

# **TRINITY LUTHERAN CHURCH AND SCHOOL**



**TRINITY LUTHERAN**  
**SCHOOL**

**FAMILY CALENDAR & HANDBOOK**  
**2017-2018**

# Our Mission Statement

*Trinity Lutheran School: Loving families to Christ in a strong  
Christian academic environment.*

## 2017-2018 School Theme



*Hebrews 13:8 “Jesus Christ is the same yesterday and today and forever”.*

Trinity Lutheran School admits students of any race, color, or national or ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, or national or ethnic origin in administration of its educational policies, and athletic and other school-administered programs.

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**Trinity Lutheran Church and School**  
**8540 East 16<sup>th</sup> Street**  
**Telephone: 317-897-0243**  
**Fax: 317-897-5277**  
**Web Site: <http://www.trinityindy.org>**

**Office Hours: Monday – Friday from 7:30 a.m. to 4:00 p.m.**

<b><u>Staff:</u></b>	<b><u>Extension</u></b>	<b><u>Position</u></b>	<b><u>Email Address</u></b>
Mr. Matt Riley	502	Principal	<a href="mailto:matt.riley@trinityindy.org">matt.riley@trinityindy.org</a>
Pastor Ken Wegener	501	Pastor	<a href="mailto:ken.wagener@trinityindy.org">ken.wagener@trinityindy.org</a>
Mr. Joel Rolf	518	7 <sup>th</sup> & 8 <sup>th</sup> Grade	<a href="mailto:joel.rolf@trinityindy.org">joel.rolf@trinityindy.org</a>
Mrs. Rebecca Thibodeau	517	6 <sup>th</sup> Grade	<a href="mailto:becky.thibodeau@trinityindy.org">becky.thibodeau@trinityindy.org</a>
Mrs. Jennifer Riley	515	5 <sup>th</sup> Grade	<a href="mailto:jenn.riley@trinityindy.org">jenn.riley@trinityindy.org</a>
Mrs. Katie Winningham	521	4 <sup>th</sup> Grade	<a href="mailto:katie.winningham@trinityindy.org">katie.winningham@trinityindy.org</a>
Mrs. Cheryl Stoltenberg	513	3 <sup>rd</sup> Grade	<a href="mailto:cheryl.stoltenberg@trinityindy.org">cheryl.stoltenberg@trinityindy.org</a>
Mrs. Jenny Jones	511	2 <sup>nd</sup> Grade	<a href="mailto:jenny.jones@trinityindy.org">jenny.jones@trinityindy.org</a>
Mrs. Rebecca Hoff	514	Kindergarten & 1 <sup>st</sup>	<a href="mailto:rebecca.hoff@trinityindy.org">rebecca.hoff@trinityindy.org</a>
Miss Linsei Geveden	523	Preschool	<a href="mailto:linsei.geveden@trinityindy.org">linsei.geveden@trinityindy.org</a>
Mrs. Kristi Riley	503	School Secretary	<a href="mailto:kristi.riley@trinityindy.org">kristi.riley@trinityindy.org</a>
Mrs. Judy Britt	500	Church Secretary	<a href="mailto:judy.britt@trinityindy.org">judy.britt@trinityindy.org</a>
Mrs. Sonya Starling	525	Lunchroom Manager	<a href="mailto:kitchen@trinityindy.org">kitchen@trinityindy.org</a>
Mrs. Terri Maple	510	Volunteer Librarian	<a href="mailto:library@trinityindy.org">library@trinityindy.org</a>
Ms. Erika Starling	508 & 527	Children's Care Coordinator	<a href="mailto:erika.starling@trinityindy.org">erika.starling@trinityindy.org</a>

- **Telephone Information**

The office will forward any necessary phone messages to students. Students are not permitted to use the telephone at school, except in cases of emergency. Teachers should be contacted before or after school, or you may leave a voice mail message during the school day.

- **Board of Education**

Trinity Lutheran School is owned and operated by Trinity Lutheran Church. The operation policies are under the auspices of the church's Board of Education. The board holds monthly meetings on the first Wednesday of each month @ 6:00pm. Visitors are always welcome.

**Voting Members:**

J.T. Erdmann	317-789-9227	Chairman
Holly Buerosse	317-891-8676	
Ryan Enlow	317-897-2670	
Sonnie Cook	317-897-6123	
Jessica Brittain	317-919-7053	

**Ex Officio Members:**

Matt Riley	317-897-0243	Principal
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- **Parent – Teacher Organization (PTO)**

Contact Person	Linsei Geveden	linsei.geveden@trinityindy.org
Treasurer	Terri Maple	library@trinityindy.org
Room Parent Coordinator:	Tracy Tabit	tracyt2323@yahoo.com
Teacher Representatives:	Katie Winningham (4 <sup>th</sup> )	Katie.winningham@trinityindy.org

The PTO looks forward to bringing new ideas to the school and to working with the Trinity Lutheran School families this year. The purpose of the Trinity Parent-Teacher Organization is to bring families, the school, and the church into a closer relationship. This allows parents to play an active role in developing their children's Christian moral and educational growth.

- **Tuition Policy**

*“Train up a child in the way he should go; even when he is old he will not depart from it.” [Proverbs 22:6](#)*

Tuition is a necessary thing for Trinity to operate as a center for learning. Tuition dollars go to funding everyday operating costs, staff salaries, and extension activities for our students (field trips, assemblies, sports, etc.).

There are three options for paying tuition:

1. Single payment due August 1, 2017 (\$250 discount)
2. Semester payments due August 1, 2017 and January 1, 2018 (\$250 discount)
3. Automatic Electronic Funds Transfers (EFT) monthly payments

Missed payments will result in warnings, students not being able to attend until payments are made up, and in worst-case situations a collections service will be contacted. Families will be notified if they fall one month behind. They will have one month to bring the account current. If a family misses two payments, the student will not be allowed to attend until the account is brought current. After three missed payments, the student will be dismissed from Trinity and the family’s account will be sent to the collection service.

Thank you for making Trinity Lutheran School an amazing place to learn and grow spiritually, academically, and socially.

• **Trinity Children’s Care**

For the convenience of parents, Trinity has a before and after school care program called Trinity Children’s Care. Care is offered to children enrolled in our school from 7:00 a.m. until 6:00 p.m. All children enrolled in school must have a completed and signed Trinity Children’s Care form on file.

- **Before school session:** Helps you get that early start. Breakfast will not be served in Trinity Children’s Care.
- **Morning / Afternoon session:** Designed to reinforce what is being taught in the Pre-school and Kindergarten classrooms. Colors, letters, and special units are emphasized in unique and exciting ways.
- **After school session:** A relaxed atmosphere with opportunity for homework and loads of FUN! A light snack is served.

**Trinity Children’s Care Actual Usage Rates**

Before/After School \*Includes snack  
 Grades K-8 \$5.00 per child

**Special Days & Vacation Daily Rate** **\$25.00 per child**

<b>Fish Room</b> 18 months-2 yrs.	Weekly-\$175.00 Daily-\$35.00
<b>Flower Room</b> 6 wks-18 months	Weekly-\$200.00 Daily-\$40.00
<b>Dove Room</b> Early Learners and Pre-Kindergarten	0-10 hrs/week-\$25 11-20 hrs/week-\$50 21-30 hrs/week-\$75 31-40 hrs/week-\$100 40 + hrs/week-\$125
<b>Before/After School (K-8)</b>	\$5.00/hr

\*Active Church Member Discount-\$25      \*\*\*Third child is FREE

**\*CCDF users must pay difference between CCDF voucher amount and TCC prices.**

## • Trinity Children's Care Guidelines and Policies

- No hourly rates available
- Third child free after two paid children per family (Free child will be the one that least used Trinity Children's Care that week).
- Parents are charged for the time their child is in Trinity Children's Care; any overpayment will be posted as a credit to their Fast Direct account.
- If Trinity Children's Care payments are not made in a timely manner, parents may be asked to discontinue use of the Trinity Children's Care program.

Trinity Children's Care strives to create a safe and loving environment for your child/children to learn and grow. With that in mind, while following Christ's example, the following behavior is expected:

- ✓ Respect for authority; including all caregivers and the Coordinator
- ✓ Appropriate language is to be used at all times
- ✓ Use of appropriate actions at all times
- ✓ Respect for fellow students and Trinity Children's Care property
- ✓ Food and drink for lunch are the only foods to be brought into Trinity Children's Care
- ✓ Use of cell phones and music players is **not permitted** in Trinity Children's Care

Trinity Children's Care will follow these guidelines:

- ✓ Any student not picked up within 15 minutes after school is dismissed will be signed into Trinity Children's Care and all fees apply
- ✓ Only those students **participating** in a game or practice **immediately** after school do not need to sign into Trinity Children's Care
- ✓ When practice or a game is finished any student not going home immediately will be signed into Trinity Children's Care
- ✓ If the game or practice is later in the afternoon the student must go Trinity Children's Care after school and remain there until an appropriate adult signs them out to attend the game or practice
- ✓ Any child at school that is not participating in an after school activity must be in Trinity Children's Care and all fees apply. Students are not allowed in the halls, classrooms, gym, locker rooms, church, restrooms, etc. unless they are with an adult. That adult will be responsible for the child and will sign the child in and out of Trinity Children's Care as appropriate.
- ✓ In the event someone other than a parent/guardian is to pick up their child, a parent/guardian must contact the school office or Erika Starling @ 317-897-0243. The phone number to be used after school office hours is 317-665-6448.

Disregard of Trinity Children's Care policies will result in the following consequences:

**1<sup>st</sup> infraction**: Note to parent. Copy in file

**2<sup>nd</sup> infraction**: Note to parent with reminder this is second note. Copy in file.

**3<sup>rd</sup> infraction**: Note to parent. Copy in file. Student may not attend Trinity Children's Care for one week.

**4<sup>th</sup> infraction**: Note to parent. Copy in file.

**5<sup>th</sup> infraction**: Note to parent with a reminder this is fifth note. Copy in file.

**6<sup>th</sup> infraction**: Note to parent. Copy in file. Student may not attend Trinity Children's Care for two weeks (ten school days). Parent has to make other arrangements for before and after school care.

**7<sup>th</sup> infraction**: Note to parent. Copy in file.

**8<sup>th</sup> infraction**: Note to parent with a warning that this is the eighth and **final** note. Copy in file.

**9<sup>th</sup> infraction**: Student may not attend Trinity Care for the **remainder of the school year**.

- All notes to parents are at the discretion of the Children's Care Coordinator.



- **Arrival and Dismissal Procedures**

**Arrival:**

**Drop-off time for ALL GRADES is 8:00-8:15 AM.**

**Children arriving before 8:00 a.m. should be dropped off at the Main entrance.** Between 8:00 a.m. and 8:15 a.m. children may enter the building through the North doors (beside playground). Please do not drop your child off if no adult is present. Cars should line up single file at the turn around. No parking is allowed in the back. These doors will be locked at 8:15 a.m. Students in grades K-8 who enter after 8:15 a.m. will be considered tardy, and must enter through the main entrance with a parent. Students who arrive after 8:15 a.m. are to enter the building with a parent through the main doors to the Commons and proceed to the office for a late pass.

**Dismissal:**

Children will be dismissed at the North doors (beside playground) to one (1) vehicle at a time. AM Preschool pick-up time is 11-11:15 a.m. Kindergarten & PM Preschool pick-up time is 3-3:15 p.m. Grades Kindergarten-8 pick up time is 3:20-3:35 p.m. Students not picked-up by the end of their assigned pick-up time will be sent to Trinity Children's Care.

Walkers will not be permitted to walk through traffic at dismissal time. If a student is to walk home, the school must have written permission from the child's parent/guardian.

- **Attendance Policy**

In accordance with state laws, all pupils are held to regular and punctual attendance. In case of an absence, **parents must call the school office by 10:00 a.m.**, explaining the reason or nature of the absence. Taking your children on vacation during the school year is highly discouraged, but if it is necessary, you must notify the office and the teacher(s) in advance. To attain perfect attendance for the semester/year a student may not have more than 5 unexcused tardies per semester.

**Excused Absences:**

Excused absences are defined as absences that the school corporation regards as legitimate reasons for being out of school, as included in the school policy. These could include:

- Illness verified by note or phone message from parent/guardian
- Illness verified by note from Physician
- Family funeral
- Military Connected Families (e.g. absences related to deployment and return)

## **Unexcused Absences:**

An unexcused absence is any absence not covered under the definition of excused or exempt. Every absence that falls under the “Unexcused Absences” category will receive a phone call home to verify the absence. Absences will be recorded. Excessive unexcused **and** excused absences will result in the following consequences (unless an exemption has been made, per the administration).

- After the 5<sup>th</sup> absence from school, a letter regarding the student’s absences will be sent home.
- After the 7<sup>th</sup> absence from school, a letter will be sent home, and a conference will be scheduled between the parents and principal.
- After the 10<sup>th</sup> absence from school, a letter will be sent home, and the parents may be required to attend an evening attendance class. A person contact will also be made.
- After the 15<sup>th</sup> absence from school, a letter will be sent explaining that a doctor’s note must accompany any future absences. A personal contact will also be made.
- After the 18<sup>th</sup> absence from school, a letter will be sent explaining that future absences may result in a referral to the county prosecutor. A personal contact will also be made.
- After the 20<sup>th</sup> absence from school, a letter will be sent informing the family that any future absences may result in retention in the current grade. A personal contact will also be made.
- After the 30<sup>th</sup> absence from school, a letter will be sent informing the family that any future absences will result in expulsion. A personal contact will also be made.

### **• Tardy Policy**

If a student accumulates five (5) tardies in a quarter, parents will be required to meet with the Principal. Every 3<sup>rd</sup> unexcused tardy will result in an absence (e.g. 3<sup>rd</sup> tardy = 1 absence, 6<sup>th</sup> tardy =2 absences, etc.). The absence policy will be followed for excessive tardies.

# Trinity Lutheran School K-8

## Student Discipline Policy

The classroom teacher will conduct the majority of the day-to-day discipline. Children are expected to be quiet while the teacher is instructing, to complete schoolwork quietly, and to respond obediently to the direction of the teacher. Teacher and other staff emphasize positive recognition of good behavior, acknowledging successful efforts of students to conduct themselves in an exemplary manner. All students will be expected to follow principles that prepare them for lifelong success: honesty, trustworthiness, working to reach their highest possible levels of achievement, listening actively, and thinking of others. Individual teachers may develop more detailed classroom rules in consultation with the Principal.

Examples of inappropriate behavior that needs to be modified through the use of verbal reprimand or other consequence include but are not limited to the following:

1. Showing disrespect or defiance toward adults in authority including the use of profane or obscene language.
2. Threats of violence toward other students or adults in authority.
3. Nuisance items such as squirt guns, cap pistols, fidget spinners, and other toys should not be brought to school. Such items will be confiscated.
4. Possession or usage of cell phones, pagers, or similar devices on school grounds without permission from the teacher is prohibited. These are to be turned in to the teacher at the beginning of the school day. They will be returned to them after school. Such items will be confiscated if they are seen or heard and returned to the student's teacher.
5. Chewing gum is a hindrance to proper maintenance of floors, furniture, books, etc., and therefore is not permitted at any time.
6. Intimidation/alienation, fear, passive resistance or other comparable conduct to interfere with school purposes, or urging other students to engage in such conduct.
7. Inappropriate dress (see dress code)
8. Lying or Cheating

## Consequences

Unfortunately, because of sinful human nature, there are occasions when a child fails to achieve a sufficient level of self-discipline to function effectively in the classroom. Repeated violations of classroom rules make learning difficult both for the misbehaving student and for others in the class. Subject to teacher discretion and the severity of the misbehavior, one or more of the following may result:

1. Admonition - A warning to the student with notification to the parents through a note, e-mail, or call.
2. Removal from class - The student is removed from the class for a period of time determined by the teacher.
3. Detention – A student may be asked to serve an after school detention. Parents are notified the day the detention is given. Detentions are served the next school day from 3:20-4:15 (Grades K-5) and 3:30-4:30 (Grades 6-8). There will be no exceptions. Failure to show for detention will result in the immediate suspension of the student until the detention is served. Students not picked up within 5 minutes of the detentions ending time will be sent to Trinity Children's Care where normal charges will be applied to your account.

## **Suspension**

Suspension is a serious step in school discipline. A suspension may result in no credit for the class work assigned or due on the day of the suspension. Major tests or projects may be made-up with the guidance of the teacher. The Trinity Lutheran staff has developed a list of **absolutes**, which will not be allowed at school under any circumstances. Depending on the severity of the incident as determined by the teacher, students may be suspended for the following:

1. Aggressive behavior or fighting, act of violence or use of force against students, school or church staff, or visitors.
2. Use of or bringing onto school property dangerous or addictive items such as alcohol, tobacco, controlled substances, firearms, knives, lighters, and matches.
3. Improper touching/sexual harassment.
4. Stealing school property or that of other staff and students.
5. Deliberate damage of school property or that of other students or staff
6. Engagement in an activity forbidden by the laws of the State of Indiana.

Suspensions are reported to the School Board for review and any further action deemed necessary. Following any suspension the student will automatically be placed on Disciplinary Probation. Parents will be notified of the suspension.

## **New Student Probation**

Probation (ALL New Students): Any new student enrolled will enter on a probationary basis. The student will be on probation for a nine-week period from the date of first class attendance. At the end of nine weeks, the Principal and teacher will review the student's academic achievement (must be passing all subjects), student's conduct (attendance, tardies, and behavior) and the family's school financial account. A recommendation will be made by the Principal as to whether the student will be allowed to continue at Trinity Lutheran School.

## **Disciplinary Probation**

Probation is a serious step which can lead to the dismissal of a student. It is applied in cases of extreme inappropriate behavior, habitual disciplinary referrals or in cases where a student's attitude is antagonistic to the beliefs and philosophies of the school.

Probation is a set period of time where a student is closely monitored by school officials. Probation may be followed by expulsion.

Probation can be imposed for up to a 9-week period during which time a student who has committed a serious or chronic offense will relinquish all positions of trust and responsibility. During this time the student will be encouraged to correct the problem. At the end of the probation period, if the student's behavior has significantly improved, he or she may be restored to full status. If the problem(s) still persists, the Homeroom teacher in concert with the Principal may extend the probation or determine that expulsion is the required next step.

## **Expulsion**

Expulsion is the most serious disciplinary step the school can impose on a student and has serious implications on a student and his/her family.

It is the responsibility of the Principal to make the final decision regarding the expulsion of any student. If a student's conduct is serious enough to merit expulsion by the Principal, the following procedure will be followed.

1. The Principal will communicate with the student and parent(s) to summarize the reason(s) for expulsion.
2. The Principal and homeroom teacher will be available for a hearing with the parents of the expelled student. Should an expelled student desire to be readmitted to Trinity Lutheran School in a subsequent school year, the Principal in consultation with the homeroom teacher will make a decision based on the student's attitude and circumstances at the time of reapplication.

## **Student Property Inspection**

Trinity Lutheran School reserves the right to search student lockers, desks, and personal property (e.g. backpack, purse, etc.), with or without notifying the student, in the event that there is reasonable cause to suspect that the student in question has in their possession items (e.g. weapons, drugs) that could bring harm to themselves or to school constituents, or has in their possession articles (e.g. notes) which could indicate that there is a threat in the school or in the possession of another student. Upon completion of a search, the parent/guardian of the student will be notified of the search and its results.

## **Preschool Discipline Policy**

The following practices and procedures apply to the young students in Tiny Treasures, Early Learners, and Pre-Kindergarten.

As the Savior's waiting arms comfort His children, so can the children expect to receive love, support and forgiveness in the early childhood program at Trinity Lutheran School.

Discipline problems will be handled in a positive manner. Children of this age quickly comply when good behavior of other children is emphasized.

On an individual basis, children will be reminded of our classroom rule that has been ignored.

Another activity may be suggested for the child. (Redirection)

As a final measure of discipline a child may be isolated from the group for a short time to cool down and will always be in view of the teacher.

All discipline will be applied with love, forgiveness and consistency.

We believe all children are entitled to a pleasant and harmonious environment in our program. If your child has difficulty adjusting to our expectations a parent conference will be called. Children who are chronically abusive to other children may be asked to leave our program.

Reasonable efforts will be made to assist children to adjust to the program and to keep parents informed all along the way.

- **Daily Schedule**

7:40-8:00 a.m.	.....Breakfast
8:00 a.m.	.....Classrooms open
8:15 a.m.	.....Back doors are locked
8:15 a.m.	.....Classes begin for morning preschool and grades K-8
11:00 a.m.	.....Dismissal of morning preschool classes
12:15 p.m.	.....Classes begin for afternoon preschool
3:00–3:10 p.m.	.....Dismissal of afternoon preschool.
3:20-3:35 p.m.	.....Dismissal of grades Kindergarten-8

- **School Closing/Delay Information**

In case our school would have to **close** or impose a **two-hour delay** due to inclement weather or poor road conditions, the following sources will carry this message to you:

**Channel 59, Channel 8, Fast Direct Message, Class Dojo**

In the event our school would need a two-hour delay due to inclement weather or poor road conditions, Kindergarten – 8<sup>th</sup> Grades would begin classes at 10:15 AM, and **all preschool classes** would be cancelled.

**Trinity Children’s Care** will close if the school is closed, but they will open at 7 AM in the event of a two-hour delay.

Register at [WISHTV.com](http://WISHTV.com) for "Forecast 8 Alerts" to get exclusive school closings and delays sent to your cell phone or e-mail.

- **Doctor/Dental Appointments**

Parents/Guardians must notify the school in writing or by telephone if their child will be leaving during the school day. Parents/Guardians are to go directly to the school office to sign their child out of school. Students will not be allowed to leave the building during the school day until they have been signed out by a parent/guardian.

Students returning from an appointment must go directly to the school office to sign in and receive a pass.

- **General School Rules**

1. All children must walk in the building at all times.
2. Children arriving before 8:00 a.m. are required to remain in Trinity Children's Care until they are given permission to leave by the supervisor.
3. Children not picked up by 3:35 p.m. must go to Trinity Children's Care. A fee will be charged for the Trinity Children's Care service.
4. Items not conducive to an instructional environment are not to be used during school hours.
5. Gum chewing is a hindrance to proper maintenance of floors, furniture, books, etc. and is therefore not permitted at any time.
6. Children are expected to promptly obey the instructions of all teachers, teacher aides, and anyone authorized to supervise.
7. During school hours all visitors and parents need to sign in & out at the school office.

- **Dress Code**

Dress Code is frequently a point of contention, frustration, and distraction in Christian schools for students, parents, and faculty. This should not be the case. We hope the following guidelines will help you understand and commit to the overall attitude we desire. The principles found in I Timothy 2:9-10, 4:12, and Titus 2:6-8 teach: Appropriateness ("in harmony with the situation"), Modesty ("moral sensibility within the bounds of propriety") and Humility (not "proud or self-assertive"). These are values we hold for all of our students, faculty, and families. Our dress code, we believe, promotes those values.

The dress code for students in Kindergarten-8<sup>th</sup> Grade is:

- **SHIRTS** - Shirts are to be short or long sleeved polo style shirts (any color). The polo shirt must be plain or it may have the Trinity or Luhi logo.
- **PANTS** - Slacks must be khaki, navy blue, gray, or black (cargo style acceptable).
- **SHORTS** - Shorts must be khaki, navy blue, gray, or black (cargo style acceptable). The inseam must be at least 5".
- **SKIRTS** - Skirts must be khaki, navy blue, gray, or black and must extend to within 5" of the bend in the back of the knee.
- **SHOES** – Shoes must have backs.
- **OUTERWEAR** - Students are not permitted to wear any outerwear (sweatshirts, jackets...) in the classroom unless it is from Trinity or Luhi, and they **MUST** wear a dress code acceptable polo underneath.
- **No leggings, yoga pants, or sweatpants may be worn with uniforms or on Friday Trinity Spirit Days.**

Special days may be approved by the principal. Any questions about appropriateness of attire are to be directed to the principal.

Dress Code Enforcement

- First offense – Teacher notifies parent.
- Second offense – Office referral/parent notified by principal.
- Third offense – Student will be sent to the office, and parents will be notified to bring suitable clothing.

PTO sponsors “Dress Down Days” once a month. These days are marked on your family calendars. These days are not mandatory, but if your student chooses not to participate, the current uniform dress code will apply. PTO Dress Down Days cost \$1.00 to participate.

Trinity has Trinity Spirit Day every Friday. Students may wear any Trinity shirt they want with jeans. Friday Trinity Spirit Days are free to participate.

- **Sending Money To School**

All money sent to school should be placed in an envelope and labeled with the child’s name as well as the parent’s name. To assure proper credit, a payment form must accompany **all** payments to the school. Payment forms are available in the school office.

- **Lost & Found**

There is a lost and found box located in the office. Children should check in the box if an article has been lost. Unclaimed items will be donated to The Sharing Place.

- **Electronic Devices**

**Students in Early Learners – 4<sup>th</sup> Grade are not permitted to have cell phones at school. Students in grades 5-8 are not permitted to use cell phones during school hours without their teacher’s permission. Personal music players (Ipods, CD players, MP3’s...) are not to be brought to school.** Classroom drop boxes will be utilized. All students are required to place all electronic devices in the box upon arrival. Devices will be returned at the end of the school day. If an electronic device is **seen or heard** during school hours, it will be confiscated. Confiscated electronic devices must be signed for by a parent or guardian from the school office or classroom teacher.

- **Meal Program**

Lunches, breakfasts, and milks are to be **purchased in advance** in the school office. After a student charges 10 unpaid meals or milks, they will no longer be permitted to charge a meal or milk to their account until additional meals or milks have been purchased. Lunches cost \$2.85 each and **include one-milk**, breakfasts cost \$1.45 each, and one additional carton of milk costs \$0.55. Applications for reduced or free lunches should be submitted to the school office.

- **Extra Lunch Items** may be purchased at an additional cost. Extra items are not included in the Free and Reduced Lunch program. In order for a student to receive additional items, there must be a pre-paid balance for extra lunch items no later than 3:30pm the Friday prior. There will be no exceptions in regards to extra lunch items.



- **Sports**

**Soccer** - offered as a Fall sport to both girls and boys in Grades 5-8. Currently there is one coed team.

**Volleyball** - offered as a Fall sport to girls in Grades 5-8. The 5th & 6th Grade girls play together on the Junior Varsity Team, and the 7th & 8th Grade girls play together on the Varsity Team.

**Cheerleading** - offered during the Winter basketball season. The 6th Grade girls cheer on a Junior Varsity Squad, and the 7th & 8th Grade girls cheer on a Varsity Squad.

**Basketball** - offered as a Winter sport to both girls and boys in Grades 5-8. There is a 5th & 6th Grade Junior Varsity Boys Team and a 5th & 6th Grade Junior Varsity Girls Team. The 7th & 8th Grade boys play on the Varsity Boys Team, and the 7th & 8th Grade girls play on the Varsity Girls Team.

**Track** - offered as a Spring sport to both girls and boys in Grades 5-8. Currently there is one coed team.

**Conduct at Athletic Events:** Parents and children should show a Christian spirit and attitude. Therefore, negative comments to players, referees, and coaches are inappropriate.

- **Damage to School Property**

Students are required to reimburse the school for the loss or damage to property or textbooks. School and church property, including furniture and equipment, must not be defaced or damaged in any way. When damage has occurred, it should be reported to the school office as soon as possible.

- **Grading Scale**

Grades 2-8 grading scale is as follows:

100-97	A
96-94	A-
93-91	B+
90-88	B
87-85	B-
84-81	C+
80-74	C
73-70	C-
69-67	D+
66-63	D
62-60	D-
59-0	F

- **Requirements for High Honor Roll and Honor Roll (Grades 4-8)**

1. Any grade below a “C” in any subject disqualifies a student for Honor Roll or High Honor Roll.
2. A student may have no more than one “C” in the following subjects:
  - Religion
  - Memory Work
  - Reading
  - Language Arts
  - Spelling
  - Social Studies
  - Mathematics
  - General Science
3. To achieve **High Honor Roll** a student must have a grade point average of 3.5 or higher.
4. To achieve **Honor Roll** a student must have a grade point average of 2.5-3.4.

**To determine a student’s grade point average see the guidelines below:**

A+=4.5	B =2.5
A =4.0	B- =2.0
A- =3.5	C+=1.5
B+=3.0	C =1.0

- **Parent / Student / Teacher Commitment**

This covenant is designed to serve as a tool by which the school, parents, and students will develop a partnership to help each child reach their maximum potential. Please review the following items with your child/children.

***Parent Commitment***

As a parent or caring adult, I will encourage my child’s learning by doing the following:

- ✓ Requiring regular and punctual attendance
- ✓ Supporting school rules and procedures
- ✓ Supporting staff members through prayer and communication
- ✓ Discussing report cards, behavior reports, and other assessments of achievements or performance with my child
- ✓ Participating in the PTO activities, Family Nights, and volunteer opportunities at the school
- ✓ Contact my child’s teacher directly with any classroom questions or concerns

### ***Student Commitment***

As a student, I will become an active partner in my own learning progress by doing the following:

- ✓ Completing my assignments neatly and on time
- ✓ Assisting in keeping my school safe and clean
- ✓ Respecting the personal rights and property of others
- ✓ Being responsible and obeying the school rules
- ✓ Showing respect for parents, teachers, staff, and students

### ***Teacher Commitment***

School personnel will encourage and support students' learning at Trinity Lutheran School by doing the following:

- ✓ Demonstrating respect and Christian concern for each individual student
- ✓ Providing quality teaching and a safe learning environment
- ✓ Working with the parents to provide a positive learning experience for the student
- ✓ Praying for each family in the class

### **• Medications**

Indiana code requires that **all** medication given to students at school be in the original container and accompanied by written, dated consent from a parent/guardian. An “**Authorization to Administer Medication**” form needs to be on file in the school office when a student is to receive **any** medication (see page 15). Additional forms are available in the school office. **All** medications are to be kept in the school office.

A parent/guardian of a student with a life-threatening condition that requires emergency medication such as an inhaler or epipen should request a “**Self Administration of Medicine Authorization**” form from the school office to enable their child to have their inhaler or epipen with them at all times. The form requires a physician's signature authorizing the child to have immediate access to their medication.

- **Student Awards System**

In 4<sup>th</sup> Grade, students begin earning points for various achievements and participation in school related activities. At the end of each semester awards are presented to students who have earned a specified number of points.

**Point System**

<u>Achievement/Activity</u>	<u>Number of Points Awarded</u>
Perfect Church Attendance	1 point per semester
Perfect Sunday School Attendance	1 point per semester
Choir	1 point per semester
Jump-A-Thon	1 point per year
Operetta/Talent/Spring Play	1 point per year
Bible Quiz	1 point per year
Science Fair	1 point per year
PTO Fundraisers	1 point per year
Afterschool Clubs	1 point per year
Volleyball	1 point per year
Soccer	1 point per year
Honor Roll	1.5 points per quarter
High Honor Roll	2 points per quarter
Basketball	2 points per season
Cheerleading	2 points per season
Track	1 point per year

- **Awards**

<u>Award</u>	<u>Points Needed</u>
Card	10 points
Letter	20 points
1 <sup>st</sup> Bar	35 points
Additional Bars	For every 15 points after 35 points

- **Drug/Substance Testing Policy**

In our mission to partner with parents to provide a safe, effective and Christ-centered learning environment Trinity has instituted a drug testing policy. The intent of this policy is to not only provide a safe and effective learning environment but to also provide students and parents with the information and resources to seek and receive help and treatment if a drug abuse problem exists.

In accordance with the purpose of this policy and at the discretion of the Principal, a student will be required to submit to a drug screen and/or breath scan. All testing will be conducted by an independent testing service selected by Trinity. Every effort will be made to maintain the highest level of confidentiality with regard to the administering and results of any test. The Principal will share the results of the test with the student's parent/guardian for discussion and will result in recommendations, conditions, or discipline relative to the student's enrollment at Trinity.

The prevalence, temptation, and harm of illegal drugs is no respecter of age, status, or faith and as such, establishing this policy is just one more way that we at Trinity are committed to the physical, emotional, and spiritual well-being of our students and families. While drug abuse is a very serious matter, our intent is in no way to condemn a student or family that is facing the challenges of drug abuse. Trinity is committed to "love one another", to "speak the truth in love", and to help our students "honor God with your body".

- **Asbestos Management Plan**

In accordance with the Federal government / EPA regulations regarding asbestos (AHERA Rule), this memo is to serve as the required notification regarding asbestos-containing materials within Trinity Lutheran Church & School.

1. The Asbestos Management Plan prepared for Trinity Lutheran Church & School is on file in the school office and can be seen during regular business hours (8:00 a.m. to 4:00 p.m.). All asbestos containing building materials (ACBM) have been addressed in the management plan prepared by Keramida Environmental, Inc. according to Federal and State requirements. The purpose of the management plan is to safeguard the health and safety of all building occupants.
2. Asbestos containing materials were found in this building during accredited inspections performed on July 31, 2003, by Keramida Environmental, Inc. All areas, in their present condition, do not appear to be a significant danger to the occupants of the building. ACBM locations are limited to floor tiles, linoleum, furnace boots, and plenums. All ACBM in this building have been addressed in the management plan noted above.

- **Pesticide Application Notice**

Periodically throughout the year, it may be necessary that pesticides will be applied to internal areas of the school building and grounds. Whenever possible, pesticides will be applied during non-instructional time or school vacation periods when students and staff members are not present. Advanced notice of at least 48 hours will be given except in instances deemed to be urgent in nature when notice is unreasonable. Please contact the school principal with questions regarding these procedures.



**Trinity Lutheran School**  
**2017-2018 Supply List for Grades K-8**

**All students in Kindergarten – 8<sup>th</sup> grade are to have a book bag without wheels.**

**Kindergarten**

- ◆ Plastic Shoe Box
- ◆ 10 count Crayola markers (broad line, fat)
- ◆ 2 containers of disinfectant wipes
- ◆ 2 boxes of tissues
- ◆ 50 count cups (paper/plastic/8 ounce)
- ◆ 12 count colored pencils
- ◆ 2 packages of stickers

**Grade 1**

- ◆ 2 Erasers
- ◆ 1 large box of tissues
- ◆ 3 glue sticks
- ◆ Box of crayons (8-12 count)
- ◆ Gym shoes\*\*
- ◆ Anti-bacterial wipes or refill (2 containers or packages)
- ◆ Paint shirt (old long sleeved shirt is fine)
- ◆ Colored Markers (thick line)
- ◆ Scissors (Fiskars recommended)
- ◆ Colored Pencils (12 count)
- ◆ 4 Dry Erase Markers
- ◆ 1 blue plastic folder
- ◆ 1 green plastic folder
- ◆ 1 White Sock

**Grade 2**

- ◆ 2 highlighters
- ◆ Supply of #2 pencils (Ticonderoga preferred)
- ◆ 3 glue sticks
- ◆ Box of crayons (16-24 count)
- ◆ 1 three ring binder (1")
- ◆ Paint shirt (old long sleeve shirt is fine)
- ◆ Gym Shoes \*\*
- ◆ Colored Markers (thick line)
- ◆ Scissors (Fiskars - pointed)
- ◆ 4 Erasers
- ◆ 1 green plastic folder
- ◆ 1 3-hole blue plastic folder
- ◆ 2 containers of Clorox wipes
- ◆ 8 Black Dry Erase Markers

**Grade 3**

- ◆ Large supply of #2 pencils (Ticonderoga preferred)
- ◆ 4 spiral bound notebooks (wide lined, 70 count, 3 hole punched, perforated pages)
- ◆ 1 package of wide rule notebook paper
- ◆ 1 inch 3-ring binder
- ◆ Gym shoes\*\*
- ◆ Pencil pouch for 3-ring binder
- ◆ Bible \*
- ◆ 1 Highlighter (any color)
- ◆ Art Supply box
- ◆ 1 large glue stick
- ◆ Colored Markers
- ◆ Colored pencils (12-24 count)
- ◆ 2 dry erase markers
- ◆ Scissors (Fiskars recommended)
- ◆ Erasers
- ◆ 1 Set of multiplication flash cards
- ◆ 2 Large boxes of tissues
- ◆ 1 large container Clorox wipes
- ◆ 1 Green PLASTIC 2 pocket folder
- ◆ 1 Red PLASTIC 2 pocket folder
- ◆ 2 (3 hole punched) pocket folders (any design)

**Grade 4**

- ◆ Gym shoes\*\*
- ◆ Bible \*
- ◆ 3 Large boxes of tissues
- ◆ 6 dry erase markers
- ◆ Supply of #2 pencils
- ◆ 6 spiral bound notebooks (100 count)
- ◆ 2 packages of wide rule notebook paper
- ◆ Colored pencils
- ◆ 1 bottle of white school glue
- ◆ Box of crayons (24 count)
- ◆ 2 Packages of 100 index cards
- ◆ 4 highlighters – any color
- ◆ Art Supply box
- ◆ Scissors

### **Grade 4 (Con't)**

- ◆ Markers
- ◆ 2 Glue Sticks
- ◆ 3-ring binder (1/2 or 1 inch)
- ◆ 6 pocket folders for the 3-ring binder
- ◆ 2 container of Clorox wipes
- ◆ 1 Sock
- ◆ Pencil Sharpener
- ◆ Protractor
- ◆ **No Ink/Gel Pens**

### **Grade 5**

- ◆ Bible \*
- ◆ Gym shoes\*\*
- ◆ Physical form for sports participation
- ◆ 3 large boxes of tissues
- ◆ 2 highlighters (different colors)
- ◆ Calculator
- ◆ Wide lined notebook paper
- ◆ 1 composition journal
- ◆ 5 spiral bound notebooks (2 for Science)
- ◆ 1 three ring binder (1") w/sheet dividers
- ◆ Supply of #2 pencils
- ◆ Box of crayons (24 count)
- ◆ Zippered pencil bag
- ◆ 1 large glue stick
- ◆ Colored Markers (thick line)
- ◆ Colored pencils (12 count)
- ◆ Scissors
- ◆ 12" Ruler w/Centimeters & Inches
- ◆ Compass
- ◆ Protractor
- ◆ Index cards
- ◆ Erasers
- ◆ No large 3-Ring Binders or Ink/Gel Pens
- ◆ 1 container of Clorox Wipes

### **Grades 6-8**

- ◆ Luther's Small Catechism (6<sup>th</sup> & 7<sup>th</sup> grade)\*
- ◆ Bible \*
- ◆ Zippered Pencil bag
- ◆ Lanyard or key chain
- ◆ Jump Drive
- ◆ Wide lined notebook paper
- ◆ 1 binder for classroom (1½ inch) for Language Arts
- ◆ Blue and black ballpoint pens
- ◆ Supply of #2 pencils (for the year)
- ◆ Colored pencils (12-24 count)
- ◆ Index cards
- ◆ 3 large boxes of tissues
- ◆ Calculator (4 basic functions, fractions & exponents)
- ◆ Highlighter
- ◆ 2 Composition Journals (more is optional)
- ◆ Gym shoes\*\*
- ◆ Physical education uniform (Trinity T-shirt and shorts-)\*
- ◆ Physical form for sports participation
- ◆ 1 large glue stick
- ◆ Colored Markers
- ◆ Scissors
- ◆ 12" Ruler w/ Centimeters & Inches
- ◆ Erasers (pencil toppers or big/chunky)
- ◆ Protractor
- ◆ Compass
- ◆ 2 folders (1 for Math)
- ◆ 2 spiral notebooks for Science
- ◆ 2 pocket folder for Math

#### **These items may be purchased in the school office.**

- Luther's Small Catechism (Grade 7) \$12.00
  - NIV Bible (Grades 3-8) \$8.00
- (If you already have a Bible, you may use it instead of buying one)
  - Physical Education Uniform (Grades 7 & 8)

- ❖ **Gym shoes do not need to be new; however, the shoes need to have clean non-marking soles.**

**To help ensure your child's success in school, please check with your child throughout the school year to make sure they have an adequate supply of paper, pencils, notebooks, etc.**



**Trinity Lutheran School**

**Authorization to Administer Medication**

Student Name \_\_\_\_\_ Age \_\_\_\_\_

Medication \_\_\_\_\_

Reason \_\_\_\_\_

Dosage \_\_\_\_\_

Frequency \_\_\_\_\_

I, \_\_\_\_\_, parent or legal guardian of \_\_\_\_\_,

do hereby authorize school personnel to administer medication to my child during school hours.

Date: \_\_\_\_\_ Signed: \_\_\_\_\_

Parent or Legal Guardian

All prescription medication must be brought to school in the original prescription bottle.

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**Trinity Lutheran School**

**Authorization to Administer Medication**

Student Name \_\_\_\_\_ Age \_\_\_\_\_

Medication \_\_\_\_\_

Reason \_\_\_\_\_

Dosage \_\_\_\_\_

Frequency \_\_\_\_\_

I, \_\_\_\_\_, parent or legal guardian of \_\_\_\_\_,

do hereby authorize school personnel to administer medication to my child during school hours.

Date: \_\_\_\_\_ Signed: \_\_\_\_\_

Parent or Legal Guardian

All prescription medication must be brought to school in the original prescription bottle.

