

# Trinity Lutheran HANDBOOK

2011-2012



TRINITY LUTHERAN

## **TRINITY LUTHERAN SCHOOL**

3812 229<sup>th</sup> Avenue NW  
St. Francis, Minnesota 55070  
(763)753-1234  
[www.trinitysf.org](http://www.trinitysf.org)

”The eyes of the Lord keep watch over  
knowledge”  
Proverbs 22:12

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## **PREFACE**

This Trinity Lutheran Handbook is intended to be of help to parents and students by informing them of school policies and explaining the practices and the programs of Trinity Lutheran School. We urge all parents to read it carefully with your student. New parents will find this handbook a useful tool in becoming acquainted with our general education philosophy and curriculum. We hope this handbook will serve as one means of fostering better home and school relations. With you, we look forward to the continued blessings of the Lord in the training of our children.

# TRINITY LUTHERAN SCHOOL CALENDAR 2011-2012

September	1	7:00 PM Back to School Orientation
	6	First Day of School (Chapel at 7:45 AM)
	20	School Pictures
October	18	School Picture Retake Day
	20 & 21	NO SCHOOL (MN South District Educators' Conference)
November	4	End of First Quarter (42 days)
	17 & 18	Parent – Teacher Conferences (After School and Evening)
	24&25	NO SCHOOL (Thanksgiving Recess)
	30	NO BUS SERVICE / NO HOT LUNCH/ NO MILK
December	19	7:00 PM Christmas Musical
	22-31	NO SCHOOL (Christmas Recess)
January	16	NO BUS SERVICE / NO HOT LUNCH/ NO MILK
	20	End of Second Quarter (45 Days)
February	17	NO SCHOOL
	20	NO SCHOOL (Presidents' Holiday Observance)
	27-March 2	Lutheran Schools Week observance
March	5-9	Spring Break (No School)
	12	NO BUS SERVICE/ NO HOT LUNCH/ NO MILK
	14	7&8 Volleyball @ Trinity
	21	5&6 Volleyball @ SJC
	30	End of Third Quarter (43 Days)
April	6-9	NO SCHOOL (Easter Recess)
	16-20	Achievement Testing
May	4	5-8 Track & Field @ CA
	5	Silent Auction
	10	1+2 Track & Field @ SJER
	11	3&4 Track & Field @ SJC
	15	7&8 Softball Tournament @ SJER
	22	5&6 Softball Tournament @ SJER
	28	NO SCHOOL (Memorial Day)
June	1	End of Fourth Quarter (42 Days) Total = 172 Days 7:00PM Graduation

## TRINITY LUTHERAN SCHOOL DIRECTORY

2011-2012

Trinity Lutheran Church and School (763) 753-1234  
3812 229<sup>th</sup> Avenue NW, St. Francis, MN 55070  
Rev. Timothy Vaughan Church: (763) 753-1234

### **School Faculty**

Mr. Ken Koch, Principal Church: (763) 753-1234  
Home: (763) 434-5949  
Text: (763) 213-5318  
Mr. Aaron DeLong (763) 221-0237

Mrs. Karen Koch (763) 434-5949

Mrs. Maureen Bergmann (763) 639-6846

Mrs. Dee Porisch (763) 753-2332

### **Adjunct Faculty**

Mrs. Kathy Johnson (763) 229-2438  
Mrs. Rachel Olson (763) 213-8421

### **Extended School Program**

Mrs. Sharon Truwe (763)753-2584

### **The School Board**

Mr. Tim O'Brien (763) 753-3858  
Mr. John Farrier (612) 267-1205  
Mr. Todd Johnson (320) 496-3604  
Mr. Erik Toft (763) 300-0995  
Chester Jones (612) 518-3112

### **The Chairman of the Board of Education**

Mr. Tim Kircher (763) 444-4018

### **The Chairman of the Congregation**

Mr. Nelson Wyatt (763) 434-5687

Trinity Lutheran School admits students of any race, color, or ethnic origin.

**Trinity Lutheran School  
2011-2012**

**Enrollment forms require a \$50 nonrefundable deposit applied to first month's tuition.**

**Tuition for those who are members of our community:**

<b><u>Kindergarten</u></b>	<b><u>Half Day</u></b>
\$2000.00	\$1200.00
<b><u>Grades 1-8</u></b>	<b><u>Monthly payment (based on 9 months)</u></b>
\$3,500.00 (one child)	\$389.00
\$6,450.00 (two children)	\$717.00
\$8,875.00 (three children)	\$986.00

**Tuition for those who are members of Trinity Church:**

<b><u>Kindergarten</u></b>	<b><u>Half Day</u></b>
\$1500.00	\$900.00
<b><u>Grades 1-8</u></b>	<b><u>Monthly payment (based on 9 months)</u></b>
\$2,269.00 (one child) +K= \$3000	\$252.00 (1+K) = \$333.00
\$3,176.00 (two children) +K=\$3750	\$353.00 (2+K) = \$417.00
\$3,856.00 (three children)	\$428.00

**Tuition Reduction:**

At the present time the cost to educate each child at Trinity Lutheran School is \$4200.00 per year. With the charges as they are, the tuition fee has been reduced through the generosity of the members of Trinity congregation. We therefore, desire all of our tuition families to be timely with their tuition payments. We, as a church and school, are also committed to teaching your children about their wonderful Savior, Jesus Christ, and about His Word and His world.

Recognizing that some families may have special needs and circumstances that may not allow them to meet their tuition, the School Board of Trinity has adopted a tuition rebate policy for the upcoming year. For every new family you bring into our school, you will receive a 50% tuition rebate at the end of the year if all tuition and fees have been paid. All other financial needs will be reviewed on a case by case basis. Delinquent accounts will be referred to the School Board after 2 months.

Members of Trinity Lutheran Church are charged a very small tuition fee. God's Word exhorts that ALL of our members give their first fruits ("first" and "best") to the Lord, give proportionately (a percentage of their income; for example, a tithe, 10%) and give regularly to the Lord. Through your generous offerings you will help us offset the cost of your child (ren)'s education.

**Tuition Cost Per Hour**

On average the "face time" cost for one student is: Day Care = \$5 per Hour  
Nursery School = \$2 per hour  
Kindergarten = \$1.80 per hour  
Grades 1 through 8 = \$2 per hour

## MISSION OF TRINITY LUTHERAN SCHOOL

Adopted in 1980 for grades K-8

Trinity Lutheran School does not exist by or for itself. It is always an agency of Trinity Lutheran Church. Trinity Lutheran Church maintains a Parochial School so that our children may receive a complete education; an education where the children receive solid academic,

physical, social training, and spiritual guidance. The school and the home work as a team to follow God's command "Go ye therefore and teach all nations, baptizing them in the name of the Father and the Son, and the Holy Spirit." (Matthew 28:19)

Students at Trinity are able to learn all of God's truths, both physical and spiritual, in a wholesome Christian atmosphere, and come to appreciate what Christ has done for them and how important He is in their daily lives.

We need leaders in our homes, businesses, governments, and churches who have the highest religious, moral, and academic standards. Trinity Lutheran School strives to educate our students to meet these objectives.

Trinity Lutheran School serves the church and community in a unique way. The Christian home works with the Christian school to provide a Christ – centered total education for students. Christ is the Head of Trinity School and showers His blessings on the efforts of parents and teachers. Trinity School strives to fulfill the following mission:

- I. To provide daily instruction in God's Word enabling pupils:
  - a. To find in Jesus Christ an all-sufficient Savior.
  - b. To grow in love for their Savior and to express this love in every-day experiences with their fellow man.
  - c. To realize the requirements set by God for His people on earth.
  
- II. To aid the Christian home by:
  - a. Training children in the virtues of Christian obedience, church life, and citizenship.
  - b. Assisting parents in meeting the varied challenges of guiding children.
  
- III. To help in developing for the community and nation citizens who:
  - a. Recognize God as their source of all government.
  - b. Will use their talents in His service.
  - c. Find obedience to law a joy and participation in civic affairs beneficial to all people.
  
- IV. To provide the best academic and physical training possible so that pupils:
  - a. Are prepared for further education and life after leaving our school.
  - b. Have learned how to learn.
  - c. Will recognize the importance of education in a democracy.
  - d. Will recognize that the body is the temple of the Holy Spirit and will provide for its physical needs.

V. To develop in the pupils an awareness of the importance of a Christian education so that they, when they become parents, will strive to provide this type of education for their own children.

VI. To encourage and prepare young people for church related professions.

VII. To provide a Christ-centered environment for the growth of the total student.

VIII. To increase the evangelism outreach of Trinity Lutheran Church and School.

### **EDUCATIONAL PHILOSOPHY OF TRINITY LUTHERAN**

Adopted in 2007 for grades K-8

- A. Trinity Lutheran School is first and foremost a Christian school. We believe that God created the world and everything in it. From this historical and spiritual fact derives our belief that we are His creatures. Our lives are not our own; we are God's instruments, dedicated to serving Him in His church and in His world. We believe that excellence in education begins and ends with the Word of God at the center of all learning, for the human mind and spirit are fulfilled only when all things are done to the service and glory of God. TLS provides a framework whereby this belief may be taught and lived.
- B. We believe that, with a challenging curriculum and a disciplined environment, students can achieve much greater intellectual development and academic advancement than is generally acknowledged. The environment and close relationships among teachers and students of Trinity are effective for developing in students both academic excellence and a sense of purpose for the vocations of life.
- C. We believe that for the fullest development of reading and writing as well as knowledge and appreciation of other cultures, the study of foreign languages is an essential part of the curriculum for all students.
- D. We believe that instruction in mathematics and the sciences must be accompanied by an education in literature, music, and the arts in order for the human mind and spirit to be fully developed for joyful service to God in the church and in the world.
- E. We believe that development of the human body through physical education and competitive athletics is important for students of all levels of natural athletic ability.

#### **...FROM THE PRINCIPAL'S DESK**

It is with great pleasure that I welcome you to our school. Trinity Lutheran School has a rich tradition of providing a quality education that is academically and spiritually sound. We accomplish this by staffing our school with teachers that are licensed by the state of Minnesota and synodically trained.

The Scriptures tell us in Proverbs 22:6, "Train of a child in the way he should go, and when he is old he will not turn from it." In order to do what God has commanded, we feel it is important to feed not only the body and the mind daily but the soul also. Physically we would not remain healthy long if we ate only once a week so also spiritually one cannot stay healthy for very long with only being fed God's word once a week. We strive to wrap our students in a Christian environment continually.

In order to fulfill the mission statement of our congregation which is "Being disciples and making disciples," the students have religious instruction daily, public

worship at midweek, and are guided in their daily walk knowing that as children of God, we give Him our very best. To this end, we ask for your support and prayers.

Kenneth C. Koch - Principal  
Trinity Lutheran School

### **GOD'S CHURCH IN ST. FRANCIS**

Blessed to be a Blessing

In 1957 there was no Lutheran Church in St. Francis; however, the circuit visitor of Immanuel Lutheran Church, Elk River, Minnesota, felt a study should be conducted in the St. Francis area for a possible mission station. The mission committee of St. John's Lutheran, Elk River, canvassed the community and concluded that a mission should be considered. Through their efforts, on April 3, 1960, the first Sunday School for Trinity was organized with twenty-three children in attendance. The old St. Francis High School was their place of worship. The first worship service followed on October 9, 1960. This also was held in the old High School. With God's help, progress was being made and on April 23, 1961, the Dedication Service of the St. John's Lutheran Chapel was conducted in its own building, which was built by the Minnesota South District. That building is now the current parsonage.

The growth continued and in January, 1963, Trinity Lutheran Church, member of the Lutheran Church-Missouri Synod, was organized. Incorporation took place on February 10, 1963, with 34 communicant members.

God was surely blessing Trinity. By 1964, the worship area was full and with less than a \$5000 budget, the thoughts turned to building a church. The District had purchased 2 acres for the chapel site. In addition to this, the congregation purchased 2 more adjoining acres and then requested aid from the Minnesota South District in order to construct the church. With help granted, Trinity's Church was dedicated November 15, 1968, with 88 communicant members. With the new facilities and a first resident pastor in 1969, Trinity was rapidly growing.

In 1972, the congregation purchased 4 more acres south of the church, for now there was a need for an educational wing. On September 9, 1973, only five years after the dedication of the church, the education wing was dedicated. At this time Trinity numbered 485 communicant members. Trinity continued as a mission church until June, 1975.

In 1973, Trinity Nursery School opened for students 3 to 5 years of age.

In November, 1979, Trinity voted to open a Lutheran Day School with grades Kindergarten through eighth. The Principal and staff were secured and in August of 1980 the doors of Trinity Lutheran School were opened.

In 1983, construction of an addition to the education wing was completed, more than doubling its size, so that the Sunday school and school had more facilities for Christian education.

In 1984, Trinity Lutheran Church voted to open the school to families in the community who are not members of Trinity Lutheran Church, but desire a Christian education for their children.

In 2000, construction of a new worship facility, family center (gymnasium, kitchen), two small rooms, and updating of existing facilities was started.

Yes, Trinity Lutheran is truly "rich". God has guided and blessed Trinity in abundant measure. May the use of these facilities continue to always be to God's glory, for only then will we continue to be rich.

Trinity School instructs students in all curriculum areas deemed necessary by the State of Minnesota with the additional class of religion. The following is an overview of Trinity's courses of study throughout the grades:

**RELIGION**.....Bible History, God's activities in all of history, God's instruction for Christian living (Ten Commandments, etc.), God's plan of salvation, Christ's work of redemption for all people, actions of the Holy Spirit, each individual person's role in life, moral behavior, social behavior, the role of the church, memory work, and song

**MATH**.....All basic concepts of math necessary for future use (beginning with number concepts and learning how to add and subtract) up to algebra in grades 8

**SOCIAL STUDIES**.....World History and geography, history and geography of all continents emphasizing U.S. history, communities, governments, emphasizing the gift and importance of our democracy and how it functions, and family living

**READING**.....The phonics approach to learning how to read through comprehension skills and analyzing written material

**LANGUAGE**.....Skills necessary in learning how to communicate properly in written and oral form with standard usage

**SPANISH**.....Beginning at grade 5, basic instruction in this foreign language

**SPELLING**.....Skills necessary for proper spelling including phonics

**HANDWRITING**.....Skills necessary for proper legible handwriting

**SCIENCE**.....The study of God's great creation for us. Courses include elements of earth, life, physical, and chemical sciences

**MUSIC**.....All areas of music including history, theory and appreciation  
Musicals are presented and choirs sing in worship services.

**PHYSICAL EDUCATION**.....Physical activities designed to increase coordination by developing the fine motor skills and large muscle groups that strengthen physical growth

**ART**.....All areas of art including appreciation

**TECHNOLOGY**.....Smart Boards, Neos, and computer lab

### **ELECTIVES**

**INTERSCHOLASTIC SPORTS**.....Participation with other Christian Schools in athletic events

**BAND**.....Instrumental lessons for band presentations in church and school.

**CHOIR**..... After school open to students in grades 3 through 8

### **POLICY REGARDING ENROLLMENT**

Trinity Lutheran School is an educational the community by providing a Christian

11 mission of Trinity Lutheran Church, serving education grounded in the liberal arts and

designed to prepare students for high school, college or a vocation compatible with their interests in service to God both in the church and in the broader society. A Lutheran institution, TLS nevertheless serves the whole community and students who are in agreement with our educational setting, goals, and objectives will be welcomed and admitted as space permits. Priority of enrollment in cases of limited space will be granted to active members of congregations in the Lutheran Church—Missouri Synod.

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

To enroll in out Kindergarten, your child must be 5 years old by September 1, 2011

### **DEFINITIONS of STAFF**

Staff: Teachers, volunteers, and church employees

Administration: Principal, School Board

### **OFF CAMPUS**

All hand book rules and guidelines apply to students even while off campus during school activities, field trips or sporting events.

### **DISCIPLINE**

Trinity Lutheran School is a Christian educational setting. We consider our school and our students to be precious gifts from God. As such, we deem it a privilege to teach and learn in an environment where His Word is the source and norm for all of our policies and regulations.

As children of God, we are at the same time both sinners and saints. Therefore, TLS endeavors regularly to lead all students and faculty to recognize themselves as sinners, to repent, and to trust Jesus Christ as their Savior. Living in the assurance of God's love, mercy, and forgiveness, students are encouraged by the power and leading of the Holy Spirit to live Christian lives in accord with God's will for them. We trust in God's power to enable students and staff to live in the power of God's love in Jesus Christ. Students are expected to care for and value the school facility, the learning atmosphere of the school, and relationships with people.

It is understood that when a student enrolls at TLS, he or she accepts and agrees to abide by the rules and standards that have been adopted both at school and in the community. Students should realize that they are representatives of the school in the community.

At all times students represent their Lord, their church, and their families. They have already had training in proper respect and behavior; however, Satan and our sinful nature sometimes overtake us, causing sinful misbehavior. When a child makes bad choices and misbehaves, the teacher and/or Principal will deal with the student in a firm, but loving manner, as would his parents. When necessary, parents will be contacted so that all involved will be aware of certain situations and punishments.

The Principal has authority to suspend a student when deemed necessary.

Staff may use reasonable force at their discretion to restrain or correct a student.

If a student persists in undisciplined behavior, the Principal will recommend to the School Board that the student be expelled from school.

All disciplinary action by the teachers or Principal may be appealed to the School Board.

All students at Trinity Lutheran School are to conduct themselves with high Christian character, remembering that Christ loved each of them and showed His love through His death and resurrection so all may live eternally with Him. They are to remember that God has placed parents, teachers, and others over them in order to help them grow in a God-pleasing way. With this in mind, students are reminded that each word spoken and each action done should show: **Respect for his Lord, Respect for others, Respect for other's property and Respect for himself as a child of God**

Trinity Lutheran School will not tolerate any conduct which constitutes sexual harassment and will discipline any student, staff, or volunteer guilty of such conduct. This policy is based on Title VII of the 1964 Civil Rights Act and Court Decisions.

Any student who believes that he/she has been subjected to sexual harassment shall immediately report, in confidence, the conduct to the school administrator and/or pastor(s) who will thoroughly investigate the incident and will present the investigated incident to the School Board. The Board will decide the appropriate discipline the situation warrants.

Those guilty of harassment or retaliation will meet with appropriate sanctions which MAY include suspension or expulsion for students. All students are responsible for helping to create a Christian atmosphere free of sexual harassment and to respect the rights of other students.

### **REPORTING PROCEDURE**

Any violations of the handbook rules or school policies should be reported in the following order: first the teacher, then the Principal, then School Board, finally the Board of Education. Should a violation involve a person in this list the next person/persons on the list should be contacted instead. If no response or resolution regarding a report is made with a reasonable amount of time please make a report with the next person/persons on the list.

### **INVESTIGATION**

In determining whether a report constitutes a violation of school policy the school staff and/or administration should consider the surrounding circumstances, the nature of the behavior, past incidents or continuing patterns of behavior, the relationship between parties involved and the context in which the alleged incidents occurred. Whether a particular action or incident constitutes a violation of policy requires a determination based on all the facts and surrounding circumstances.

The investigation shall be conducted by staff and/or administration with a written report given to the school board.

### **REPRISAL**

The school administration will discipline or take appropriate action against any student, teacher, administrator, volunteer, contractor, or any employee of the church or school who retaliates against any person who makes a good faith report of alleged violations of church or school rules or policies or against any person who testifies, assists, or participates in a proceeding or hearings related to such report. Retaliation includes, but is not limited to, any form of intimidation, reprisal or harassment.

### **ILLEGAL SUBSTANCES**

Students are NOT to use or possess tobacco, alcohol, or any illegal substance, firearms, weapons, or fireworks at any time on the school campus. Should any student bring illegal substances on school grounds, he/she will be immediately suspended from school for a period of two days. After consultation between the parents and Principal, further action will be determined. Unloaded firearms used for instructional purposes ARE allowed with prior approval from staff or principal.

### **PROFANITY**

Trinity Lutheran School is strongly opposed to the use of any inappropriate types of language. Any student who uses profanity of any kind will be disciplined

### **WORSHIP SERVICES**

Trinity School conducts chapel services every Wednesday during the school year at 7:45 AM in the church for all students. The Pastor(s), Principal, and male teachers lead the services, as well as local Lutheran Church-Missouri Synod pastors and District officials.

Good stewardship training is important in the life of our students. Collections are taken at each service and used for mission work in our own church and abroad.

Parents, guests, and friends are invited and encouraged to attend our worship services.

### **CELL PHONES**

Cell phones are to be turned off during class times and/or any other instructional times. Cell phones may only be used by students before and after school outside or in lobby areas. They may be confiscated if used in the classroom.

### **PLAYGROUND RULES**

1. Only one person sitting on each end of teeter totter.
2. No twisting chains
3. One person on swing
4. No jumping out of swing
5. Must wear shoes at all times
6. No rock throwing
7. One sliding at a time
8. Kindergarten and 1<sup>st</sup> grade must not use high monkey bars
9. No standing or walking on monkey bars/deck railing.
10. No tree climbing

## **ARRIVAL AND DEPARTURE**

School hours are from 7:40 AM to 2:15 PM, with Kindergarten meeting all day every day with the option to attend mornings only. Parents are asked not to have their children at school more than 15 minutes before school begins. Students are to leave school after dismissal unless there is a specific activity to attend or as requested by the teacher or Principal. Teachers may keep students after school for make-up work or discipline reasons. Students that arrive before 7:20 AM or leave after 2:30 PM will be sent to Latch Key and charged the appropriate fees. Students are not to leave the building or campus without being excused.

## **SCHOOL PHONES**

A teacher must be present to use classroom phones at teacher's discretion. A staff member must be present to use office phones.

## **TARDINESS**

Tardiness is disruptive to the teacher and the rest of the classroom. Parents are responsible for getting their students to school on time. Students are responsible for being in their classroom and seated at the scheduled start of each class.

## **ABSENTEEISM**

If a child is sick on a school day, parents are asked to call the school office as early as possible (leave a message on the answering machine) to inform the school of the absence.

Parents are asked to inform teachers ahead of time if a student will be absent for several days for any activity.

If a student has been absent due to sickness, parents are to make sure their student has completely recovered before sending him/her back to school.

If a parent will be picking up a student during the day, the parent will need to come to the classroom. Students will not be allowed to wait at an entrance.

## **SCHOOL PROPERTY**

Students will remain on school property during the school day unless written permission is given for that day by the parents stating the reason why the child is to be off school grounds.

## **SCHOOL NOTES**

At the end of each week the school office will e-mail "School Notes" to each home. The notes will include the week's calendar, special notes of interest, important school and church meetings, etc. If you are unable to receive e-mail, contact the school office to make other arrangements.

## **FIELD TRIP GUIDELINES**

Field trips can be a very valuable learning experience. We want all our students to learn on each trip as much as they can and to represent their Lord, school, and family in the highest manner.

Students on a field trip will conduct themselves in a proper Christian way at all times. No loud, boisterous talk at any time will be permitted. The property that is visited will always be treated with respect. Adults, who teach, lead tours, or guide students through learning activities will be treated with the highest respect.

Parents who are attending and supervising:

1. Receive complete instructions from the teacher in charge of the trip.
2. Do not assume any change in plans (i.e. stopping to eat) unless the teacher specifically states the change. Report any student who causes disruptions or disobeys your instructions.
3. No siblings please.

### **DRESS CODE**

The Bible teaches Christians to be careful and discreet about their inward attitudes, as well as outward appearance. Since the Bible does not set absolute standards in dress, Trinity School has established the following standards consistent with Biblical principles.

The dress and fashion of each student is to be clean, modest, and in keeping with Christian character, displaying respect for all. Students are not to wear fashions relating to hairstyles, clothing, jewelry, and shoes which detract from the learning process and bring attention to themselves.

Parents are requested to see that their students are dressed in a presentable manner for school.

1. Tops that allow any part of the mid-section or bare shoulders to show are not to be worn to school.
2. Students are to wear shoes that are appropriate for physical education, recess and other outside activities.
3. Shoes are to be worn at all times and remain on feet.
4. No shoes with wheels are allowed on school property.
5. Non-marking tennis shoes are to be worn for PE classes.
6. Clothing will not advertise alcohol or tobacco.
7. Boys are not to wear earrings at school or at school activities.
8. Students should always be dressed appropriately for outside activities. Parents are to see that students are properly attired especially for the winter months.
9. Trinity shirts or sweatshirts are required for field trips and sporting events such as volleyball, softball, track/field, and cross country. Shirts may be ordered at the beginning of the school term.
10. Girls in grade K-4 must wear shorts under skirts/dresses.
11. Should a student wear inappropriate clothing, the student will be required to wear school supplied clothing for the remainder of the day. The parent will be required to return the clothing washed within 2 days.

No hats or hoods are to be worn inside the building.

The Principal will determine whether a student needs to correct or change anything according to the dress code.

If a parent has a question whether a hairstyle, clothing, or anything else would fit into the Trinity guidelines, that parent should call and inquire of the Principal before the parent allows the student to do or wear anything questionable.

Students who do not comply with the dress code may be required to be sent home until compliance takes place. In such cases parents will be responsible for providing the necessary transportation.

### **LOCKERS**

Hall lockers are “on loan” to students for the school year and remain the property of Trinity Lutheran Church. The school reserves the right to inspect lockers when such action is necessary to insure the safety and welfare of students and staff. It is the student’s responsibility to keep his/her locker clean and neat inside and out. Students are advised not to keep money or other valuables in their lockers. The school will not be responsible for lost or stolen property.

### **TRINITY SCHOOL REQUESTS ALL PARENTS TO COOPERATE ON THE FOLLOWING GUIDELINES:**

1. All parents are asked to acquaint themselves with the principles with which Trinity School is conducted and to cooperate in the goals of the school.
2. Parents and school work as a team in teaching children. One of the goals for our youngsters is to develop an attitude of responsible church involvement through faithful Sunday attendance at both Church and Sunday School. All children can only benefit in their spiritual lives through Sunday attendance as the teachers do.
3. If parents have any questions regarding school, they are asked to contact the teacher or the principal for clarification.
4. Conduct regular family devotions.
5. Participate in Parent-Teacher consultations.
6. Maintain the school schedule pertaining to arrival and departure times. Parents are to notify teachers of any irregularities in schedule (vacation, doctor’s appointment, etc.).
7. Attendance at parent/teacher conferences.
8. Students are not to engage in personal solicitation (selling candy, snacks, etc.) for personal gain on school grounds.

### **HOMEWORK**

Homework is flexible and the individual instructional responsibility of the teachers in our school.

Purposeful homework varies from day to day with each pupil, depending upon his educational capacity, potential and need. Homework also depends upon the child’s use of school time. There are children who need to take home very little work because they utilize the extra time in school to a good purpose.

When work is brought home by the pupils, whether it is oral or written, it will be based on one or more of the following purposes:

1. Drill and additional practices to strengthen new skills learned in class.
2. Complete unfinished classroom assignments.
3. Work on projects of short-term or long-term nature.
4. Participating in research activities in locating facts and data.
5. Extending reading for pleasure and enjoyment.
6. Guided reading of library books.

Homework should supplement, complement, and reinforce classroom teaching and learning.

### **SCHOOL PICTURES**

School pictures will be taken by a photographer in the fall of the school term and will be available for purchase soon thereafter.

### **PARENT/TEACHER CONFERENCES**

Formal parent/teacher conferences are held twice each year. Report cards are issued to the students prior to the conference. A schedule of teacher appointments is issued approximately a week before the conference. Both parents are urged to attend if at all possible.

Additional conferences between parents and teachers may be arranged at any time during the school term as the need arises. Parents should feel free to call their child's teacher at any time to discuss his or her progress.

Four report cards are issued to students during the school term, but the students grades are always available to you through Snap Grades. At the beginning of the year you will receive a letter that explains how to log in along with a temporary password and user name which you will change when you log in the first time. Your child's teacher will make contact with you at least once a week to keep you informed of your child's progress.

Students will be placed on an honor roll at the end of each quarter when report cards are issued for academic achievement based on the 4 point scale ( A=4, B=3, C=2, D=1, F=0).

The Honor Rolls are: Principal's Honor Roll: All A's

A Honor Roll: 3.5 to 3.9 averages

B Honor Roll: 3.0 to 3.49 averages

Certificates will also be awarded for perfect attendance: School

Church/Sunday School

The Church/Sunday School attendance will be based on Worship opportunities at Trinity Lutheran Church

### **TESTING**

Trinity School administers achievement tests to all students each year. When test results of students are returned to Trinity School, parents are encouraged to arrange an appointment with the teacher or principal to study his child's results which will be kept in strict confidence and may be seen only by the parents or legal guardians and the school staff.

## ATTENDANCE POLICY

Should any student be absent from school 20 days or more during one school year, it may be necessary to retain that student the following year. It may be necessary for the parents to appear before the School Board to explain the absences.

Should any student be absent 5 successive days, a note from a doctor must be presented to the teacher. Should any student be absent 8 days in one quarter, a note from a doctor must be presented to the teacher.

Special consideration will be given to family events when prior notice is given to the teacher.

Every activity held during the school day (field trips, Trinity track and field day, events held with other schools, etc.) is part of the Trinity curriculum. If the parent allows a student to skip that day simply because the student does not want to attend, the student will submit a report (grade level appropriate) relating to the activity which the school planned and reflecting the amount of time missed.

Parents who take their student to work with them on the “Take your child to work” day are asked to notify the teacher ahead of time. The student will be required to submit a report of his or her activities of that day to the teacher.

## ATHLETICS

Trinity School participates in interscholastic athletics (soccer, softball, track, etc.) with other Christian schools. When our various teams participate, parents are encouraged to attend. Parents interested and qualified to coach certain sports are encouraged to contact the Principal and discuss the possibility of coaching a sport.

## SCHOOL CLOSING

Trinity School will follow the public schools should it be necessary to close school due to inclement weather. School closings will be announced over radio station WCCO. The announcement will be worded, “Anoka-Isanti School District 15 Public Schools.” You will be contacted by e-mail should there be a closing or late start.

## LUNCH PROGRAM

Trinity participates in the federal hot lunch program through School District #15. Lunches will be transported to Trinity on a daily basis. Students are to purchase lunch tickets from their teacher. Extra milk may be purchased. Free and reduced applications will be available to parents prior to the beginning of school. The cost of lunches and milk will be determined each year. Students may bring their own lunches if they desire.

Students in grades 1-4 will **not** be allowed to purchase pop or candy from the church machines during school hours unless the teacher gives permission for a special event.

Students will eat lunch in the Family Center every day. It is the responsibilities of each student to keep his particular lunch area clean each day.

When students bring their own lunches, parents are requested to make sure that each lunch is healthful, nutritious, and can be stored in their locker. The kitchen facilities are off-limits to the students.

### **MEDICINE**

If a student must bring medicine to school, please mark it very clearly as to how much is to be taken and when it is to be taken, along with a note indicating your permission for the child to have the medicine, as well as a doctor's permission when appropriate.

### **INSURANCE**

Trinity Church carries secondary insurance for all students. When a student is injured, the office should be contacted regarding all medical activities. This policy covers all school sponsored activities in and outside the school building.

### **FIRE AND TORNADO DRILLS**

For safety reasons and to comply with state law, Trinity School conducts periodic fire drills and one tornado drill. Should such an emergency arise during the school year, each student and teacher will know exactly what to do and where to go.

### **RESPECT FOR CHURCH AND PROPERTY**

Accidents will happen during the school term which will result in damaged church and student property. If a student willfully damages property, he or she, or their parents, will be required to pay for the breakage.

Students are to remember that the church proper is also God's house and a very special place. When a student enters the church for chapel or any other reason, he or she will show proper respect in words and actions.

### **BUS**

Students riding the public school bus are to remember that they are representatives of our school. Proper respect should be demonstrated to all people on the bus. The bus driver is in complete charge and will be willingly obeyed.

The Principal has requested the public school authorities to contact him immediately if a Trinity student causes problems on the bus.

Parents are asked to contact the bus authorities and the Principal if their child experiences problems on the bus. The bus company spells out in detail the regulations and policy on discipline for students riding the school bus.

If a student is to ride a bus which is not his, arrangements must be made with the bus company (753-7080) several days ahead of time.

### **BUS SAFETY**

A. Walking to the bus stop. The students 20 will:

1. Leave home at the proper time—plan to be at the bus stop about 5 minutes before the bus is scheduled to arrive.
  2. Wear bright clothes if there is rain, fog, snow, or poor light conditions. Reflective material sewn onto outer garments is a good additional safety precaution.
  3. Walk on sidewalks whenever they are available. When no sidewalks are available, it is best to walk on the left side of the road, facing traffic, whenever possible and practical.
  4. Be on the alert for traffic. Watch for turning cars and cars backing out of driveways.
  5. Cross streets and roads at corners, whenever possible, but only after carefully checking for traffic. Use crosswalks, whenever possible.
  6. Obey all traffic lights and signs.
  7. Walk in single file or not more than two abreast.
  8. Be considerate of the property of other people. Don't cut across lawns, through flowers and shrubs, etc.
- B. At the bus stop. Students will:
1. Wait quietly in a safe place. They will not play in roadway. There will be no horseplay.
  2. Be considerate of other people's property. Stay off lawns, flowers, shrubs, trees and other property.
  3. Stand back from the road. Give the bus driver room to stop.
- C. Boarding the bus. Students will:
1. For students who must cross the road.
    - a. Check traffic in both directions.
    - b. Wait until driver or school patrol person signals students to cross.
    - c. Check traffic again.
    - d. Cross about 10 feet in front of bus.
  2. Form a single line. Don't crowd or push.
  3. Go directly to a seat.
  4. Use the handrail.
  5. Take steps one at a time.
  6. Greet the bus driver.
  - 7.
- D. On the bus. Students will:
1. Remain seated until the bus reaches its destination and comes to a full stop.
  2. Sit facing the front of the bus.
  3. Keep feet off seats.
  4. Keep aisle clear.
  5. Keep bus clean.
  6. Keep head, arms and hands inside the bus at all times.
  7. Keep books, coats, and all other objects on their laps or under the seat.
  8. Speak quietly, a single voice should not be heard above the general level of conversation.
  9. Treat the school bus with proper respect. There should be no vandalism.
  10. Obey the bus driver's directions promptly.
  11. Never push, shove, or roughhouse.
  12. Never throw objects around in the bus or out the windows.
  13. Never open the windows without the driver's permission.

E. Leaving the bus. Students will:

1. Remain seated until the bus stops.
2. Never push and shove.
3. Move quickly.
4. Let those closest to the door go first.
5. Use handrail and take steps one at a time.
6. Move away from bus so that driver can see them and they can see the driver.
7. For students who must cross the roadway. Students will:
  - a. After leaving the bus, move forward to a point at least 10 feet in front of the bus.
  - b. Wait for the driver or school bus person to signal for them to cross.
  - c. When even with the traffic side of the bus, stop briefly and check traffic carefully in both directions.
  - d. If clear, cross quickly, but do not run.

### **CHURCH ATTENDANCE**

Regular family worship is of extreme importance and benefit to every Christian family. Just as school attendance can be a barometer of a student's physical health, so Church attendance can be a barometer of a student's spiritual health. Trinity school teaches these facts and so records Sunday attendance by students. When a student and his family do not attend worship regularly, the child and family are robbed of God's blessings and growth in faith, the parents are violating God's command to raise their children in the nurture and admonition of the Lord, and are in conflict with Trinity School's basic teachings.

Parents of students in grades 6-8 confirmation will receive information about church and Sunday school attendance requirements through the Confirmation orientation.

### **BAND**

Trinity School arranges to give instrumental lessons and band instruction for students in grades 4 through High School. A meeting for all parents interested in this program is held at the beginning of each year. Concerts are given by the Trinity band during the school term.

### **PARENT VISITS**

Parents are invited and encouraged to visit during the school day to observe our school in action. If possible, let the Principal know ahead of time.

### **EXTRA-CURRICULAR ACTIVITIES**

Students must maintain an academic standard equal to their ability in order to participate in extra-curricular activities. Extra-curricular activities are defined as school activities held outside school hours, not included in the regular curriculum areas.

## **STAMP PROGRAM**

A savings stamp program is provided through the Church Extension Fund (CEF) of the Minnesota South District Office of the Lutheran Church-Missouri Synod for children who wish to participate. Stamps can be purchased each Wednesday in multiples of \$.25 and placed in a Savings Stamp Folder (provided free). When this folder is completed, it is sent into the District Office and a \$25.00 Savings Certificate is issued. This is much like a savings account that receives interest. Students can continue to purchase and save stamps and add to their certificates in any amount. Deposits and withdrawals are made directly through the District Office. This aids students in learning regular savings habits.

## **CRIMINAL BACKGROUND INVESTIGATION**

The State of Minnesota now requires that all public and non-public schools, such as Trinity School, conduct criminal background investigations on all individuals who will be working with our students. This law was put into effect because of the rising danger in our society to the precious little ones placed into the care of our nation's schools by people who would want to do harm to the young.

Trinity School desires that our students be in the safest environment possible and, therefore, fully complies with the law. Criminal background investigations are made on:

1. Teachers and administrators
2. Volunteer workers
3. Custodians

The investigations are made on criminal records including sexual misconduct. The reports are kept in absolute confidence and are used only for the safety of our students if necessary.