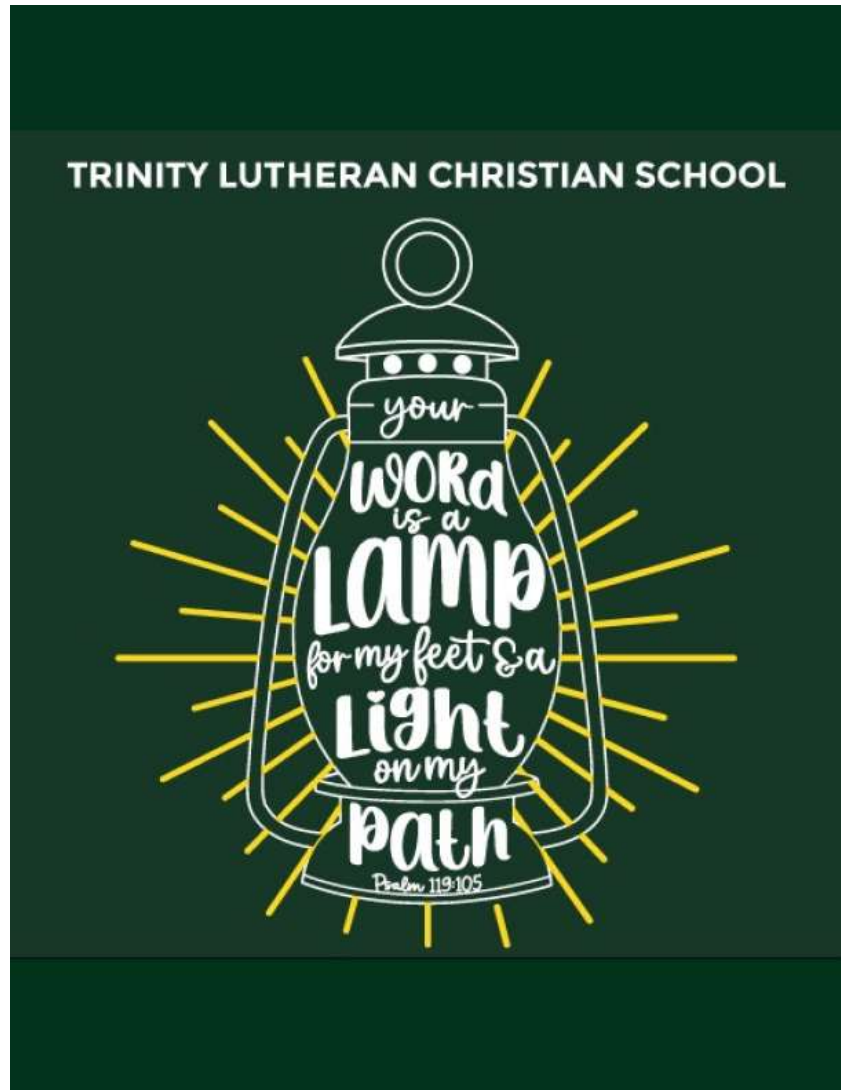


Trinity Lutheran . . .
Educational Excellence...
Boundless Opportunities...
Anchored in Christ...



Making A Difference Since 1960
Parent-Student Handbook 2024-2025

1100 Philadelphia Road • Joppa, MD 21085
410-679-4000 • Fax: 410-679-3472
School Website: www.tlsonline.org
Facebook: @TLCJoppa

2024/2025
Trinity Lutheran Christian School System

Important Contact Information

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

Richard Jester, Principal • Extension 109

Heather Walter, Middle School Educational Director • Extension 178

Dawn Hebding, Lower School Educational Director • Extension 119

Christine Morris, Early Learning Center Director • Extension 165

Laura Smith, Director of Admissions/Technology • Extension 169

Pam Wiechec, Office Manager • Extension 100

Carol Schafer, Office Assistant • Extension 168

Lisa Moeller, School Finance • Extension 111

Barbara Polack, School Nurse • Extension 180

Mike Thatcher, Educational Services • Extension 160

B.A. Thomas, Media Director • Extension 121

“One Call System” • Announcements Made to Your Phone

FlynnO’Hara School Uniforms

Phone: 1-800-441-4122

Store: 410-828-4709



Since 1960
Quality 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.

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 for the day-to-day operation of our school, as well as a guide to a successful educational journey here at Trinity. Every day we ask for your prayers and support for this educational Ministry.

In His Service,

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*).

Trinity Lutheran Church School Board Role

Trinity Lutheran Christian School supports and grows God's Kingdom to enable students to obtain an outstanding education that prepares them for the rigors and challenges of the world. Trinity is a Christ-centered school where students receive strong academic preparation in an environment that promotes the teachings of the Church and Christian values. We believe in a holistic approach to education where parents are assured that their children are receiving quality instruction in a safe and nurturing environment centered on Christian principles.

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

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, technology, 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.

Chapel and Christian Education

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 fellow man. Special projects and monthly offerings are prepared by our students to express their love for humankind. Grades 6-8 celebrate Holy Communion each month and Baptism for all 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 American Flag 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.

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.

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.

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, and Principal.

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 for learning at Trinity.

School classroom sizes are determined according to annual enrollment and in keeping with the philosophy of the school. The School Board annually reviews and determines individual class size.

Admission Requirements

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 Application Fee(s) and Deposit. (Apply for Financial Aid, if applicable.)
3. Schedule a screening, and complete necessary assessments.
4. Submit a Records Release to Trinity authorizing us to obtain your child’s records from their prior school.
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 of the child’s application status.

In addition to the completed application and required forms, fees and deposits, TLCS will also need a copy of the child’s birth certificate and court custody papers (if applicable) prior to the first day of school. Prospective students are **not** allowed to start in the program without completed paperwork.

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 **45 day probationary period** beginning with their first day. If there are any concerns, the parents will be notified by the administration within the 45 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 the Tuition Installment Agreement. If a payment is returned unpaid, a service charge of \$40.00 will be added to your balance. See the Tuition Installment Plan Agreement for more information.

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 3:00 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. The form may be found on the school website or a paper copy may be obtained from the school office. 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.

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. Reporting should be done using the form located on the school's website or from the school office.
3. 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.
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 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

Copies of the form are available on the school website and in the school office and is monitored by the administration.

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 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.
- 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 (any unwelcome) physical contact.
- 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, and then the Principal.
- 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 (must be store bought) for parties, chaperone fieldtrips, volunteer at fundraising time, or help organize our Parent Teacher League (PTL). All volunteers must complete a Disclosure and Authorization Background Check Form prior to volunteering.
- 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**

- 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 school.
- The school needs your help and support. Please volunteer for a position or to help with a special event or activity.

Drug Free/Smoke Free Zone

Trinity Lutheran Christian School and Early Learning Center is a drug, smoke, and alcohol-free zone. All manufacture, sale, distribution, dispensation, possession, or use of any controlled substance, marijuana, tobacco product, and/or alcohol is prohibited on Trinity's premises, including parking areas and carpools. Reporting to the premises (including during the drop off or pick up of students) while under the influence of drugs, alcohol, any intoxicants, and/or any controlled substance as defined by law is prohibited. A person will be considered "under the influence," if any amount of the prohibited substance is present in the body. Trinity may also consider other evidence in determining whether an individual is "under the influence," including but not limited to review by the school nurse or administration.

The policies set forth by the Federal Drug-Free Workplace Act apply directly to the use of cannabis in schools, including child care facilities located in schools, even if such use might be permitted under State law. All employees, contractors, volunteers, and visitors are required to comply with this law and may not distribute, possess, use, or be under the influence of cannabis while in schools or during working hours, including but not limited to while transporting students or attending school-sponsored activities.

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:

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 Administration 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 a two hour delay, Trinity’s arrival times will be:

Middle School – 10:00 a.m.

Kindergarten/Elementary – 10:10 a.m.

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

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.

Transportation for fieldtrips will be by bus, organized by the school.

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.

It is the responsibility of each parent to cover the cost of a fieldtrip for their own child(ren).

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

Limited Financial Aid is available and may be applied for via the school website, www.tlsonline.org at certain times of the year. 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 the School Office. Students in Before and After Care are not permitted to classrooms and lockers. 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, technology upgrades and facility enhancements.

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:

- A. **Physical** – a Health Professional, RN is on staff five days a week to address the needs of the students and to administer approved medication.
- B. **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 chickenpox, COVID, the flu, hepatitis A, measles, mumps, pertussis, scabies, and/or strep throat.
- 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. For 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 a medical provider must be presented.

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

Medication

If your student requires medication during the school day, the following protocol must be followed: A Medication Administration Form, located on our website or in the school office, must be completed and signed by you and your student's health care provider for **all** prescription **and** over the counter medications. A new form is needed every school year. The medication must be brought to school by a parent/guardian or responsible adult. Students are not permitted to carry medication on the school grounds. Prescription medications must be in a labeled prescription container with specific instructions. Over the counter medications must be in the original container. Medications must be picked up by a parent/guardian or responsible adult at the end of the school year. **Medications will not be stored over the summer.** Parents should schedule a conference with the School Nurse to discuss any special health conditions, particularly those that may require urgent/emergency intervention.

Teachers and other staff members are not authorized to store or administer medications unless delegated by the School Nurse. The health personnel is on duty Monday through Friday to address the health needs of our students.

Middle School students may have access to discretionary medications, such as acetaminophen and ibuprofen, with approval from their medical provider and parental consent. Forms for these medications are available from the School Nurse upon request and are distributed to students during the first week of the school year. Middle School students may carry cough drops with them, provided they are supplied by a parent and accompanied by written permission submitted to the School Nurse.

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 equipment will be required. Also, vital information should be given for any limitations or special needs.

Office Hours

The School Office is open and available to you daily from 7:45 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.
- If you bring your pet, your pet must remain in the vehicle at all times.

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.

Playground/Outdoor 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. We use the online Child Care Weather Watch Chart to determine whether or not classes go outside. Children need to be dressed appropriately for colder weather.

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 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 of the student and parents will be responsible for the cost of any repairs.

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. Our cell phone policy has enabled Trinity to maintain a focused learning environment.

Students are not permitted to use mobile phones or unauthorized electronic devices on school property at any time. Cell phones must be turned off and stored in the student's locker or cubby during the school day. 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.

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

- **8:00 – 8:15 a.m.** Middle School Students (6th-8th)
(Tardy – after 8:15 a.m., Proceed to Main Entrance, School Office for a late pass)
- **8:10 – 8:25 a.m.** Lower School Students (K-5th)
(Tardy – after 8:25 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.

All students in Grades K-8 will enter at the Main School Entrance. ELC enters at the ELC Middle Entrance.

Kindergarten, First Grade and Middle School Students will dismiss from the Main School Entrance. Students in Second through Fifth Grades will dismiss under the metal awning in the middle of the building. Should your child need to leave school early for an appointment, please email the homeroom teacher, the appropriate Director and the school office **prior to the school day beginning**, to let them know the time of early dismissal. When you arrive to pick-up your student, please go to the main school office to sign out your student. Students will be called to the office upon your arrival. 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. If you bring your pet, the pet must remain in y our car.**

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.
- All students and parents must enter through their designated entrance

Grades K – 8 Dismissal

- **2:50 p.m.** Lower School Students (K – Gr. 5)
(Early dismissal time 12:50 p.m.)
- **3:00 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 must come to the sidewalk area to pick-up their children.

Attendance Policy

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 a total of 20 days or more by the end of the school year** may 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 2-4 hours, the student will be marked present for ½ a day.
- If a student is at school for 4 or more hours, the student will be marked present for the full 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. Please provide advance notice to the homeroom teacher, Director and office staff if planning to pick-up your student early.
- 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

- Teachers track absences daily which are entered into a database system.

Tardiness: Lateness is defined as:

- Middle School students are considered **"tardy"** when arriving after **8:15 a.m.**
- Kindergarten and Lower School students are considered **"tardy"** when arriving after **8:25 a.m.**
- **If a student arrives late at school, he/she must check in with the school office and receive a late slip.** 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. Parents of students with excessive tardiness will receive communication from the Administration.
2. Continuing absence and/or tardiness of the student will result in the initiation of disciplinary procedures.
3. Students with excessive absences will be referred to the Principal 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.**
- Parents should keep in mind, an early dismissal close to regular dismissal may be delayed due to logistics. As a reminder, advance notice is helpful.

Late Pickup Policy

A late fee is charged when students are picked up late (lateness determined by the dismissal time of the class). The fee is **\$20** for the first 10 minutes and increases by \$20 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. Late fees begin to accrue ten minutes after dismissal.

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 before and after school. 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. Trinity Lutheran offers Before and After Care for students to be supervised. You must be pre-registered to attend. 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 skills.

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 or A.I.
- 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.)

* 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:

* Examples of Minor Offenses are Included but are not Limited to:

- 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 time after school with a designated staff member. During this time, the student may be required to complete an 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

Trinity Lutheran Early Learning Center and School is a drug and alcohol-free center. Other than as outlined in the Medical section of this handbook, all manufacture, sale, distribution, dispensation, possession, or use of any controlled substance, marijuana and/or alcohol is prohibited on Trinity's premises. Reporting to the premises (including during the drop off or pick up of students) while under the influence of drugs, alcohol, any intoxicants, and/or any controlled substance as defined by law is prohibited. A person will be considered "under the influence" if any amount of the prohibited substance is present in the body. Trinity may also consider other evidence in determining whether an individual is "under the influence," including but not limited to review by the school nurse or administration.

The policies set forth by the Federal Drug-Free Workplace Act apply directly to the use of cannabis in schools, including childcare facilities located in schools, even if such use might be permitted under State law. All employees, contractors, volunteers, and visitors are required to comply with this law and may not distribute, possess, use, or be under the influence of cannabis while in schools or during working hours, including but not limited to while transporting students or attending school-sponsored activities. Violation of this policy is grounds for immediate termination.

In addition, the possession, use, distribution, and/or sale of tobacco products, which includes vapes, are prohibited on all school property.

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 and/or a hard copy of the uniform list 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 beginning in first grade.
- 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 Administrative Staff can 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. Hair should not cover the eyes.
- Heavy 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.
- Only gym or uniform shorts may be worn from 10/31 to 4/15.
- 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, (unless it is a specific hat day), 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, flip flops, clogs, or crocs**
- **Shorts may not be worn from 10/31 to 4/15. Only gym or uniform shorts may be worn.**

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 regular basis throughout the activity.
- 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 offered 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 motivate 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.
- Final exams will be administered in grade 8.
- 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

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” heels 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 student plans (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.

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 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.

Library Books

Students are responsible for the cost/replacement of lost or damaged library books.

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 must be pre-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. Additionally, lunches must be cancelled by 8:30 am the day of, in order to receive a credit on your account.

Students arriving at school late, after 8:30 am, must either bring their own lunch, pre-order by 8:30 am, or will 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 such as snacks, ice cream, 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 a water bottle. **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.

Student Services

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

TLCS complies with all federal and state regulations regarding accommodations and educational adjustments for students with documented learning differences. All I.E.P. and 504 plans must be revised to a Service Plan. Trinity Lutheran strives to provide assistance but assumes 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 assistance required by your child.

A Learning Resource Specialist is on staff.

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 Principal'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, 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, Apple watch, 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)

MAP 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. All records will be sent directly from TLCS to the school of choice.

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.

_____ Parent/Guardian (Print)	_____ Date
_____ Parent/Guardian (Signature)	_____ Date
Student Name(s)	Grade
_____	_____
_____	_____
_____	_____

Date _____

**This agreement must be signed and returned
to Trinity by September 13, 2024.**

Please return to your student's homeroom teacher.