

FAMILY HANDBOOK

2019-2020

TRINITY LUTHERAN SCHOOL

218 North Main Street

Freistatt, MO 65654

Phone: 417-235-5931

www.trinity1874.com

TLS FAMILY HANDBOOK

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Adopted July 2017, Updated June 2019

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MISSION STATEMENT

It is the mission of Trinity Lutheran school to proclaim and joyously celebrate the gospel-through a quality, Christ-centered educational program-with one another, the community, and the world.

PHILOSOPHY

Trinity Lutheran School is the primary educational ministry of Trinity Lutheran Church, Freistatt, MO. The policies and activities of the school are governed by the Church Voter's Assembly, with the supervision vested in the School Board, Pastor, Principal, and Teachers.

The Trinity Congregation is a member of the Lutheran Church-Missouri Synod and believes, confesses, and teaches in harmony with the confessional writing of the Church Body.

Trinity Lutheran School views itself as people forgiven, loved, and valued through God's reconciling activity in Christ Jesus. Therefore, the congregation, pastor, faculty, and staff, endeavor to assist in the development process of each student by:

1. Equipping in knowledge and skills
2. Nurturing spiritual and emotional growth
3. Providing social and relational growth and training
4. Promoting health and physical development

This process is an educational process shared among the church, school, home, and community.

ACCREDITATION

Trinity Lutheran School is accredited with the National Lutheran School Accreditation (NLSA) and the Missouri Non-Public School Accrediting Association. Trinity undergoes yearly evaluation to maintain their accreditation status.

STAFF INTRODUCTION

| Position | Name | Email |
|---------------------|----------------------------------|------------------------------|
| Pastor | Rev. Jake Sletten | waterandtheword@outlook.com |
| Principal | Amanda Moennig | amoennig@tlsfreistatt.org |
| Early Childhood | Celia Ingle | cingle@tlsfreistatt.org |
| Early Childhood | Connie Christen | cchristen@tlsfreistatt.org |
| Early Childhood | LeaAnn Broderick | lbroderick@tlsfreistatt.org |
| Early Childhood | Genine Rodgers | |
| Kindergarten | Anna Schnaufer | aschnaufer@tlsfreistatt.org |
| 1st Grade | Lauren Choate | lchoate@tlsfreistatt.org |
| 2nd Grade | Holly Knight | hknight@tlsfreistatt.org |
| 3rd Grade, choir | Dana Wormington | dwormington@tlsfreistatt.org |
| 4th Grade | Shanna Jelinek | sjelinek@tlsfreistatt.org |
| 5th/6th Grade | Melissa Wolf | mwolf@tlsfreistatt.org |
| 7th/8th Grade, P.E. | Marissa Geyer | mgeyer@tlsfreistatt.org |
| Spanish | Itza Zengotita, Emily Kennell | Contact school office |
| Secretary | Lacy Creed | lcreed@tlsfreistatt.org |
| Cook | Connie Essary, Tiffany Ingle | Contact school office |
| Custodian | Ted Dorton, Audrey Wormington | Contact school office |
| School Care | Mellisa Heseman | Contact school office |
| Athletic Director | Rich Rhea | rrhea@meafinancial.com |
| T.E.A. | | tea@tlsfreistatt.org |

Trinity Lutheran Church-School Board

Nick Broderick, President
Jeanell Stockton, Vice-President
Traci Rhea, Secretary
Will Carr, Member
Debbie Trokey, Member

The school board is made up of members of Trinity Lutheran Church and are elected annually by the Church Voters Assembly. School Board members serve a rotating three-year term. The school board meets the third Thursday of each month at 7:00 pm. The community is invited to open session and must notify the administrator in advance if they wish to speak to the board directly. Minutes from each meeting are available in the office.

ADMISSION POLICY & FEES

Application Procedure

1. Schedule an family interview and tour with the principal.
2. Following the interview, notification will be given of acceptance.
3. Records will be requested for transfer students.

Registration and Enrollment Information

Upon acceptance, all students will receive a registration packet containing the following forms that must be returned to the office prior to enrollment:

1. Immunization Record: may use the form provided or have doctors office email to lcreeed@tfsfreistatt.org
2. Pre-Participation Physical Evaluation: may use the form provided or have doctors office email proof of well child check up to lcreeed@tfsfreistatt.org
3. Internet Use Contract/Permission to Publish
4. Over the Counter/Prescription Medication
5. Tuition Assistance/Free or Reduced Lunch Application
6. Financial Agreement/Tuition Information
7. Emergency Card: Individuals listed on the card may pick up and sign out the student at any time. Individuals not listed on the card must be cleared, by the parent/guardian, through the office before sign out.
8. Student/Parent/School Compact

Suggested Age Requirements

Pre-School is offered to students who are 3 years old by August 1.

Pre-Kindergarten is offered to students who are 4 years old by August 1.

Kindergarten is offered to students who are 5 years old by August 1.

At parent request, students who do not meet the age requirement may be considered for admission. This decision is made under the advisement and approval of the classroom teachers and principal.

Fees

The present cost of education exceeds \$6,000/student for a single academic school year. The financial responsibilities of maintaining and improving the facilities, curriculum, and program are met primarily through good stewardship of the members of Trinity Lutheran Church, who pay the difference for each student. All monetary contributions and volunteer efforts are appreciated. See the “Volunteers” and “School Support” sections for more information.

Trinity Lutheran School strives to offer a rigorous academic curriculum in a faith-based setting. Our school has a rich tradition of graduating students that are not only well-prepared academically, but are also spiritually and socially mature. Our competitive rates are among the lowest in the area. Students at Trinity receive a Christian education for only \$237.50/month (when paid over 12 months).

| | Tuition | Books & Registration | Co-Curricular Activity Fee (3rd Grade & up) |
|--|--|----------------------|---|
| Trinity Church Non-Member Rate: PreS (3 & up) and PreK (4 & up) | \$1,140 | \$125 | N/A |
| Trinity Church Non-Member Rate: Kindergarten-8th Grade | \$2,850 (1st child) \$2,450 (each additional child) | \$300 | \$25 |
| Trinity Church Member Rate: PreS (3 & up) and PreK (4 & up) | N/A | \$125 | N/A |
| Trinity Church Member Rate: Kindergarten-8th Grade | N/A | \$300 | \$25 |

A hot lunch is offered daily for the price of \$2.50 (including milk). Milk can be purchased on its own for the price of \$.35.

Before school care is offered from 7:00-8:00 am for the price of \$2.50/child and an additional \$1.00 for each additional child in the family. After school care is offered from 3:30-5:30 pm for the price of \$3.50/hour for one child and an additional \$1.50 for each additional child in the family. **After school care IS provided from 12:15-5:30pm on days that school dismisses early.**

Co-Curricular Activities include sports and academic teams. Members of the math league are not charged a fee. Students who participate in the spelling bee and/or the geography bee are not charged a fee.

SPIRITUAL LIFE

Chapel and Religion Class

Chapel is held every Wednesday from 8:30-9:15 am. Families are invited to join us in worship at any time. Pastor Jake leads our chapel and is assisted by the teachers, classes, and other local pastors. Offerings from these services support the mission of Pastor James May with Lutherans In Africa. You can find out more about his ministry at www.lutheransinafrica.com. Join us in prayer this year for Pastor May as he works to establish the School of Theology in Kenya.

Religion class is held every morning from 8:30-9:30 am. It is the primary focus of Trinity staff to support our families and aid our students in establishing a firm foundation in their faith. We believe the Christian faith and life of our children is a collective responsibility. Bible verse memory is a requirement of religion class at all ages.

Church and Sunday School Attendance

Love of the Gospel is the proper motivation for worship. Trinity Lutheran School encourages regular worship and believes that regular worship is beneficial to all of God's people. Teachers record each student's Church and Sunday School attendance and it is submitted on the report card each quarter. Attendance at any Christian church is accepted.

Families who do not have a church home are invited to join us at Trinity Lutheran Church in Freistatt. Sunday School, for ages 3-adult, is held in the school building at 8:45 am each Sunday and Divine Services begin at 10:00 am. Services, including Wednesday chapels, can be downloaded anytime from www.freistattradio.com.

Staff Devotions

Every morning the faculty and staff meets for morning devotions, prayer, and announcements. Devotions are from 7:45-7:55 am. Classrooms will open at 8:00 am to welcome students.

Church Events

Trinity Lutheran Church hosts a variety of events throughout the school year. All Trinity School families are invited to participate in these events which include the Christmas Eve service, Advent and Lent mid-week services, Holy Week services, Ladies Aid Mission ministry, Braille ministry, Bible Study groups, the annual picnic, and parades.

STUDENT LIFE

Academics and Curriculum

God's Word is the foundation of all instruction at Trinity Lutheran School. Academic instruction is designed to equip each student, as a child of God, with the skills needed for faithful service. Academic instruction includes: reading (to include phonics, English, writing, and spelling), math, social studies, science, handwriting, fine arts (art, music, drama, choir, chimes, Spanish), technology, and physical education.

The curriculum is reviewed annually by the staff and the accreditation board. A written curriculum is provided for religion and all academic subject areas. It is available in the school office by request.

Honor Roll and Valedictorian/Salutatorian

Students in grades 3-8 can achieve honor roll status each quarter. These students will be recognized with a certificate during chapel. High Honors are given to students who have a grade of A and/or A- for all academic areas and religion class at the end of each quarter. Honors are given to students who have a grade of A, A-, B+, B and/or B- for all academic areas and religion class at the end of each quarter.

Beginning in third grade, a student's G.P.A. is calculated on an 11-point scale based on grades in core classes. This cumulative G.P.A. is used to determine the Valedictorian and Salutatorian of each graduating 8th Grade class. The core classes used to determine G.P.A. are Religion, Reading, English, Spelling, Social Studies, Math and Science.

Grading Scale

All students receive quarterly grade cards. In addition to subject areas, each report card gives the teacher opportunity to assess growth in spiritual, social, and emotional development, and classroom habits. For grades 3 and up, graded assignments are available to be viewed at any time through the FastDirect website. Teachers strive to update FastDirect assignments weekly. They can also be contacted through FastDirect with questions.

Students in Early Childhood-2nd Grade use a progress key:

E=Exceptional, outstanding achievement

S=Satisfactory, demonstrates skill consistently

P=Progressing, making progress with assistance

N=Not making progress, more effort needed

Students in 3rd-8th grade use a grading scale:

| | | | | | |
|----|---------|----|--------|----|---------------|
| A | 96-100% | C+ | 80-82% | D- | 65-67% |
| A- | 92-95% | C | 77-79% | F | 64% and below |
| B+ | 89-91% | C- | 74-76% | | |
| B | 86-88% | D+ | 71-73% | | |
| B- | 83-85% | D | 68-70% | | |

Homework

Homework, appropriate to the grade level, may be assigned by the teacher. Through homework, students can learn valuable and effective independent study skills as well as reinforce the learning that took place in the classroom. Each teacher will provide regular class time to complete assignments. However, your child may bring home unfinished school work. Each teacher will use the classroom syllabus to convey their guidelines for corrections and assignment re-do's. Parents should offer encouragement and guidance as needed to their children in this area of their learning. Homework may involve research, reading, or written work.

Attendance and Sickness Policy, Attendance Awards, Make-up Work

Regular, punctual attendance is expected. Absence from school should only occur in event of sickness or emergency. Regular attendance will teach students dependability, promptness, and how to be good stewards of God's gifts. Regular attendance is the single greatest predictor of academic success. Because of our high expectations concerning this matter, we encourage parents and students to make regular attendance a high priority. The principal will make contact with the parent/guardian after 10 absences or tardies. Students with 20 or more absences during the school year may be retained at the discretion of the teacher and principal.

Parents must contact the classroom teacher or the office when the student is absent. The school office will make every effort to contact the family if no notice for absence has been given. Assignments missed during an absence may be made up within a reasonable period of time determined by the teacher. Teachers will, whenever possible, make assignments available before an absence.

A student will not be permitted to attend classes or other school activities if the student is known to have any contagious or infectious disease. Children with a fever should not be sent to school. Twenty-four hours is the suggested fever-free period prior to school attendance. All school personnel are trained in first aid and CPR. Trained personnel will give first aid for minor cuts and bruises, and will administer oral medication only when

accompanied by a completed Prescription Medication Form. All medication, including over the counter and prescribed, must be in the original container and labeled with the student's name. All medication is kept in the school office. In case of an emergency, the student will be taken to the nearest hospital and the parent/guardian will be contacted.

All students can receive attendance awards. Attendance will be recognized at the end of each quarter and at the end of the year. Students who miss 0 hours of school with no more than 2 tardies, will be awarded Perfect attendance. Students who miss 4 hours or less of school, with no more than 5 tardies, will be awarded Near Perfect attendance. Extenuating circumstances will be evaluated on a case by case basis. The school day begins at 8:15 am and ends at 3:15 pm. Students arriving between 8:15 and 8:30 am will be counted tardy. Students arriving after 8:30 am or signing out before 3:15 pm will be counted absent for each hour missed.

School Cancellation

If it becomes necessary to close school, information will be announced through the following methods: local TV stations (listed as Trinity Lutheran-Freistatt), FastDirect, Facebook, and/or the automated telephone system. An Emergency Handbook is provided to each teacher for use during natural and environmental disasters and/or situational emergencies.

Arrival and Dismissal, School Care

During normal arrival, students are to be dropped off at the north breezeway doors between 8:00 and 8:15 am. Students who arrive to school after 8:30 am, should report to the school office through the main front doors. Students arriving before 8:00 am will report to before school care. See "Fees" for an explanation of this service.

Pick up will also be at the north breezeway doors. Students will be dismissed at 3:15 pm. Any students remaining after 3:30 pm will report to after school care. Students who are waiting for co-curricular practices will remain supervised in the pick up area until their designated practice begins. After practice is over, students who have not been picked up will report to after school care. See "Fees" for an explanation of this service.

After school care IS provided on days that school dismisses early from 12:30-5:30pm.

Contact must be made with the office, through written or verbal notice, if someone other than those designated on the emergency card will be picking up the student.

Standardized Testing

Per accreditation guidelines, achievement testing is administered to students in grades K-8 each spring. Cognitive ability testing is administered to students in grades 1, 3, 5, and 7 each fall.

Tutoring

Tutoring is provided based on the availability of the teacher. Contact your homeroom teacher if you desire tutoring services for your student. Each teacher is responsible for their own tutoring guidelines and fees.

FAMILY LIFE

Field Trips

Field trips are an important part of education and are regarded as an extension of the classroom. Students will participate throughout the year on various field trips. Teachers will inform parents of the details of each field trip at least one week prior to the trip. If you do not wish for your child to attend the field trip, the parent must notify the teacher or school office in writing prior to the field trip and the student will receive an absence for the day.

Field trips will be open or closed. Parents and siblings may attend open field trips. Siblings are not permitted on closed field trips and parents may or may not attend depending on driver need. School age siblings are not permitted to attend field trips of other siblings, with the exception of Early Childhood students who may attend open field trips on days when school is not in session for them. All siblings will be under the supervision of the parent/guardian during the entire course of the field trip.

When parents are asked to drive, the following conditions must be met:

1. Drivers must be at least 21 years of age.
2. Drivers must hold a valid driver's license and must provide a copy to the office.
3. Drivers must hold current auto insurance and must provide a copy to the office.
4. All field trip participants will be required to follow current seat belt and car seat laws.
5. Drivers must stay with the school group during the activity and obey all traffic laws.
6. Drivers will not use alcohol at least 24 hours before the field trip or at any time during the field trip.
7. Drivers will not use prescribed or over the counter medication that could impair the driver's ability to operate a motor vehicle within 72 hours before the field trip or at any time during the field trip.

Parent drivers have the option, but are not required, to serve as chaperones. Chaperones must be willing to supervise students according to the teacher's directions and remain with the group for the entire duration of the field trip. We ask that parents respect that the teacher is in charge of the activity at all times and expect that the instructions of the teacher be followed.

Visitors

Trinity Lutheran School welcomes visitors to our campus during special events. Please see the events calendar for those special days. When arriving on campus, visitors need to check in at the school office to sign in and get a visitor's pass. Visitors are welcome for lunch. The office must be notified by 8:30 am if the visitor(s) would like a school lunch.

Birthdays

If you would like to do something special for your child's birthday, please contact your child's teacher to set up the date. Visitors are invited to join us for lunch from 11:00-11:30 am. Notify the office by 8:30 am if the visitor will be eating school lunch. Families who desire to provide a special lunch meal for the entire class, must notify the office and classroom teacher at least one week in advance. Snacks may also be scheduled after 2:00 pm and must be scheduled in advance with the teacher.

When children are hosting parties outside of the school day, invitations that are distributed at school must go to all classmates. If only select students will be invited, we kindly ask that invitations not be distributed at school.

Communication (Facebook, FastDirect, News and Notes, etc)

We consider ourselves partners with you in ministering to your children. Therefore we strive to stay in close communication with you about your children and the happenings in our school. We utilize a variety of methods to communicate with you:

Facebook: Families are invited to "Like" us on Facebook. Our school's Facebook page is Trinity Lutheran School Freistatt, MO. Use this to follow school videos, activities, pictures, and updates. This is a closed page, therefore you must be Facebook friends with someone who is already in the group to join. Contact the office if you would like assistance with accessing our page. We keep this page closed and monitored for the safety of our students and staff. Teachers may create closed classroom Facebook pages.

FastDirect: Trinity Lutheran uses a school management program called FastDirect. At this site parents will be able to see their family's current information. Please see the school office for information about signing on to FastDirect. The school staff uses this method to communicate with parents. The site has email, school calendars, lunch menu, weekly information, lunchroom billing information, student grades, and report

cards. Parents also have the flexibility to set up their account for text and email alerts. Contact the office at any time if you need assistance with FastDirect.

News and Notes: At the beginning of each month, the school newsletter is released. A hard copy is given to each family and a digital copy is also sent through FastDirect. The newsletter includes the lunch menu, a monthly calendar of events, and important school updates.

Behavioral Expectations

As a Christian school, we hold our own behavior, including the behavior of students and families, to a higher expectation than other schools. All parents agree to act in a respectful, non-threatening manner at all times during any school-related function, whether or not it is held on the Trinity campus. If you have a concern, please voice it to the teacher, coach, or administrator in privacy and not in the presence of students or other families. Intimidation or harassment of any parent, student, or staff, whether verbal or physical, will not be tolerated. Following the example set forth in Matthew 18, our prayer is that contrition, forgiveness, and reconciliation between disagreeing parties will resolve the matter.

Trinity Lutheran School reserves the right to disassociate itself from, and force the withdrawal of, any parents/students in a case where the parent acts in a threatening, intimidating, inappropriate, or consistently disruptive manner or in a manner that seriously violates our operating principles or threatens the functional climate of the school. In short, the school reserves the right to expel any child who fails to comply with established standards of behavior or the school may ask any family who interrupts the education, climate, or established operating principles to leave. Please see the "Conduct & Discipline" section for further explanation.

Trinity Education Association (T.E.A.)

T.E.A. is the parent organization designed to assist the school in three ways by:

1. Supporting the parents/guardians in their parenting roles.
2. Providing social interaction for school families and potential families.
3. Raising additional funds for extra educational opportunities.

The T.E.A. meets regularly throughout the school year. All families are assigned T.E.A. responsibilities each year. Any family member associated with a Trinity student can be involved. A T.E.A. handbook is provided at the beginning of each year. The current officers are: Tracy Rhea (President), Jenni Schmidt (Vice-President), Ashley Bailey (treasurer), and Amber Carr (secretary). The officers can be reached at tea@tlsfreistatt.org.

Volunteers

There are many ways for family members to help out around school and we appreciate your service! All long term volunteers must attend Child Safety training required by our school insurance company. The volunteers must then sign a waiver allowing the school to secure fingerprints for a background check. A Volunteer Handbook is available in the office and is provided to each volunteer.

School Support

How can you support our mission of spreading God's Gospel to our community?

1. Attend the Trinity Education Association (TEA) meetings! The TEA is the school support group. See "T.E.A." section for more information.
2. Collect Box Tops: Our school participates in the Box Tops 4 Education program sponsored by General Mills. Each box top is turned in for money that can be used to buy classroom supplies.
3. Book Fair: Our school hosts two books fairs, one in the fall and one in the spring. A percentage of each purchase is turned into cash for each classroom that can be used to buy books, teaching supplies, and classroom furniture.
4. Donate to the Lunch Program: Our hot lunch program is completely supported by our church and school, with no reliance on government funding. A steady supply of both cash donations and food donations means that we can continue to offer nutritional, kid-friendly meals. Funds also support a free and reduced cost program for families that meet income requirements.
5. Donate to the Scholarship Program: Our church and school seeks to offer a Christian education to all students in our community, regardless of financial position. A donation to the scholarship program ensures that students in our community can receive a Christian education without being limited by socio-economic status.
6. Adopt a Class: The operating cost of each classroom is approximately \$35,000 per year. Tuition covers only a fraction of that cost per class. Our goal is to raise \$5,000 per classroom every year to help offset the cost of classroom supplies and teacher salaries. Help us reach our goal and consider sponsoring a classroom. Our students would love the opportunity to interact with classroom sponsors through letter-writing and classroom visits.

CO-CURRICULAR ACTIVITIES & PROGRAMS

Annual Events

Trinity Lutheran School has a variety of annual events in which students participate. Some of these events are directly connected with the curriculum, while others are optional.

Art Show: Students select artwork from the year to be judged and displayed. Only one First, Second, and Third place ribbon will be awarded for each classroom. All other entries will receive a Participation Ribbon. Overall Best In Show, Second, and Third place awards are also given. (Early May)

Back to School Night: This is a fun and informal introduction to the school year. Students can visit classrooms and meet teachers. Registration information should be turned in by this date along with Book and Registration Fees. (Monday evening before school starts)

Book Fair: This is an opportunity for students and others to purchase books appropriate to the reading interest of our students. The school and classroom libraries are the beneficiaries of the funds raised by this event. (Fall and Spring)

Bump Up Day: Students get to “bump up” and meet their new teacher for the next school year. (Early May)

Carnival: The T.E.A. sponsors a family carnival each spring that is open to the community. All Trinity families are assigned a responsibility to help ensure the carnival runs smoothly. Along with carnival games, there is a full dinner meal and a silent and live auction. All funds raised are used by the T.E.A. to support Trinity students. (Friday of National Lutheran Schools Week)

Christmas Eve Service: A Christmas Eve service is prepared and presented by the entire school. Music, scripture, and the nativity prepare our hearts for the season of Advent. (Evening of December 24)

Classroom Parties: There are four room parties to observe special holidays. Each family will be assigned to help with at least one party. A room parent schedule will be sent home in September. The parties are as follows:

1. Fall Harvest/Reformation
2. Christmas
3. Valentine’s Day
4. Easter

Closing Chapel & Awards Assembly: Our closing chapel celebrates the end of a successful year. Classroom and special awards are given for academic and extra activities. (Last day of school)

Choir & Chimes: All students are enrolled in choir and upper grade students are enrolled in chimes. The Lambs Choir is made up of Early Childhood through 2nd Grade students. The SONshine Choir is made up of 3rd-8th Grade students. These performing groups participate in the worship service at Trinity Lutheran Church throughout the school year. On performance Sundays, chimes meet in the church at 9:30 am to warm up. Singers meet at 9:45 am in the chapel on the south side of the church to warm up.

Confirmation: A Confirmation Service is conducted for students who have completed confirmation classes and desire to become a member of Trinity Lutheran Church. An 8th grade luncheon is held during the school day in conjunction with Confirmation. (Late April/May)

Dream Day: Visitors from the community are invited to campus to share about unique career opportunities that our students might aspire to as adults. (September)

Eighth Grade & Pre-Kindergarten Graduation: These special ceremonies honor our graduates. (May)

Geography Bee: The geography bee is held for students in 4th-8th grade. Ten participants are selected to compete in the school bee based on their preliminary scores. The school winner is then eligible to qualify for the state geography bee. (School bee in December; State bee in Spring)

National Lutheran Schools Week (NLSW): School-wide devotions and special activities are centered around a National theme each year. (First full week of March)

Nativity Play: The Early Childhood students present the story of the Nativity. A dress rehearsal is planned during the school day and the play is presented to the community in the evening. (December)

Opening Chapel: Our opening chapel in our church sanctuary celebrates the beginning of an exciting year. (First day of school)

School Plays: Each homeroom prepares a drama to present to the community throughout the school year. A dress rehearsal is planned during the school day and the drama is presented to the community in the evening.

Science Fair: Students in grades K-8 participate by submitting science experiments. This may include individual, partner, or class projects as determined by the teacher. Projects will be judged based on scientific method and scored according to a rubric. Projects will be awarded a First, Second, Third, or participant ribbon. An overall First, Second, and Third place award will be given. (Spring)

Spelling Bee: The spelling bee is held for students in 4th-6th grades. Three participants from each classroom are selected to participate in the school bee. The school winner goes on to compete in the Joplin Globe Spelling Bee. (School bee in January; Joplin Globe Bee in March)

Veterans Assembly: Trinity students honor our Veterans through a special assembly. (November)

VIP Day/Talent Show: Families and prospective students are invited to join us for the school day. The day begins with chapel service and a special meal is served. (January)

Athletics

Sports are offered to students in 3rd-8th grade. A sports fee of \$25 is charged to each student who participates. Students who wish to play sports must have a MSHSAA Physical Evaluation on file in the office and they must have proof of health insurance. Health insurance is available through the school for students who require it. A Co-Curricular Activity Handbook is provided to all students who participate.

Trinity offers the following sports: volleyball, basketball, flag football, soccer, and cheerleading. Practices usually occur after school or in the evening. The coach will contact participating families when the season nears. A parent meeting will be held at the beginning of each school year for families who wish to participate in sports. A Sunday afternoon lunch and the concession stand are the main fundraisers for the school year.

Academic Team

Students in 7th-8th grade can be a part of the academic team. A fee of \$25 is charged to each student who participates if they have not already been charged a sports fee for the year. The team meets each spring to prepare for competition at both the local and state level. Practices are usually held after school. Students from 6th grade may participate when needed to fill enough spots to have a team. A Co-Curricular Activity Handbook is provided to all students who participate.

Math League

Students in 4th-8th grade can be a part of the math league team. A fee is not charged for Math League. The team meets each spring to prepare for competition at both the local and state level. Practices are usually held after school. A Co-Curricular Activity Handbook is provided to all students who participate.

CONDUCT & DISCIPLINE

Dress Code

Trinity Lutheran School requires that all students wear clothing that is a reflection of their Christian training and does not disrupt or distract from the educational process. Clothing must be modest, clean, and in good repair. Students are to be well groomed and modest in appearance. They are expected to practice good personal hygiene.

Skirts, dresses, and shorts are to be a sensible length. Shoe attire will be determined by the classroom teacher, with the exception that gym shoes are required for all students during P.E. classes. Hairstyles must not be so unusual as to be distracting.

Shirts are required at all times. Clothing with drug or alcoholic themes, suggestive pictures, offensive language or anything representing a group that contradicts God's Word is not allowed. Halter tops, low-cut tops, tank tops, net-type shirts, or shirts that show the midriff are not allowed. Undergarments must not be visible or worn as outerwear. Clothing should fit properly and not be extremely tight or excessively loose.

Hats and sunglasses are not appropriate for the classroom setting. They may be worn at school only during times that are approved by the classroom teacher. Jewelry cannot be sacrilegious in any way.

Cell phones are to stay in lockers or cubbies and are to be turned off during the school day. The classroom teacher may allow the use of cell phones at their discretion when it pertains to the classroom instruction.

Parents are asked to assist their students in dressing appropriately for the crazy Missouri weather. Recess may be held outdoors until the temperature falls below 40 degrees, at which time recess will be moved indoors. Teachers may use their discretion on the need of coats for outdoor activities. Students who do not have a coat may be sent to wait in the office until the outdoor activity has been completed. The school will make every effort to provide a coat for students who are in immediate need.

Parents will be notified if clothing is unacceptable. If this occurs, they may bring appropriate clothing to the school or alternative clothing will be found for the student to wear for that school day. The student will not be permitted back to class until they have changed into acceptable attire.

Discipline Plan

Concerns, disagreements, and discipline will be handled in Christian love according to Matthew 18. As with all matters, it is important that we first approach the Lord in prayer, seeking full understanding, patience, and the desire to do what is pleasing and good in His sight. The pastor of Trinity Lutheran Church may serve as a counselor, mediator, or advisor. Trinity Lutheran School encourages parents and community members to respect the chain of command. Issues should first be addressed to the staff member directly involved. If the issue cannot be resolved, the parties should then seek the counsel of the principal. If the issue still cannot be resolved, the parties should then seek the counsel of the school board by requesting an appointment during a scheduled school board meeting. Appointments can be made by contacting the office.

Our discipline plan exists so that Trinity Lutheran School has a procedure for dealing fairly with misbehavior. The plan applies to any area where school-sanctioned functions take place. Misconduct in school buildings, school grounds, and at any school related activity, whether on or off campus and whether during or outside of regular school hours, will be cause for discipline. Students will be held accountable for their failure to obey the school discipline plan.

The purpose of the discipline plan is to:

1. Provide the structure necessary to equip children to learn and practice Christian love
2. Protect students from physical harm
3. Ensure that the educational function of the school may go on without disruption

It is our faculty's goal to prevent misbehavior from occurring by providing:

1. A positive classroom environment
2. A well-organized, stimulating course of study
3. Meaningful assignments with achievable success
4. A constructive, supportive, and positive relationship with each student

See your child's classroom teacher for more information about their classroom discipline plan. When the teacher's methods of discipline do not produce the desired results, the referral process will go into effect.

Referral Process

Level One-Minor Infractions: Generally, misbehaviors that distract the teacher and/or students from being on task. A Level One referral results in a consequence which may include loss of privilege (such as recess or special class events) or detention. Examples of Level One behaviors may include, but are not limited to: repeated talking at inappropriate times, disruptive behavior, repeatedly bothering other students, throwing items in classroom or other inappropriate area.

Procedure for Level One Referrals: The teacher will visit with the student privately. Parents will be notified if a consequence is given. The consequence will be served within two school days. A record of each referral will be kept by the teacher. Continuous Level One infractions may result in a Level Two referral.

Level Two-Major Infractions: Generally, misbehaviors that cause the classroom learning to cease or be significantly disrupted. A Level Two referral results in a consequence which may include loss of privilege (such as recess or special class events), detention, in-school suspension, out-of-school suspension, or expulsion. Examples of Level Two behaviors may include, but are not limited to: refusal to follow a teacher's direct request, disrespect such as talking back or inappropriate gesturing, vandalism of property, refusal to accept responsibility for one's actions, use of unacceptable words or pictures, unnecessary roughness or fighting, inappropriate discussion, real or insinuated possession or use of weapons, real or insinuated possession or use of drugs or alcohol, bullying (words or actions that threaten or endanger another person whether in person or through electronic device), causing or provoking a student to commit a Level Two infraction.

Procedure for Level Two Referrals: The teacher will notify the office. The principal will conference with the teacher and the student. Parents will be notified. The consequence will be served within two school days. A record of each referral will be kept in the school office. Continuous Level Two infractions may result in suspension or expulsion. Students become ineligible to participate in co-curricular activities immediately, including practice and competition, when the second Level Two referral is given until all consequences have been served.

A referral may be given without warning. Serious infractions, as determined by the principal, will result in the use of the appropriate Level Two disciplinary procedures.

Bullying

Bullying, according to Missouri State Statute 160.775, means intimidation or harassment that causes a reasonable student to fear for his or her physical safety or property. Bullying may consist of physical actions including gestures, cyber-bullying, electronic, verbal, or written communication, and any threat of retaliation for reporting such acts. Cyber-bullying is sending or posting harmful or cruel text or images using the Internet or other digital communication devices (on or off campus). Cyber-threats are online materials that threaten or raise concerns about violence against others, suicide, or self-harm. The school has a bullying report form available in the office to any parties who wish to report harassment, intimidation, or bullying.

Trinity Lutheran School wants to draw a distinction between behavior that is rude, behavior that is mean, and behavior that is characteristic of bullying. Much of what follows is taken from the research of Signe Whitson in “Eight Keys to END Bullying-Strategies for Parents and Schools”.

Rude= inadvertently saying or doing something that hurts someone else.

Mean= purposefully saying or doing something to hurt someone once (or maybe twice).

Bullying= intentionally aggressive behavior, repeated over time, that involves an imbalance of power.

Bullying has three key elements: an intent to harm, a power imbalance, and repeated acts or threats of unwanted aggressive behavior. There is also a distinction between rough play, real fighting, and bullying. The ability to recognize bullying in all of its forms is essential to early intervention and bringing an end to unwanted aggression. Bullying occurs in four basic ways: physical aggression, verbal aggression, relational aggression, and cyber-bullying.

In reality, bullies come in all genders and ages, shapes and sizes. They come from troubled families and nurturing ones, wealthy families and those of low socio-economic status. The reality is that almost any child can bully another child on any given day. We, as adults, must understand that by their very nature, children are works-in-progress, and their behavior on any given day, or even on repeated occasions, is subject to guidance and improvement. We must view them as young people who deserve to be taught better ways to behave.

We believe the word bully, as a noun, labels a role or pattern of behavior that may be hard to break. The word bully, as a verb, acknowledges the hopeful truth that children are capable of stopping the aggression and making better choices.

ADDITIONAL INFORMATION

Asbestos Notification Awareness

In accordance with the Asbestos Hazard Emergency Response Act (AHERA), Trinity Lutheran School conducted a complete inspection of its facilities in 2000. The results of this inspection have been included in a management plan, available in the school office.

Family Educational Rights & Privacy Act

Trinity Lutheran School honors the request of access to student records from other school entities without parent permission. Parents have the right to request, in writing, that this information not be released without prior consent. See FERPA 603 CMR 23.07 (4) (a) for more information. Directory information (student name, parent name, address, phone number, and/or email) will be available to all enrolled families without prior written consent, unless the office is notified of the contrary, in writing, within 10 days of enrollment.

Non-Discrimination Policy

Trinity Lutheran School permits students of any race, color, nationality, or ethnic origin to all of 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, nationality, or ethnic origin in administration of its educational policies, admission policies, co-curricular, or other school sanctioned programs. Enrollment is a privilege and not a right; therefore, Trinity Lutheran School reserves the right to refuse enrollment to any student.

Other Handbooks

Co-Curricular Activity Handbook

Emergency Handbook

Faculty Handbook

School Board Handbook

T.E.A. Handbook

Volunteer Handbook

All handbooks are available in the school office.