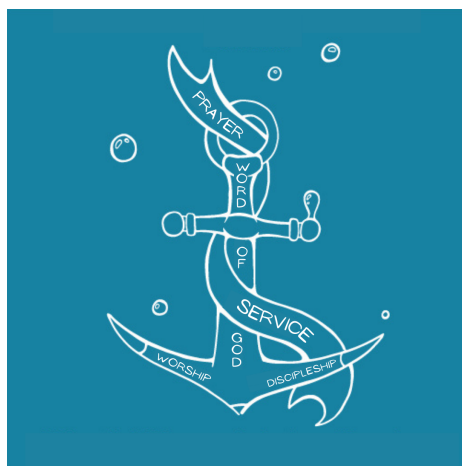


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Parent-Student Handbook 2022-2023

1100 Philadelphia Road • Joppa, MD 21085
410-679-4000 • Fax: 410-679-3472

School Website: www.tlsonline.org

Email: contacttrinity@tlsonline.org

Facebook: @TLC SJoppa

Consultants
Evangelical Lutheran Education Association,
and Independent School Management

2022/2023

Trinity Lutheran Christian School System Important Contact Information

School & Early Learning Center:	410-679-4000
Fax:	410-679-3472
Email:	contacttrinity@tlsonline.org
Website:	www.tlsonline.org (The handbook is also online.)
Facebook	Trinity Lutheran Christian School

Randy Gast, Head of School • Extension 114

Richard Jester, Principal • Extension 109

Bonnie Schnell, Middle School Educational Director • Extension 178

Patricia Ree, Lower School Educational Director • Extension 119

Kim Newell, Early Learning Center Educational Director • Extension 165

Laura Smith, Director of Online Learning • Extension 169

**Ken Coughlan, Director of International Programs / Staff Counsel •
Extension 121**

Pam Wiechec, Office Manager • Extension 100

Lisa Moeller, Office Assistant • Extension 111

Cathy Pilachowski, School Nurse • Extension 137

Valarie Hunter, School Counselor • Extension 116

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Store: 410-828-4709



Since 1960
Solid Rock Christian Education

Grace to you in the name of our Lord and Savior, Jesus Christ!

A warm welcome to the Trinity Lutheran Christian family. We are pleased to have you join us as we celebrate the goodness and graciousness of our Lord and Savior daily through the blessing of a Christian education. We join with families to bring children up in the Strength and Admonition of Jesus. “Train a child up in the way they should go, and they will never stray far from it,” serves as an educational guide for us at Trinity Lutheran Christian School.

Everything we do at Trinity is based on Scripture and serving others in His Kingdom. Our educational practices develop and nurture a firm foundation of growth academically and spiritually for the students and the families that we serve.

This handbook is a basic guide in these precepts, but also a guide to a successful educational journey here at Trinity. Every day we ask for your prayers and support for this educational Ministry, and we commit ourselves to raise each one of you and your children up in our prayers!

Serving the Master Teacher,

Randal C. Gast
Head of School

Richard P. Jester
Principal

Trinity Statement of Faith

The foundation of the Trinity Lutheran Christian School System is based upon God's revelation of Himself through His Son, Jesus the Christ, as recorded in the Holy Bible by the power of the Holy Spirit. Therefore, we believe and teach:

1. We believe the Bible to be the inspired and only infallible and authoritative Word of God (*II Timothy 3:16; II Peter 1:21*).
2. We believe there is one God, eternally existent in three persons: Father, Son and Holy Spirit (*Genesis 1:1; Matthew 28:19-20; John 10:30, 37, 38*).
3. We believe in the deity of our Lord Jesus Christ, in His virgin birth, in His sinless life, in His miracles, in His vicarious and atoning death through His shed blood, in His bodily resurrection, in His ascension to the right hand of the father, and in His personal return in power and glory (*Isaiah 7:14; Matthew 1:23; Luke 1:35; Hebrews 4:15; 7:25; 9:12; John 2:11; 11:25; Ephesians 1:7; Colossians 1:14; Acts 1:11; Revelation 19:11-16*).
4. We believe that man is sinful by nature and that regeneration by the Holy Spirit is essential and an absolute necessity for his salvation (*Romans 3:19-23; John 3:16-19; John 5:24; Ephesians 2:8-10; Titus 3:5-6*).
5. We believe in the continuing ministry of the Holy Spirit that enables Christians to live a Godly life (*Ephesians 4:30; 5:18; I Corinthians 3:16; 6:19-20*).
6. We believe in the resurrection of both the saved and the lost. They who are saved to eternal life and they who are lost to eternal condemnation (*John 5:28-29*).
7. We believe in the spiritual unity of believers in our Lord Jesus Christ (*Romans 8:9; I Corinthians 12:12-13; Galatians 3:26-28*).
8. We believe all of creation is the direct act of God (*Genesis 1:26-28; 5:1-2*).

Philosophy of Trinity Lutheran Christian School System

The philosophy of Christian Education in TLCS is to nurture individuals in Christian growth and to guide them in their personal response to Jesus Christ in every area of life.

We believe that the Christian school program offers one of the opportunities for achieving the goal of Christian Education. The experiences of each child's school day are under the guidance of dedicated and committed Christian teachers, who begin each day with the Lord's Prayer, the Pledge of Allegiance, and the Pledge to the Christian Flag.

The specific purpose of the religious aspect of our school program at Trinity is to show that religion is not only identified with all life, but that religion is, in fact, the underlying factor of all life.

We believe each teacher should make every effort, at all times, to treat each student as a person, to be impeccably fair in all dealings, and to maintain a high degree of consistency. All our teachers are qualified to serve children at the Nursery, Pre-Kindergarten, Kindergarten, Lower School and Middle School levels.

Mission Statement:

Trinity Lutheran Christian School and Early Learning Center
Seek to Glorify God by:

- Providing the Best Academic Education
- Presenting Lessons in the Framework of Biblical Truth
- Preparing Students to Fulfill God's Purpose for Their Lives With Christian Character

The Lord's Prayer

Our Father in heaven,
hallowed be your name
your kingdom come,
your will be done,
on earth as in heaven.

Give us today our daily bread.

Forgive us our sins
as we forgive those who sin against us.

Save us from the time of trial
and deliver us from evil.

For the kingdom, the power,
and the glory are yours now and forever. Amen.

Chapel and Religion

Chapel Services are conducted each Wednesday for students in ELC through 8th grade. Their services are conducted by Administrators, Pastors of the Church, and Instructional Staff and feature a great deal of involvement from staff members and students alike, along with occasional guest participants. A song leader and musical accompaniment assist in leadership. The message or theme of the day is frequently presented through multi-media resources. There is a strong emphasis on student involvement in a celebration atmosphere of joy. At all times, a proper worship spirit and reverent attitude toward God are maintained.

Worship services of praise are observed for Thanksgiving, Christmas, Lent, Easter and other festivals. A major component of all chapels is to lead a student to faith in Jesus, God's Son, and to provide opportunities for the students to experience their love of God by a loving involvement with their fellowman. Special projects and monthly offerings are prepared by our students to experience their love for humankind. Grades 6-8 celebrate Holy Communion each month and Baptism when requested. Instrumentalists accompany services whenever they are available.

Every class opens and closes each day with a prayer in the classroom. Daily devotions and Pledge to the Christian and American Flags are also part of the morning routine. There is a daily emphasis on Bible stories, Bible verses, Christian living with our neighbors and application to daily life.

The families of our school system are always invited and welcome to all the weekly chapel and worship celebrations of Trinity Lutheran congregation.

Biblical Lifestyle Standards

Martin Luther was in favor of education. He states: "When schools flourish, things go well and the church is secure. Let us make more doctors and masters...When we are dead, where are others [to take our place] if there are no schools? God has preserved the church through schools." -- Martin Luther, LW 54, p. 452.

Yes, he deeply influenced the way schools developed in Germany. Because of Luther's concern for education, he and his fellow reformers...

- ...began reform of education before reform of the church
- ...developed new curricula and pedagogies that shaped both schools and universities
- ...favored adult education as well as the education of the "traditional student
- ...facilitated the education of international students
- ...advocated schools for both boys and girls

What his methods show us is that he put most of his effort into education. Trinity Lutheran follows in this Biblical heritage with their church and school.

Trinity Lutheran Christian School & Early Learning Center is a religious institution providing an education in a Christian environment. We hold to the Biblical Standard, believing the Biblical role is to work in conjunction with students and their families to be Christ-like.

Diversity Statement

Trinity Lutheran Christian School's highest purpose is to prepare young people for participation in and contribution to a Christian community, to provide quality Christian education in a loving, Christ-centered environment, which equips children and families as lifetime witnesses of Christ in a diverse society. In fostering this kind of community, we welcome qualified students whose differences may be based on race, color, creed, ethnicity, gender, age, socioeconomic status, or religion to all the rights, privileges, programs and activities made available to students at the school. We do not discriminate in student admission on the basis of race, color, national origin, or sexual orientation.

The heart of the mission of Trinity Lutheran Christian School is to educate the whole child from a curriculum rooted in a God-centered view of life, always recognizing that each possesses a unique intelligence, talents and affinities. Our students thrive in a setting that fosters a strong sense of themselves as learners along with a deep respect for others and their differences. We are dependent upon the Bible for providing the viewpoint for interpreting any subject or school activity.

We welcome students from all socioeconomic, religious, ethnic and educational backgrounds.

The School Team of Trinity Lutheran Christian School is committed to ensuring the fulfillment of our School Mission by sustaining a community in which our students are prepared for the diverse world in which they live. The diversity of our school environment supports the academic, emotional, spiritual, and physical development of all students as they learn from the experiences, abilities, and the points of view of others. Realizing that our students are of many different faiths, our religious program seeks to develop in students an understanding and faith in our Judeo-Christian heritage and the Gospel message of Jesus Christ.

We welcome students with differences based on, but not limited to, gender, economic background, race, ethnicity, culture, religion, and disability (when reasonable accommodations for the disability can be made).

It is the policy of the State of Maryland that all public and publicly funded schools and school programs operate in compliance with:

- (1) Title VI of the federal Civil Rights Act of 1964; and
- (2) Title 26, Subtitle 7 of the Education Article of the Maryland Code, which states that public and publicly funded schools and programs may not:
 - (i) Discriminate against a current student, a prospective student, or the

parent or guardian of a current or prospective student on the basis of race, ethnicity, color, religion, sex, age, national origin, marital status, sexual orientation, gender identity, or disability;

(ii) Refuse enrollment of a prospective student, expel a current student, or withhold privileges from a current student, a prospective student, or the parent or guardian of a current or prospective student because of an individual's race, ethnicity, color, religion, sex, age, national origin, marital status, sexual orientation, gender identity, or disability; or

(iii) Discipline, invoke a penalty against, or take any other retaliatory action against a student or parent or guardian of a student who files a complaint alleging that the program or school discriminated against the student, regardless of the outcome of the complaint.

Honor Code Rationale

The Trinity Lutheran Christian School Student and Parent Honor Codes were developed to promote a Christian learning environment based on respect for the rights of students, teachers and parents. Students learn best when they are free of interference by others and know what is expected of them. Teachers are most effective when they use a consistent approach to student behavior and know that the administration and parents support their handling of students. Therefore, parents and students both need to be aware of these rules and their relationship to the rights of other persons in the school.

Student Honor Code

Trinity Lutheran Christian School recognizes that young people are a “work in progress” as they develop into mature Christians; therefore, their purpose is to provide an environment which fosters Christian maturity. We believe our Student Honor Code supports the development of Christian Character in every area of the student’s life.

- I will abide by the rules and policies of Trinity Lutheran Christian School as presented in the Parent/Student Handbook.
- I will support the Christian and educational values established by Trinity Lutheran Christian School.
- I will respect authority
- I will treat everyone equally and with respect.
- I will respect myself, students, staff, and the TLCS property.
- I will be honest and speak the truth.
- I will display good citizenship at all times at school and life.
- I will display academic integrity.

- I will be mindful of how I speak and what I say to others.
- I will assume responsibility for my attitude and actions.

Parent Honor Code

As my child's most important educator, I understand that as a parent I teach my child best by my own example of reverence, responsibility, and respect. I ask Trinity Lutheran Christian School to assist me in forming my child as a disciple of Jesus Christ. I understand that my child's teacher is a dedicated professional who makes many sacrifices to teach in a Christian school. In order to show my cooperation, support, and thankfulness to Trinity Lutheran Christian School and Early Learning Center and to my student...

- I will provide positive reinforcement for Trinity's philosophy and mission goals of the school in promoting Christian Education.
- I will follow the school's rules, calendars, deadlines, policies, codes, and guidelines in the school handbook, and direct my child to do the same even when I may disagree.
- I will communicate problems, concerns, or inquiries respectfully and courteously in verbal or written communications to the appropriate person (teacher and/or administrators) within 24 hours of each incident.
- I will schedule appointments to meet privately to discuss personal concerns. I will not use email or other public communication avenues to publicize concerns.
- I will be a good example in actions, words, and physical appearance in front of my child(ren) and other children. I will use appropriate and non-vulgar language and actions. Respect for staff will be shown on the part of a parent, guardian, or designate parent stand-in.
- I will show support and volunteer for school functions, fundraisers, and other projects.
- I will set realistic goals for my child(ren) and take an active role in his/her daily learning.
- I will speak about the school and staff in a positive way on school grounds, in the hallway, and away from school.
- I will monitor my child's phone, computer, social networking (i.e. Facebook, Twitter, Instagram, Snapchat etc.) and television use, as well as movies and magazines my child views or sees.
- I will build a bridge of acceptance and understanding, and expect my child to do the same, among cultures represented at Trinity Lutheran Christian School.

OPERATIONAL PRINCIPLES

Trinity Lutheran Christian School was established with the purpose of evangelizing the youth of the church and the community and to provide the best in academic and religious education. It is operated as a ministry of Trinity Evangelical Lutheran Church. The main function of the school is to carry out the evangelism and educational goals of the congregation. All lessons (in any subject) are taught from the perspective of God as the creator of all things and the Bible as the inspired Word of God and the authoritative source and norm for faith and life. Further, while at school all students are expected to conduct themselves in a manner consistent with biblical principles, including those outlined in this Handbook and any other organizational or governing documents of the school.

Trinity Lutheran Christian School and Early Learning Center is approved by the Maryland State Department of Education and the Early Learning Center is licensed by the Department of Education, Office of Child Care and by the National Early Childhood Program Accreditation (NECPA).

POLICIES & PROCEDURES

Trinity Lutheran Christian School and Early Learning Center is an equal opportunity provider. Any changes in the policies covered in this handbook will be issued in writing by the respective Educational Director, Principal, and/or Head of School.

Admission Policy

Selecting the school or center most suitable for your child takes much thought and time. A good “match” between family and school lays a strong foundation in making learning fun at Trinity.

School classroom sizes are determined according to annual enrollment and in keeping with the philosophy of the school. **We will not over enroll.** The School Board annually reviews and determines individual class size.

Admission Requirements

✿ **During times of high COVID transmission, we will not schedule in person shadow days.**

1. Schedule a Tour with us! We are dedicated to assist you in making one of the most important decisions you will make for your child. During the tour, you have the opportunity to see all that TLCS has to offer. You will

also have the opportunity to meet with the appropriate administrator and ask as many questions as needed to feel confident that Trinity Lutheran Christian School has what your family is seeking.

2. Complete the Online Application at www.tlsonline.org and pay the \$500 deposit. (Apply for Financial Aid, if applicable.)
3. Schedule a screening and complete necessary assessments.
4. Submit a transcript release to your former school permitting records to be received by TLCS.
5. Once all steps have been completed, you will receive notification of an admissions decision.

Applications may not be accepted due to the school's inability to meet the needs of a particular child. Applications may not be accepted due to lack of available space. Parents/Guardians will be notified by letter of the child's application status.

In addition to the completed application and required forms and deposits, TLCS will also need a copy of the child's birth certificate and court custody papers when applicable by the date noted in the Letter of Acceptance. Early Learning Center children are **not** allowed to start in the program without proper immunization and health inventory.

Final Acceptance:

Whether a student goes into the next grade level is contingent upon the student's developmental readiness that will be determined by the school and center.

All new students are under a **30-calendar day probationary period** beginning with their first day. If there are any concerns, the parents will be notified by the administration within the 30-day period.

Trinity Lutheran Christian School and Early Learning Center expects all students to conduct themselves in a manner that will bring credit to themselves, their families, their school, and their God—both in and out of school. The school reserves the right to require a student to withdraw at any time when, in the judgment of administration, it appears a wise course of action either in accordance with the discipline policy of this Handbook or because, in the administration's judgment, the student is not a good fit academically for Trinity's educational program. Professional testing and/or full evaluation of student may be required for the student to remain in the school system. Parents remain responsible for payment of the full year's tuition upon withdrawal.

Tuition Information

Parents/Guardians are responsible for the entire year's tuition. All Tuition Fees will be paid online via the Praxi Parent Portal. There is a

link to Praxi on the school website located at www.tlsonline.org. If tuition is NOT paid in full prior to the start of the school year, then a payment plan is ***required*** to be setup. All payments are processed through Praxi. You may obtain your balance at any time by logging into your Praxi Parent Portal.

Payments are to be made by automatic debit from a bank account or a credit card (Visa, Discover, and MasterCard) utilizing programs listed above. If a payment is returned unpaid, a service charge of \$30.00 will be added to your balance. In addition, there will be additional fees charged by Praxi for the usage of a credit card for your monthly/bi-monthly payments. Automatic ACH debit is free of charge.

Teachers are not authorized to accept payment. If there is any problem with your payments, please contact the Finance Office at 410-679-4000, extension 111, between 8:00 a.m. and 4:00 pm.

Any delinquent accounts may result in the removal of the child from our school enrollment until account is brought current. No deductions are allowed for absences, suspensions, and/or vacations, as expenses are incurred whether your child is present or not.

Trinity Lutheran Christian School reserves the right to refuse to provide any official school record, including report cards and diplomas, to parents/guardians until all financial obligations to the school have been satisfied in full.

The Trinity Program

Anti-Bullying, Harassment, and Intimidation Policy

Trinity Lutheran Christian School is committed to providing a caring, friendly and safe environment for all of our students so they can learn in a comfortable and secure atmosphere. Students are prohibited from engaging in intentional conduct involving bullying, harassment, or intimidation.

If these occur, students should be able to tell the appropriate administrator (as outlined below) and know that the incidents will be dealt with promptly and effectively. A bullying harassment form should be completed and turned in to the Principal, or in the Principal's absence, to the Director of the school (ELC, Lower or Middle) at which the student is enrolled. Trinity prohibits reprisal or retaliation against individuals who report acts of bullying, harassment, or intimidation.

1. "Bullying, harassment, or intimidation" means intentional conduct, including verbal, physical, or written conduct, or an intentional electronic communication, that:
 - (i) Creates a hostile educational environment by substantially interfering with a student's educational benefits, opportunities, or performance, or with a student's physical or psychological well-being and is:
 - a. Motivated by an actual or a perceived personal characteristic including race, national origin, marital status, sex, sexual orientation, gender identity, religion, ancestry, physical attributes, socioeconomic status, familial status, or physical or mental ability or disability;
 - b. Sexual in nature, including descriptions or depictions of a student with the student's intimate parts exposed or while engaged in an act of sexual contact; or
 - c. Threatening or seriously intimidating (regardless of whether it meets the requirements of 1 or 2 above); and
 - (ii)
 - a. Occurs on school property, at a school activity or event, or on school related transportation; or
 - b. Substantially disrupts the orderly operation of the school.
2. Instruction in the Christian faith according to Trinity's biblical values, including but not limited to instruction on biblical standards for lifestyle and behavior, shall not be considered bullying, harassment, or intimidation as defined in 1(i)a above.

Objectives of the Anti-Bullying Curriculum

- All teachers, staff, students and parents should have an understanding of what bullying is and learn techniques on how to handle bullying.
- Trinity Lutheran Christian School has a zero tolerance policy on bullying.
- All students and parents should know what to do if they or their child is a victim of reported and documented bullying.
- As a school we take bullying seriously. Students and parents should be assured that they will be supported when bullying is reported.
- Children are often afraid or embarrassed to tell an adult or friends that they are being bullied. As adults, it is important for us to see the warning signs of children who are being bullied and those who are acting as bullies.

Procedures:

1. **Parents, teachers, staff and students need to report bullying, harassment or intimidation to the Principal, or in the Principal's**

absence, to the Director of the school (ELC, Lower or Middle) at which the student is enrolled as soon as the issue occurs. All allegations made under these procedures shall be promptly investigated. An employee of Trinity Lutheran Christian School who reports an act of bullying, harassment, or intimidation in accordance with the policy is not civilly liable for any act or omission in reporting or failing to report an act of bullying, harassment, or intimidation.

2. The parent or guardian of the victim of an act of bullying, harassment, or intimidation will be notified within 3 business days after the act is reported and the parent or guardian of the alleged perpetrator within 5 business days. In serious cases, parents will be asked to come to a meeting to discuss the problem.
3. The program will allow for bullying offenders to learn pro-social behaviors. Persons who commit acts of bullying, harassment, or intimidation shall receive educational and therapeutic services concerning bullying prevention.
4. The students involved will be talked to individually and if appropriate, participate in a mediation led by the counselor or director.
5. Students who are found to have engaged in bullying, harassment or intimidation shall be subject to the discipline policy outlined in this Handbook (including the possibility of suspension or expulsion) if, in the sole discretion of the school administration, the circumstances warrant such a penalty.
6. Students involved in reprisal or retaliation against a student for reporting bullying will receive disciplinary action against them.
7. Students found to have made false accusations will receive disciplinary action against them.
8. Victims, offenders and bystanders (as needed) will receive follow-up by the counselor, director and/or teacher.
9. Signing of a behavioral contract may occur.
10. Any student found to have committed multiple acts of bullying, harassment and/or intimidation shall be subject to immediate expulsion in the sole discretion of the school administration.

Reference: *Annotated Code of Maryland*, Education Article 7-424.3, House Bill 38

Who to Contact: 410-679-4000

- Principal, ext. 109
- Early Learning Center Educational Director, ext. 165
- Lower School Director, ext. 119
- Middle School Director, ext. 178

Arrival and Dismissal Procedure

Grades 2-5 will enter at the green canopy that reads “Main Entrance.” Kindergarten, 1st Grade, and Middle School (Grades 6-8) will enter at the green canopy that reads “ELC and School Entrance.” During times of high community transmission, temperatures may be taken upon arrival and students will be asked to use hand sanitizer. Should your child need to leave school early for an appointment, please email the homeroom teacher and the appropriate Director to let them know the time of early dismissal. When you arrive to pick-up your student early, call the school office and go to the respective entrance to pick-up your student. At this time, students will be allowed to enter or re-enter the building after a doctor/dentist appointment.

Trinity Lutheran Christian School is charged with the responsibility of providing security for its staff, students and families. The more persons who occupy the school grounds, the more difficult it is to provide a safe and secure place for those using the facility. It is the rule of the school that all parents, and those designated by parents as persons authorized to transport students to and from the school, should depart the school grounds and parking areas within 5-10 minutes of arrival and dismissal times. **No child should be left unattended in a vehicle. Pets are not permitted on school grounds.**

Child Abuse (Harassment) Policy

Trinity Lutheran complies with Maryland laws regarding reporting suspected child abuse to civil authorities. TLCS is also implementing the Child Abuse Education Program under “Erin’s Law.” The following is a partial list of behaviors that may constitute abuse. The list is not meant to be all-inclusive, but rather illustrative and to provide guidance.

Child Abuse means the physical injury or mental injury of a child by a parent, or other person who has permanent or temporary care or custody or responsibility for supervision of a child, or by any household or family member, under circumstances that indicate that the child’s health or welfare is harmed or is at substantial risk of being harmed, whether or not physical injuries are involved. Any Employee who suspects that a child is a victim of Child Abuse is to immediately notify Child Protective Services and make a verbal report. Additionally a form DHR/SSA 180 must be completed and filed by the person reporting within 48 hours. When appropriate, employees may notify his/her supervisor. No person shall be penalized or subjected to retaliation for filing a complaint of suspected child abuse, or for cooperating in the investigation of such a complaint.

Employees are not to engage in physical, written or verbal abuse/harassment of students, volunteers or parents. Any complaints of Employees engaged in such conduct should be reported as outlined in the Policy Against Harassment.

Sexual Harassment/Assault Policy

Trinity is committed to providing a workplace and learning environment free from unlawful harassment. In particular, an atmosphere of tension created by non-work related conduct, including, but not limited to, age, disability, ethnic, racial, sexual or religious remarks or animosity, unwelcome sexual advances or requests for sexual favors, or such other unlawful conduct does not belong in our workplace or learning environment. Harassment of employees or applicants for employment, or students, because of age, disability, ethnicity, race, sex or other harassment prohibited by law is prohibited (“Harassment”). Sexual harassment is an offense against Title VII of the Civil Rights Act (1964) when it affects Trinity Employees and Title IX of the Education Amendments (1972) when it affects students. The following criteria are used to determine whether unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature, constitute unlawful sexual harassment.

- Submission to the conduct is made either an explicit or implicit condition of employment or education.
- Submission to, or rejection of the conduct is the basis for either academic decisions affecting the individual student, or decisions affecting pay, benefits or advancement opportunities or the lack thereof, or continued employment or termination of the individual employee.
- The conduct has the purpose or effect of substantially interfering with an individual’s academic or professional performance or creating and intimidating, hostile or offensive employment, and educational or living environment.

If at any time a staff member, parent, or student believes that a student at Trinity is being subjected to illegal Harassment or learns from a student that the student claims to have been subjected to Harassment, the staff member, parent, or student should immediately bring the matter to the attention of the Head of School, Principal, or other appropriate supervisor for investigation and resolution. In the case of staff members, they should also report instances of reasonably suspected Harassment against fellow staff members. No person shall be penalized or subjected to retaliation for filing a complaint of harassment or for cooperating in the investigation of such a complaint.

All complaints will be promptly and thoroughly investigated. The investigation of complaints will be conducted in the most confidential manner possible.

Trinity shall endeavor to maintain investigative records and the results of the investigations in confidence to the extent practicable and consistent with its legal interests and the legal interests of the persons involved. The

employee(s) or student(s) involved in the complaint will be informed of the results of the investigation.

Any employee, supervisor or manager who is found after appropriate investigation to have engaged in illegal harassment of an employee, applicant for employment or student shall be subject to appropriate disciplinary action, up to and including termination.

The following is a partial list of behaviors that may constitute sexual harassment. The list is meant to be illustrative and to provide guidance. It is not an exhaustive list:

- Telling “dirty jokes.”
- Verbal comments (about parts of the body, clothing, looks, etc.).
- Howling, cat calls, whistles.
- Name calling (from “honey” and worse).
- Spreading sexual rumors.
- Displaying or circulating sexually obscene drawings (including graffiti) or photographs or other sexually obscene material (e.g. letters or notes), including electronically produced/distributed materials (sexual harassment policy links with your school’s policy on appropriate use of computer technology).
- Inappropriate or obscene cartoons or pictures.
- Using the computer to leave offensive messages or “*sexting*.”
- Displaying or circulating pictures or statements that denigrate specific people, sexually or based on gender.
- Pressuring someone for dates.
- Making suggestive or offensive hand gestures or facial expressions (including leering and staring).
- Making comments about another’s body, including “rating” of the person.
- Demonstrating inappropriate (unwelcome) physical contact: touching, pinching, slapping, grabbing, brushing up against someone, or wedgies (pulling underwear up at waist so goes beyond buttocks) or “spiking” (pulling down someone’s pants).
- Demonstrating inappropriate (unwelcome) physical proximity: standing too close, cornering, forming a “gauntlet.”
- Asking for sexual favors, including on a quid pro quo basis (suggesting that these would be in return for grades or other benefits, and stating or implying that negative consequences would follow any attempt to report the request).
- On the part of adults, attempting to initiate, or initiating, a sexual relationship with a student.

Sexual assault is the physical sexual attack on any staff member or student in our work place or learning environment. Any staff member or student who is found, after appropriate investigation, to have engaged in a sexual assault will be subject to appropriate disciplinary action up to and including termination.

Child Find Resources

It is the responsibility of the local school system to identify, locate and evaluate all children with disabilities, including students attending private and religious schools. Procedures for conducting such activities are in place through the Child Find Office (410-638-4386). Parents have full due process rights in respect to issues of Child Find. If you are in need of any other types of resources or assistance, please contact your respective director.

Communication and Parental Involvement

I. Communication:

- **Communication between the school and the home is absolutely essential.** Parents are encouraged to make themselves known to the child's teacher(s) and to keep them aware of any concerns. Concerns are to be expressed directly to the teacher. An appointment for a conference may be made by sending a note, emailing, or calling the teacher. The next points of contact should be the respective Educational Director, Principal, and then the Head of School.
- Throughout the school year, weekly Information Folders are sent home to inform parents of updated information. **Parents are advised to read the information contained in the Information Folder for important dates and announcements.**
- **The One Call System.** The school uses a phone system that notifies parents with school closings, activities, information, etc. School staff and Early Learning Center staff are included in this. Parents can provide up to two phone numbers and email addresses to receive this information.
- Other important parent information will be dispensed by the administration on a regular basis. The school website and/or Google Classroom is also available at any time to check information about the school and homework. The website is www.tlsonline.org.
- **Parents must contact the School Office immediately if there are any changes of address, phone numbers, employment, emergency contacts, pickup, medical information, etc.**
- We recognize the fact that many parents, though willing, are unable to participate in the classroom because they are working outside the home or have younger children. They can show their concern by involvement in other ways. Some parents elect to provide treats for parties, chaperone fieldtrips, volunteer at fundraising time, or help organize our Parent Teacher League (PTL).
- The one who gains most from this experience is the child, who sees his/her parents and teacher working together because of their interest in him/her.

II. Parental Involvement

a. Visitors – During times of Covid, this may be modified.

- Visitors (including parents) are welcome at Trinity. All persons visiting the school for any reason must have a previously arranged appointment, stop by the School Office, sign in and obtain a visitor's pass.
- Forgotten items should be dropped off at the School Office.
- Visits to the classrooms are only permitted when previous arrangements have been made. This is done to ensure the safety of the students and staff and to minimize class disruption.

b. Non-Custodial Parent Access

- The school does not allow a non-custodial parent access to his/her child unless the custodial parent has consented in writing or the school has a copy of a court order permitting access.
- Custodial parents are required to provide the school with documents at the time of registration.
- The school contacts the custodial parent when the non-custodial parent seeks access to his/her child.

c. Parent Concerns

- The use of public communication avenues by parents to publicize their concerns will be considered grounds for the dismissal of the child of parent(s) involved in the aforementioned actions. In such cases there will be no refund of tuition monies.
- The policy of Trinity Lutheran Christian School is to only meet individually and privately with families to discuss their concerns. This affords both the school and parents the freedom to deal personally and confidentially with the subject(s) before them. We, at the school, promise to listen, pray and deliberate over all expressed concerns.

d. Parent Conferences

- Trinity encourages parent conferences. Your child's teacher will contact you if he or she sees a need for a conference.
- Parents are requested to make an appointment when desiring a conference with a teacher.

III. Parent Teacher League- PTL

- The Parent-Teacher League is an auxiliary organization composed of parents and teachers of the school whose main purpose is to give their school wholehearted support. Our Meet and Greet Time is a special get-acquainted time when you may meet teachers and visit in the classrooms.
- The PTL is a volunteer service organization which engages in projects that benefit the children. Money obtained through

fundraising activities has been used to acquire library media and instructional equipment for the school and to sponsor special programs for the children.

- The PTL's Main Coordinator is appointed by the School and Center. Other positions in the PTL include the Chairpersons—those in charge of the various events and activities of the school.
- The school needs your help and support. Please volunteer for a position or to help with a special event or activity.
- The PTL calendar of events is distributed in August. This may be different during times of Covid.

Curriculum Goals

The emphasis of our curriculum is to provide opportunities for children to explore and expand knowledge of themselves and their environment. Our curriculum is planned to realize the following goals:

1. To promote and dedicate time to Christian education.
2. To increase independence in meeting and solving problems.
3. To recognize reasonable limits and influence growth toward self-discipline.
4. To encourage self-esteem, self-confidence, and self-understanding.
5. To promote language skills and to encourage self-expression through art and music.
6. To help children develop critical thinking; to observe, investigate, seek, and acquire information.
7. To promote health, physical growth, and motor development.

These goals are realized through experiences in language arts, foreign language, library, computers, mathematics, social studies, science and nature studies, music and rhythm, art, physical education and social living.

Another objective of Trinity Lutheran School is to help parents understand more about the growth and development of their child(ren) through observation and parent/teacher conferences.

Drug Free/Smoke Free Zone

Our School and Early Learning Center is a Drug Free and Smoke Free Zone. The use of tobacco products or the possession or use of drugs is not allowed on school and church property which includes parking areas and carpools.

Elevator Usage

Students may use the elevator when on crutches or in a wheelchair. Students

with heavy backpacks and musical instruments may use the elevator, with special permission. Students must use the elevator properly or the privilege will be denied.

Emergency Procedures

Emergencies

In the event of any type of emergency, Trinity Lutheran Christian School and Early Learning Center have a “Critical Incident Plan” manual outlining all of our emergency procedures.

Here is some important information for you to have handy:

EMERGENCY ALERT SYSTEM (EAS) RADIO STATIONS WXY 103.7 FM WHFC 91.1 FM WBAL 1090 AM EMERGENCY ALERT SYSTEM (EAS) TV STATION Harford County Cable Network(Comcast Channel 21, Armstrong Channel 7, Verizon Channel 31)	HARFORD COUNTY DIVISION OF EMERGENCY OPERATIONS 410-638-4900 www.harfordpublicsafety.org HARFORD COUNTY EMERGENCY INFORMATION HOTLINE For Emergency and Disaster Information Call: 410-838-5800 AMERICAN RED CROSS Greater Chesapeake Region 410-624-2000
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Fire Drills

The School and Center conduct fire drills in accordance with procedures outlined by the Fire Marshal of Harford County and Office of Childcare.

- A fire escape map is visible in every classroom.
- Teachers will be responsible for the students in their classrooms at the time of the fire alarm.
- Once the students are safely away from the building, the teacher will take roll of the class.
- The directors and school staff will check the building to ensure that all students have been evacuated.
- The directors will notify staff and the student body when it is safe to return to the building.
- **No cars may enter or leave the parking lot during a fire drill.**

Lock Down

- At times, it may be necessary for the entire facility to be under “lock down,” for the safety and security of the entire facility. At that time the school will inform all parents and students of the procedures.
- Specific details of the lockdown procedures are outlined in our “Critical Incident Plan.”
- In case of a multi-school lock down refer to your local media.
- **Please do NOT call the school office. Parents will be notified via One Call with updates.**

Weather Closings/Delays

WE DO NOT FOLLOW HARFORD COUNTY PUBLIC SCHOOLS FOR CLOSINGS.

We will make our own decision regarding closings or delays. Our decision may be different from Harford County Public Schools’. Listen or watch for “Trinity Lutheran Christian School, Joppa.”

Closing Notifications

One Call Now: Automated telephone service will notify families, via telephone, of school closings, school meetings, important announcements, etc.

On the Internet, go to www.tlsonline.org homepage and click on Closing/Delay Announcements for the latest information.

For one hour delay, Trinity’s arrival times will be:

Middle School – 8:45 a.m.

Kindergarten/Elementary – 9:10 a.m.

For two hours delay, Trinity’s arrival times will be:

Middle School – 9:45 a.m.

Kindergarten/Elementary – 10:10 a.m.

Generally, Before/After Care classes will be held if there are weather closings. See Early Learning Center weather and delays information for exceptions to this statement. The school may close early due to inclement weather conditions. After-school activities may be cancelled due to inclement weather occurring during the regular school day.

Family Educational Rights and Privacy Act (FERPA)

No information (oral or written) will be released by Trinity on an individual student or their parent unless written authorization is on file in the school office.

Fieldtrip Policy

⚙️ Fieldtrips will be modified during times of Covid

The School and Early Learning Center sponsors educational fieldtrips for students in ELC – 8th Grade to provide learning experiences that are not possible in the classroom. The most frequent educational fieldtrips are taken during the normal school day; however, sometimes circumstances warrant that a trip be conducted beyond the school day. In every case, fieldtrips must be approved by the school administration.

Permission for your child to participate in fieldtrips is located on the “New or Returning Student Application.” Failure to mark “yes” or “no” on the form means that we will presume you intend to deny permission for your child to participate in fieldtrips.

Transportation for fieldtrips may involve bus companies or carpools. Children riding buses for fieldtrips are expected to follow all pertinent bus transportation rules. Be aware that there may only be enough room for the children to ride on the bus; parents may have to carpool. When buses are used, **all children must ride on the bus to and from the fieldtrip. Parents may not take children home in cars directly from the fieldtrip without a written request and the approval of the respective Educational Director.**

Parents are encouraged to accompany their child’s class. Parents who attend are responsible for the active supervision of the students in their care. Therefore, *siblings may not accompany their parents*. Sometimes chaperone space is limited; be considerate of parents who have not had an opportunity to accompany the class.

Most fieldtrip fees for the students in Kindergarten – 8th Grade are included in the tuition. Chaperones are asked to pay when there is an admission/transportation fee.

Normally each class from Kindergarten – 8th Grade takes at least one fieldtrip a year.

A student is marked absent if he/she does not attend a fieldtrip.

Repeated misbehavior at school and on fieldtrips may result in the student being denied the privilege of participating in future class trip experiences.

Financial Aid

Financial Aid is available and may be applied for via the school website, www.tlsonline.org. Parents with students Kindergarten through Grade 8 may

apply. Trinity families may file through FACTS via the link on our school website.

Forgotten Items

Students and/or parents are NOT permitted to retrieve forgotten papers, books, other items, etc., from the classroom and/or lockers before or after regular school hours (8:00 am-3:00 pm) without permission from their respective director. This also includes before and after care. When students forget book bags, lunches, etc. from home, parents may leave such items at the main office of the school, for the students to retrieve.

Fundraising

Trinity Lutheran Christian School is endeavoring to keep reasonable tuition rates for the benefit of each parent. For this reason, we have fundraising activities sponsored by the school and the PTL. We encourage each student's and/or parent's participation in helping us raise the additional funds to provide the best educational program possible and to enrich the students' experience with additional materials.

Gymnasium and Athletic Field Usage Guidelines

Trinity is PRIVATE PROPERTY. Permission for use of facility or outdoor fields must be granted in writing by the office of Trinity Lutheran Christian School and Church. All guidelines must be followed. These guidelines should be made available to all persons participating in the activities in usage agreement.

- This is a non-smoking campus. Smoking is not allowed in the facility or on the premise.
- Alcohol is NOT ALLOWED in the facility or on the grounds.
- Animals/Pets are not permitted in the facility or on the grounds.
- Only basketball or tennis shoes are permitted in the gym for sport activities. Shoes should be clean and free of dirt and gravel particles. NO cleats!
- Individuals should only be using facility or outdoor fields under organized and supervised activity.
- Food and/or drinks are NOT PERMITTED in gym facility. Food is allowed outdoors. Gum is not allowed indoors.
- Individuals using the facility or outdoors fields are not to move any of the sports or facility equipment unless permission and instruction is given in person. No heavy equipment or activity is allowed on outdoor fields without permission. You can be held responsible for damage to fields.
- Absolutely NO HARD BALLS are to be used in gym to avoid

damaging the floor, walls and doors. You may be held liable for damage to the gym.

- Do not apply any form of tape to gym floor, concrete walls or outdoor fencing.
- Unless otherwise agreed upon in writing, you are responsible for cleaning up, which includes picking up left items and disposing of all trash in garbage cans, which are located in both outdoors and indoors facilities. Trinity will not be held liable for any damaged, lost or stolen items.

Health Policies

Health Records

In compliance with Maryland State Law concerning immunization, students without proper immunization are not admitted to classes. All students must have a record of immunization status, health inventory forms, and an emergency form on file. **Beginning the 21st calendar day, students without an immunization cannot attend until verification of immunization is received in the school office.**

Health Services

The health services available are related to these two areas:

- Physical** – a Health Professional, RN is on staff five days a week to address the needs of the students and to administer approved medication.
- Emotional and Social** – school counseling is available to assist students in identifying, coping with, and solving problems that inhibit their social and academic success, students and families having long-term issues are referred to outside agencies for support and intervention.

Illness/Injuries

Your child should remain at home if he/she is unable to participate fully in all activities. The teacher must be concerned with the total needs of the class and is, therefore, not able to provide continual attention to children whose activities must be monitored. Any exception to this must be cleared with the respective director. Be sure your child can take care of his/her personal needs while at school. Children should be kept home if they:

- Have diarrhea;
- Vomit two or more times within a 24-hour period;
- Have an oral fever of 100.0 degrees Fahrenheit or above;
- Have a sore throat or severe cough;
- Have red eyes with discharge that have not been treated;
- Have infected, untreated skin patches or lesions;
- Have labored or rapid breathing, or severe pain or discomfort;
- Have a communicable condition such as pertussis, chickenpox, measles, the flu, mumps, strep throat, hepatitis A, impetigo, scabies or lice;

- Are on prescribed medication (for the first 24 hours).

Students are not allowed to return to the school or center for 24 hours from the onset of the illness without a doctor's note.

When a student becomes ill or injured at school, he/she will be sent to the health personnel. The health personnel will evaluate the student and call the parent/guardian. If the parent/guardian cannot be reached, the nursing personnel or office will attempt to contact the person(s) named on the Emergency Form. When parents/contacts are called, they must pick up the student in a timely fashion. We will take distance traveled into consideration. If you cannot come within a 1-2 hour window, the parent/guardian or school will call the emergency contact on the Emergency Form. **Parents are required to keep the school/center updated as to the most recent emergency numbers and information.**

In cases of severe injury, the student may be transported by Harford County medical personnel to the nearest available hospital. If a parent/guardian desires any other arrangements, it should be so specified on the Emergency Form. For any injuries obtained at school, the staff is required to fill out an Accident Report which is then placed in the student's file. A parent/guardian will be notified of the accident and course of action taken.

After an absence of three consecutive days or more, a release from the doctor must be presented.

A student must have a doctor's note in order to be excused from any Physical Education classes.

Medication

The only medications that will be approved by the school nurse are for asthmatic conditions, bee sting allergies, diabetic testing, and psychiatric conditions. The school nurse must be contacted for **any and all exceptions**.

Any time medication has been approved, the medication must be accompanied by a Physician's Medication Order Form. This form must be filled out completely, including notation of possible side effects. The physician's and parent's signatures are also required. **For long-term medications, the form must be updated annually. *Your child must be on prescribed medication for the first 24 hours at home.*** A prescribed medication must have a pharmacist's label attached which indicates the child's full name, physician's name, medication, date of issue, expiration date for use of the medication, and instructions for administration. The school keeps records of medication taken, date, time, dosage, and by whom.

Teachers and other staff members are not authorized to store or administer

medications. The health personnel is on duty Monday through Friday to address the health needs of our students. In some cases, it may be preferable or necessary for the child's parent to come to school to administer medication.

Medication must **never** be put in the child's possession. Medication should not travel back and forth from home to school. No student will be permitted to take medication on their own while in school. All medications are kept locked up at all times. All medications will be returned to the parents at the end of the school year.

Throat lozenges, cough drops, and lotions (i.e., calamine, sunscreen, or any over-the-counter drugs) may not be in any student's possession.

Special Health Conditions

It is the responsibility of the parents/guardians to ensure that a school emergency plan is developed for any student who may be subject to special health concerns or needs – i.e., asthma, severe allergies, food allergies, seizures, diabetes, etc. Parents should schedule a conference with the health personnel to discuss any special health conditions, particularly those that may require urgent/emergency intervention.

Use of Crutches/Other Medical Equipment

It is necessary to have proper documentation from your Healthcare Provider explaining the need for medical equipment and detailing the diagnosis or injury. The documentation must also provide specific dates that crutches will be required. Also, vital information should be given for any limitations or special needs.

School Medicine Policy

The program will be administered by our nurse. The following will be available in the nurse's office for Middle School students who complain of headaches, stomach aches, allergies, coughing and menstrual cramps and for whom the school has the required completed consent form on file:

- Acetaminophen (Tylenol)
- Ibuprofen (Advil)
- Diphenhydramine (Benadryl)
- Tums (generic)
- Cough Drops (generic)

Office Hours

The School Office is open and available to you daily from 7:30 a.m.-3:30 p.m.

Parking

- Parking in handicap parking spaces to drop off or pick up your child(ren) is not permitted. These spaces have been provided for parents, staff and children with difficulties. If your car does not display a handicap permit, we will ask you to move your car.
- Children should not be left unattended in your car.
- Cars should not be left with the motor running while it is unattended by the driver.
- Do not pull your car up to the sidewalk during the regular school year.
- Pets are not permitted on school property.

Parties

Many parties are held during the school year, including:

- *Birthdays
- Christmas Party
- Valentine’s Party
- Resurrection Celebration
- End-of-the-Year Picnics/Parties

According to the Health Department, all food brought in for parties or other activities must be “store bought” and not “home made.” **All treats must be nut free, store bought and individually wrapped.**

*** Parents, teachers/staff, and students ARE permitted to hand out private home party invitations to students in their classes through the classroom teacher. Invitations may only be distributed if either the entire class, all the girls, or all the boys are formally invited.**

Usually, “Party Parents” are assigned in each classroom to help organize food and games. The Party Parent(s) must be guided by the teacher in organizing the party. **As with fieldtrips, siblings are not permitted.** Supervisory help is needed from each party helper.

YOU MAY HAVE A BIRTHDAY PARTY FOR YOUR CHILD by contacting your child’s teacher in advance. We suggest simple refreshments or non-food items. If you like, your child may donate a hard cover book to the school library in his or her honor.

Pet Policy

Pets are not permitted on the premises unless approved by the administration for special events or activities.

Playground Policy

Due to Insurance and Safety regulations, only students who are enrolled in our

School and/or Early Learning Center are permitted on the playground **during their school hours**. Students are not permitted to use the playground unless a Trinity Staff person is supervising them. Students are not allowed to climb over the fence to use the playground. Students violating the playground rules will not be allowed to use the playground for a designated period of time.

Problem Solving and Student Services Guide

Our intention is to create a positive working relationship with our parents and our students. The safe and nurturing environment of Trinity is the primary consideration in addressing all concerns. Talking the issue over with the people involved can solve most problems. If you have a question or a concern, follow these procedures:

1. If you have a question or concern about the performance of your own child, contact your child's teacher. If you and the teacher are not able to resolve the question or concern, contact your respective Educational Director.
2. If you have a question or concern regarding the operation of our classrooms or the curriculum, contact your respective Educational Director.
3. If you have a question or concern regarding the operation of our school, the performance of an Educational Director, or the policies of the school, contact the Head of School/Principal.

The School Board will only consider a concern when raised by a parent or other party once that issue has first been presented to the Head of School/Principal. Any complaint relating to any employee, student, or group of students will only be addressed by the School Board in a closed executive session with the Head of School/Principal.

Restroom Use

Students will be permitted to use the restroom under the guidance of the teacher or other supervisory staff. Any misuse or vandalism may result in a suspension. Students in Grades 4-8 must follow the sign-out and sign-in procedure in the classroom. If a student who is signed out to the restroom is found in any other area of the building without just cause, consequences will occur.

Telephone/Cell Phone Use

During the school day, students are not allowed to use or be called to the telephone except in a case of emergency. The school will receive and relay

any messages. Students should not be requesting calls to be made for forgotten items, or to make arrangements for dismissal pickup. If parents are in the school building and need to make a call, please come to the office area.

Students are not permitted to use mobile phones or unauthorized electronic devices on school property at any time. Students are permitted to keep their mobile phones with them during the day, but they are not allowed to use their phones during school hours for any purpose. Phones must be off and put away. All contact from the parent/guardian to the student during the school day must go through the school office as must all contact by the student to the parent/guardian. Any student caught violating this provision shall be subject to disciplinary action. The school is not liable for any lost, damaged, or stolen phones.

Parents are asked to turn off their cell phones during conferences, classroom and other school visits to ensure that classes, offices, and conferences are not disrupted.

In any cases of an emergency the school office professional or respective director will call the parents.

Valuables

Students are discouraged from bringing large amounts of money, purses, and other valuables to school unless they are turned into the school office upon arrival in the morning.

ACADEMIC HONORS

Trinity Lutheran Christian School recognizes the outstanding academic performance of its students in 4th – 8th grades.

Academic Honors for grades 4 – 8 are determined at the end of each quarter.

Honor Roll for Achievement

- **Distinguished Honor Roll:**
Students in Grades 4-8 with straight A's in all major and minor classes.
- **Honor Roll:**
Students in Grades 4-8 with a 3.5 or higher average.
No grades below a B in major or minor subjects.

All minor subjects in grades 6-8, will be averaged and count as one major subject grade. That value will be factored into the calculation of the GPA average for Honor Roll.

Calculation of Academic Honors Grades 4 - 8

To calculate GPA for grades 4-8: The letter grades will receive a value listed below. Letter grades have the following value:

$$A+/A = 4$$

$$B+ = 3.5$$

$$B = 3$$

$$C+/C = 2$$

$$D = 1$$

$$E = 0$$

Awards for Achievement

Students in Grades 4-8 are eligible for the following awards, which are given at the end of the school year. These may include but are not limited to:

Performing Arts

Christian Character (Gr. 8)

Valedictorian (Gr. 8)

Honor Roll/Distinguished (Gr. 4-8)

Presidential Awards (Gr. 4-8)

Criteria include excellent grades, cooperation, enthusiasm and competence in each area.

Arrival/Dismissal Procedure

Grades K – 8 Arrival

- **7:45 – 8:00 a.m.** Middle School Students (6th-8th)
(Tardy – after 8:10 a.m., Proceed to Main Entrance, School Office for a late pass)
- **8:10 – 8:30 a.m.** Lower School Students (K-5th)
(Tardy – after 8:30 a.m., Proceed to Main Entrance, School Office for a late pass)

Students should not arrive earlier unless they are registered in Before/After Care, involved in a pre-planned school activity, supervised by school staff, or are under their parent's supervision.

Procedure

- Drivers should follow the orange cone pattern for school arrival in the parking lot.
- All drivers must drive very slowly and carefully watching out for students walking on the parking lot.
- Vehicles must be in "park" while students exit the vehicle.
- Drivers are not allowed to "create" their own parking spaces or pull up alongside the arrival lane to drop off.

- Pets are not allowed outside the vehicle.
- All students and parents must enter through their designated entrance

Grades K – 8 Dismissal

- **2:45 p.m.** Kindergarten Students
(Early dismissal time 12:45 p.m.)
- **2:50 p.m.** Lower School Students (1 – Gr. 5)
(Early dismissal time 12:50 p.m.)
- **3:00-3:05 p.m.** Middle School Students (Gr. 6-8)
(Early dismissal time 1:00 p.m.)

Procedure for Lower and Middle School

- Parents will park in a regular parking space. Drivers are not allowed to “create” their own parking space.
- Teachers will bring the classes outside to dismiss.
- Parents will come to the sidewalk to pick-up their children.

General Dismissal Guidelines

- Parents/Guardians picking up their child(ren) before the school day ends must come to the Main School Office.
- If the designated driver is unable to pick up a student, the teacher(s) must receive a written note with the updated information that morning.
- In an emergency, the School Office must be informed of the transportation arrangements. The information will be forwarded to the teacher.

Attendance Policy

⚙ Attendance Procedures Are Modified During Times of Covid

I. Philosophy and Rationale

The Trinity Lutheran Christian School’s Student Attendance Policy is based on the overriding premise that success in school is dependent upon continuous and consistent classroom instructional experience. In addition to participating in educational experiences that cannot be duplicated outside the school atmosphere, students need opportunities to develop an appropriate sense of self-worth and to establish satisfactory peer relationships.

- Students should be expected to attend school and all classes regularly and be punctual.
- There is a significant relationship between regular attendance and academic achievement and completion of a school program.
- Regular attendance assists students in the development of self-discipline and good work habits. These habits generally remain with

the students as they enter the world of work.

It is essential to teach the benefits of and encourage good attendance and punctuality during a student's educational career.

- Regular attendance is a shared responsibility by the community, the home, students and school personnel, and we must work together to promote it to the fullest extent possible.

II. **Absences:** Traditional/In-Person, Virtual Learning and Online

- A student is marked absent if he or she is not in school or does not participate in a school-sponsored activity (fieldtrips, etc.).
- Students who are absent from school may not participate in extra-curricular activities for that same day, unless an exception is made by the respective director. An authorized doctor's note is required for exceptions to this policy.
- Students in the Lower and Middle Schools who have been **absent 20 days by the end of the third quarter** must be reviewed for possible retention and/or summer tutoring. Decisions involving prolonged absenteeism associated with a documented medical condition will be determined on an individual basis.
- Trinity Lutheran reserves the right to determine whether absences will be considered excused or unexcused.

Lawful Absences:

- Illness of the student (If an illness occurred for 3 or more consecutive days, a doctor's note must be provided.)
- Death in the immediate family
- Court summons
- Suspension (Students may not receive full credit for work that was made up during a suspension).
- Work approved or sponsored by the school
- Emergencies and other circumstances determined by the school
- State Emergency

Unexcused Absences:

- All other forms of absences will be unexcused. Administration will make a decision regarding allowance of any make-up work, tests, projects, etc.
- Parental permission for a student to be absent does not necessarily constitute an excused absence.

Part Day Absences (Kindergarten-8th):

- If a student is at school for 0-3 hours, the student will be marked absent.
- If a student is at school for 3-4 ½ hours, the student will be marked absent for ½ a day.

Doctor/Dentist Appointments:

- All types of doctor appointments are generally an excused absence but should be made outside of school hours when possible.
- If an appointment must be scheduled during school hours, the student

must bring a written note upon return from the appointment.

- The Administration of Trinity reserves the right to determine whether such an absence is excused or unexcused.

Christmas Program

- It is mandatory attendance for students to attend the Christmas Program unless it is an excused absence.

Family Travel/Trips/Personal Days:

- A family vacation or a family trip during the school year is strongly discouraged as the loss of class time may have a negative impact on the student's academic progress and record. It is also recognized that, on some occasions, working parents have little control over the time of the year when vacations or trips may be taken.
- However, a parent/guardian must submit the request to have a student's absence excused to the respective director in writing at least **ten (10) school days in advance of the proposed absence.**
- In making the determination as to whether the request shall be approved or denied, the respective director will review all relevant facts to include the student's attendance and academic record.
- If approved, the maximum number of excused days for family vacations and family trips for any school year shall not exceed five (5).
- If a student is absent from school for the reasons other than illness, class work and assignments will not be provided prior to the absence. The teacher(s) will make every effort to supply needed assistance to the student upon his/her return to school.

III. Tracking Absences

- Traditional/In-Person – Teachers track absences daily which are entered into a data base system.
- Virtual Learning is tracked digitally, class by class. Absences are given based on attendance to videoconferencing classes, and adhere to our excused and lawful reasons for absences.
- Asynchronous Learners are tracked based on students' interactions with daily lessons.

Tardiness:

- Middle School students are considered **“tardy”** when arriving after **8:00 a.m.**
- Kindergarten and Lower School students are considered **“tardy”** when arriving after **8:30 a.m.**
- **If a student arrives late at school, he/she must receive a late slip from the main school office.** The student may then proceed to his/her classroom or homeroom.
- The same rules for lawful/unlawful absences also apply to tardies.
- Exceptions for tardiness are determined by the school.
- Report cards will reflect the number of times a student is tardy.

- Excessive unexcused tardiness will not be tolerated and will result in consequences determined by the administration.

Actions Taken When Attendance/Tardiness Standard Is Not Met

1. Beginning with the fifth absence and/or tardiness in any quarter, the parent will have a conference with the administration and a letter will be sent home by the respective Director.
2. Continuing absence and/or tardiness of the student will result in the initiation of one or more of the following actions:
 - Probationary time period – verbal agreement
 - Written contract
 - Removal of school privileges
 - Restriction of extracurricular activities
 - Referral to the Head of School for possible outside referral to court for violation of the compulsory attendance law or to Juvenile Services for intake services.

Release/Early Pickup of Students:

- Parents must send a note or an email to their child's homeroom teacher, Director and the school office stating the reason for early dismissal, the time the child will be picked up, and a parent contact number.
- **STUDENTS WILL ONLY BE RELEASED FROM THE SCHOOL OFFICE, BY OFFICE PERSONNEL.** Parents or another adult designated for pickup must sign students out at the school office and wait for the student to arrive at the office.
- Parents and/or designated adults may be asked to provide identification before the student is released. This ensures the safety of our students.
- Parents/designated adults **MAY NOT** go to the classroom to pick up a child. **Students will not be released from the classroom unless called for by office personnel.**

Makeup Work for Students:

- Students who miss homework/classwork because of a lawful absence will receive the opportunity to make up missed work. Students are given one calendar day for each day absent to turn in their work. It is the students' responsibility to get work missed due to illness or absence.
- If the first day of the absence occurs on the day of the test, the student should be ready to take the test upon his/her return to school.
- If the absence(s) is prior to and inclusive of the actual test date, the student will have an equivalent amount of time as allowed in the homework policy to prepare for and take the test. This should not

exceed one week after his/her return.

Trinity Lutheran reserves the right to determine any exceptions to the above stated Attendance Policy.

Before/After Care

Trinity Lutheran Christian School is not responsible for supervision of students prior to the arrival time and after dismissal - Middle School 8:00 am and 3:05 pm, Lower School 8:30 am and 2:50 pm. The school recognizes the busyness of parent schedules and strives to provide a safe place for students to be supervised from 6:00 am to 8:00 am and 3:00 pm to 6:00 pm, when parents need flexibility in dropping off and picking up their children. For additional information including Before/After Care Fees and registration form, please go to the Parents-School section of the school's website. The schedule includes snack, homework time, indoor/outdoor activities, and life application activities.

All school policies must be followed if your child is enrolled in the Before/After Care program. If your child is participating in any after school activity or event, i.e., Drama, Band, Praise Team, tutoring, etc. We must have a signed permission slip from the parent. If your child will be picked up by someone other than an **authorized** pickup person in After Care or if he/she is leaving at the regular school dismissal time, we must have a written note from the parent. If the student does not participate in the Before/After Care program after having paid all or any portion of the fees, or if the student is withdrawn from the program before completion of the portion for which fees have been paid, whether voluntarily or involuntarily, no deposits or money paid toward the program cost shall be refunded at any time or for any reason.

Before or After School Activities

If a student is participating in a scheduled, supervised activity before or after the arrival and dismissal times, they must remain in the school building with supervisory personnel and specific arrangements must be made for drop-off and/or pickup at the designated time and area. Permission note from parents of Before & After-Care students is required to participate in an activity before or after school. Students attending sports events must be supervised by a parent or parent designee.

Cheating

Cheating, which includes plagiarism, is in complete contradiction with the moral standards of behavior for any Trinity student. Cheating in any form,

regardless of location, is prohibited. Plagiarism is defined as presenting someone else's work or ideas as if they were your own. Consequences for violations of this policy shall be based on the student's age and the severity of the infraction.

Examples of cheating include, but are not limited to:

- Hiring someone to write a paper, buying a paper or project or downloading a paper from an online service
- Not properly citing the works, pictures, music, video or other forms of communication in your research projects.
- Rewording someone else's words (paraphrasing) and not giving them credit for the ideas you have built on; passing someone's ideas off as your own.
- Sharing files (e.g. an Excel worksheet)
- Copying homework
- Letting your project partner do all the work and just putting your name on the final report or project
- Giving your paper to a friend to copy
- Letting your mom or dad build your project/write your papers/do your homework
- Looking at another's test or sharing what is on a test with students in other sections of that class
- Turning in your brother's or sister's old project
- Unauthorized sharing of electronic or digital files (i.e. Google Docs, Microsoft Word, Excel, etc.)

Class Size

During times of Covid, the class size will change according to the Health Department and CDC guidelines. The ratio of a teacher to student can vary each year. On average it is from 1 teacher to 20-23 students.

* Discipline Policy

Discipline provides a safe and orderly learning environment. We expect all students to follow rules and behave appropriately. We believe that discipline should be based on the Biblical model in which recognition of wrongdoing, followed by repentance, leads to forgiveness. At Trinity, we hold to a higher standard of conduct; modeled on the Ten Commandments, along with Jesus's instructions to not only obey the letter of the law, but also the spirit of the law. **A student represents TLCS at all walks of life in all locations.** The responsibility of discipline is shared with staff, parents, and students. The enforcement of the discipline policy applies to all school functions.

The administration has the final review of all disciplinary situations. The enforcement of the discipline policy is not limited to school grounds and is in

effect during the course of a student's enrollment in the school.

Offenses:

* Minor Offenses:

- Breaking classroom/school rules
- Inappropriate conduct (hallway, restroom, lunchroom)
- Dangerous/careless play or actions that may lead to someone being injured.
- Exhibiting a negative attitude verbally, with facial expression or other gestures.
- Unauthorized possession and use of electronic devices.
 - * Minor offenses may become major offenses if they occur repeatedly or lead to a serious circumstance.

Major Offenses:

- Insubordination
- Cheating and stealing
- Trespassing or violating another's personal property
- *Vandalism, including any defacing of the school building, furniture, or materials
- Violating the "Computer Use Agreement" or computer/network policy (including unlawful or disrespectful use of school email.)
- Leaving school building or grounds without permission.
- Inappropriate (vulgar, crude) language and cursing or obscene language or gestures
- Disrespecting other students and/or staff
- Written or verbal threats against students or staff.
- Willfully inflicting physical harm on another. Physical fighting.
- Verbal and/or physical abuse of teachers or other staff
- Violating the "Anti-Bullying Policy"
- Violating the Honor Code
- Repeated Minor Offenses

*NOTE: Where damage, destruction or loss of property is involved, students and their parents will be held responsible to make restitution.

Descriptions of Consequences:

- **Timeout:** Staff will separate a child who misbehaves for an appropriate amount of time for age before returning to work or play.
- **Lunch Detention:** Students will eat in a designated area of the cafeteria away from their classmates.
- **Referral Form:** The director will call or set-up a conference with parents as well as sending a completed referral form home to report major offenses to parents within 24 hours.
- **After School Detention:** Students will spend one hour after school with

a designated staff member. During this time, the student may be required to complete a written assignment.

- **Suspension:** Students may not attend school or any school function during the time of suspension. The Administration will make a determination in regards to work missed. A parent conference is required.
- **Students who exhibit chronic disruptive and negative behaviors that jeopardize the safety of themselves or others will be suspended indefinitely until the school receives a professional evaluation regarding the student.** This evaluation is required at the parents' expense. Once the evaluation is received, a decision will be made pertaining to the student's possible return.
- **Expulsion:** Students will be expelled after every effort has been made to address a recurring set of problems or the student has been involved in an action that calls for immediate dismissal. This action is final.
 - Failure to respond to disciplinary structure
 - Continuously harassing or bullying anyone
 - Displaying an attitude that gives evidence of the parent's unwillingness to work with the school, its policies, and regulations
 - Possession, consumption, and distribution, and/or sale of a controlled dangerous substance or its paraphernalia
 - Possession, distribution, and/or sale of any weapon or item designed to inflict harm
 - Possession, distribution, and/or sale of pornographic or obscene materials
 - Continuous violation of the computer use agreement
 - Other actions of a severe nature

Parents and students may not, while on school property or at a school sponsored activity:

- Possess, consume, distribute, and/or sell alcoholic beverages or tobacco products.
- Possess, consume, distribute, and/or sell controlled dangerous substances or their paraphernalia.
- Possess, distribute, and or sell any weapon or item designed to inflict harm.
- Display a negative or harmful attitude toward the school, its faculty, and/or its students.

Dress Code

I. Purpose:

- School dress code is to promote neatness, discipline, a sense of school identity, and to provide an atmosphere where learning is the sole focus, free of emphasis on clothing.

II. School Requirements:

- Dress code items must be purchased through Flynn and O’Hara or Trinity’s used uniform closet. Belts, socks, tights, shoes, and hair wear can be purchased elsewhere. Please see our website for a detailed listing of all uniform items.
- Students are expected to be in complete uniform beginning the first day of the fall session.
- Every Wednesday, students are expected to wear their Theme T-Shirt. During cold weather, students may wear a long-sleeved plain white or black long-sleeved shirt underneath the Trinity theme t-shirt or short sleeved Trinity polo shirt.
- All clothing should be neat, clean, and in good condition.
- Students should be well groomed and maintain a neat appearance.
- Students are required to arrive and leave in school uniform.
- Shirts and blouses must be buttoned and tucked in.
- Outerwear is not to be worn in the school building during the school day unless there is a heating issue in the classroom or the school. The Trinity hooded zip jackets or the navy Trinity fleece may be worn as a “sweater” during the school day.
- **Belts** must be worn with pants and shorts with belt loops.
- Jumper, skirt, and uniform shorts length must be **no higher than two (2) inches** above the knee measured in the front and back.
- Headgear such as helmets, hats, bandanas, “scarf” bands, and sweatshirt hoods are not permitted to be worn during the school day. Hats may only be worn to and from school.
- The School Board reserves the right for the Administrative Staff to determine what an acceptable **hairstyle** is. Any extreme styles are not acceptable. Color is **not** permitted. Mohawk style or faux Mohawk styles are not allowed. Hair may not be more than 2 inches high on top of the head.
- Make-up and/or body glitter are not allowed.
- Do not bring lip balm, hairspray, body spray, etc., to school.
- Nail polish may be clear, white or light pink. **Artificial nails and decorations are not permitted.** Nails need to be trimmed and no longer than ¼”.
- Tattoos (uncovered) permanent or temporary are not allowed.
- **SHOES:** Please refer to specific uniform requirements on our website.
All students in Kindergarten – 5th grade may wear sneakers every day. It is not mandatory to purchase any of the shoes. Footwear may be purchased at any store of your choosing. Flynn & O’Hara carries these shoes.
- Fieldtrips/Special Days: students will wear their regular uniform, unless the respective director makes an exception.

- Scout uniforms will be permitted on the day the student attends a Scout meeting, except on picture day.
- On individual and group picture days, students will wear their school uniforms, unless informed otherwise.
- Students are not required to wear uniforms during the summer camps.
- When snow boots are worn to school, students should bring regular shoes to change into during the school day.
- The respective director will determine exceptions to the dress code for extraordinary circumstances.

III. Casual Day Requirements:

- Students are permitted to wear clothes other than their uniform that follow the standards and guidelines.
- Leggings/yoga pants may be worn, however the shirt must be long enough to reach the upper thigh.
- Students will show respect for themselves by being conservative and modest in their outfit choices.
- Any attire that is disruptive to the educational atmosphere, or that poses a threat to student safety, as determined by administration, is not allowed.
- Parents may be called to bring an alternative outfit if attire is not suitable under school guidelines.

THE FOLLOWING ARE UNACCEPTABLE ITEMS OF CLOTHING AND ACCESSORIES FOR “CASUAL DRESS” DAYS:

- **Ripped and/or soiled clothing**
- **Head coverings are not to be worn in school, including hats, scarves, and sweatshirt hoods**
- **Tight or revealing clothing.**
- **Cut-offs, “short shorts,” or short skirts**
- **Extremely brief garments such as halter-tops, bare midriffs, spaghetti straps, tank tops, and plunging necklines**
- **See-through clothing**
- **Clothing advertising rock groups, drugs, skull & crossbones, themes, or display suggestive or obscene statements**
- **Tattoos**
- **Large earrings or necklaces**
- **Make-up or body glitter**
- **Open-toed shoes, sandals, clogs, or crocs**
- **Shorts may not be worn from 10/31 to 4/15**

Eligibility Policy of Participation in Co-Curricular Activities

Purpose:

Co-Curricular activities can help develop the whole child and are a valuable part of our total curriculum. Participation in extracurricular activities is a privilege granted to students who successfully maintain high academic standards and Christian character. TLCS believes spiritual needs and academic excellence are their priorities. The purpose of this policy is to encourage the student to be the best they can be in both their academics and their co-curricular activities.

Academic Requirements:

- Students will maintain a C average or above each quarter.
- Eligibility will be reviewed on a 2-week basis.
- Exceptions on academic eligibility to participate can be granted at the discretion of the school administration for appropriate reasons.
- Reinstatement will occur when:
 - * A student can be reinstated to eligible status when passing marks are obtained by the time of review.
 - * A student will be reinstated to eligible status at the conclusion of a suspension or its equivalent.

Physical Requirements:

- Any student participating in an interscholastic activity must have a physician's sports physical form on file in the office, as well as a release of liability form.

Attending a Co-Curricular Activity:

- All participants and spectators are representing Trinity Lutheran Christian School when attending an extracurricular event.
- The Transportation for Athletic and Sponsored Events Permission Form must be completed before participation is allowed.
- Good sportsmanship, conduct, and respect for facilities should also be followed.
- If a participant or spectator chooses not to conduct themselves in the appropriate manner while attending an activity, they may be asked to leave and disciplinary action may be necessary.

Enrichment Programs

Both enrichment and electives are provided to students and may vary from year to year.

Faculty

The teaching staff heads the list as the most important factor for proper education. Trinity makes every effort to retain highly qualified teachers and

assistants. Qualifications considered most important are integrity, love for children, academic accreditation, excellence in middle, elementary, or early childhood education, good judgment and tact, power to stimulate students, knowledge of subject matter and participation in continuing education for improvement. The teachers of Trinity Lutheran Christian School each hold a Bachelor's Degree and in many cases a Master's Degree from accredited institutions, and have the required course work for their level of teaching.

Our teachers stand high in their respective callings and some are aided by adult assistants. As the name implies, a teacher's assistant aids the teacher in the performance of assigned responsibilities.

Grading and Reporting Policy

Purpose:

- To determine a student's level of mastery of a particular subject area or skill.
- Major tests, quizzes, projects, home assignments, class participation, and various other forms of assessment determine report card grades.

Grading System:

- The Lower and Middle School receive report cards quarterly. They are issued in November, January, March, and June.
- Parents in the Lower (Gr. 1-5) and Middle School have the capability of accessing their child's grades online via the school website www.tlsonline.org. To view grades, click on "Parents-School" then "Praxi – Grades & Payments." New parents must obtain a user name and password to access the grades. Teachers will normally update the grades on a weekly basis (exception, week of report cards).
- Students in Lower and Middle School who receive failing averages for the year in either major or minor subjects may need to repeat their current grade or receive summer tutoring. Final decisions will be made by the administration.
- In grades K-8, Christian Character will be communicated in a separate section for each quarter.
- Participation in Winter/Spring Programs is mandatory and will affect Music/Elective grades.
- Middle School students' midterms and final exams schedule:
 - 6th Grade: No midterms or final exams
 - 7th / 8th Grades: Midterms and final exams will each count as 5% of a student's semester grade for a class.
- Middle School assignments are weighted as follows to determine a student's quarter grade:
 - Instruction (20%)
 - Progression (30%)
 - Summative Assessments (50%)

Grading Scale – Grades 3 – 8

A+	96-100
A	90-95
B+	85-89
B	80-84
C+	75-79
C	70-74
D+	66-69
D	60-65
E	Below 60

Graduation Requirements and Dress Code

In order to be eligible to participate in the graduation ceremony, students must fulfill certain requirements. Among these requirements are:

- Academic and financial obligations
- Christian service
- Adhere to behavioral expectations

The graduation events are included in eighth grade tuition. A reception is held after graduation, in which, the graduation committee is responsible for with the help of Trinity Lutheran Christian School.

Trinity celebrates graduation in a dignified way which upholds the best of Christian values. For this reason, it is required that graduates strictly follow the dress model when choosing clothing to wear for the reception:

Boys: dress shirt, tie, sport or suit coat, dress slacks, dress shoes, and socks.

Girls: dress that is at least knee length with full back, no revealing neck lines permitted, dress shoes of 2” or less, no large or dangling earrings.

Homework Policy

Purpose:

Homework contributes toward building responsibility, self-discipline and lifelong learning habits. It is the intention of the TLCS staff to assign relevant challenging and meaningful homework assignments that reinforce classroom learning objectives. As appropriate, homework grades are modified based on students’ individual needs (i.e., IEP, 504 plans). Regular homework assignments may include but are not limited to:

- Practice exercises to follow classroom instruction
- Previewing assignments to prepare for subsequent lessons
- Extension assignments to transfer new skill or concepts to new situations
- Creative activities to integrate many skills toward the production of a response or product

- Developing time management, study, and organizational skills. Weekend and Holiday homework assignments may include but are not limited to:
- Researching for long-term reports
- Writing long-term reports
- Researching long-term projects
- Putting together long-term projects
- Reading books for book reports
- Writing book reports
- Studying for upcoming tests
- Enrichment reading
- Christian Service
- Family outings to museums and other educational places
- Musical instrument practice

We believe that homework is an essential part of the education process. The responsibilities of homework are shared with the staff, parents, and students.

Time:

Actual time required to complete assignments will vary with each student's study habits, academic skills, and selected course load. If your child is spending an inordinate amount of time on homework, you should contact your child's teachers. If the situation persists please contact your respective Educational Director. When enough time has been allowed in school for class work, and that work has not been completed, that work may be assigned as homework, thereby exceeding the recommended daily time for homework.

In our Lower School, the time allotment for homework should increase gradually from grade to grade. The following is a list of approximate daily time allotments (may vary according to the child):

- Grade K: 10-20 minutes
- Grade 1: 15-30 minutes
- Grade 2: 30-45 minutes
- Grade 3: 45-60 minutes
- Grade 4: 60 minutes
- Grade 5: 60 minutes

Generally, students in grades 6, 7 and 8 will average between 1-2 hours per night.

Late Work Policies:

Students are expected to turn work in on time. Students who turn in late assignments on a consistent basis will receive any of the following:

- Partial credit

- No credit
- Zero in Praxi system. After repeated missing assignments, phone call or email from teacher (Grades 6-8).
- Missed reward activity

Students who miss homework because of an absence will receive the opportunity to make up missed work. Students are given one calendar day for each day absent to turn in their work. It is the students' responsibility to get work missed due to illness or absence. If the first day of the absence occurs on the day of the test, the student should be ready to take the test upon his/her return to school. If the absence(s) is prior to and inclusive of the actual test date, the student will have an equivalent amount of time as allowed in the homework policy to prepare for and take the test. This should not exceed one week after his/her return.

Junior Honor Society

Junior Honor Society is a school-based organization that bases its membership on five pillars: Character, scholarship, leadership, service, and citizenship. Membership will be open to those students that are eligible in grades 6 (second semester) through grades 8. The chapter adviser, along with the help of a five member faculty council will establish membership criteria, write chapter bylaws and a member handbook, and plan the chapter's schedule for the school year. Membership in the JHS is a distinction that holds significance through a student's academic life and beyond.

Kindergarten Age Requirement

According to the State of Maryland Department of Education, a child must be five years of age by September 1st to enter Kindergarten. TLCS follows the Maryland Department of Education Kindergarten age requirement ruling.

Late Pickup Policy

A late fee is charged when students are picked up late (lateness determined by the dismissal time of the class). This fee increases for every ten minutes of lateness. The late fee must be paid in the Financial Office prior to the entrance of the child in school on the following day.

Library Books

The cost for a lost library book is \$40.00. This covers the cost of book replacement, shipping and handling charges, and the librarian's time.

Lockers

During times of Covid, students may not be using lockers.

The school provides lockers as a convenience to the 6th-8th grade students. The items stored in a locker should include jackets, lunches, school books and other school materials. Students are advised that valuable items should not be stored in lockers at any time.

Since the lockers are not locked, students are on the honor system. It is expected that they respect each other's personal space and belongings. It is considered a major offense when the honor system is violated (see discipline section in this handbook).

The school assumes no liability for materials (including textbooks and other school or personal items) lost, damaged or stolen from lockers and reserves the right to search lockers at their discretion.

Lunch Program

Lunches will be eaten in Fellowship Hall.

School: Grades K-8 have the option of buying or bringing lunch. A separate lunch fee is set every year for the Lower and Middle School. Parents may pay for school lunches and extra items online in the Praxi Parent Portal. All lunches will be pre-ordered and must be ordered by 8:30 am in order to receive first choice at lunch. Money must be on the account for you to be able to place a pre-order. Cash will not be exchanged at lunchtime.

Students arriving at school late, after 8:30 a.m., must bring their own lunch or have the option to purchase the second-choice lunch.

When a student buys a lunch, he/she will be receiving an appropriate portion for his/her age. Receiving seconds and/or second lunches are not permitted.

Extra items, and/or drinks are available for an additional fee.

The goal at Trinity is to promote healthy eating habits. Please send in a well-balanced lunch.

Any type of glass container is not permitted. The students may receive the school milk, purchase drinks in the lunchroom; bring juice boxes, or other drinks in plastic bottles. **Soda is not allowed, in any type of container. Students may not bring fun dip to school.**

If a student brings food items that require utensils, he/she must bring them.

Before/After Care students are provided Breakfast and an afternoon snack.

If a student has a milk allergy, a Physician's Medication Order Form

must be obtained for a milk substitute product.

Middle School Fellowship

Crossfire

Crossfire is Trinity Lutheran Church's Middle School Youth Group, which meets weekly on Wednesdays from 6:30-8:00 pm. There is also a churchwide meal served from 5:30-6:30 to which families are invited to attend. The Middle School students, grades 6-8, of Trinity Lutheran Christian School are invited to participate in Crossfire and are encouraged to attend events sponsored by the youth group. Crossfire's goal is to provide fun, safe, Christian fellowship for students. Expectations for participants:

Clothing

- T-shirts must not promote non-Christian values.
- No revealing clothing may be worn.
- Jeans: no holes, no slack pants, no low-riders.
- Shoes: no wheeled footwear.

Attendance

- Participants will check in upon arrival.
- Participants are expected to stay until the end of the event unless special arrangements are made.
- Once a participant leaves the event, he or she may not return.

Behavior

- Disrespectful or inappropriate language will not be tolerated.
- Students must keep their hands to themselves.
- No public displays of affection between students are permitted.
- Video devices and cameras are not permitted without prior approval.
- All mobile phones will be collected during the Bible study portion of Crossfire events. Students may retrieve mobile phones once the Bible study has been completed.

Students with Exceptionalities

Trinity Lutheran Christian School endeavors to enable every one of its students to be successful academically. Parents of students, who have been diagnosed with ADHD, ADD, or other learning disabilities, should be aware of the following:

TLCS complies with all federal and state regulations regarding modifications and educational adjustments for students with documented learning exceptionalities. All I.E.P. plans must be revised to a Service Plan. Trinity Lutheran assumes absolutely no liability in regards to implementation of I.E.P. plans or Service Plans. Please speak to the respective Educational Director or the Head of School for further information regarding Trinity Lutheran's ability to provide the specific remedial assistance required by your child.

Learning Resource Specialist and School Counselor(s) are on staff.

Summer Program

Our Summer Program is planned to allow children to learn new skills and have lots of fun. Some activities include field trips, Vacation Bible School, music, arts & crafts, and assemblies.

Technology

I. Purpose:

- Computers and computer networks, including Internet access, provide valuable tools that support the education of students and staff in Trinity Lutheran Christian School. Its proper use can open new opportunities for research, learning, and communication.
- Network users are expected to use all network resources for the purposes appropriate to the educational environment at all times.
- Users must refrain from any use that is not consistent with the policies, purposes, or objectives of TLCS.

II. Responsibilities:

Responsibilities of Staff:

- Instructing and supervising the proper use of the computer, Internet, and electronic communications.

Responsibilities of Students and Users:

- Expected to use only the software made available to them by their teachers or designated technology staff.
- Save documents and other school-related files to their class folders.
- Report to a staff member if they gain access to inappropriate material on the Internet and discontinue the access as quickly as possible.
- Refrain from installing/downloading/ accessing games, utilities, plug-ins or other programs or files from the Internet or any other outside source, to the network or individual systems.
- Users of electronic communications (including, but not limited to, email, web pages, on-line collaborations, list servers and discussion groups) should be mindful that communications are originating within TLCS. Do not send, submit, publish, display, or knowingly access any material that is defamatory, inaccurate, abusive, rude, obscene, profane, sexually oriented, threatening, harassing, racially offensive, illegal, or that encourages the use of controlled or illegal substances, or is otherwise not consistent with the policies, purposes, and objectives of TLCS.
- Will not reveal personal information about others, and be cautious

when revealing personal information about them. STUDENTS: Do not reveal your home address, image, or phone numbers.

- Will not use the Internet or network resources to sell or offer for sale any goods or services without the Head of School's approval.
- Respect network resource limits.
- Abide by current copyright laws. If text or multi-media files from the Internet or other electronic sources are used, they must be cited appropriately.

Responsibilities of the Parents:

- Set standards that conform to the Christian principles of the school, as set forth in the student handbook and as instructed by school staff and administration. These standards also apply with respect to student-created materials placed on the Internet, other electronic media, and other mobile devices.
- Be able to provide internet access for home assignments.
- Monitor your child's communications.
- Be financially responsible for the repairing or replacing of any technology equipment damaged due to student abuse, neglect, and/or alterations.

III. Procedures:

- If a student violates any of the terms or conditions described in this policy, his or her Internet access will be terminated and future access may be denied.
- Engagement in online blogs/social networking sites such as, but not limited to, Facebook, Twitter, Instagram, Snapchat, YouTube, etc. and any emerging technology programs and social media sources, may result in disciplinary actions if the content of the student's blog includes defamatory comments regarding the school, the faculty, other students and their families, or the church. **By law social networking sites require subscribers to be 13 years or older.**
- Sexting is the act of sending, receiving, or forwarding sexually explicit or suggestive messages, photos, or images via cell phone, computer or other digital device. Students engaged in such activities are subject to state laws and school discipline. The school considers sending, sharing, possessing, or even viewing pictures, text messages, or emails that contain a sexual message or image a violation of this policy which will result in school discipline, up to and including expulsion and the notification of local law enforcement. Students are required to immediately report any such activities to a teacher or a school administrator.
- A student may be subject to disciplinary action, including expulsion, for abusive use of the Internet. This includes communications originating in or outside of school by mobile

devices such as cell phones, BlackBerrys, iPads, PocketPCs, Sidekicks, and other similar devices which threaten other students or school personnel, violate school rules or disrupt the educational process promoted by the school.

- Faculty and administrative personnel may review all stored files, email communications and other postings to maintain system integrity, to ensure that users are acting responsibly and to enforce school rules.

IV. Consequences of Inappropriate Use of Network/Internet Resources/ Electronic Devices:

If any student accesses a cell phone, camera, iPod, or any other non-approved electronic device during the school day, administrators may view the images, texts, and/or files. The school reserves the right to search lockers and personal belongings for non-approved electronic devices or for a designated cause.

- **Students who have a cell phone, camera, iPod, or any other non-approved electronic device visible and/or in their possession, in any area of the school, will have them taken away by administration and kept in the administration office until picked up by the parent. Parents will be notified of the infraction. After three days, the device will ONLY be released to the parent or guardian.**

Testing (Standardized)

Testing is conducted for these classes: Grades 2 – 8.

Results are given to parents when the school year ends.

Textbooks

(Grades 3 – 5)

- Students will be assigned a specifically numbered textbook in some classes.
- Students are responsible for the texts assigned to them.
- Students and their parents are financially responsible for damaged or lost textbooks.
- All textbooks must be covered with fabric or paper book covers at all times.

Transfer of Records

Before we can release the permanent school and health records of any child, we must have a written request from the receiving school, as well as written confirmation and authorization from parents/guardians on the form prescribed

by Trinity. Before records are released all financial obligations must be met and all Trinity property must be returned.

Recommendation letters are only written for 8th grade students going into high school. Parents must complete the necessary forms for requests. Please allow 2 – 3 weeks for recommendations to be completed. Letters will be mailed, faxed, or emailed directly to the high schools requested.

Trinity Lutheran Christian School and Early Learning Center

Handbook

Parent/Student Verification Form

I (We) have read the Trinity Parent/Student Handbook and Parent Code of Ethics and agree to abide by the policies and regulations therein. I have also read and agree to abide by the computer use policy.

_____	_____
Mother Signature	Date
_____	_____
Father Signature	Date
_____	_____
Guardian Signature	Date
_____	_____
Child(ren)	Grade
_____	_____
_____	_____
_____	_____

Date _____

**This agreement must be signed and returned
to Trinity by September 30, 2022**