class.

Tardiness: Students not in class by 7:55 (according to school clocks) will be considered tardy. Tardy students



must report to the school office, where their tardiness will be recorded and an Admit Slip will be given to the student. The student then gives this Admit Slip to their teacher. When checking in late the office staff will also record lunch plans for the day.

Absences: There will be times when attendance is not possible. Parents are asked to call the school office so that the school can be assured of the safety of each child.. **It is very helpful for you to call us first.** Students returning to class after an absence are to bring a written note to the teacher.

Arrival to school after 9:00 AM or departure before 1:30 PM constitutes a half-day absence. If a student must leave before the end of the school day, parents sign their child out in the school office, and the office staff will call the teacher to have the child excused from class. Teachers have been directed to not allow students to leave until properly signed out by the parent in the office. Students are responsible for all assignments missed while absent from school.

In regard to attendance records, absences are recorded the same whether they are excused or unexcused.

Students unable to attend school due to illness (including leaving school early) are not to participate in or otherwise attend after school functions. For example, a student leaving at noon with a fever is not to show up at for the basketball game that afternoon. Exceptions to this policy will only be allowed per the principal's discretion, for extenuating circumstances.

Planned Absences: You are encouraged to promote the attendance of your child during all school days. Should you arrange a trip or other planned absence, please discuss it with the teacher as early as possible. Whether make-up work is given before or after the absence is left to the discretion of the teacher.

Chronic tardiness and absence: If a student is chronically absent or tardy, parents will be asked to meet with the classroom teacher and administration to correct the problem. Students who are chronically tardy and/or absent will be placed on At Risk Status. A student who is absent for 20 or more days in a school year may be retained in the current grade.

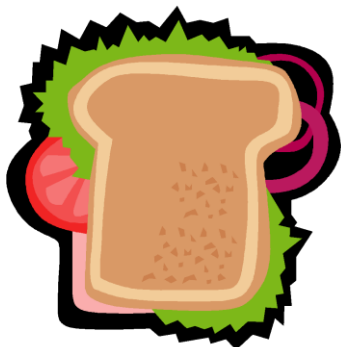
## LUNCH/MILK/SNACKS

A hot lunch, which includes milk, is available Monday through Friday. Students may also bring their lunch in a **labeled** sack or lunch container. Milk is available at lunch on a daily basis.

Parents wishing their children to order milk or hot lunch are to place funds in their Hot Lunch/Milk account, which may first be paid at Records and Fees Day. Students will then have the opportunity to order hot lunch or milk in their classrooms each morning for the day. When funds become low, the lunch staff will notify the family. Additional funds should then be paid in the school office.



It is not possible to provide refrigeration, heating, or hot water for individual student lunches.



Students eat lunch in Trinity Hall (the church basement). Should you choose to bring a lunch for your child mid-day, it may be dropped off at the school office just prior to their lunch period. If your child's lunch period has begun, you may take the lunch to Trinity Hall, after first signing in and getting a visitor pass at the school office.

**Please do not arrive with lunch past your child's lunch period.**

Specific lunch times for each grade will be shared with families prior to school beginning.

Snacks may be allowed in class at the discretion of each teacher. If allowed, as with

lunches, you are encouraged to provide nutritious snacks. High sugar foods (soda, candy bars, snack cakes, etc.) actually interfere with a student's ability to focus in school.

Students are to follow the established classroom procedure to notify the teacher that they will be ordering hot lunch. Please note that it is negligent to repeatedly send a child to school without either a lunch or lunch money. Parents are responsible to ensure that their children have lunch provided. Parents will be notified when additional funds are needed for a lunch account.

It is the responsibility of the parent to notify the school of any specific food allergies and to provide physician prescribed action plans when appropriate. Please be sure to notify the teacher, the school office, and the hot lunch personnel.

## FUNDRAISING

Why have fundraisers? Trinity Lutheran School raises needed income from fundraisers to support school costs. The truth is that the tuition charged per student does not cover all student expenses, creating the need for additional income. All fundraising creates funds that we don't have to collect in tuition, and surplus funds go toward other items for the benefit of our students. As fundraisers come along, we encourage you to get involved, enlist the support of your relatives and friends, and help us to keep costs down while improving the quality of our school programs and facility. The School Ministry Team approves all fundraising activities. We are committed to doing a few fund raisers with big results.

## SCRIP

The SCRIP program is an excellent fundraising program. By regularly participating in it you can reduce your own tuition and support the school. Specifically, buying SCRIP means buying gift certificates and gift cards that you can spend as cash at many local stores and merchants, and even online in some cases. Using SCRIP costs you no extra money. For example, \$50 of Kohl's SCRIP costs you \$50, and buys you \$50 of merchandise. Schools like TLS are able to buy the SCRIP at a discount, so by selling it to you at face value, a profit is generated on each and every dollar. Those profits add up. The profits benefit families directly in reduced tuition costs. The school also benefits as profits are used to purchase needed equipment and improvements.

## MARTIN LUTHER MEDIA CENTER



Library time is scheduled each week for all classes. Our teacher librarian and volunteer librarians read to the students and assist them in finding reading material suitable to their interests. Books may be checked out for one week at a time. Charges are assessed to replace lost or damaged books. Students will have brief time in the media center early in the week to return and check out books. Later in the week they will return for a longer period to participate in book related activities.

Volunteer help is always necessary and appreciated in the library. Volunteers help in restacking books, adding new books, and assisting children in finding selections. They may also share in the reading to the primary grades, if desired. Speak your child's teacher or the media coordinator if this interests you. We also encourage grandparents to become part of our volunteer team.

## SHINING STARS

This is the extended day care program for Trinity students. Hours of operation are 2:55 – 6:00 PM. On early out days the program will begin at school dismissal. Teachers will ensure that students get to the Shining Stars classroom. The students will sign themselves in with assistance as needed by the director or helpers. When parents arrive to pick up their children – they must sign their child out before leaving. Further details can be found in the Shining Stars handbook or

speaking to the Shining Stars director or the principal.

**Closing Time:** Shining Stars closes at 6:00 PM. If pick-up should be delayed for some emergency, please call the center and inform the person on duty that you will be late. All students not picked up by 6:00 PM will be assessed a late charge. We understand that emergencies do arise, but chronic tardiness in picking up a child may necessitate the withdrawal of the child from Shining Stars.

**Morning Care Hours:** Trinity's morning care will be open from 6:30 a.m. to 7:35 a.m. each day school is in session.

If fees are not paid in a timely manner, the family will not be allowed to continue using these services. All school rules apply while students are in Shining Stars.

## CHAPEL

Most Wednesday mornings a brief worship service for all children in our school (PS-8) is held in the church sanctuary. Chapel consists of songs of praise, prayer time, and a brief Bible lesson. Parents are always welcome and encouraged to attend. Grades 1 – 8 have assigned chapel families for their 9:00 AM worship. Preschool and kindergarten classes attend chapel at 8:15 AM. Offering envelopes will be gathered at each of these chapel services and forwarded to pre-designated causes and missions. Please see the Dress Code for appropriate Chapel dress.

## ATHLETICS

Our sports program features a number of activities. Trinity fields teams for girls' volleyball, soccer, cross country, boys' flag football, boys' and girls' basketball, track, golf. We compete against other Lutheran schools in Iowa District East and public and private schools elsewhere in the Quad-Cities area. All parents of those involved in sports are required to volunteer by working concessions, keeping scorebooks, or numerous other volunteer positions available. The Athletic Director is in charge of the sports program. An athletics handbook is distributed annually to all families who have a child participating in sports.



## COMMUNICATION

Three-way communication among the school, parent, and child is essential to successful growth. The usual types of communication are listed below.

1. Prior to the school year, teachers arrange for home visits as a way to open the communication door on a positive and caring footing.
2. Trinity Lutheran School strives for an **on-going** reporting system through phone calls, notes, email, mid-term reports, and parent-teacher conferences.
3. The parent portal of RenWeb—our school management software package. (allows parents to monitor grades, attendance, lunch balances etc.)
4. Each Friday an all-school newsletter goes home.
5. Classroom newsletters may be sent home weekly.
6. Teachers also have published email addresses. Parents are encouraged to communicate in this way.
7. Parents are welcome to visit classrooms. Please be conscious of the fact that frequent visits may disrupt the learning focus, but an occasional drop-in to see the class in action is encouraged. *Do not expect the teacher to stop in order to talk to you; working with the students is job one.* Please stop by the school office to sign in and pick up a badge.



8. If you would like to speak with a teacher about a concern, please make an appointment (see the next section – Parent/Teacher Concerns).
9. We invite your insights and observations.
10. Parent volunteers are welcome. Let the teacher know in what capacity you might like to help.

## STUDENT DIRECTORY INFORMATION

Student directory information, which includes parent and student names and contact information, will be available within the school to all authorized personnel. If a family does not want its contact information published, they must notify the administration in writing. Families have access to the student directory through the RenWeb parent portal. Hard copies will be available upon request.

This information will also be available to Trinity Lutheran Church and school organizations. Trinity Lutheran School will not share this directory information with any other entities for purpose of solicitation.

## STUDENT PERSONAL RECORDS/ACCESS

A student's personal records, which include but are not limited to the student's cumulative folder and its contents, any records stored electronically, the student's emergency information card, and the student's health records, are the property of Trinity Lutheran School. Trinity reserves the right to administer access to and transportation of these records. Trinity manages student records in accordance with the Family Educational Rights and Privacy Act (**FERPA**).

Access to student personal records shall be limited to authorized school personnel, authorized representatives of appropriate government agencies, and the student's parents or guardian. In all other cases, personal records can be viewed only upon receipt of written permission from the parents or guardian of the student. Persons wishing to view records must contact the principal to make arrangements.

A copy of a student's personal records will be sent to another school upon receipt of a parent-or guardian-authorized request, or a request for records from that school.

## ADDRESSING THE SCHOOL MINISTRY TEAM

Anyone may submit correspondence to the School Ministry Team. All correspondence is read at our meetings and entered into the official minutes. A School Ministry Team mailbox is available next to the church office. The name, address, and telephone number of the correspondent must be included. Should the School Ministry Team feel that the matter falls under their area of oversight, it may choose to place the matter on a later agenda for attention. Alternatively, the matter may be directed to the principal for attention. **This should only be done when direct communication with the appropriate individual has not brought resolution to a concern.**

## PARENT/TEACHER CONCERNS

All members/parents are encouraged to discuss their concerns with the party involved. Following the guidelines of Matthew 18, a parent who has a concern should:

1. Make an appointment to meet with the teacher involved. *Please remember that teachers have responsibilities before school in the morning. The teachers' school days are devoted to the children; so disruption during the*

**school day is not allowed.** Please contact them to meet at a mutually agreeable time. It is generally a good idea to allow a 24 hour cooling off period before meeting with a teacher.

2. If no resolution occurs, please inform the teacher of your intention to meet with the principal. Then make an appointment and meet with the principal regarding your concerns.
3. If no resolution occurs, it will be necessary to have a meeting with the teacher, principal, and parent together. The principal can help make this appointment.
4. If still no resolution has been achieved, you may put your concern into writing and explain what further resolution you feel is necessary. Give that letter to the Chairperson of the School Ministry Team. A School Ministry Team mailbox is in the hall next to the church office.
5. If the School Ministry Team chairperson believes that there are extenuating circumstances, your concern will be placed on the agenda of the next Board meeting. You will be notified when it will be taken under advisement. Normally, the School Ministry Team will not address matters of parental concerns, making it the principal's responsibility to address and resolve such concerns.

Concerns should be directed to the individuals specifically involved at each step before sharing information with participants at the next step. Our ultimate goal is to do what is best for children. So, it is in the best interest of all if we always approach situations so that problems might be solved, rather than ignored or enlarged. It is also our wish that your concern is not shared with other teachers or parents. We hope these steps will help resolve matters by providing a scripturally sound way to proceed.

## **PARENTAL INVOLVEMENT**

Parent participation and support is needed and valued at Trinity Lutheran School. Parents who wish to volunteer or observe in a classroom are welcome to do so. However, parents must first contact the classroom teacher to make these arrangements. Parents are asked to seek an appointment with teachers to discuss concerns rather than simply stopping by in the morning, for example.

Numerous opportunities are provided for parents to become involved in a wide variety of school activities. All parents are encouraged to get involved.

## **VOLUNTEERS**

Volunteers bring something special to a school. They provide extra services for children, assist the teachers, help with special events, and bring a real sense of satisfaction to the volunteer. Volunteering is also a terrific way to get in touch with what is going on at TLS. We would like to make good use of your talents, whatever they are. Please let us know how you wish to volunteer.



## **TUITION AND FEE COLLECTION POLICY**

Trinity Lutheran Church believes in an open-door policy in regard to enrollment in its day school. Financial assistance can be sought to aid those families who desire to have their children attend Trinity Lutheran School but genuinely cannot afford to do so on their own.

- Registration Fees must be paid in full prior to the first day of school each year.
- Options for payment of tuition
  - Option 1: Pay tuition in full on or before records and fees day.
  - Option 2: Set up a payment plan through FACTS on or before records and fees day.

**Students will not be permitted to begin school until tuition is paid or a FACTS agreement is in place.**

## Tuition Assistance

A third source organization will analyze data provided by families and make recommendations. Most assistance awards will come through the ILSTO. (Iowa Lutheran Student Tuition Organization) Trinity Lutheran is able to provide limited assistance over and above what the ILSTO may provide for families who demonstrate the need. However, families with the financial resource to be able to afford registration fees and tuition are expected to pay them.

Currently enrolled families seeking assistance must fill out an application for tuition assistance according to the schedule provided by the ILSTO. Exceptions to this time frame may be made for families enrolling for the first time. Families will be notified prior to Records and Fees Day if they have qualified for assistance and what level of assistance they will receive.

## Delinquent tuition

If a family is one month behind in payments a letter will be sent out from the business office. If no payment is received in two weeks the family will be contacted to arrange a meeting to work out alternative arrangements for the payment of tuition. Late fees will be assessed by FACTS when payments are missed.

If a family is two months behind in payments a letter will be sent that gives an additional 10 school days before the student will be excluded from classes at Trinity Lutheran School until such time that payments are brought current or other arrangements have been made.

Any outstanding tuition balance that remains at the end of a school year must be paid in full before the student will be allowed to begin school the following year.

If the measures listed above have not brought about the payment of the tuition balance, a letter will be sent via registered mail to the family. This letter will inform the family that they have an additional 10 school days to pay the balance. If the balance is not paid in full at the end of the 10 days, the account will be turned over to a collection agency.

- **The administration and School Ministry Team at Trinity Lutheran School will make every attempt to assist families who have unusual and challenging circumstances that arise during the year. Good communication will assist all parties in making sure that needs are met. We have a common goal: the Christ-centered education of children. With good communication we can cooperatively work to ensure that this goal is met for all who desire it.**

## **FACTS/RenWeb**

### GENERAL INFORMATION:

Trinity Lutheran School is pleased to announce that RenWeb, our school parent portal, and FACTS Tuition Management, our financial services company, are now fully integrated. Access to this information is through the ParentsWeb portal. Your student's financial information is located within this portal and shows all current financial information (Tuition, Hot Lunch, Shining Stars, and Incidental Billings). From this portal, you may fund your Hot Lunch and Shining Stars account, pay for Incidental Billing invoices you receive, and make early payments to your tuition payment plan account. All of your financial balances, including tuition, hot lunch, Shining Stars, and any incidental invoice billing are located in the "FACTS" tab on the ParentsWeb portal.

### PAYMENT PLANS

Because of this integration, all families are required to have a FACTS Tuition Payment Plan. Trinity offers multiple payment plan options, ranging from a one-time payment due in August to monthly installment payments. All families will set up a FACTS account which is accessed through ParentsWeb. Please contact the Business Office with any questions you have regarding your Tuition Payment Plan. Specific payment policies, including NSF late charges, are outlined when you enroll in the payment plan.

Adjustments to your payment schedule must be called into the Business Office at least 2 Business Days before your scheduled payment. Please contact the Business Office with any questions.

#### PRE-PAY ACCOUNTS

Hot Lunch and Shining Stars accounts are considered “**Pre-pay accounts**” and must be funded before charges are assessed. Prepayment may be done online through FACTS on ParentsWeb.

TLS expects these accounts to be funded at all times; when your Hot Lunch or Shining Stars account falls below a dollar threshold, you will receive an email notice from FACTS. You may add funds through your ParentsWeb account. Trinity reserves the right to deny hot lunch if your account balance falls below a certain dollar amount. It also reserves the right to deny child care service if your account balance becomes delinquent unless arrangements are made with the child care administrator.

#### INCIDENTAL BILLING

Trinity Lutheran School will use FACTS’ “**Incidental Billing**” to create invoices periodically throughout the year. Examples include classroom field trip charges, athletic fees, PE Uniforms, or spirit gear sales. You will receive an invoice via email; from there, you may pay directly from the invoice or access your FACTS account through ParentsWeb to make the payment. The payment due date will be stated on the invoice.

During the year, Trinity may invoice families for “Incidental” expenses, such as Field Trips, Sports fees, or other school-related expenses. You will receive an invoice from FACTS for these expenses, and you may pay the bill from FACTS directly from the invoice. The due date will be stated on the invoice. Please refer to Trinity’s Field Trip policy and Sports Fee policy for additional information.

For any payments returned for Non-Sufficient Funds, FACTS will assess an additional fee. Please refer to the FACTS Returned Payment Fee Policy located on your FACTS account portal.

**To avoid any possible fees, please contact the business office at least 2 business days before a scheduled payment if you need to reschedule a payment. To verify that the business office received the request, a confirmation email will be sent to you via FACTS when a change occurs on your payment plan. If you do not receive a confirmation email, please call 1-866-441-4637 to speak to a FACTS Customer Service Representative. Their office is open 24 hours a day/7 days a week and can assist you with your agreement.**

Trinity reserves the right to assess a late fee in addition to the FACTS Returned Payment Fee if the payment is not made or re-scheduled with the business office.

#### WITHDRAWALS

If you should withdraw from Trinity Lutheran School, the school will pro-rate tuition to the number of days actually attended. If you have paid more than what is due, Trinity will issue a refund check after all other expenses have been paid (Hot Lunch, Shining Stars, Incidental Billing). If tuition is due, it will be assessed with your next payment date. Your FACTS agreement will be terminated upon settlement of all tuition and fees. Trinity will issue any refund check by 30 days after withdrawal.

#### HOT LUNCH/SHINING STARS END OF YEAR

For returning students, any credit balance in Hot Lunch or Shining Stars will be carried forward to the new school year. Upon withdrawal or graduation from Trinity, any balances in excess of \$10.00 will be refunded to the family, after any transfers to unpaid accounts.

Trinity will try to collect any outstanding Hot Lunch or Shining Stars balances after the close of the school year. Trinity will add any unpaid balances to the new school year’s Pre-Pay Account if payment is not received by the school.



# ACADEMICS

Trinity Lutheran School operates as an alternative to public education. It is a place where a sound, challenging, and enriching curriculum surpassing state standards is taught in the midst of a loving Christian environment. We are not in competition with the public schools, but rather similarly provide for the academic needs of students while intentionally allowing our Christian faith to influence everything we do. We meet spiritual needs that are not part of the educational aims of public schools.



## CURRICULUM

Trinity Lutheran School is fully recognized and accredited both by National Lutheran School Accreditation and the Department of Education of the State of Iowa. We receive the services, as allowed to a non-public school, of the Mississippi Bend Area Education Agency.

The school faculty is constantly striving to secure and employ the most efficient methods and media for instruction through continued study, faculty workshops, and in-service training. They attend appropriate educational conferences available to them.

We integrate into our curriculum the Holy Bible and the sharing of our faith in Jesus Christ as our Savior from sin, based on “Integrating the Faith”. Bible study and application of faith to life are part of the daily curriculum, and all other subjects are taught from a Christian perspective.

The curriculum is comprised of the following subject areas: religion, memory, reading, spelling, language/grammar/writing, handwriting, music/band, social studies, art, science, mathematics, computers/technology, and physical education. Career education and global awareness are infused into various areas of study.

## COMPUTERS/TECHNOLOGY

Our students use various technological tools to enhance learning. Internet use is carefully supervised, and proper moral use of technology is taught. Filtering software assists us in keeping inappropriate information from our students. Students and parents sign an acceptable use agreement form prior to the beginning of the school year. There are consequences for misuse of school technology. Please see the Acceptable Use Policy in the appendix.

## PHYSICAL EDUCATION

Students in grades preschool through eight shall be required to participate in physical education courses. Our school maintains a program of physical education classes and recess periods.

Students will be excused from classes when a written request is given from the parent. If they will not participate for more than a week, a doctor's note should be given.

Students in grades five through eight must have official gym outfits that may be purchased through Trinity Lutheran School.

**PLEASE LABEL ALL PHYSICAL EDUCATION CLOTHING AND SHOES WITH THE STUDENTS NAME.**

## MUSIC

Music instruction – All students have a music period either once or twice each week, depending on the grade level. This class time is used to teach music appreciation and





technique. This instruction may be combined with choir rehearsals just prior to our large music performances.

**Band** – Students in grades 5 – 8 may participate in our band program. Fifth grade students participate in the beginning band. Sixth grade students may move to the concert band. There is a band fee of \$100 for the year. In addition to two group sessions each student also receives small group or a private session. Performances occur throughout the school year, including several concerts at Trinity. Students receive a grade for participation which includes performances.



**Hand Bell Choir** – A performance choir that plays Tone Chimes and/or Hand Bells is open to upper grade students. The focus of this group is on rehearsal for performances. Such performances include playing for Trinity Lutheran Church worship services, special programs, and possible off campus opportunities. Students receive a grade for participation which includes performances.

**Classroom Choirs:** Students in several grade combinations meet once a week to practice songs which are sung in church as part of a Sunday worship service. Students in Grades 6 – 8 who do not participate in bells may participate in the Praise Choir that performs in church services. Students receive a grade based on participation and performance attendance.

## **ASSESSMENT**

It is our concern that each individual pupil's achievements correspond to the ability of the child. This is partially determined by the use of standardized tests in the areas of intelligence and achievement. The MAP (Measures of Academic Progress) are administered along with other assessment tools throughout the year.

## **PROMOTION AND RETENTION**

Students will be promoted to the next grade level at the end of each school year based on the student's achievement, age, maturity, emotional stability, and social adjustment. The recommendation to retain a student will be determined on the judgment of the certified staff, principal and parents.

## **GRADUATION REQUIREMENTS**

Students must have successfully completed the courses required for graduation by the School Ministry Team. Students must successfully complete each grade level, grades one through eight, and complete all the required courses of study prior to graduation as determined by the State Department of Education and the School Ministry Team.

## **ENRICHMENT OPPORTUNITIES**

Trinity Lutheran School challenges its students to go beyond the basic curriculum in a variety of areas. The goal is to work with the God-given talents and abilities of the whole child and help each individual student to work to their greatest individual potential. The following activities enhance the Christian education:

Children's Christmas program

Field trips

Junior Achievement – grades Kindergarten through 8

National Geography Bee - Grades 4 through 8

Classroom choirs

Visiting Artists

Student council - Grades 5 - 8

Band - Grades 5 - 8

D.A.R.E. -- Grade 5

Spelling Bee – Grades 3-8

Outdoor education – Grades 6 - 8

Praise Choir – Grades 6 - 8

Hand Bell Choir – Grades 7 – 8

Theater – Grades 5 – 8

Science Fair – Grades 5 – 8

Team sports

Yearbook Club-Grade 8

## **RESOURCE ROOM**

Trinity has a Resource Room for students who need additional support in a subject area. (Primarily reading and math) Students must be deemed as eligible in order to use the resource room.

## **REPORT CARDS**

Reporting pupil progress is done by means of report cards issued quarterly and through parent conferences in the first and third quarters. Conferences provide the parents with opportunities to discuss personally with the teacher the progress of the child and the implication of the report card grades. This method aims at a greater understanding of the child's strengths and weaknesses, as well as ways to improve his school progress.

Parents can also monitor student progress at any time by logging in to RenWeb, our school management software.

It should be noted that special conferences with the teacher are always encouraged and welcomed.

## **ASSIGNMENTS**

Assignments are important because of their positive influence on academic preparation. In many cases assignments are work that could be completed in school during study time. In other cases they are work that is intended to carry over and be completed at home. Assignments also give parents the opportunity to keep up with the child's progress in school, observe his or her study habits, and to encourage and assist him or her.

We also place special emphasis on religious memory work. Besides providing a solid foundation of Christian doctrine, religious memory selections serve Christians as a comfort in sorrow, and reassurance in times of danger. There may be daily assignments. Ask your child what he or she is studying, show real interest in hearing him say the selection assigned, and encourage and help him or her to understand that all of it is worthwhile.

It is difficult to adopt a standard rule for the amount of time to be spent on assignments at home. There is a great degree of variance in the amount of time spent through the grades and among children within the same grade. Generally speaking, we would say that when children in grades 1 to 3 are spending considerably more than forty-five minutes on schoolwork night after night, there might be reason for the parent to contact the teacher. By the same token, when children in grades 4 to 8 are consistently spending more than 90 minutes per night



on assignments, it may be time for an examination of study habits, use of time at school, involvement in school activities, etc. Conversely, when children never have assignments to do at home, it may also be time to ask some questions. Communications and partnership between home and school are necessary in all matters regarding a student's assignment responsibilities so that the assignments can be worthwhile experiences from which the student will benefit.

We encourage parents to assist their children by providing a quiet place to study, adequate time to study, and encouragement in their work. We remind parents that part of the learning experience is for students to accept the responsibility for the completion of assignments themselves- **not the parents**. Students gain little from work that is done for them.



### **OBJECTIVES OF ASSIGNMENTS:**

1. To stimulate voluntary effort, initiative, independence, responsibility, and self-direction.
2. To encourage in finding the appropriate balance between work and play.
3. To enrich the school experience through related home activities.
4. To reinforce school learning by providing the necessary practice, integration, and application.

### **MISSING OR LATE WORK**

Please reference the Discipline section of the handbook to find the consequences for missing or late work. Assignments not turned in at the appointed time will be considered late.

### **MAKE-UP WORK**

Students who are absent from school will have one school day to make up the assignments for each day of excused absence. (For example - if a child is absent on Monday and returns to school on Tuesday, make-up work will be completed on Wednesday.) If this does not allow enough time for the assignments to be completed, the parent should contact the teacher by phone or in writing to request more time. It is the student's responsibility to get the missing assignments from the teacher(s). Parents are discouraged from planning family trips and activities that will cause their children to miss school.

## **RULES & REQUESTS**

### **CHURCH ATTENDANCE**

The goals of the policy are:

1. To encourage parents to do all they can in example and conduct to support the Christian education of their child.
2. To encourage regular use of God's means of grace (the Word and Sacraments) for Christian growth of parents and students.
3. To support the continuing excellence of Christian education at Trinity Lutheran School.

Membership in a Christian congregation is a privilege that involves and requires commitments. God committed Himself to save us from sin and death through the life, death, and rising of Jesus, and commits Himself to our ongoing care and support. We, in turn, commit ourselves to His worship and service, and to the fulfillment of His will, including the love of our neighbors, the Godly raising of our children, and the active and personal support of the mission to make disciples of all nations.

Therefore, the constitution of Trinity Lutheran Church includes as duties of members:

1. Section 4.2.3 Diligently hear the Word of God and frequently partake of the Lord's Supper.
2. Section 4.2.7 Exercise faithful stewardship of God's gifts of time, talent, and material wealth and put aside a portion of the money that God has given to support all that the congregation has made its concern, and in general to assist in bearing all its burdens.



Whether a family is a member of Trinity Lutheran Church, another Christian congregation in the community, or not involved in a fellowship of faith; we at Trinity want to assist the family to come into a closer relationship with God. The mission mandate of Trinity Lutheran makes clear that this community of faith is focused on equipping and encouraging the home to be alive in Christ. Our prayer is that people will have faith in the one true God. We will remind those who are members at Trinity Lutheran Church that in order for parents to be equipped to share faith with their children, they must first have an active and growing faith themselves. We believe that being with fellow believers and sharing in the Word, Sacraments, and Christian fellowship is the best way to nurture this personal faith. Trinity as a congregation invests substantial resources into providing faith-based education to children. We are prayerful that this investment will pay eternal dividends. Given what we know about the power of the example of parents, as a congregation, we (i.e. pastors, elders, staff, and fellow members) will express our concern in Christian love if a member family is not participating in the worship and fellowship that takes place in our congregation.

## STUDENT CONDUCT

1. Students are expected to conduct themselves in a manner that reflects the Christian values of Trinity Lutheran Church and School.
2. Students are not to leave campus unless proper parent/guardian notification has been given to the school, and the student has been signed out in the office. We are a closed campus.
3. Gum, seeds, and other small snacks that tend to end up on the ground or under chairs and desks are not permitted on campus.
4. Overly affectionate behavior on campus or at school functions is inappropriate.
5. No skateboarding, rollerblading, or riding scooters on school grounds.
6. Hardballs and bats are not allowed. Hard (metal/wood) bats will be allowed in grades 5-8, **only** for use during PE under teacher supervision.
7. Matches, knives, water guns, cap pistols, and other such inappropriate items are not to be brought to school. Such items will be confiscated.
8. Toys and playthings are not to be brought to school, as they pose a distraction from our purpose here. Exceptions are left to teacher discretion (i.e. show & tell). As a school we do allow students to have items as fidgets. However, these need to be mutually agreed upon by teachers and parents.
9. No drugs, including alcohol and tobacco, are allowed on campus.
10. Bullying or violence of any kind will not be tolerated. Students are to strive to model behavior after the love of Jesus Christ, considering not only "What Would Jesus Do?" but also "What Jesus Did for Us." (See Bullying Policy and Olweus Program which follow)
11. Gang related activities and conduct are not permitted (i.e. hand signals, colors). (See Gang related activity Policy which follows)

## INITIATIONS, HAZING, BULLYING, OR HARASSMENT

Harassment and bullying of students and employees are against federal, state and local policy, and will not be tolerated. The School Ministry Team is committed to providing all students with a safe and civil school environment in which all members of the school community are treated with dignity and respect. To that end, the SMT has in place policies, procedures, and practices that are designed to reduce and eliminate bullying and harassment as well as processes and procedures to deal with incidents of bullying and harassment. Bullying and harassment of students by students, school employees, parents, and volunteers who have direct contact with students will not be tolerated in the school.

Trinity Lutheran School prohibits harassment, bullying, hazing, or any other victimization, of students, based on any of the following actual or perceived traits or characteristics, including but not limited to, age, color, creed, national origin, race, religion, marital status, sex, sexual orientation, gender identity, physical attributes, physical or mental ability or disability, ancestry, political party preference, political belief, socioeconomic status, or familial status. Harassment against employees based upon race, color, creed, sex, sexual orientation, gender identity, national origin, religion, age or disability is also prohibited.

This policy is in effect while students or employees are on property within the jurisdiction of the SMT; while on school owned or school operated vehicles; while attending or engaged in school sponsored activities; and while away from school grounds if the misconduct directly affects the good order, efficient management and welfare of the school.

If, after an investigation, a student is found to be in violation of this policy, the student shall be disciplined by appropriate measures up to, and including, suspension and expulsion. If after an investigation a school employee is found to be in violation of this policy, the employee shall be disciplined by appropriate measures up to, and including, termination. If after an investigation a school volunteer is found to be in violation of this policy, the volunteer shall be subject to appropriate measures up to, and including, exclusion from school grounds. "Volunteer" means an individual who has regular, significant contact with students.

Harassment and bullying mean any electronic, written, verbal, or physical act or conduct toward a student which is based on any actual or perceived trait or characteristic of the student and which creates an objectively hostile school environment that meets one or more of the following conditions:

- A. Places the student in reasonable fear of harm to the student's person or property;
- B. Has a substantially detrimental effect on the student's physical or mental health;
- C. Has the effect of substantially interfering with the student's academic performance; or
- D. Has the effect of substantially interfering with the student's ability to participate in or benefit from the services, activities, or privileges provided by a school.

"Electronic" means any communication involving the transmission of information by wire, radio, optical cable, electromagnetic, or other similar means. "Electronic" includes but is not limited to communication via electronic mail, internet based communications, pager service, cell phones, electronic text messaging or similar technologies.

Harassment and bullying may include, but are not limited to, the following behaviors and circumstances:

- A. Verbal, nonverbal, physical or written harassment, bullying, hazing, or other victimization that have the purpose or effect of causing injury, discomfort, fear, or suffering to the victim;
- B. Repeated remarks of a demeaning nature that have the purpose or effect of causing injury, discomfort, fear, or suffering to the victim;
- C. Implied or explicit threats concerning one's grades, achievements, property, etc. that have the purpose or effect of causing injury, discomfort, fear, or suffering to the victim;
- D. Demeaning jokes, stories, or activities directed at the student that have the purpose or effect of causing

- injury, discomfort, fear, or suffering to the victim; and/or
- E. Unreasonable interference with a student's performance or creation of an intimidating, offensive, or hostile learning environment.

Sexual harassment means unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature when:

- A. Submission to the conduct is made either implicitly or explicitly a term or condition of the student's education or benefits;
- B. Submission to or rejection of the conduct by a school employee is used as the basis for academic decisions affecting that student; or
- C. The conduct has the purpose or effect of substantially interfering with the student's academic performance by creating an intimidating, hostile, or offensive education environment.

In situations between students and school officials, faculty, staff, or volunteers who have direct contact with students, bullying and harassment may also include the following behaviors:

- A. Requiring that a student submit to bullying or harassment by another student, either explicitly or implicitly, as a term or condition of the targeted student's education or participation in school programs or activities; and/or
- B. Requiring submission to or rejection of such conduct as a basis for decisions affecting the student.

Any person who promptly, reasonably, and in good faith reports an incident of bullying or harassment under this policy to the administrator, shall be immune from civil or criminal liability relating to such report and to the person's participation in any administrative, judicial, or other proceeding relating to the report. Individuals who knowingly file a false complaint may be subject to appropriate disciplinary action.

Retaliation against any person, because the person has filed a bullying or harassment complaint or assisted or participated in a harassment investigation or proceeding, is also prohibited. Individuals who knowingly file false harassment complaints, and any person who gives false statements in an investigation, shall be subject to discipline by appropriate measures, as shall any person who is found to have retaliated against another in violation of this policy. Any student found to have retaliated in violation of this policy shall be subject to measures up to, and including, suspension and expulsion. Any school employee found to have retaliated in violation of this policy shall be subject to measures up to, and including, termination of employment. Any school volunteer found to have retaliated in violation of this policy shall be subject to measures up to, and including, exclusion from school grounds.

The school will promptly and reasonably investigate allegations of bullying or harassment. The administrator or designee will be responsible for handling all complaints by students alleging bullying or harassment. The administrator or designee will be responsible for handling all complaints by employees alleging bullying or harassment.

## **Olweus Bullying Prevention Program**

Trinity teachers and staff have all been trained in the use of the Olweus Bullying Prevention Program. This program has a strong research base that indicates instances of bullying decrease in schools where the program is used with integrity. Students are taught the following rules and are expected to follow them:

1. We will not bully others.
2. We will help other students who are bullied.
3. We will include students who are left out.
4. If we know that someone is being bullied, we will tell an adult at school and an adult at home.

The following consequences will apply if these rules are not followed:

1. Parental Contact- Phone and Detention
2. In-School Suspension- Call Parents
3. 1 Day Out-of-school Suspension, Call Parents, Meeting with parents
4. Out-of-school Suspension for a minimum of 3 days or until meeting with School Ministry Team, Call Parents, Meet with School Ministry Team
5. Expulsion

\* The classroom teacher is the primary/initial contact with parents at each level.

## **DANGEROUS WEAPONS**

Weapons and other dangerous objects in school facilities cause material and substantial disruption to the school environment or present a threat to the health and safety of students, employees, and visitors on the school premises or property within the jurisdiction of the school.

If a student is found to be in possession of a dangerous weapon, the weapon will be confiscated, and parents or guardians will be notified of the incident. Confiscation of weapons or dangerous objects shall also be reported to law enforcement officials, and the students will be subject to disciplinary action including suspension or expulsion.

Students bringing a weapon or dangerous object to school shall be expelled for not less than twelve months. However, the Administrator shall have the authority to recommend this expulsion requirement to be modified for a student on a case by case basis, in accordance with the requirements of Iowa Code 280.21B and the Iowa Acts, H.F. 528 paragraph 23.

Dangerous weapons shall be defined according to 702.7 and 724.1 of the Iowa Code. (Examples include: pistols, revolvers, knives, shotguns, bombs etc.)

As allowed by Federal and State law (Iowa State Code 724.4B) the Administrator may authorize dangerous weapons on school grounds, including but not limited to educational programs or displays. It shall be the responsibility of the Administrator to develop administrative procedures regarding this policy.

## **CONTROLLED SUBSTANCES-SMOKING/DRINKING/DRUGS AND GANG ACTIVITY**

Trinity Lutheran School believes that illegal, unauthorized or contraband materials generally cause material and substantial disruption to the school environment, or present a threat to the health and safety of students, employees, or visitors on the school premises.

A policy has been approved by the School Ministry Team which is modeled after the Davenport Community School policy.

1. Possession or use of alcohol or drugs or drug paraphernalia will not be tolerated on school grounds. Violators are subject to suspension from school, notification of police, a parent conference, and compulsory enrollment in a treatment program.
2. Any student involved in the distribution of drugs, or look-alikes or in possession of guns, knives, brass knuckles, or martial-arts weapons will be suspended from school, and reported to the police.
3. Assault and battery of any school employee will result in immediate expulsion.
4. Gang related activities, such as display of "colors", symbols, signs, signals, etc., will receive one of the following:

1st offense -- 3-day suspension



2nd offense -- Any other occurrence will mean expulsion.

5. No baseball caps or hats can be worn in the school building at any time. This includes athletic events.

Trinity Lutheran School reserves the right to search desks, lockers, and other areas, including personal property if reasonable cause has been established that indicates a student may have a dangerous and/or illegal item in their possession.

## DISCIPLINE

Concern, accountability, and forgiveness are at the heart of our discipline philosophy. Our approach is one of fairness, firmness, and consistency grounded in Christian love, with the Law and Gospel aspects of Scripture applied to disciplinary situations. The Law helps students see and admit their sin and repent (commit to change). The Gospel shows our Savior and the forgiveness that we Christians can share with each other.

## PHILOSOPHY

Good discipline creates a climate in which education may take place. Though it is an indefinable quality, and though practices may vary according to the teacher applying them, it involves a caring love that has long-range aims and implications. Good discipline in the school should prepare the pupil for Christian living.

Parents are given the primary responsibility to train their children in the nurture and admonition of the Lord. This means:

1. Teach them right from wrong.
2. Teach them the basic tenets of Christianity.
3. Lovingly discipline a child when he or she is wrong.
4. Take them to church regularly.

A teacher substitutes for a parent at school and has the same responsibilities, and therefore heeds the same authority.

Acts of behavior which tend to conflict with the educational program or which are antagonistic to the welfare of other students cannot be tolerated. Insubordination and misbehavior are incompatible with school discipline and Christian principles.



## PARENT-SCHOOL COOPERATION

A child learns to behave best if similar standards of conduct exist at school and at home. Deut. 6:7 says, "Impress them (God's words) on your children. Talk about them when you sit at home and when you walk along the road, when you lie down and when you get up." Staff and parents partner together to help students succeed; therefore, teachers will promote the involvement of parents in the learning process.

In order to promote the success of all children and the positive learning climate that is desired by all there are expectations placed upon parents. Should a situation arise in which it is determined that a parent or other responsible adult is refusing to follow established rules and procedures, or if the adult is in any way damaging the Christ-centered environment, the School Ministry Team has established the policy outlined below:

"The School Ministry Team reserves the right to disassociate itself from, and force the withdrawal of, any student in that case where the parent/guardian(s) act(s) in a threatening, intimidating, inappropriate, or



disruptive manner or in a manner that seriously violates our operating principles or threatens the functional climate of the school. In other words, the school reserves the right to ask any family to leave who interrupts the education, climate, and operating principles or refuses to cooperate with teachers, administration, and/or SMT at Trinity Lutheran School.”

## **DISCIPLINE POLICY/PROCEDURES**

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

*"So whether you eat or drink or whatever you do, do it all for the glory of God." I Cor. 10:31*

Each teacher at Trinity Lutheran School establishes his/her own procedures, rules, and consequences for the classroom. These standards are clearly communicated to all students and parents. The purpose of disciplinary action is to teach self-discipline and discipleship and to maintain a scholarly, disciplined atmosphere within the classroom and school.

Trinity Lutheran School strives to display faith in Christ by word and example. To accomplish this task at school we use the following discipline guidelines.

### **Goals**

1. To live in a school environment which promotes care, trust, and respect for each person and service to others while witnessing for Christ.
2. To provide every child with an effective learning environment which will enhance academic and spiritual growth.
3. To foster and maintain staff and parental cooperation.

### **Student Expectations and Rights**

Students will be expected to observe the rules of the school and act in a manner that is respectful of the rights of others. We believe that all students have the right to learn and that teachers have the right to teach. Students who willfully interfere with the teaching and learning process must be corrected for the good of all. At Trinity we strive to correct behavior through the use of positive reinforcement and consequences.

## **Discipline Steps**

### **A. Rewards for good behavior.**

Good behavior helps a student build trust and respect. There are many motivational techniques that teachers may use to encourage good behavior. These rewards may include but are not limited to positive notes, verbal compliments, stickers, and extra privileges. These rewards will be communicated to parents by classroom teachers.

### **B. Green Slips**

For discipline concerns other than a major infraction, the following steps will be used:

1. A Green slip will be sent home to communicate to parents about a behavioral problem. The note is to be signed by the parent and returned the next day. The student will serve a behavioral detention the next school day. Detentions will not be rescheduled unless arrangements have been made with the principal. Detention is from 3:00 to 3:45—there are no detentions on Wednesday. An after school detention supersedes all after school activities (sports, drama, music, etc.).
2. A behavioral problem can be identified as either a single instance of poor judgement on the part of the child, or an accumulation of infractions as determined by the teacher’s classroom management plan.

3. A conference will be scheduled with the child, parents, and teacher when behavioral detentions become a recurring problem. These meetings are designed to develop a plan to help the child demonstrate responsible behavior.

4. A student may attain “At-Risk” status if Green Slips have proven ineffective even after a conference between child, parent, and teacher.

### **C. Major Infractions**

Major infractions include but are not limited to:

Fighting	Cheating	Verbal Abuse	Stealing
Skipping Class	Profane Language	Internet Misuse	Insubordination

Consequences for any major infraction committed after school hours, yet during a school sponsored event, will be implemented on the following school day.

\*Instances of bullying behavior will be handled under the Olweus rules and procedures.

#### **1. First Major Infraction of a school year**

The student will automatically be removed from the classroom until the present situation is resolved with the principal. A Green Slip will be given which includes a detention. He/She will not be permitted to participate in any extra-curricular activities on that day.

#### **2. Second Major Infraction of a school year**

The student will automatically be removed from the classroom for the remainder of the day and will serve an additional one-day In-School suspension the day after the Major Infraction occurs. The student will not be permitted to participate in extra-curricular activities for a one-week period. This ineligibility begins the day of the infraction and continues for one consecutive week. The student will be placed on At-Risk status.

#### **3. Third Major Infraction of a school year**

The student will automatically be removed from the classroom and will phone a parent/guardian for immediate pick-up from school. The School Ministry Team will be contacted to arrange a hearing to determine disciplinary action, which can include expulsion. The student will immediately be suspended from school and all extra-curricular activities with possible reinstatement pending the School Ministry Team’s decision.

### **At-Risk Status**

#### **A. Definition of At-Risk**

If it has been determined that normal classroom management techniques and Green Slips are still not effective even after the child, parent, and teacher have held a conference a child will be placed on “At-Risk” status. At-Risk students are disruptive, chronically tardy, chronically absent, often referred for misbehavior, and/or avoid schoolwork. Helping At-Risk students is possible through intervention, parental support, increased teacher contact, and encouragement.

#### **B. Student Movement to “At-Risk” Status**

A student can also be moved to “At Risk” status when one or more of the following occurs:

- a second major infraction occurs,
- it is determined that misbehavior has become chronic,
- the teacher determines that Green Slips are not effective,
- a student chronically does not complete assignments.

### C. Steps To Be Removed From “At-Risk” Status

1. A student will remain on “At Risk” status for a time period deemed necessary by parent, teacher and administration.
2. The student, parent and school staff will develop a written contract that outlines what must be improved and the steps that will accomplish this. Steps may include classroom, home, and professional interventions.
3. At the end of the pre-determined period, school personnel and parent/guardian will review the student’s progress and adherence to the behavioral plan to determine the next step. This may be a recommendation to remove or extend the “at-risk” status based on the progress that has been made.
4. Continued enrollment is dependent upon the completion of steps a through c. Blatant refusal to follow the contract will be grounds for expulsion.

## ACADEMIC

Assignments not turned in at the appointed time will be considered late. When an assignment is late parents will be notified via email. In addition to this, a white slip will be given to communicate about incomplete work. The parent should sign the slip, and the completed work must be attached to the slip and returned to school the next day. Penalties for late work will be determined by the teacher.

For students in Grades 3-8 the student will be assigned an After School Academic Detention if the late work is not returned the next school day. Although this is detention it is not behavioral; both academic and behavioral detentions will be served at the same times. Parents will be notified by phone that an Academic Detention has been assigned.

Students in lower grades will receive consequences determined by their teacher’s classroom management plan.

## DRESS CODE

As a Christian school, Trinity has a unique responsibility in the area of dress. It is our desire to nurture our students so they may be enabled to demonstrate their love for the Lord in all they do, including dress. One of the ways to nurture an understanding of Christian witness through dress is done by setting standards and guidelines.

Faculty and parents realize that the matter of student dress guidelines is a sensitive issue. The faculty appreciates parents' understanding of, and cooperation with, our school dress policy. We trust parents share our desire to foster high standards in every area of our school program, including dress and personal appearance. All of us are encouraged to help our children adhere to these dress guidelines faithfully throughout the school year, rather than placing them in the position of having to make "dress corrections".

It must be remembered that the school is a place of learning. Each school day is an opportunity to "do all to the glory of God". As children of God we are called to care for our bodies as temples of the Holy Spirit. Therefore, it is our goal to assist children in learning modesty. Here is a daily opportunity to reflect the love our Savior had for us by witnessing to others through dress.

Our faculty reserves the right to make judgments concerning what we consider to be proper or improper dress, based upon the standards below. If it becomes necessary to do so, we will inform individual students and their parents of "dress corrections" that must be made.

## DAILY DRESS FOR PRESCHOOL THROUGH 8<sup>TH</sup> GRADE

All clothing will be neat, clean, appropriate, and modest. Interpretations during the year may be necessary because of changing styles. Clothes are to be worn in the manner in which they were intended. If necessary, the child's homeroom teacher will initially inform his/her student of a need to make a "dress correction".

1. Generally, coats may not be worn in the classroom. Exceptions may be made when the building is cool.
2. Head gear (caps, hats, hoods) are not to be worn in the building at any time.

3. Frayed or generally sloppy clothing is not allowed. Clothing with patches is not allowed unless the patches have been neatly applied.
4. PANTS...
  - a. Sweat pants (nylon and/or fleece) are permitted through 4th grade
  - b. Shorts, skirts, and skorts are permitted with the following stipulations.
    - i. Must be fingertip length when arms and hands are fully extended down.
    - ii. Athletic shorts are permitted through 4<sup>th</sup> grade.
  - c. Pants, leggings and the like that are tight require the child's undergarment area to be covered by another garment (longer shirt, skirt, etc).
5. SHIRTS...
  - a. Sweatshirts and T-shirts are not forbidden, however, we insist that they are extremely neat, clean, and fit properly. These items of clothing cannot be worn if they are offensive or demeaning. (Degrading, sarcastic, lack of respect etc.)
  - b. Shirts must cover the top of the shoulders. Spaghetti straps and tank tops, etc. are not permitted regardless of the width of the shoulder strap.
  - c. Undergarments (e.g. sports bras, boxers, camisoles etc.) are not outer garments. They should not be used as such. No portion of undergarments should be visible throughout the school day.
6. Hats/earmuffs, mittens/gloves, a separate pair of boots and snow pants are to be worn outside if the child is going to play in the snow. Students without boots or snow pants must stay on the pavement as long as it has been cleared.
7. Sandals with back straps are permitted. Flip-flops are not permitted..

\*Some school activities may require a special dress code. In these cases, please check with the teacher in charge of the function. Please remember you are representing Trinity Lutheran School at these functions.

\*The school dress code applies for all school activities.

## **DRESS FOR CHAPEL DAYS**

Chapel days are dress-up days. We believe it is important for our students to have an understanding of what it means to have a proper respect for the Lord when worshipping in His house. In an effort to nurture this , the following standards apply:

1. Students are required to wear dress clothes all day Wednesday (or alternately designated chapel day).
2. "Boys' shirts should be button down and/or have a collar. T-shirts, athletic jerseys, sweatshirts, and denim pants/jeans of any color are not permitted." Sweaters are permitted.

ITEMS CONSIDERED EXCESSIVE AND/OR NOT PERMITTED MAY INCLUDE, BUT NOT LIMITED TO:

1. Excessive makeup.
2. Clothing that is too revealing.
3. Frayed, torn, excessively tight or baggy clothing.
4. Extremes in hairstyles (mohawks etc.), hair color (unnatural color), and jewelry.

## **ENFORCEMENT**

Parents are asked to aid in supporting this code by closely supervising the appearance of their own children before sending them to school. If clothing is questionable, check with principal or teacher before wearing. When a violation occurs, the student will be told not to wear the inappropriate item again. The student will call home to inform parents and to request a

change of clothes. If a change is unavailable, the school may provide appropriate attire. Enforcement will follow the progression listed in the discipline policy guidelines in the Family Handbook.

## **FIELD TRIPS**

Permission slips signed by parents or guardians for all field trips are required. Please make sure slips are returned to school on time. If we do not have the permission slip we cannot allow your child to leave campus.

Verbal permission to attend a field trip is not acceptable. Arrangements will be made for your child to remain in another supervised location, or you may need to keep your child home on that day, depending on the length of the field trip.

If you are driving for one of the field trips, please submit a copy of your driver's license and current car insurance information including company and insurance account number. As a driver, you are responsible for restraining each child you transport in a functioning safety belt at all times. By state law, a child under 6 years old must be secured in a child restraint system (a safety seat or booster seat--NOT a seat belt).

Remember to leave your car seat/booster seat if your child still is required to use it when you are NOT driving for the field trip.

If you choose not to allow your child to attend a field trip that lasts more than one day (example: outdoor education for 6<sup>th</sup>, 7<sup>th</sup>, and 8<sup>th</sup> grades) your child is required to attend school while the class is gone. They will be assigned a project to complete.

## **TREATMENT OF SCHOOL PROPERTY**

We expect that textbooks, desks, and other school equipment used by the students will receive normal wear. However, the repair or replacement cost of willfully or carelessly damaged/destroyed items will be charged to the student's account.

## **TELEPHONE**



We discourage the use of the telephone except in emergency situations (setting up a play date with a friend is not an emergency, for example). Your help in making arrangements prior to coming to school is appreciated. Students must always have staff permission to make phone calls, which will typically only be allowed to family members.

## **CELLULAR PHONES/WIRELESS DEVICES**

If parents permit their children to bring cell phones or other wireless devices to school, they are to be kept turned off and in their lockers between 7: 20 AM and 3: 30 PM. Students may have their phones turned on before or after these hours, but may only accept calls or text messages from family members, and must remain in the presence of a staff member while on the phone. If a student is found using their cell phone during the above hours, their cell phone will be taken from them. The device will need to be picked up by the parent, and a detention will be given.

# **STUDENT HEALTH SERVICES**

## **Student Injury**

When a student becomes ill or injured at school, the teacher or another school employee will notify the student's parent as soon as possible after these individuals are aware of the incident. The school, while not responsible for medical treatment of an ill or injured student, will have authorized school personnel present to administer emergency and/or minor first aid if possible. An ill or injured student will be turned over to the care of the parent, the parent's designee, or qualified medical personnel as quickly as possible.

Parents are required to complete a medical emergency authorization card indicating the procedures to be followed, if possible, in an emergency involving their child. It shall be the responsibility of the parent to provide the school with updated information on the medical authorization card.

## **Health Education**

Health services shall be coordinated with the health education and physical education curriculum. The goal of the health services provided by the school is to help each student protect, improve, and maintain physical, emotional, and social well-being.

Parents who object to health education instruction in human growth and development and sexuality may file a written request that the pupil be excused from the instruction.

## **COUNSELING SERVICES**

Needed services are available throughout the community. We will gladly provide referrals to qualified counselors.

## **MISSISSIPPI BEND AREA EDUCATION AGENCY**

The MBAEA provides speech therapy, hearing testing, and a school psychologist to students as determined necessary.

## **SCOTT COUNTY HEALTH DEPARTMENT**

Students are required to be in good health, as certified by their physician prior to their admission into school. The School Ministry Team retains the authority to deny enrollment if the student has not complied with the minimum immunization requirements as stated by the State Department of Health and to require at any time a certification of good health for any student.

A Scott County Health Department nurse serves Trinity's health program. In addition to the health services provided in the curriculum, the school will participate in the following Health Department services:

1. Weight and height screening
2. Vision and hearing screening
3. Lice screening-when needed

Further health services provided by the school are as follows:

1. Reporting communicable diseases
2. Reporting and maintaining student immunization records
3. Reporting child abuse observed by certified personnel
4. Providing hazardous chemical disclosure.

Parents are expected to cooperate with the school to carry out this program.

## MEDICATION POLICY

It is the policy of Trinity Lutheran School that no employees administer any medicine without written parental consent. Any prescriptive medication that is to be given to your child by a teacher must have a medication administration form and be sent to school with the original prescription label on the container. Children who use inhalers for asthma must also have an inhaler form on file in order for them to self-administer this medication. These inhalers may be kept in the child's locker, and the child may self-administer. All other prescription medications are secured in the school office.

Over the counter medication (e.g. eye drops, Tylenol, Advil, cough drops, ointments) will also require a medication administration form and parental instructions attached to the package. These instructions should include:

1. Time the medication is to be given.
2. How much medication is to be given (dosage).
3. How the medication is to be delivered (e.g. by mouth, by eye, etc.)

## COMMUNICABLE DISEASE

The term "communicable disease" is defined by the State Department of Health as an infectious or contagious disease spread from person to person or animal to person.

Children with infectious diseases must remain at home and their illness reported to the school office.

If a child has a temperature, he/she must remain at home until **fever free for 24 hours**. Do not send children to school with a fever. If a child has been vomiting or has had diarrhea, they must be kept home until they are symptom free and fever free for 24 hours.

## AIDS POLICY

Children - A student diagnosed as having AIDS or the AIDS virus (HIV) who is receiving medical attention is able to attend classes in an unrestricted setting. Siblings of an infected student are able to attend school with no restrictions.

An alternate, more restrictive, educational plan will be established if the infected student becomes too ill to attend school, or if there is an increase in the likelihood of viral transmission. This plan will be devised by the student's physician, parent or guardian, public health personnel, and those associated with the educational setting on a case-by-case basis.

School Employees - Each employee must be physically and mentally able to perform his or her duties and responsibilities, and must be free of any condition or disease which may be detrimental to the health and safety of students or fellow employees as determined by a licensed physician. Each instance will be handled on a case-by-case basis. The school physician/consultant along with the employee's physician shall determine if the employee is fit for service without risk of transmission. The administration will act on the advice of the health professional and make the final decision on continued employment.

## IMMUNIZATIONS

Iowa law requires certain immunizations before a child can attend school. Required immunizations are: DPT (diphtheria, pertussis, and tetanus), measles and rubella. Provisional enrollment can be obtained if the child has begun immunizations and has received one dose of each of the required immunizations. All preschoolers are required by the State of Iowa Health Department to have had three DPT immunizations, three Polio vaccines, and the measles, mumps, rubella immunizations before entering preschool. Boosters for polio and DPT are not required until a child begins Kindergarten, but may be given any time after the age of four.

## **LEAD TESTING LAW**

In Iowa there is a law which requires evidence of a blood lead test when children that enter school. (i.e., before the age of 6 and provided to the elementary school in which the child is enrolling).

## **DENTAL SCREENING LAW**

Parents or guardians of elementary school children will be required to provide evidence of a dental screening (done no earlier than age three).

## **MISCELLANEOUS PROCEDURES AND EXPECTATIONS**

1. Please send party invitations through the mail or via phone calls unless the entire class is to be invited. Please be considerate of the impact you will have on class dynamics if you invite most of the class, but exclude just a few.
2. If you arrive to pick up your child **later** than 3:10, look for him/her in Shining Stars. If you arrive **earlier** than 3:10, please wait in the parking lot until your child is dismissed.
3. Unless a teacher is specifically collecting it (such as for a book order or field trip), money is to be dropped off at the school office.
4. **The soda machine on campus is available to students after 3:30. It is not available before and during the school day.**

## **NONDISCRIMINATION POLICY**

It is the policy of Trinity Lutheran School to provide equal educational and employment opportunities and not to illegally discriminate in its admission policy on the basis of race, color, or national and ethnic origin. As a Christian school, Trinity Lutheran School reserves the right to discriminate or impose qualifications based on religion, gender identity, or sexual orientation as allowed by the Iowa Civil Rights Act (Iowa Code, chapter 216, section 216.9). Nothing in this policy, or any other policies of the school, shall be construed to limit, inhibit, or otherwise restrict the genuine expression of religious belief or conviction, or the free exercise thereof, as expressed in the First Amendment to the Constitution of the United States of America.

Concerns about the non-discrimination policy should be directed to the principal and/or the School Ministry Team.



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# **Appendix**

## PARENT/STUDENT CONTRACT

I have received a copy of the Family Handbook. I understand and accept the policies, procedures and rules in this Family Handbook.

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Student name \_\_\_\_\_  
Grade \_\_\_\_\_ Date \_\_\_\_\_

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Student name \_\_\_\_\_  
Grade \_\_\_\_\_ Date \_\_\_\_\_

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Student name \_\_\_\_\_  
Grade \_\_\_\_\_ Date \_\_\_\_\_

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Student name \_\_\_\_\_  
Grade \_\_\_\_\_ Date \_\_\_\_\_

---

Parent/Guardian signature \_\_\_\_\_  
Date \_\_\_\_\_

---

Parent/Guardian signature \_\_\_\_\_  
Date \_\_\_\_\_

**Please return this page to the school office by no later than September 9. We prefer that you bring this to Fees and Records Day or to the Classroom Open House.**

## **Trinity Lutheran School**

### **Technology Acceptable Use Policy, Students**

Computer resources are provided to help you learn. You can keep this privilege of using them by following the guidelines and rules below:

#### **Respect and protect the privacy of others**

Students must:

- use only assigned accounts (3-8 grade).
- not view, use or copy passwords that are not yours.
- not distribute private information about others or themselves. This includes private information posted online (social media) from school or from home or other location.

#### **Respect and protect the integrity, availability, and security of all electronic resources.**

Students must:

- report any issues or violations to a teacher or administrator.
- not destroy or damage network, data, equipment, or other resources that do not belong to them. This includes all laptops, computers, Chromebooks, iPads, and technology related hardware.
- conserve, protect, and share resources with other students and Internet users.

#### **Respect and protect the intellectual property of others.**

Students must:

- not infringe copyrights (do not make illegal copies of music, images, games, or movies).
- not plagiarize.

#### **Respect and practice the principles of community.**

Students must:

- communicate only in God-pleasing ways that are kind and respectful.
- report discomforting information to a teacher.
- not intentionally access, transmit, copy, or create material that violates the school's code of conduct (such as messages that are inappropriate, rude, discriminatory, or meant to harass).
- not send spam, chain letters, or other mass unsolicited mailings.
- not buy, sell, advertise, or otherwise conduct business, unless approved as a school project.
- not attempt to harm, alter, disable, or destroy, and files, systems, or data that belongs to any other user. This includes changing information in group projects.
- learn how to respect technology in a disciplined manner so that technology does not become a constant distraction that takes away from relationships and productivity.

#### **Supervision and Monitoring:**

School and network administrators and their authorized employees monitor all use of information technology resources to help ensure that uses are secure and in conformity with this policy. Administrators reserve the right to examine, use, and disclose any data found on the school's information networks in order to further the health, safety, discipline or security of any student or other person' or to protect property. They may also use this information in disciplinary actions and will furnish evidence of crime to law enforcement. Trinity Lutheran School will cooperate fully with local, state, and/or federal officials in any investigation to any illegal activities conducted through the service.

#### **Summary of rules for students when using computers and other technology:**

1. Use computers and other technology in a God-pleasing way.
2. Use computers and other technology when supervised by a teacher.

3. Do not disrupt or change other people's work on the computer.
4. Respect others' privacy and protect your privacy.
5. Do not change the computer settings.
6. Do not use the computer or other technology to share personal information with anyone else.
7. Share with your teacher anything that makes you uncomfortable or you think is not God-pleasing.
8. Do not eat or drink around any computers.
9. Give credit to someone when you use their words or ideas.
10. Have fun and use the computer to learn and grow!

**Consequences:**

Violation of these policies will be reviewed on a case-by-case basis under the direction of the Trinity Lutheran School staff and administration and appropriate action taken if necessary.

Depending on how serious the incident and the judgment of the staff and administration, any of the following consequences may occur:

1. Disciplinary action as described in the Family Handbook.
2. Individual access privileges may be suspended.
3. Individual access privileges may be revoked.

**Student Name** \_\_\_\_\_

**Student Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

As the parent or legal guardian of the listed student, I understand that access is being provided to the student for education purposes only. I understand that it is impossible for Trinity Lutheran School to restrict access to all offensive and controversial materials and understand my child's or ward's responsibility for abiding by the regulation.

By signing this Policy, I agree to indemnify and hold harmless the School, Staff, and the Internet Provider against all claims, damages, losses, and costs, or whatever kind, that may result from my child's or ward's use of his or her access to such networks and his or her violation of the foregoing Policy.

Parent/guardians may be held accountable for damages and costs incurred by deliberate misuse and damage of the Technology Resources available to students.

I hereby give permission for my child/ward to use the TLS computers and grant the School use of my child's/ward's photographs, video, and/or student work on the School website, and in School publications.

\_\_\_\_\_ Yes, I give my child/ward permission to access the internet for educational purposes.

**Parent/ Guardian Name** \_\_\_\_\_

**Parent/Guardian Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

This signed policy is good for one school year and will be kept on file.

**\*\*Return this signed form to school on Records and Fees Day!**(This document is also in the appendix of the Parent Handbook.)

