



Focused on Excellence ~ Centered in Christ

**Parent/Student Handbook
2026-2027**

Trinity Lutheran Church & School
1611 California Avenue
Wahiawa, Hawa'i
Phone 808-621-6033 | Fax 808-621-6029
www.tls-hawaii.org
Mr. Lonnie Karges, Principal

Trinity Lutheran School is fully accredited by:
Hawaii Association of Independent Schools,
Western Association of Schools & Colleges &
National Lutheran School Association

*Trinity Lutheran School does not discriminate against students
of any race, color, gender, or national or ethnic origin.*

TABLE OF CONTENTS

Section 1: Welcome to Trinity Lutheran School

- 1.1 Welcome from the Principal
- 1.2 Mission
- 1.3 Vision
- 1.4 Purpose
- 1.5 Motto
- 1.6 Philosophy
- 1.7 Affiliation & Organization
- 1.8 Accreditation

Section 2: Admissions, Enrollment & Financial Information

- 2.1 Non-Discriminatory Policy
- 2.2 Disability Act
- 2.3 Admissions Glossary
- 2.4 Application Process
- 2.5 Enrollment
- 2.6 Registration
- 2.7 Conditional Enrollment
- 2.8 Tuition & Fee Payments
- 2.9 Financial Relief Opportunities
- 2.10 Financial Aid 2.11 Fee Computation Form (FCF)
- 2.12 Withdrawal Procedures

Section 3: Parent Partnership & Communication

- 3.1 Partnering in Your Child's Education
- 3.2 Parent Responsibilities
- 3.3 Matthew 18 Principle
- 3.4 Christian Civility Clause
- 3.5 Family Communication
- 3.6 Sycamore Education
- 3.7 Parent-Teacher Conferences
- 3.8 Parents & Teachers of Trinity (PTT)
- 3.9 Parent Rights of Appeal

Section 4: Attendance & Daily Operations

- 4.1 School Hours
- 4.2 Arrival Procedures
- 4.3 Dismissal Procedures
- 4.4 Attendance
- 4.5 Absences
- 4.6 Tardiness
- 4.7 Student Release
- 4.8 Students Leaving Independently
- 4.9 Traffic Management Plan
- 4.10 Teacher Availability After School

Section 5: Academics

- 5.1 Curriculum
- 5.2 Homework
- 5.3 Missing Work Due to Absence
- 5.4 Report Cards
- 5.5 Grading Scale & GPA

- 5.6 Academic Awards
- 5.7 Achievement Testing & Benchmark Assessments
- 5.8 Promotion & Retention
- 5.9 Academic & Behavioral Probation
- 5.10 Academic Dishonesty
- 5.11 Eighth Grade Graduation

Section 6: Student Conduct & Discipline

- 6.1 Christian Expectations
- 6.2 Behavior Standards
- 6.3 Resolving Student Behavior/Conflict & Discipline
- 6.4 Suspension
- 6.5 Search & Seizure
- 6.6 Anti-Harrassment
- 6.7 Zero Tolerance Policy

Section 7: Health, Safety & Student Welfare

- 7.1 Medical Requirements
- 7.2 Health Records
- 7.3 Illnesses
- 7.4 Medication
- 7.5 Special Health Concerns
- 7.6 Accidents & Injuries
- 7.7 Child Abuse Reporting
- 7.8 Campus Emergency Procedures
- 7.9 Civil Defense Procedures
- 7.10 Emergency Closures
- 7.11 Health & Safety Training

Section 8: Technology & Digital Citizenship

- 8.1 Technology Education
- 8.2 Acceptable Use Policy
- 8.3 Student Devices
- 8.4 Artificial Intelligence (AI) Usage
- 8.5 Social Media Expectations
- 8.6 Online Safety

Section 9: Student Life & Activities

- 9.1 Chapel
- 9.2 Athletics
- 9.3 Fine Arts
- 9.4 Outdoor Education
- 9.5 Physical Education
- 9.6 Field Trips
- 9.7 Recess
- 9.8 Extended Care
- 9.9 Library
- 9.10 Lockers

Section 10: Campus Policies

- 10.1 Visitors
- 10.2 Volunteers
- 10.3 Telephone Use
- 10.4 Personal Items
- 10.5 Food Service
- 10.6 Gum Chewing

- 10.7 Lost & Found
- 10.8 Campus Conduct

Section 11: Uniforms & Dress Code

- 11.1 K-8 Uniform Requirements
- 11.2 Preschool Program Dress Code
- 11.3 Physical Education (PE) Uniforms
- 11.4 Spirit Wear
- 11.5 Outerwear Guidelines
- 11.6 Dress Down Days
- 11.7 Hair
- 11.8 Jewelry & Body Art
- 11.9 Make-up
- 11.10 Hat & Caps
- 11.11 Clothes Closet

Section 12: Student Records & Privacy

- 12.1 Records & Access
- 12.2 Privacy Policy
- 12.3 Educational Records
- 12.4 Records Requests

Section 13: Preschool Program Policies

- 13.1 Preschool Mission
- 13.2 Admissions & Enrollment
- 13.3 Toilet Training Requirements
- 13.4 Attendance
- 13.5 Start Time
- 13.6 Dismissal
- 13.7 Family Communication
- 13.8 Parent Conferences
- 13.9 Food Service
- 13.10 Dress Code
- 13.11 Promotion & Retention
- 13.12 Traffic Management Plan

Section 14: Handbook Administration

SECTION 1: WELCOME TO TRINITY LUTHERAN SCHOOL

1.1 WELCOME FROM THE PRINCIPAL

Dear Trinity Lutheran School Families,



On behalf of our faculty and staff thank you for choosing Trinity Lutheran School. We are honored, because we know that selecting the right school for your child is one of the most important decisions you will make. With an experienced team and a long history of service to Central Oahu, we believe our school offers a safe and nurturing environment in which children can excel. Welcome to our family. Welcome to our team!

Our theme Bible verse for the year is Joshua 1:9 [“Be strong and courageous. Do not be frightened, and do not be dismayed, for the LORD your God is with you wherever you go.”](#)

What a fitting motto. Trusting in God and His plan for us requires faith in His promises and I guarantee you that we must turn our lives over to Him and His plan for us.

We are proud to say that Trinity Lutheran School has been in existence since 1953. It is a ministry started for the purpose of giving its church members and families in the surrounding communities the opportunity to send their children to a Christian school. Today we serve a wonderful array of people from all over the island, which includes Wahiawa, Mililani, Ewa, North Shore and the nearby military bases.

As a school and staff, we seek to offer the highest academic standards in all academic areas along with striving to create honorable, just, knowledgeable, and faithful followers of our Lord and Savior Jesus Christ. Our staff seeks to follow the words of St. Paul in Philippians 2:3-5 [“Do nothing from selfish ambition or conceit, but in humility count others more significant than yourselves. ⁴ Let each of you look not only to his own interests, but also to the interests of others. ⁵ Have this mind among yourselves, which is yours in Christ Jesus.”](#)

Our school’s ministry offerings presently include the Preschool Program (Preschool and Pre-Kindergarten), Elementary School (Kindergarten through 8th grade), and Before and After School Care Programs for all grade levels. Trinity Lutheran Church is a vital component of the school ministry and invites you to join us for regular worship services and Bible studies.

We are part of a much larger school system of the Lutheran Church Missouri Synod. Our Lutheran Schools are the second largest school system in the world. We are regional affiliated with the California-Nevada -Hawaii District. We are fully accredited by the Hawaii Association of Independent Schools (HAIS), the Western Association of Schools and Colleges (WASC) and National Lutheran School Accreditation (NLSA).

It is our pleasure to welcome you to our school. Thank you for your dedication and partnership. your child’s success, as well as the success of our whole organization. We are here to serve you in fervent love because God’s love for us as demonstrated in the sacrifice of His Son Jesus Christ.

[“Peace, I leave with you; my peace I give to you, Not as the world gives do I give to you. Let not your hearts be troubled, neither let them be afraid.”](#)

John 14:27

1.2 MISSION

Sharing the love of the Lord Jesus Christ as Savior, Friend, and Teacher through worship, service, and educational excellence.

1.3 VISION

By the grace of God, Trinity Lutheran School will be a place that:

- Demonstrates the love of Jesus Christ through the kindness and caring of our faculty, staff, students, families, church, and community;
- Pursues educational excellence through the tireless enthusiasm and continuous growth of all teachers and learners;
- Partners actively with students, parents, school, church, and community through clear and consistent communication, involvement, and opportunities for fellowship; and
- Sends students into their churches, communities, and the world with a firm foundation in faith so that their lives may be a beacon of Christ's light to everyone they meet.

1.4 PURPOSE

Trinity Lutheran School is a coeducational, Christian day school encompassing preschool through eighth grade. The Christian teachings and practices of Trinity Lutheran School are based upon our beliefs in the Triune God: Father, Son and Holy Spirit as revealed in Scripture. We accept the sixty-six canonical books of the Old and New Testaments as the inspired Word of God and accept the Book of Concord to be a true and genuine exposition of the doctrine of the Bible.

Our faculty and staff recognize that our school is uniquely Lutheran. Our primary purpose is the religious education and the faith development of our students through challenging, enriching, and rewarding educational and social experiences. Students and teachers serve each other and the community.

The majority of our student body is drawn from Central Oahu, thus serving a typical cross section of families from our island community. Students are selected and retained on the basis of their attitude and involvement in our mission, as well as our ability to meet their spiritual, academic, emotional, social, and physical needs. While we seek to serve as wide a range of families as possible, we realize we cannot meet the needs of every student who applies.

The faculty and staff of Trinity Lutheran School strive to create a supportive Christian environment. Through our Christian example, instruction, and discipline, we hope to communicate to our students that we seek to help them succeed in all aspects of their lives. At the same time, we work to establish and maintain a partnership with parents, to involve them in school activities and decisions, and to foster open communication between home and school.

1.5 MOTTO

Focused on Excellence - Centered in Christ

1.6 PHILOSOPHY

Worship

We believe that God creates and nurtures the body of Christ. God shares His love with us through His Word and His

Sacraments. We respond to God's love and express our faith through prayer, praise, thanksgiving, the study and reflection of His Word, and the knowledge of the Law's demands and the comfort of the saving Gospel of Christ.

By the grace of God through our work at Trinity Lutheran School students will:

- Obtain knowledge of and grow in their belief in the Triune God as taught in the doctrine, history, and worship practices of the Lutheran Church-Missouri Synod
- Understand and demonstrate what it means to be followers of Christ
- Identify and use elements worship and prayer to express and nurture their faith
- Share their faith in Jesus Christ with others with knowledge and confidence
- Live lives of service to others at school, at home, and in their community

We do this by facilitating an environment and experience that lets students:

- Recognize themselves as being a unique child, redeemed and forgiven by God
- Learn God's Law and Gospel as found in the Scripture
- Read and reflect on God's word, developing a personal relationship with Christ
- Interact with others in the body of Christ
- Pray formally and spontaneously
- Accept and treat others as God's children Worship daily in the classrooms and weekly in Chapel
- Forgive and accept forgiveness
- Practice Christian virtues as presented in Scriptures (Galatians 5:22-23)
- Share their faith life through service and word
- Respect their bodies as the temple of the Holy Spirit. (Corinthians 6:19)

Service

We believe that students and teachers should help each other and the community model Christ-like compassion and love for all people. John 13:35 says, "By this all people will know that you are My disciples, if you love one another."

By the grace of God through our work at Trinity Lutheran School students will:

- Foster the ability to show love and compassion for others
- Apply their unique, God-given talents for the sake of serving others
- Develop their skills to live and work cooperatively with others

We do this by facilitating an environment and experience that lets students:

- Accept themselves as redeemed children of God who express their joy through service to others, their community, and the world
- Become stewards of God's creation through community responsibilities

Educational Excellence

We believe that lifelong learners are those who continue to apply their Christian principles and beliefs as productive members of society in a constantly changing and technologically advancing world. To accomplish this, we believe our students must be able to think critically, analyze information, identify appropriate resources, and explore and evaluate possible solutions in order to contribute to the world both spiritually and intellectually.

By the grace of God through our work at Trinity Lutheran School students will:

- View and appreciate knowledge and learning as gifts from God for use in service to others
- Communicate effectively
- Set obtainable goals for themselves
- Develop the ability to use learning tools and resources to increase knowledge and solve problems
- Realize the need and gift that it is to be able to forgive themselves and others

We do this by facilitating an environment and experience that lets students:

- Use God's gift of learning to continue to achieve goals consistent with His will
- See learning as a building experience that successive knowledge builds on prior experience
- Accept responsibility for their own learning, actions, and feelings
- Form, ask, read, and listen for pertinent questions
- Analyze work in all mediums for its value and the accuracy of its message
- Plan, organize, and impart their thoughts by written or verbal expression
- Develop their physical abilities
- Set goals and make plans to accomplish them and periodically reevaluate and adjust those plans in pursuit of success
- Develop information retrieval skills by accessing a variety of information from printed material, interviews, media computers, and other technology
- Develop their life skills to handle both successful and discouraging situations
- Recognize their mistakes, and through identifying the situation, come to the realization that one can forgive and be forgiven

1.7 AFFILIATION & ORGANIZATION

Trinity Lutheran School (TLS) is wholly owned and operated by Trinity Lutheran Church (TLC), a non-profit corporation, which together with over 1,800 such schools throughout the United States and Canada, is affiliated with the Lutheran Church-Missouri Synod (LCMS).

Trinity Lutheran School is locally operated through the administrative team, including Principal, Pastor and Board of Trustees of TLC; additionally, general support and specific council comes from our California-Nevada-Hawaii (CNH) District Office in Livermore, CA, and the LCMS National Office in St. Louis, MO.

The State of Hawaii, Department of Human Services (DHS), annually licenses the staff, program, and facilities of Trinity Lutheran School Early Learning Program and PS - 8 Extended Care Programs. The Early Learning Program is licensed to

serve children, and staff to child ratio varies from 1:12 to 1:16 depending on age. Our Elementary Extended Care Program is licensed to serve 40 children up through age 12.

Trinity Lutheran School is a ministry of Trinity Lutheran Church. Members of the Church's Board of Trustees are elected by the congregation to oversee the work of the church. The School Advisory Team (SAT) is a team made up of trusted church members and parent volunteers to advise the Principal in the overall operation of the school ministry. This team is advisory only, and does not set policy.

1.8 ACCREDITATION

Trinity Lutheran School is fully accredited by the Hawaii Association of Independent Schools (HAIS), the Western Association of Schools and Colleges (WASC), and the National Lutheran School Accreditation (NLSA) program. These accreditations reflect our commitment to maintaining high standards of educational excellence, continuous improvement, and a Christ-centered learning environment for all students.

SECTION 2: ADMISSIONS, ENROLLMENT & FINANCIAL INFORMATION

2.1 NON-DISCRIMINATORY CLAUSE

Trinity Lutheran School admits students of any race, color, gender, nationality, and ethnic origin to activities generally accorded or made available to students at the school. We do not discriminate on the basis of race, color, gender, nationality, and ethnic origin in the administration of our educational policies, admission policies, scholarship programs, athletics, and other school administered programs. Children with special needs are accepted on a non-discriminatory basis as long as our staff and our facility are able to meet their specific needs.

2.2 DISABILITY ACT

It is our school's policy to operate within our state and federal law to follow the Americans with Disability Act (ADA) and accept children with disabilities within reasonable boundaries.

2.3 ADMISSIONS GLOSSARY

Application	The process and documentation for a new student to express interest in attending Trinity Lutheran School. The application includes student personal information; parent/guardian information; existing medical &/or developmental information; previous education; academic records (1st-8th applicants); birth certificate; teacher reference (1st-8th applicants); and application fee. The current application fee is \$75.
Assessment	1st through 8th grade applicants are required to complete an assessment with a faculty member of Trinity Lutheran School (TLS). The assessment helps TLS determine the student's academic abilities and developmental level to ensure TLS can provide the appropriate educational support.
Enrollment	The process current and new TLS students complete to continue or begin their

	education at TLS for the upcoming school year. The associated enrollment fee is set by the TLS administration prior to the commencement of enrollment season. Enrollment for current TLS students begins in December and enrollment for new students begins mid-March. The enrollment process allows the school to plan for the upcoming academic year. This is an annual procedure.
Fee Computation Form (FCF)	The FCF is the financial agreement which parents/guardians must sign to accept financial responsibility for their student(s) tuition & fees for the upcoming school year. The FCF will reflect any application scholarship/aid/discount; associated program fees; and payment schedule. This is an annual procedure.
Registration	Registration is the official procedure by which parents/guardians provide TLS with required information and documentation for their enrolled student(s) for the new academic year. Parents/guardians will establish payment for the new school year's tuition and fees. This is an annual procedure, beginning in the month of May and due by June 15th.

2.4 APPLICATION PROCESS

Families interested in enrolling a child at Trinity Lutheran School must complete and submit a student application along with the non-refundable application fee and a copy of the student's birth certificate. Students applying for 1st-8th grade must submit a copy of the student's most recent and previous school year's report cards, a copy of the most standardized test scores (if taken), and a teacher reference. An interview and assessment are required to determine academic readiness and ensure Trinity is a good fit for the student and family. Submission of an application does not guarantee acceptance. Admission decisions are based on available space, academic readiness, behavioral history, and the school's ability to meet the educational needs of the student. Families will be notified of the admissions decision once the application process has been completed and reviewed.

2.5 ENROLLMENT

Priority enrollment is given to current Trinity Lutheran School families and members of Trinity Lutheran Church before enrollment is opened to the general public.

For new students, enrollment at Trinity Lutheran School may begin only after the student has been formally accepted for admission. Once accepted, families will be invited to complete the enrollment process by submitting the enrollment form and paying all applicable enrollment fees. Enrollment secures a student's place in a class for the upcoming school year. Enrollment is subject to available space, completion of all required documentation, and compliance with school policies.

Enrollment fees are non-refundable and non-transferable. Trinity Lutheran School reserves the right to deny or revoke enrollment if a student or family is unable or unwilling to support the mission, policies, and expectations of the school.

2.6 REGISTRATION

Registration is an annual process completed by all enrolled students to ensure Trinity Lutheran School has current and accurate information for the upcoming school year. During registration, parents/guardians are required to update student and family information, review and acknowledge school policies, submit any required medical documentation, and finalize tuition payment arrangements. Registration deadlines are established annually by the school. Failure to complete registration requirements by the stated deadline may result in late fees, delayed class placement, or the forfeiture of a student's enrollment. Enrollment secures a student's place at Trinity Lutheran School, while registration ensures the school is fully prepared to serve the student for the new academic year.

2.7 CONDITIONAL ENROLLMENT

In certain circumstances, Trinity Lutheran School may offer a student conditional enrollment. Conditional enrollment allows a student to attend school for a specified trial period while the school evaluates the student's academic performance, behavior, attendance, social-emotional adjustment, and overall fit within the Trinity Lutheran School program. At the conclusion of the conditional enrollment period, the administration, in consultation with teachers and parents/guardians, will determine whether the student will be granted full enrollment, continue enrollment subject to additional conditions, or have enrollment discontinued. Trinity Lutheran School reserves the right to establish and enforce reasonable conditions necessary to support student success and maintain the integrity of the educational program.

2.8 TUITION & FEE PAYMENTS

Tuition payments are made annually, by month (10 payments), quarterly, or semesterly installments. The first tuition payment of the school year is due July 10th. Subsequent monthly tuition payments are due on the 10th of the month from August through April. Subsequent quarterly tuition payments are due October 10th, January 10th, and April 10th. If paying by semester, the second payment is due December 10th. If payment is not received in full by the 15th (5-day grace period), a \$75 late fee will be assessed without special notice. The school does not provide monthly account statements or regular payment reminders. Tuition payments must be current at the end of each month in order for a student to attend class for the next month. Outstanding accounts may, at any time, be passed to the Board of Trustees or a Collection Agency for collection. Any exceptions to this policy must be approved by the school principal or BOT. Thank you for making your account with Trinity Lutheran School a financial priority for the sake of your child's education.

Other fees may be assessed at any time for overdue accounts, bank returned checks/payments, or additional program changes. Accounts with checks returned by the bank more than once may be required to make all future payments in money order or bank certified check.

Tuition payments are made in advance. Any withdrawals before the end of the first quarter will be assessed the full quarter's tuition. In case of early withdrawal after the first quarter, tuition will be calculated based on the actual number of days enrolled. The school requires written notice at least 10 school days in advance of withdrawal. If such notice is not given, tuition will be assessed for 10 additional school days from the date the written notification is received. No refunds will be given for withdrawal as of the close of the last school day of the 3rd quarter.

Fees are not refundable, including camp and class trip fees. Exceptions are the graduation fee, yearbook fee and May Day fee for students leaving during the first semester and the enrollment fee for families who are transferred off-island before the first day of school.

2.9 FINANCIAL RELIEF OPPORTUNITIES

Trinity Lutheran Church and School offers several financial relief opportunities. Discounts, credits, and tuition assistance amounts may not be compounded. A family will receive the discount and/or assistance amount they choose out of those for which they are eligible.

The Multiple Child Deduction is 5% for the 2nd child, 10% for the 3rd child, and 15% for the 4th child when the children legally belong to the same parent(s) or guardian(s). This deduction applies to the base tuition amount only.

The Military Discount is designed to provide tuition relief to families who are not receiving any other Trinity Lutheran Church or School or outside discounts, aid, or scholarships; it is 5% and applies to base tuition amount only. To qualify, the student must have at least one parent or legal guardian in Active Duty Military Service with a current active military ID card. To receive a military discount, a current military ID card must be presented to a Trinity Lutheran School administrator or office personnel upon initial enrollment, as well as during registration each year.

Information about the Trinity Lutheran Church Membership Credit is available by request.

The Family Referral Credit is \$250 per family for each family referred; it applies to base tuition amount only and is applied in April. To receive the tuition credit, the referring family must be a current Trinity Lutheran School family that refers a new family to Trinity Lutheran School. This is a per family offer, not a per student offer. In order for a family to receive this credit, the referred family must meet the following requirements: must be enrolled at Trinity Lutheran School in preschool through grade 8; must attend Trinity Lutheran School for three (3) consecutive school quarters in a school year; must list the referring family's name on the new student's initial application form to Trinity Lutheran School (referring names may not be substituted, altered and/or added to after the initial application submission). Families will be notified by email of their referral credits. If there is more than one referring family listed on the initial application of the referred student, the referral credit will be split equally among the referring families.

2.10 FINANCIAL AID (K-8TH GRADE)

Whenever the school's budget allows, need-based financial aid is available for students in grades K-8. Financial aid funds are limited, so not all applicants are guaranteed to receive financial aid. Receiving financial aid for a prior year does not guarantee an applicant financial aid for the current year or subsequent years. In order for a family to qualify to apply for financial aid, the student must be enrolled at Trinity Lutheran School for the coming school year for which the family is applying for aid. This includes the required enrollment paperwork and the enrollment fee. Financial aid policies, procedures, and deadlines are published by January 31 for the following school year; these policies, procedures, and deadlines are subject to change each year.

Families must reapply for financial aid each academic year; changes in a family's financial situation or changes in the school's financial resources may change award amounts from year to year.

Trinity Lutheran School determines eligibility for admission without regard to a student's application for Need-Based Financial Aid.

Academic Expectations: Students must earn at least a 70% (C-) in each core subject on all four report cards. Core subjects are Religion, Math, Science, Social Studies, and Language Arts (Literature, English, and Spelling).

Discipline Expectations: The balance of financial aid will be forfeited for the remainder of the school year for any student who does not consistently meet behavioral expectations according to the Parent/Student Handbook and at the Principal's discretion.

Recipients of Financial Aid from Trinity are required to complete four (4) service hours per semester, here on campus. Families are strongly encouraged to serve at our Campus Beautification event or sign up for yard help, [CLICK HERE](#). The hours served do not multiply if more than one household member serves at a single event. Students in 6th grade and above may complete service hours. Completed service hours do not carry over to the next semester. All service hours must be pre-approved by the TLC&S Administration. Each family is responsible for seeking service hours on/at TLC&S campus/events. Each family is responsible for recording their service hours in the school office or have arrangements made with TLC&S Administration for recording such hours. Please note that **chaperoning a single field trip will count for a maximum of two (2) service hours**, regardless of the length of the trip. If service hours are not met by the last day of the first and second semester; the amount of aid awarded per semester will be billed to the family's account. Families will be ineligible to receive financial aid the next school year if these requirements are not met. Having an outstanding

tuition and fees balance will result in withholding of student school records &/or the outstanding tuition balance being sent to a collection agency.

If one or more of the criteria have not been met during a quarter/semester, your family will forfeit financial aid for the following quarter and quarters thereafter until all criteria for financial aid are met. Please note that if your children are withdrawn from Trinity Lutheran School during the 2025-26 school year; the balance of the financial aid awarded to your family will be forfeited at the time of withdrawal.

Other sources of aid to consider outside of Trinity Lutheran include: Kamehameha Schools Kipona Scholarship; and for Extended Care (B/ASC) for K-8: Keiki O Ka 'Aina, Child Care Connections, and Child Care Aware of America.

Other than the Family Referral Credit, need-based financial aid may not be combined with other Trinity Lutheran School discounts or credits, or with outside sources of aid except cases approved by administration.

2.11 FEE COMPUTATION FORM (FCF)

The Fee Computation Form (FCF) is the annual financial agreement between Trinity Lutheran School and the parent(s)/guardian(s) of an enrolled student. The FCF outlines the tuition, fees, discounts, scholarships, financial aid awards, and selected payment schedule for the upcoming school year. By signing the FCF, parents/guardians acknowledge their financial responsibility for all tuition and fees associated with their child's enrollment. A completed and signed FCF is required each year and must be submitted by the designated deadline in order to finalize registration and secure continued enrollment at Trinity Lutheran School.

2.12 WITHDRAWAL PROCEDURES

Parents/guardians who choose to withdraw their child from Trinity Lutheran School must provide written notice to the school office at least ten (10) school days prior to the student's last day of attendance. If the required notice is not provided, tuition will be assessed for an additional ten (10) school days from the date written notification is received.

Tuition payments are made in advance. Students who withdraw before the end of the first quarter will be assessed the full quarter's tuition. For withdrawals occurring after the first quarter, tuition will be prorated based on the actual number of days the student was enrolled. No tuition refunds will be issued for withdrawals occurring on or after the final day of the third quarter.

Families remain responsible for all tuition, fees, and other financial obligations incurred through the student's last day of attendance in accordance with the signed Fee Computation Form and school policies. Application, enrollment, and registration fees are non-refundable. Academic records will be released to another school upon request and after all outstanding financial obligations have been satisfied.

Trinity Lutheran School reserves the right to withdraw a student when continued enrollment is not in the best interest of the student, school, or school community.

SECTION 3: PARENT PARTNERSHIP & COMMUNICATION

3.1 PARTNERING IN YOUR CHILD'S EDUCATION

The support and encouragement of parents and guardians makes a world of difference in a child's success at school. Trinity Lutheran School is dedicated to helping all students achieve their highest potential by providing an environment conducive to a meaningful learning experience. Parents play an essential role by agreeing to be partners in that environment and experience as outlined below:

1. **Parents will know, understand, follow, and enforce schoolwide and classroom expectations** with the belief that Trinity Lutheran School and its faculty and staff want what is best for every child in our care. Parents will do this by: reading and upholding the standards, policies, and procedures in this Handbook for themselves and their students; understanding and supporting grade level and classroom expectations; speaking positively about school authorities and other students and families in front of their children; and allowing disciplinary decisions to be opportunities for learning lessons and growing academically, socially, emotionally, and spiritually.
2. **Parents will support regular attendance and punctuality** with the understanding that research shows poor attendance habits are directly related to poor academic and social growth for students. Parents will do this by: ensuring their child always has a way to get to school safely and on time; providing the clothing, materials, and food needed to get to school without stress; creating an at-home routine that allows for a good night's sleep and successful morning; keeping their child home when he/she is ill to prevent prolonged or in-and-out absences due to not being able to heal; and modeling attendance and punctuality in other areas of family life.
3. **Parents will take an active interest in their child's learning and monitor their child's progress** because parents are a child's first and continuous teacher, encourager, advocate, and hero. Parents will do this by: talking with their child about school on a daily basis; checking on their child's school activities, assignments, and grades through teacher newsletters, emails, phone calls, and parent-teacher conversations/conferences; checking assignments and grades through Sycamore on a weekly basis and helping their child follow-up with the teacher when necessary; and showing up to academic-focused events such Back-to-School Night, Open House, and Awards Ceremonies whenever possible.
4. **Parents will make every effort to be an informed school partner** with the understanding that this is a key component to both their child's success and the success of the entire school community. Parents will do this by: participating in school events and parent workshops; attending meetings and contributing positively; reading all correspondence from school to home and taking action when necessary; using Sycamore, school and teacher webpages, and their own children to find information when needed; and asking questions.
5. **Parents will prioritize their child's school activities** with the belief that children want to make their parents proud and fundamentally crave and need their parents' encouragement and attention to thrive. Parents will do this by: attending sports games, band concerts, service events, open houses, etc.; contributing to the PTT group with time, talent, and/or treasure; volunteering in the classroom, for field trips, or other school activities; and sharing their child's opportunities and successes with family and friends.
6. **Parents will communicate quickly, clearly, and kindly** with other members of the Trinity Lutheran family, always assuming the best of others while staying focused on the ultimate goal of helping their child grow and succeed. Parents will do this by: maintaining open lines of communication with their child's teacher(s) (e.g. email, phone call, written note, or in-person - whether casual conversation or by appointment); reaching out and responding to school personnel and fellow parents in love; following up with questions or concerns immediately and for the purpose of coming to a resolution; and following the Matthew 18 Principle as outlined below.

3.2 PARENT RESPONSIBILITIES

Parents and guardians play a vital role in the success of their child's education and are expected to serve as active partners with Trinity Lutheran School. Parents are responsible for supporting the mission, policies, and expectations of the school; ensuring regular attendance and punctuality; monitoring academic progress; maintaining open and respectful communication with teachers and staff; and fostering positive attitudes toward learning, faith, and Christian conduct. Parents are encouraged to participate in school events, read school communications, utilize available resources to stay informed, and work collaboratively with the school to support their child's spiritual, academic, social, emotional, and physical growth. By enrolling a student at Trinity Lutheran School, parents agree to uphold the school's standards and partner with faculty and staff in providing a Christ-centered educational experience.

3.3 MATTHEW 18 PRINCIPLE

In addition to the above expectations for a successful parent-school partnership, Trinity Lutheran School expects parents to adhere to the principles of Matthew 18:15-20, which states:

If Your Brother Sins Against You

“If your brother sins against you, go and tell him his fault, between you and him alone. If he listens to you, you have gained your brother. But if he does not listen, take one or two others along with you, that every charge may be established by the evidence of two or three witnesses. If he refuses to listen to them, tell it to the church. And if he refuses to listen even to the church, let him be to you as a Gentile and a tax collector. Truly, I say to you, whatever you bind on earth shall be bound in heaven, and whatever you loose on earth shall be lost in heaven. Again I say to you, if two of you agree on earth about anything they ask, it will be done for them by my Father in heaven. For where two or three are gathered in my name, there am I among them.”

In Handbook terms, this means the following protocol should be followed in the case of a conflict with a teacher (or any Trinity Lutheran School family member):

1. **Keep it Confidential**

Share the problem only with the person or people directly involved to establish confidentiality. The Bible has much to say about those who disparage others with their words. Proverbs 11:9 says, With his mouth the godless man would destroy his neighbor, but by knowledge the righteous are delivered.

2. **Keep the Circle Small**

Take questions or concerns immediately and directly to the person involved with the intention of seeking information or a solution without involving others, as Matthew says, “If your brother sins against you, go and tell him his fault, between you and him alone.”

3. **Be Straightforward**

Jesus tells us to speak the truth in love. Sometimes it is difficult to be straightforward and tell someone the truth, but it is necessary in order to reach resolution and inspire improvement. Proverbs 27:6 says, Faithful are the wounds of a friend; profuse are the kisses of an enemy.

4. **Be Forgiving**

The goal of the Matthew 18 Principle is wholehearted forgiveness and restoration between those involved. Galatians 6:1 says, Brothers, if anyone is caught in any transgression, you who are spiritual should restore him in a spirit of gentleness. Keep watch on yourself, lest you too be tempted.

Most school issues are resolved at the two-person level; but what good is the Matthew 18 Principle if one person will not “hear” another, or openly disagrees with the other person’s version of the problem? What’s the next step in the process?

5. **Step 5**

In the case that a resolution cannot be reached one-to-one, the parent and teacher should agree to make an appointment to meet together with the principal and/or pastor in order to reach a resolution.

6. **Step 6**

Very rarely, an issue cannot be resolved through mediation with the principal and/or pastor and the principal and pastor may ask the Board of Trustees for Trinity Lutheran Church and School to get involved. The goals of such a high-level meeting would be to: present a clear understanding of the problem; solve the problem; administer reproof and correction if necessary; and offer a means to forgiveness and wholehearted restoration for those involved.

7. **Step 7**

Should reasonable steps be taken to resolve the issue, but a satisfactory conclusion cannot be reached, it may be decided that the family and Trinity Lutheran School are simply not a match in ministry. In such a case, Trinity Lutheran School reserves the option to either ask the family to withdraw the student(s), or withdraw the student(s) without the family’s concurrence.

In short, the Matthew 18 Principle requires that parents talk to teachers about student problems before they talk to administrators. If unresolved at the two people level, the matter is prayerfully and in an orderly fashion moved upward in the school organizational structure. This is a Biblically sound way of solving people-to-people problems.

3.4 CHRISTIAN CIVILITY CLAUSE

Trinity Lutheran School expects all adults associated with the school to model Christian behavior and, as such, has adopted a “Civility Clause,” which reads as follows:

“The school asks adults [parents] to model for students’ behavior based on Christian guidelines: trust, kindness, high ethical standards and a generosity of spirit. Trinity Lutheran School asserts that all members of the school community are expected to treat each other, students and adults alike, with courtesy and respect at all times. All members of the school family share an obligation to keep our campus and our interactions on behalf of our students free from disrespect and disruption.”

The school has adopted this clause to promote mutual respect, civility, and orderly conduct among employees, students, parents, and the public who visit our campus. School administrators, with the support of the Board of Trustees, reserves the right to dismiss students, teachers, parents, or any other visitors to campus from the grounds or from the organization entirely at any time for failing to uphold this clause.

3.5 FAMILY COMMUNICATION

School information is emailed to families &/or sent home in Friday Folders, so it is crucial that every family keeps email addresses current through the school office. Every week, the school will send out a weekly school newsletter called “Trinity Weekly” that includes important reminders, announcements, and a preview of upcoming events.

Students in K-8 each receive a laminated “Friday Folder” and Preschool & Pre-Kindergarten students have a communication folder to send home important paperwork such as field trip forms, graded work, or event flyers. If lost, the student and/or parent is responsible for replacement of the Friday Folder (\$5 each). Teachers are expected to update grades in Sycamore on a weekly basis for parents to view. Please speak first to the child, then contact the child’s teacher directly, regarding grades or grade updates.

Teachers may maintain a website in lieu of a weekly newsletter and will email parents with reminders each Monday that school is in session. The site can be accessed through the Trinity Lutheran School website (www.tls-hawaii.org) or by contacting the classroom teacher. Teachers are not required to share home or cellular phone numbers or other personal contact information.

3.6 SYCAMORE EDUCATION (K-8)

Sycamore Education is a web-based system that allows students, parents and teachers to share information, including student grades, homework assignments, report card information, and newsletters. The system can also be used to contact faculty and staff. To be able to access Sycamore Education you must include your email address on the Family Registration Form. Once your account is established, you can view the information, day or night, at <https://app.sycamoreschool.com/index.php>.

3.7 PARENT-TEACHER CONFERENCES

Parent-Teacher Conferences are scheduled during the first and third quarters *and are mandatory*. Additionally, private conferences with a child’s teacher(s) may be scheduled anytime by contacting the child’s teacher directly.

3.8 PARENTS & TEACHERS OF TRINITY (PTT)

Trinity Lutheran School’s Parents and Teachers of Trinity (PTT) group is a non-profit organization comprised of every school parent, teacher, administrator, and staff member and directed by a board of elected members, as well as the school principal and pastor who both sit in advisory positions. The group’s objectives are to support the academic and social activities of the school and encourage and endorse projects to expand the educational enrichment opportunities beyond those offered by the school at all grade levels. To accomplish these goals, the PTT raises funds through annual contributions from parents, as well as fundraising projects such as the ongoing Clothes Closet (selling gently used uniforms), Regal Bake sales, and Dining for Trinity events. PTT general meetings, updates, news, and volunteer opportunities will be shared through weekly school newsletters, teacher communications, on the school’s website and social media accounts, and/or on flyers posted around the campus.

We do not have a PTT for the 2026-27 school year.

3.9 PARENT RIGHTS OF APPEAL

Suspension will be decided by the principal. Suspensions may be given for severe or accumulated behavioral infractions. The student and parent will be notified of the reason for the suspension orally and/or in writing. The first suspension will be for one (1) day. The second suspension will be for three (3) days. The third suspension will be for five (5) days. The fourth suspension will be as long as necessary for the Trinity Lutheran School administration to determine the student's future at Trinity Lutheran School. No make-up work will be counted for students who are suspended. Signed statements from witnesses will be given when available if the student denies the behavior but will not be required if the student makes a confession. Students will be allowed to present evidence or witnesses on their behalf to have the principal reverse the suspension. Parents may request a hearing before an expulsion becomes permanent. The student may be expelled permanently, if necessary.

SECTION 4: ATTENDANCE & DAILY OPERATIONS

4.1 SCHOOL HOURS

Trinity Lutheran School is open Monday through Friday on regularly scheduled school days. The school office is open from 7:15 a.m. to 3:15 p.m.

Preschool and Pre-Kindergarten: Students may be dropped off no earlier than 7:15 a.m. Half-day students must be picked up by 12:30 p.m. There is no grace period for half-day dismissal. Full-day students are dismissed at 2:30 p.m. (1:30 p.m. on Wednesdays). Students enrolled in the Plus Day program must be picked up no later than 5:00 p.m.

Kindergarten through Grade 8: Students may be dropped off no earlier than 7:15 a.m. and must be in their classrooms by 7:50 a.m. Students arriving after the morning bell time must report to the school office to obtain a tardy/entrance slip before proceeding to class. Regular dismissal is 2:20 p.m. for Kindergarten through Grade 4 and 2:30 p.m. for Grades 5 through 8. On Wednesdays, dismissal is 1:20 p.m. for Kindergarten through Grade 4 and 1:30 p.m. for Grades 5 through 8.

On designated minimum days, the school day concludes at 11:30 a.m. Families are encouraged to regularly review the school calendar and weekly school communications for the most current schedule information, including minimum days, special events, and any schedule changes.

4.2 ARRIVAL PROCEDURES

For the safety of all students, families are expected to follow Trinity Lutheran School's arrival procedures. Students should not arrive on campus before 7:15 a.m. unless they are enrolled in the Before School Care (BSC) program. There is to be no playing on the school grounds before school unless it is part of a supervised school activity. This includes the playground equipment, courts, and other play areas, which are not available for use before school. The school assumes no responsibility for unsupervised students who arrive prior to 7:15 a.m. and do not report to BSC.

Preschool and Pre-Kindergarten: Students must be signed in at their classroom by an authorized adult each day. Families dropping off Preschool and Pre-Kindergarten students before 8:00 a.m. should park on the back court or adjacent lawn area and walk their child to the classroom. Parking is not permitted in the front parking lot along California Avenue or in the church parking lot (Uluwehi Street), which is reserved for faculty and staff only.

Kindergarten through Grade 8: Families may utilize the California Avenue drive-thru drop-off lane for student drop-off. For the safety of students and staff, parking is not permitted in the front parking lot during arrival. Students arriving between 7:15 a.m. and 7:30 a.m. must wait quietly on the school lanai until classrooms open at 7:30 a.m.

Students arriving on campus before 7:15 a.m. are not supervised by school personnel and will be checked into the Before School Care (BSC) program. Applicable BSC fees will be assessed accordingly.

4.3 DISMISSAL PROCEDURES

Students remaining on campus after 2:45 p.m. will automatically be checked into the After School Care (ASC) program, and applicable fees will be charged to the family's account. For the safety and supervision of all students, children may not remain on campus after dismissal unless they are participating in an authorized school activity under adult supervision.

Parents and students are asked not to use the playground equipment, courts, or other play areas after school hours. These areas are reserved for supervised school programs and activities. Trinity Lutheran School assumes no responsibility for students who remain on campus after 2:45 p.m. and are not enrolled in or checked into the ASC program.

Preschool and Pre-Kindergarten: Students must be signed out at their classroom by an authorized adult each day. For half day students, dismissal is at 12:30 p.m. every day (no grace period). For full day students, regular dismissal is at 2:30 p.m. Every Wednesday, dismissal is at 1:30 p.m. Students who are not picked up by 2:45 p.m. (or 1:45 p.m. on Wednesdays) will be signed in to the After School Care Program and charged accordingly.

Kindergarten through Grade 8: Regular dismissal time is 2:20 p.m. for grades K-4 and 2:30 p.m. for grades 5-8. Every Wednesday is early dismissal at 1:20 p.m. for K-4 and 1:30 p.m. for grades 5-8. Families with students in grades with different pick up times should use the later pick up time. Students who are not picked up by 2:45 p.m. (or 1:45 p.m. on Wednesdays) will be signed in to the After School Care Program and charged accordingly.

4.4 ATTENDANCE

Regular attendance and punctuality are among the most significant factors in a student's academic success and are highly valued at Trinity Lutheran School. Consistent attendance is both required and expected of all students. Poor attendance, including excessive absences and tardiness, interferes with a student's learning, classroom participation, and citizenship, and therefore directly impacts academic achievement and overall success.

A student who is present for more than 50% of the instructional day will be considered present for that school day.

Trinity Lutheran School follows the State of Hawai'i's definition of chronic absenteeism, which is missing 10% or more of the school year for any reason, whether absences are excused or unexcused. Missing as few as two school days per month can place a student at risk of falling behind academically. Regular attendance enables students to remain engaged in classroom instruction, develop positive learning habits, and participate fully in the life of the school.

Students who are chronically absent may be required to participate in an attendance conference with their parent(s) or guardian(s) and school administration to identify the underlying causes of the absences and develop an attendance improvement plan. Continued excessive absences or tardiness may result in disciplinary action, academic probation, a

student being retained in his or her current grade level, or dismissal from Trinity Lutheran School. When required by applicable Hawai'i law, the school may also refer attendance concerns to the appropriate state agencies.

Parents are encouraged to schedule appointments, vacations, and family travel outside of school days whenever possible and to notify the school promptly when an absence is unavoidable. By working together, families and the school can help ensure every student has the opportunity to thrive academically, socially, and spiritually.

4.5 ABSENCES

Preschool and Pre-Kindergarten: A phone call, email or Class Dojo message to the school office from a parent/legal guardian is required for an absence to be considered for excuse. To report an absence, call 808-621-6033 and press 9. At the tone, state the student's name, grade and reason for absence. You may also email office@tls-hawaii.org with this same information. Teachers are not to be contacted directly by parents/legal guardians concerning absences in place of contacting the school office. A phone call or email will not automatically excuse an absence; the cause or reason for the absence determines its 'excused' or 'unexcused' status and is, ultimately, up to the discretion of the Principal. All other absences are considered unexcused. Vacations are not considered excused absences, even if the school office has been notified in advance, and teachers are not obligated to create work either in advance or upon return of a vacation. We encourage families to take advantage of our intersession and summer breaks to schedule vacations so that student learning is not interrupted and student performance and grades are not negatively affected. If a student is absent for three or more days without excuse, the student is considered truant and further action may be taken according to Hawaii State Compulsory Attendance Law. Participation in extracurricular activities such as athletics requires attendance for at least four hours that day. Parents/guardians must phone the Office or provide written permission by 9am if a student will be leaving campus before dismissal. A parent/guardian listed on the child's approved pick-up list must sign the child out at their classroom. If returning the same day, students must be signed in by an authorized adult.

Kindergarten through Grade 8: Examples of excused absences include:

- Illness of the student (doctor's note required after 3 consecutive days of absence due to illness)
- Death in the family
- Legal obligations
- Medical appointments with a doctor's excuse slip (please make every effort to make routine medical appointments, such as dental cleanings, for days your child is not scheduled to attend school)
- Special family emergencies

A phone call, email or Class Dojo message to the school office from a parent/legal guardian is required for an absence to be considered for excuse. To report an absence, call 808-621-6033 and press 9. At the tone, state the student's name, grade and reason for absence. You may also email office@tls-hawaii.org with this same information. Teachers are not to be contacted directly by parents/legal guardians concerning absences in place of contacting the school office. A phone call or email will not automatically excuse an absence; the cause or reason for the absence determines its 'excused' or 'unexcused' status and is, ultimately, up to the discretion of the Principal.

All other absences are considered unexcused. Vacations are not considered excused absences, even if the school office has been notified in advance, and teachers are not obligated to create work either in advance or upon return of a

vacation. We encourage families to take advantage of our intersession and summer breaks to schedule vacations so that student learning is not interrupted and student performance and grades are not negatively affected.

If a student is absent for three or more days without excuse, the student is considered truant and further action may be taken according to Hawaii State Compulsory Attendance Law.

Participation in extracurricular activities such as athletics requires attendance for at least four hours that day. Any missed school hours on the day of an athletic event must be an excused absence.

Parents/guardians must phone the Office or provide written permission by 9am if a student will be leaving campus before dismissal. A parent/guardian listed on the child's approved pick-up list must sign the child out at the Office. If returning the same day, students must check in with the office upon return to the campus.

MISSING WORK DUE TO ABSENCE (K-8)

Whether or not an absence is excused, the student is expected to complete the work missed for the sake of learning the content and keeping up with grade level expectations. The student, with the help of a parent/guardian when necessary, is responsible for tracking missing work and grades, following up with the teacher when necessary, and completing work missed according to the teacher's expectations.

At the teacher's discretion, work missed due to an unexcused absence may be recorded as a zero.

On the second consecutive day of an excused absence, a parent/guardian or student may request that work missed due to an excused absence be prepared for pick up. Please note that if the child is absent for only one day, make up work will be provided in class the next day.

In order for the teacher to have time to prepare the work and materials, work **MUST** be requested no later than 12:00 p.m. (NOON) and may be picked up between 2:45 p.m. and 5:00 p.m. on the white table in the hallway outside the front office.

Students are allowed one day for each day of an excused absence to make up work for full credit. For example, a student who is absent on Monday and picks up missing work on Tuesday must submit that work on Wednesday in order to earn full credit. Please be sure to read through the late work expectations and guidelines of the student's teacher.

Classroom teachers may require some work to be submitted in advance of a trip and may provide the student with alternate assignments to be completed while on the trip and submitted in a timely manner (as determined by the teacher) upon the student's return. If a student has an excessive amount of missing work or an incomplete project at the end of a quarter, the teacher may mark the subject "Incomplete" on the quarter report card until work is completed according to the teacher's expectations.

4.6 TARDINESS (K-8)

The Tardy Bell rings at 7:50 AM. Students are expected to be in their seats and ready to learn by this time.

Tardies cannot be excused. Students who arrive after 7:50 a.m. must report to the school office to receive a pass to enter class. If a student is more than 15 minutes tardy, a note or phone call from the parent should accompany the child to explain the circumstances. Tardies may be issued up to 3 hours past the time school starts. Students who are 3.5 hours or more late will be marked absent.

Five tardies is equivalent to one unexcused absence.

Discipline for Tardiness:

- Three (3) or more tardies within the same week will result in an email being sent home to notify parents/guardians and asking for the situation to be rectified.
- The next time the student incurs three (3) or more tardies within same week in the same quarter, an email will be sent home to notify parents/guardians, asking for the situation to be rectified and requiring the parent/guardian to pay a \$20 fine OR the student to attend detention on the following Monday from 2:45 - 3:30 p.m. (Note: athletics and other extracurricular activities will NOT be an excuse for non-attendance at detention if this option is chosen)
- Should a student continue to be tardy three (3) or more times within the same week in the same quarter, an email will be sent home to notify parents/guardians, asking for the situation to be rectified and requiring the parent/guardian to pay a \$20 fine AND the student to attend detention on the following Monday from 2:45 - 3:30 p.m. (Note: athletics and other extracurricular activities will NOT be an excuse for non-attendance at detention if this option is chosen); in addition, an administrator will meet with the family to determine the cause of the excessive tardiness and create an improvement plan
- Extreme tardiness, as determined by school administration, may result in formal meetings, additional fines, or dismissal from Trinity Lutheran School.

4.7 STUDENT RELEASE

The intention of Trinity Lutheran School is that students will be enrolled in and in attendance at school for the duration of the academic year. The following statement of policy affects situations in which enrollment or release occurs during the school year. This policy also applies for instances of illness or other reasons that require an extra measure of understanding. The intent of this policy is to accommodate situations that may be out of the family's control for the most favorable conclusion possible for the student(s).

A student leaving within the last five weeks of the school year will be given a report card with grades earned up until that point in the school year. The report card may indicate a stop-promotion or non-promotion, the teacher's estimate of anticipated final grades, or the teacher's explanation of work that needs to be completed prior to the end of the fourth quarter in order to recommend promotion.

A student leaving school prior to the fifth week before school closes will be released by normal procedures with the report card and a progress report. The student is expected to enroll at a new school prior to the end of the school year

and in time to complete the work necessary for promotion. School records will be forwarded later upon request of the receiving school. If the student does not enroll in a new school before the end of the school year, it will be up to the receiving school for the following year to determine promotion or non-promotion for work done in the previous school year. All outstanding balances must be paid in full no later than the student's final day of attendance at Trinity Lutheran School. See our Tuition & Fees Payment policy for more information.

4.8 STUDENTS LEAVING INDEPENDENTLY (K-8)

Students may walk home from Trinity Lutheran School independently if the parent/guardian has provided express and dated written and signed permission to the school office.

4.9 TRAFFIC MANAGEMENT PLAN (K-8)

Students begin and end the school day at the same time, which means that following the traffic management expectations outlined here is imperative for the safe and effective flow of traffic for all children and families. Students in kindergarten through grade 8 should be dropped off and picked up in the roundabout flow of the front parking lot off of California Avenue. If a parent/guardian has reason to exit their vehicle; the parent/guardian should park on the back court/lawn off of Ho'olulu Road. Vehicles may not be left unattended unless parked on the back court/lawn. The parking lot behind the Sanctuary off of Uluwehi Street and the parking stalls in the California Avenue parking lot that face the school building are reserved for school faculty and staff. Anyone picking up a child from school must be 18 years of age or older (unless specifically approved by the principal) and listed on the child's authorized pick-up list. All pick-up persons should be prepared to show a valid ID to any school personnel at any time.

4.10 TEACHER AFTER SCHOOL SCHEDULE (K-8)

Teachers assist in the departure process by walking students to pick up areas and supervising those areas. Teachers have been instructed not to take meetings or discuss student concerns until their parking lot duty ends (approximately 3:00 p.m.).

SECTION 5: ACADEMICS

5.1 CURRICULUM (K-8)

Textbooks and workbooks are furnished as part of the tuition, while students and their parent(s) are responsible for the cost of lost or damaged books. All school-provided hardcover books must be covered by a book cover for the duration of the school year. All other materials may be supplied by the student/family. Student supply lists by grade level are provided with registration information via email, on our website, or through the front office.

5.2 HOMEWORK (K-8)

There are 168 hours in each week. Much of that time is spent sleeping, and for children, much of that time is spent at school. A portion of that time is expected to be spent on homework, self-improvement, and advancement. With that said, assigned homework will be designed to be meaningful and of such a nature that it can be completed by the child with minimal or no help from the parent. Suggested lengths of homework time per night are: Grades K and 1: 10–20 minutes; Grades 2 and 3: 20–30 minutes; Grades 4 and 5: 40–50 minutes; and Grades 6 through 8: 60–75 minutes. Long-term assignments or projects and make-up work may require extra work on weekends. Honors math classes may incur longer evening homework sessions.

5.3 MISSING WORK DUE TO ABSENCE (K-8)

Whether or not an absence is excused, the student is expected to complete the work missed for the sake of learning the content and keeping up with grade level expectations. The student, with the help of a parent/guardian when necessary, is responsible for tracking missing work and grades, following up with the teacher when necessary, and completing work missed according to the teacher's expectations.

At the teacher's discretion, work missed due to an unexcused absence may be recorded as a zero.

On the second consecutive day of an excused absence, a parent/guardian or student may request that work missed due to an excused absence be prepared for pick up. Please note that if the child is absent for only one day, make up work will be provided in class the next day.

In order for the teacher to have time to prepare the work and materials, work **MUST** be requested no later than 12:00 p.m. (NOON) and may be picked up between 2:45 p.m. and 5:00 p.m. on the white table in the hallway outside the front office.

Students are allowed one day for each day of an excused absence to make up work for full credit. For example, a student who is absent on Monday and picks up missing work on Tuesday must submit that work on Wednesday in order to earn full credit. Please be sure to read through the late work expectations and guidelines of the student's teacher.

Classroom teachers may require some work to be submitted in advance of a trip and may provide the student with alternate assignments to be completed while on the trip and submitted in a timely manner (as determined by the teacher) upon the student's return. If a student has an excessive amount of missing work or an incomplete project at the end of a quarter, the teacher may mark the subject "Incomplete" on the quarter report card until work is completed according to the teacher's expectations.

5.4 REPORT CARDS (K-8)

Students in Preschool through grade 2 are evaluated on an ongoing basis in all subject areas; teachers will provide parents with developmentally appropriate progress reports quarterly and when necessary. Students in grades 3 - 8 receive percentages and letter marks, along with skill/behavior evaluations on each report card.

Report cards are available digitally through our school management system, Sycamore Education; you can find a link to Sycamore on our website under Parents. A hard copy of the fourth quarter report card will also be sent home with the student, along with NWEA MAP scores.

5.5 GRADING SCALE & GPA

Grading is on a four-point progressive scale for Kindergarten as follows.

Kindergarten:

- 4-Student exceeds expectations
- 3-Student consistently meets expectations
- 2-Student is progressing with guided practice
- 1-Student has not yet met expectations
- M-Master
- D-Developing
- #-introduced, not formally assessed
- NA-not applicable for this quarter

First & Second Grade:

Students in core academic subjects (Religion, Reading/Language Arts, Mathematics, Science, and Social Studies) will receive traditional letter grades. Performance in all specialty and enrichment classes will be reported using the following proficiency scale:

4-Highly proficient

3-Proficient

2-Developing proficiency

1-Not proficient

#-introduced, not formally assessed

NA-not applicable for this quarter

Grading is on a percentage basis for all subjects for first-eighth grade on a 5.0-point GPA scale.

Letter Grade	Percentage	GPA
A+	98% and above	5.0
A	94-97%	4.5
A-	90-93%	4.0
B+	85-89%	3.5
B	80-84%	3.0
C+	75-79%	2.5
C	70-74%	2.0
D+	65-69%	1.5
D	60-64%	1.0
F	0-59%	0
INC=incomplete	n/a	n/a

5.6 ACADEMIC AWARDS

Middle School (6 - 8) Academic Awards will be calculated according to the 5-point GPA scale above, with subject grades weighted according to type and frequency.

- Principal's List= Straight As or 4.0 and above (no Cs)
- 1st Honors=3.5-3.99 (No Cs)
- 2nd Honors=3.0-3.49 (No Cs)

Academic Awards for students in grades 3 - 5 will be calculated as follows:

- Principal's List=All As
- 1st Honors=All As and Bs (Nothing lower than 85%)
- 2nd Honors=All As and Bs (Nothing lower than 80%)

Awards may be given for student achievement, attitude, or behavior. End-of-Year Awards may also be given for perfect attendance (school or church), physical fitness, or other.

5.7 ACHIEVEMENT TESTING & BENCHMARK ASSESSMENTS (2-8)

Trinity Lutheran utilizes NWEA MAP testing three times a year (Fall/Winter/Spring). MAP Growth, part of the Growth Activation Solution from NWEA, is the most trusted and innovative assessment for measuring achievement and growth in K–12 math, reading, language usage, and science. It provides teachers with accurate, actionable evidence to help inform instructional strategies regardless of how far students are above or below grade level. It also connects to the largest set of instructional content providers, giving educators flexibility in curriculum choices. The main purpose of standardized testing is two-fold: 1) it paints a picture of the overall quality and success of the school's curriculum and learning programs, and 2) it helps to drive the school's decision-making when updating, eliminating, or adopting curriculum, programs, strategies, and equipment for learning. While standardized testing should never be seen as the sole indicator of a student's learning, ability, or success, results are shared with parents/guardians with the child's final report card. Teachers at all grade levels, PS - 8, also use other forms of diagnostic and progress-monitoring assessments throughout the year.

5.8 PROMOTION & RETENTION

Preschool and Pre-Kindergarten: Trinity Lutheran School believes in educating the whole child. Thus, promotion and retention are based on the child's age, ability to work at present or assumed grade level, attendance rate, social-emotional growth, and behavior. A child will be placed each year at that grade level which is most appropriate to that level of his or her academic skill and ability to succeed socially.

Kindergarten through Grade 8:

Trinity Lutheran School believes in educating the whole child. Thus, promotion and retention are based on the child's age, ability to work at present or assumed grade level, attendance rate, social-emotional growth, and behavior. A child will be placed each year at that grade level which is most appropriate to that level of his or her academic skill and ability to succeed socially.

It is the intention of Trinity Lutheran School to attempt reasonable intervention before recommending or requiring retention. The action is taken after consultation with the administration and the parents. If a child is retained, a conference between parent(s) and teacher(s) will be scheduled prior to or within the first two weeks of the school year in order to create a plan for that individual child to ensure he or she has a successful experience. Should retention be recommended by the classroom teacher and supported by administration, the child will only be allowed to re-enroll at Trinity Lutheran School at that grade level. Parent(s)/Guardian(s) have the right to enroll the child in another school at the next grade level with the understanding that Trinity Lutheran School records held and given to requesting schools will show the recommendation for retention.

Promotion of students to the next grade level requires all of the following: At least 85% daily attendance. At least 85% of daily assignments are completed to the student's ability level. At least 85% of projects and tests are completed to the student's ability level.

If, after promotion, it is the professional opinion of the teacher that the child is not able to adequately function at that grade level, one of the following will occur: 1) the child will be sent back to the prior grade level, or 2) the child may remain in the current grade level and must repeat that grade the following year. Promotion from 8th grade requires a minimum of 60% (D-) for the year in all core subject areas.

Grade acceleration is not desirable, nor is it a recommended option for gifted or high achieving students at Trinity Lutheran School. The administration and staff of Trinity Lutheran School will recommend and facilitate other strategies to challenge and enrich the academic life of gifted and high-achieving students.

5.9 ACADEMIC & BEHAVIORAL PROBATION

All new students to Trinity Lutheran School will be considered on academic and behavioral probation for a period of one quarter without ceremony. Students who exhibit serious academic or behavior concerns without improvement through reasonable intervention during the initial quarter may be readmitted for a second probationary period. If the student fails to improve academically or behaviorally during the second period, the parents may be asked to withdraw their child from Trinity Lutheran School. Each student is expected to work at or above ability level as assessed by the teacher. Students may be placed on academic probation at any time during the school year, and for any length of time as decided by administration, for failing to meet this standard. Parents will be notified of this action in writing via email and/or hard copy letter. The Notice of Academic or Behavioral Probation will include an explanation of the expectations for exiting probation. If the student fails to improve academically or behaviorally during the probationary period, the parents may be asked to withdraw their child from Trinity Lutheran School. Students on probation during the fourth quarter who fail to satisfactorily resolve the concerns may not be accepted for re-enrollment at Trinity Lutheran School the following school year.

5.10 ACADEMIC DISHONESTY

Any attempt to obtain credit for work done by another is unacceptable at Trinity Lutheran School. Examples include, but are not limited to, cheating, copying work of others, providing work or answers for the purpose of copying, as well as copying word for word from published works (plagiarism), including computer reference works, without citing works. When a student participates in any form of academic dishonesty, a zero grade will be assigned, no extra credit work will be given to raise the grade, and parents will be notified. Students will receive an automatic detention for academic dishonesty and a parent conference may be requested. Continued academic dishonesty may result in suspension or possible expulsion.

5.11 EIGHTH GRADE GRADUATION

Trinity Lutheran School's 8th grade graduation takes place in the church sanctuary. Tickets are not necessary and all family, friends, and supporters of our graduates are welcome to attend. Eighth grade graduation is contingent upon the student earning passing credits averaged from both semesters of the 8th grade year. Valedictorian and Salutatorian awards will be presented to the top two students from the eighth grade class based on GPA. Graduating students must have attended Trinity Lutheran School for at least 7th and 8th grade (full years) to be eligible for the Valedictorian and Salutatorian designation. Academic honors will be given to incoming students who have met the standards but do not

meet the two-year requirement. All tuition and fees must be paid in full by May 1 of that year for a student to be eligible to attend the 8th grade graduation ceremony.

SECTION 6: STUDENT CONDUCT & DISCIPLINE

6.1 CHRISTIAN EXPECTATIONS

As a ministry of Trinity Lutheran Church, Trinity Lutheran School seeks to provide a Christ-centered environment where students are encouraged to grow in faith, character, and service. Students are expected to treat others with kindness, respect, honesty, and compassion, recognizing that every person is a child of God. Christian behavior should be reflected in a student's words, actions, attitudes, and relationships both on and off campus. Students are expected to participate respectfully in daily devotions, Bible instruction, chapel services, prayer, and other faith-based activities. When conflicts arise, students are encouraged to seek peaceful resolution, extend forgiveness, accept correction, and demonstrate grace toward others. Through the guidance of God's Word and the support of our school community, students are challenged to live as faithful disciples of Jesus Christ and positive representatives of Trinity Lutheran School.

6.2 BEHAVIOR STANDARDS

Trinity Lutheran School is committed to providing a safe, respectful, and Christ-centered learning environment where all students can thrive. Students are expected to conduct themselves in a manner that reflects Christian values and demonstrates respect for God, themselves, others, and school property. Appropriate behavior includes following school and classroom rules, cooperating with teachers and staff, completing assigned responsibilities, using respectful language, exercising self-control, and contributing positively to the school community. Behaviors that disrupt learning, compromise safety, damage property, or show disrespect toward others are inconsistent with the mission and expectations of Trinity Lutheran School and may result in disciplinary action. The goal of discipline is not punishment, but to guide students toward personal growth, accountability, restoration, and responsible decision-making.

6.3 RESOLVING STUDENT BEHAVIOR/CONFLICT & DISCIPLINE

Trinity Lutheran School takes pride in the on and off campus conduct of its students. Students, teachers, parents, staff members, and all those associated with the Crusader family, are expected to conduct themselves in a manner that honors Christ in all behavior and activities, whether in school or away from school. This includes, but is not limited to, following all schoolwide and classroom expectations, rules, and/or warnings that are posted, verbalized, or otherwise communicated to the student or other person on campus. For details about a child's grade level classroom discipline plans, please see the child's teacher.

The following steps are used when a student fails to meet expectations or follow rules, or shows unacceptable conduct. These steps may be cumulative during the school year at the discretion of administration.

STEP 1 – CLASSROOM DISCIPLINE Teachers establish and use classroom management strategies and discipline procedures, which are similar in philosophy yet vary from class to class, but include actions such as redirection, behavior

modification, providing choices, problem-solving, verbal counseling, telephone calls to parents, notes home, exclusion from privileges, removal from a situation, assigned chores, etc.

STEP 2 – PARENT CONFERENCE When classroom procedures do not correct a problem, the teacher will request a conference with the parent(s)/guardian(s) to learn more about the root of the problem and collaboratively create a behavior modification plan to support the student's growth and success. These plans must be consistently implemented at both home and school with a strong parent-teacher-student partnership in order to achieve success.

STEP 3 - ADMINISTRATOR INVOLVEMENT If a behavior plan has been set in place and implemented properly but the behavior continues, the teacher will set a meeting with the family, teacher, and principal to discuss next steps which could include, but is not limited to, a modified plan, a behavior contract, outside support such as counseling or medical intervention, or suspension.

STEP 4 - EXPULSION If unacceptable behavior persists after the first three steps of intervention, the student may serve a more serious suspension sentence, or will be asked to withdraw from Trinity Lutheran School or may be expelled.

6.4 SUSPENSION

Suspensions are enforced after other methods of discipline have been attempted. However, the school reserves the right to emergency suspensions in any case deemed by administration to necessitate immediate removal of the student or his/her family from the campus for the safety or well-being of the rest of the Trinity Lutheran School family. Emergency suspensions may be appealed after the danger no longer exists.

6.5 SEARCH & SEIZURE

To maintain order, safety and security in the school, school authorities are authorized to conduct reasonable searches of school property and equipment, as well as of students and their personal effects if and when suspicion arises. School authorities may inspect and search school property and equipment owned or controlled by the school (such as lockers, desks, and parking lots), as well as personal effects left there by a student, without notice to or the consent of the student. Students have no reasonable expectation of privacy in these places or areas or in their personal effects left there. The administration may request the assistance of law enforcement officials to conduct inspections and searches for illegal drugs, weapons, or other illegal or dangerous substances or materials.

School authorities may search a student and/or the student's personal effects in the student's possession (such as purses, wallets, backpacks, book bags, lunch boxes, etc.) where there is a reasonable ground for suspecting the search will produce evidence that the particular student has violated or is violating either the law or the school's student conduct rules. The search itself must be conducted with a witness and in a manner which is reasonably related to its objectives and not excessively intrusive in light of the age and gender of the student and the nature of the infraction. Immediately following a search, a written report shall be made by the school authority who conducted the search, and given to the principal. The student's parent(s)/guardian(s) shall be notified of the search as soon as possible.

If a search produces evidence that the student has violated or is violating the law or the school's policies or rules, such evidence may be seized and impounded by school authorities, and disciplinary action may be taken. If a properly conducted search yields illegal or contraband materials, such findings shall be turned over to proper legal authorities.

6.6 ANTI-HARRASSMENT

Trinity Lutheran Church and School prohibits harassment, including sexual harassment of any student, by anyone in or from the school, including other students and school employees. Trinity Lutheran School has an absolute prohibition against students, faculty, or staff members engaging in harassment.

Harassing conduct by students towards other students or towards faculty or staff members will result in appropriate corrective action, up to and including suspension or expulsion from school and/or change of placement. Harassment of students by faculty or staff members will result in appropriate action, up to and including termination of employment. (A separate policy addresses and prohibits harassment by and among faculty and staff members.). Harassment Based on Sex or Other Protected Status: The school's policy prohibits sexual harassment, which includes sexual assault. It also prohibits harassment based on race, color, national origin, ancestry, religion, creed, physical or mental disability, marital status, medical condition, sexual orientation, gender, gender expression, gender identification, age, or any other basis protected by law.

Who is prohibited from Engaging in Harassing Conduct: The school's policy will not tolerate harassment (based on protected status and as defined by this policy) by anyone who attends or works at the school, is a parents or other member of the community, or is otherwise engaged by the school in any capacity. The school will take all reasonable steps to prevent or eliminate harassment.

Examples of Prohibited Harassment: Harassment can take many forms, and may include verbal, physical or visual conduct. Verbal and visual harassment includes threats of physical harm or statements designed to intimidate, abuse, or humiliate another, whether communicated verbally in writing, electronically, or in posters, cartoons, drawings, or gestures. Physical harassment includes: intimidating conduct, such as touching of a person or a person's property, hazing, and assault, stalking or blocking or impeding a person's movement.

Sexual harassment includes but is not limited to the following behavior:

- Sexual comments, emails, texts, notes, letters, drawings, cartoons, photos, or images
- Sexual slurs, epithets, obscene comments, suggestive comments about another person's body, sex-orientation abuse
- Sending or showing nude drawings, cartoons, videos, photos, or images
- Physical conduct such as kissing, hugging, patting, pinching, unwanted touching, sexual assault or violence
- Threats and demands to submit to sexual requests as a condition of admission to the school, continued good standing at the school, to gain some school benefit or avoid some loss in return for sexual favors

How to Report Harassment: Students who believe that they have experienced, witnessed, or have relevant information about harassment should immediately report the matter to the school, either orally or in writing. Students may report the matter to the principal. Alternatively, students may choose to report harassment to any other employee of the school with whom they are comfortable, such as the pastor, a faculty or staff member, or a coach, all of whom must report the matter to the school's administration under this policy.

Students are encouraged to report harassment immediately in order to maximize the school's ability to respond promptly and equitably while the school does not limit the time frame for reporting, the school may not be able to investigate as thoroughly or consider as wide-range of corrective actions the longer the time between the alleged misconduct and the report.

Confidentiality: The school makes an effort to protect students' privacy and confidentiality. Information reported will be shared only on a need-to-know basis with school personnel directly involved in the investigation or to the extent necessary to conduct a thorough investigation and to take effective corrective action.

Under these circumstances, the school will weigh the request for confidentiality against the applicable factors, including the seriousness of the alleged harassment, any potential threats to community safety, the respective ages and positions of the reporting student and the alleged harasser, and whether there have been other harassment complaints against the alleged harasser.

Interim Measures: The school may provide appropriate interim support and reasonable protective measures, if and as needed, based on the individual applicable circumstances, to prevent further acts of harassment, and to provide a safe educational environment. The school will determine the necessity and scope of any interim measures. Even when a student does not request that protective action be taken, the school may choose to impose interim measures at its discretion to ensure the safety of any individual, the broader school community, or the integrity of the investigation process.

The Investigation: Upon receiving a report of harassment, the school will undertake a thorough investigation of the allegations. The investigator will gather information and any available physical evidence, including documents, communications between parties and other electronic records if appropriate.

The outcome of the investigation will be shared with the principal and pastor who have a need to know the outcome. The principal will then determine if the conduct violates school policy, and if so, the appropriate remedial action.

If discipline is imposed, the level of discipline will not be communicated to the reporting student, though in cases where allegations have been made concerning physical safety, the reporting student may be informed whether or not the alleged harasser will continue to have a presence on campus.

In cases involving an alleged crime, neither law enforcement's determination of whether to prosecute nor the outcome for any criminal prosecution are determinative of whether violations of this policy have occurred. Proceedings under this policy may be carried out prior to, simultaneously with, or following criminal proceedings.

Possible Sanctions: If a violation of this policy is found, the school will take appropriate corrective action, up to and including expulsion for students, termination for employees or issuance of a ban from coming onto campus for third parties, such as outside vendors or independent contractors.

No Retaliation: The school prohibits retaliation against any person who brings a complaint of harassment in good faith or who honestly assists in investigating such a complaint, even if the investigation produces insufficient evidence that there

has been a violation, or if the charges cannot be proven. Any person who engages in retaliation or who makes a knowingly false complaint of harassment in violation of this policy will be subject to discipline, up to and including expulsion for students and termination for employees.

This policy shall be available in the school's front office and will be provided to all students and employees via this Handbook.

6.7 ZERO TOLERANCE POLICY

Trinity Lutheran School upholds a zero-tolerance policy for weapons (real and perceived), smoking, vaping, drugs (including alcohol unless otherwise approved by the Board of Trustees for a special event outside of regular school hours), drug paraphernalia, and anything else associated with illegal or dangerous substances not suitable for children. Other unacceptable conduct for which discipline will be enforced as strictly as possible includes lying, cheating, disrupting the learning process, harassing, bullying, threatening harm (physical or emotional), stealing, using slander, participating in written or verbal profanity or vulgar language and/or gestures, fighting, gossiping, and showing blatant and unapologetic disrespect. Students who participate in negative, inappropriate behavior away from school may receive disciplinary consequences if the student brings such behavior and/or discussion of the behavior to school where it negatively impacts the Christian atmosphere and tenets of our school. If a student violates this policy, the school will take immediate disciplinary action, including expulsion and referral for prosecution. Compliance to this policy and its consequences is mandatory for all Trinity Lutheran School students (Preschool - grade 8).

SECTION 7: HEALTH, SAFETY & STUDENT WELFARE

7.1 MEDICAL REQUIREMENTS

Hawaii State Law requires all students to meet physical examination, immunization, and tuberculosis clearance requirements before they may attend any public or private school in the State, which includes all grade levels offered at Trinity Lutheran School (preschool through grade 8).

All state requirements must be met before a child is allowed to attend school. This includes a Tuberculosis (TB) clearance form and a completed Student Health Record (Form 14). Additionally, Preschool and Prekindergarten students need the Childhood/Pre-K Health Record Supplement Form (Form DHS 908). A signed statement or appointment card from the child's doctor will suffice if you are unable to get an appointment prior to the first day of school. For a complete list of required immunizations, please visit,

<https://health.hawaii.gov/docd/files/2019/10/Immunization-Requirements-Summary.pdf>

Students missing such requirements will not be permitted to attend school. Tuition and/or fee refunds and/or credits are not granted for missed school due to failure to meet medical requirements.

7.2 HEALTH RECORDS

All students must have a completed health record (Form 14) on file in the office. In-state transfers must obtain the original record from the last school attended. Students new to the state can obtain a Form 14 from their physician, health center, or from Trinity Lutheran School. Proof of a physical exam must be turned in upon initial school entry. An immunization record must be turned in by the first day of class. A tuberculin questionnaire must be obtained prior to initial entry.

7.3 ILLNESSES

Our climate is one in which viral infections such as colds, intestinal infection, etc. are common. Because of this, we will send home children who show signs of colds or other viral infections, such as a fever over 100.0° F. If your child has a communicable disease such as chicken pox, head lice, conjunctivitis (pink eye), strep throat, or any illness which keeps him/her home for three or more consecutive days, a doctor's certificate is required for re-admittance to school. Without a doctor's note, such absences will be considered unexcused. Students becoming ill during the day are kept in the health room until parents can come to the school. Ice packs are administered and students are asked to rest for most minor playground injuries. Minor cuts and scratches are treated with topical antibiotic ointment and Band-Aids. No other medications can be administered without written parental approval on file.

When children are ill in the morning, please keep them at home. Students are required to stay home for 24 hours following the last episode of vomiting, diarrhea, a fever of at least 100.0°F, and the initial administration of an antibiotic.

When children have symptoms/diagnosis of the following common communicable diseases, please follow the return to school criteria below:

Symptom/Diagnosis	Return to School Criteria
Congestion or runny nose	Improved. Runny nose should not be actively dripping or affecting the ability to focus, participate or be a distraction to the class.
Cough	Improved without cough suppressant on day of return. Cough should not affect the ability to focus, participate or be a distraction to the class.
COVID-19	Any student testing positive for COVID-19 may return to school after 24 hours with no fever over 100.0°F or fever reducing medication. Trinity's COVID-19 policy is subject to change at any time based on the recommendations and mandates from the state & federal government and the CDC.
Eye Conjunctivitis	Resolved and taking eye drops for 24 hours (if prescribed)
Eye Irritation/redness	Resolved or a physician's note clearing student of contagious condition.
Ringworm	On medication for 24 hours, able to cover the affected area.
Impetigo	24 hours after the start of antibiotics, able to cover the affected area.

Influenza	Fever-free for 24 hours without fever-reducing medication.
Vomiting	24 hours following the last episode.
Diarrhea	24 hours following the last episode.
Hand Foot & Mouth Disease	When the child is without fever for 24 hours without fever reducing medication; feels well enough to participate in class; and has no uncontrolled drooling, mouth sores, or open body sores.

It is important for parents to accurately complete the emergency medical form and to keep it current during the school year. Health department guidelines will be enforced regarding contagious diseases.

7.4 MEDICATION

Trinity Lutheran School qualified staff will dispense medication that is absolutely necessary, with written parental/guardian consent. Medications must be brought to the school in the original bottle, with the prescription label intact. Over the counter medications (such as acetaminophen or ibuprofen) must be brought to the school in the original bottle with a note from the parent describing when the medicine can be administered to the child and in what dosage. Medication Distribution Exemption Forms are available in the school office and the school website, [MEDICATION DISTRIBUTION EXEMPTION FORM](#). Trinity Lutheran School does not staff a nurse or other medical professional on staff at any time of day.

7.5 SPECIAL HEALTH CONCERNS

Any health concerns must be noted on the emergency contact form and on Form 14. Parents are encouraged to contact the school office with any health concerns.

7.6 ACCIDENTS & INJURIES

Our staff members are CPR and First Aid trained and certified and capable of handling minor injuries. In the event of serious injury or illness, the school will arrange medical treatment through emergency services, as deemed necessary. Emergencies we feel require immediate attention will be taken to the nearest hospital facility via 911 (including military dependents). In the case of any accident, injury, or emergency, TLS staff will complete an accident/incident report for school records and to share with parent(s)/guardian(s). Parent(s)/ guardian(s) are responsible for all expenses incurred for any type of accident, injury, or emergency situation.

7.7 CHILD ABUSE REPORTING

The Hawaii Department of Human Resources (Child Welfare Services) defines child abuse as the “nonaccidental infliction or threat of infliction of physical, emotional, or mental harm to a child.”

The State of Hawaii requires both public and non-public (private) school personnel to report any and all incidents of suspected child abuse. Child abuse and child abuse reporting statutes apply equally to the public and private sectors. There is no exemption for private schools. Trinity Lutheran School will work and cooperate with governmental authorities in investigations and other matters relating to the health, safety, and welfare of all students. Trinity Lutheran School personnel must report any suspected abuse, abandonment or neglect to the proper agencies.

7.8 CAMPUS EMERGENCY PROCEDURES

In case of any emergency situation such as, robbery, assault, riot, fights, violence, irate parents, weapons, etc., which would pose immediate physical danger to students and staff, a school lockdown procedure will go into effect. During such an event, the Trinity Lutheran School administration will follow the instructions of the law enforcement agencies if handling an emergency.

Students will remain in their safe “lockdown” location until the “all clear” signal is given. Information will be made available as readily and efficiently as possible (i.e., phone, internet, email, media). Parents will not be permitted to pick up children during a school lockdown situation until the “all clear” signal has been given. After the conclusion of the event, the administration will provide a formal report of the incident to parents.

LEVEL 1: “Stay Put” Procedures The first level of response is “stay put.” This response will be issued when there is no threat to the safety of students or staff. Instead, this is a situation where students need to remain in classrooms and refrain from using public areas (hallways, restrooms, walkways, etc). Types of situations that would result in this type of response would be medical emergencies, major maintenance issues inside the building, or non emergency searches of the building. This type of response allows for normal classroom activities to occur while the response takes place.

LEVEL 2: “Secure Perimeter” Procedures The second level of response is “secured perimeter.” This response will be issued when law enforcement authorities notify the school of situations or threats outside of the building and/or campus or in the area that would require a higher level of secured perimeter. In these cases, we will attempt to shade all windows and all outside activities will be postponed, including recess, and students will not be allowed to leave the building. Classroom lessons and activities may be conducted as usual. At the conclusion of the event, the administration will provide a formal report of the incident to parents.

LEVEL 3: “Lockdown” Procedures The third level of response is a “lockdown.” This response will be issued when there is a threat to the safety of the students and staff inside of the building or on the campus. The Trinity Lutheran School administration will follow the instructions of the law enforcement agencies handling the emergency, if applicable. The principal will work with the police and/or other authorities, the office and business managers will assist with any first aid/medical needs (supplies in the health room), and the pastor will be solely responsible for communicating with the media.

These procedures will be implemented in response to an actual crisis or emergency situation in progress such as robbery, assault, riot, fights, violence, irate parents, or use of weapons, etc. taking place on campus which would pose immediate physical danger to students and staff.

Students will remain in their safe, lockdown location until the “all clear” signal has been given. Information will be made available as readily and efficiently as possible (i.e., phone, social media, internet, email, media, etc.). Parents will not be

permitted to pick up children during a Level 3 lockdown situation until the “all clear” signal has been given. At the conclusion of the event, the administration will provide a formal report of the incident to parents.

Fire Emergency: The signal for either a fire drill or an actual fire is a loud blaring alarm. Fire and evacuation drills are held monthly by both primary and secondary routes of evacuation. Evacuation plans are posted at the exits of each classroom. Students will leave the room in an orderly fashion, under teacher supervision. Students will walk rapidly, single file through the exit furthest from the fire and progress to either the parking lot or the playground, according to the evacuation plan. Teachers are responsible for directing the evacuation of their immediate area, but are not responsible for “fighting” the fire. The Emergency 911 number shall be activated following evacuation. In the event that fire has damaged the school building, students will be cared for in either the fellowship hall or the church building until student pick-up can be arranged.

Tsunami Warning: Trinity Lutheran School is not located in a Tsunami Evacuation Zone, and therefore, the school would need not to evacuate during a tsunami warning. If a tsunami warning is issued while class is in session, we will remain with the students until parents can safely pick them up. If a tsunami warning is issued prior to the beginning of school, classes will be canceled and school will be closed.

Hurricanes and Tropical Storms: Hurricane and Tropical Storm WATCHES are issued by the National Weather Service 36 hours prior to the arrival of the storm. When a WATCH has been issued, we will monitor the storm and make a decision regarding school closure prior to the storm WARNING. Hurricane or Tropical Storm WARNINGS are issued when one of these storms could affect Oahu in less than 24 hours. The Hurricane and Tropical Storm public evacuation shelter closest to Trinity is at Leilehua High School. Other evacuation shelters are located at Iliahi, Kaala, and Wahiawa Elementaries, and Wahiawa Middle School. In the event of immediate evacuation, students will be walked to Leilehua High School.

Flooding: Trinity Lutheran School is not located in an identified flood zone. However, if water begins to rise around the facilities, or in the event that we are advised by authorities to evacuate, the students will be evacuated to the second floor of the school building or to Iliahi Elementary School. In the event of major, heavy rains and flooding, after necessary health and safety precautions have been met, students will be evacuated to a safe location. Parents will be notified of status and procedures.

Earthquakes: If an earthquake of significant magnitude occurs on Oahu, our facility could be damaged. Drills for earthquakes will be held throughout the year. If the students are indoors, they will take cover under their desks, tables, or supported doorways. If the students are outdoors, they will move toward the parking lot or playground according to the evacuation plan. Following an Earthquake, first aid will be given to those in need by a designated first aid provider. Evaluation of the structural integrity of the buildings will be completed by the principal or person in charge. If the buildings are sound, students will be returned to their classrooms. If Civil Defense determines that evacuation to a shelter is needed, students will be relocated immediately to Leilehua High School or another open area in the neighborhood, until shelters have been opened.

Emergency announcements will be posted on the local radio stations, the school website and social media outlets, phone call/text, and through email. Please do not call the school during emergencies. The telephone lines need to be kept open and available for emergency needs. For information or questions regarding emergency procedures, please contact the Oahu Civil Defense at 523-4121.

General School Closings: Families will be notified if we are forced to cancel school for a warning or disaster. Notice will be posted via email, the school website, class dojo & the school's Facebook and Instagram accounts (@TLShawaii).

7.9 CIVIL DEFENSE PROCEDURES

It is important that you are aware of the major hazards we might have to face and the procedures we will follow if an emergency does occur. These guidelines have been developed to provide the necessary safety and precautions for the welfare of the students. Trinity Lutheran School also offers an emergency parental contact service. In the event of an emergency, parents and/or family members can be contacted instantly through phone calls, emails and/or text messages.

7.10 EMERGENCY CLOSURES

If Trinity Lutheran School must close due to severe weather, emergencies, or other unforeseen circumstances, families will be notified as soon as possible. Closure announcements will be communicated through ClassDojo, the school's official social media channels, and, when appropriate, local radio and television stations. Announcements may specifically reference Trinity Lutheran School or indicate that Hawai'i Department of Education (DOE) public schools and/or HAIS member schools are closed.

Trinity Lutheran School will remain open and supervised until all students have been safely picked up by a parent, guardian, or authorized emergency contact. Families are encouraged to monitor ClassDojo and the school's official communication channels for the most current information during emergency situations.

7.11 HEALTH & SAFETY TRAINING

Trinity Lutheran School abides by guidelines of the Occupational Safety and Health Administration (OSHA) rules for handling bloodborne pathogens according to Chapter 205 of the OSHA guidelines. All faculty and staff members receive annual training in this area as well as additional areas of OSHA training as deemed useful by administration. Faculty and staff in the Early Learning Program complete Basic Health & Safety Training through the Department of Human Services (DHS) with the state and complete a minimum of 16 units of continuing education annually.

SECTION 8: TECHNOLOGY & DIGITAL CITIZENSHIP

8.1 TECHNOLOGY EDUCATION

Every 21st century high school, college/university/trade school, and job/career provides, or often requires, people the opportunity to work with some type of technology, and Trinity Lutheran School desires to be a foundation for students' success in all of these stages of life. To that end, we ensure a developmentally appropriate level of technology integration at all grade levels - from basic exposure to project-based learning.

We have 70 iPads shared by K-5 classrooms, as well as Chromebooks for small group/leveled instruction or individualized enrichment/support stations. Middle School students are required to have their own Chromebook or similar device for instructional use. For information specific to your child's grade level, please contact your child's teacher.

Every student (or adult designee of the student), parent, volunteer, and employee of Trinity Lutheran School is required to read, understand, accept, and sign our Technology Acceptable Use Policy before using any type of technology on campus. This form can be found on our website under Parents.

8.2 ACCEPTABLE USE POLICY

Technology resources, including school-owned devices, software, internet access, email, and online learning platforms, are provided to support education, research, communication, and the mission of Trinity Lutheran School. Students are expected to use technology responsibly, ethically, and in a manner that reflects Christian values. Users must respect the privacy, safety, and rights of others; protect personal and school information; and follow all applicable laws and school policies. Prohibited activities include, but are not limited to, accessing inappropriate content, cyberbullying, harassment, unauthorized use of another person's account, damaging or altering technology systems, academic dishonesty, and any activity that disrupts the educational environment. Students should demonstrate good digital citizenship by using technology respectfully, thoughtfully, and safely both on and off campus. Failure to comply with this policy may result in disciplinary action, including the loss of technology privileges.

8.3 STUDENT DEVICES

To support classroom instruction and digital learning, students in Grades 6–8 are required to have access to a Chromebook or similar laptop device capable of supporting web-based educational applications and online coursework. Students are responsible for bringing their device to school each day fully charged and in good working condition.

Student-owned devices are to be used for educational purposes and only as directed by teachers or school staff. Students must adhere to Trinity Lutheran School's Technology Agreement policies when using personal devices on campus. Use of devices for gaming, social media, unauthorized communication, recording, photography, or other non-educational purposes during the school day is prohibited unless expressly authorized by a teacher or administrator. Trinity Lutheran School reserves the right to limit, monitor, or revoke device privileges when misuse occurs. The school is not responsible for the loss, theft, damage, maintenance, or repair of student-owned devices.

8.4 ARTIFICIAL INTELLIGENCE (AI) USAGE

Trinity Lutheran School recognizes that Artificial Intelligence (AI) tools are becoming increasingly common in education and everyday life.

Students may only use AI tools when permitted by their teacher and for purposes that support, rather than replace, their own thinking and learning. Submitting AI-generated work as one's own, using AI to complete assignments without authorization, or relying on AI in a manner that constitutes academic dishonesty is prohibited. Students should evaluate AI-generated information critically, recognizing that AI tools may provide inaccurate, incomplete, or biased information.

The use of AI must comply with all school technology policies, classroom expectations, and privacy guidelines. Trinity Lutheran School reserves the right to restrict or prohibit the use of specific AI tools and to determine appropriate consequences for misuse.

8.5 SOCIAL MEDIA EXPECTATIONS

Students are expected to use social media and other online platforms in a manner that reflects Christian values and demonstrates respect for themselves, others, and the Trinity Lutheran School community. Posts, comments, messages, photos, videos, and other digital content that involve Trinity students, staff, families, or school activities should be respectful, appropriate, and truthful. Cyberbullying, harassment, threats, intimidation, sharing inappropriate content, or any online behavior that negatively impacts the safety, well-being, or educational environment of the school may result in disciplinary action, even when such conduct occurs off campus. Students should remember that online actions have real-world consequences and are encouraged to be positive digital citizens who honor God and represent Trinity Lutheran School with integrity both online and offline.

Trinity Lutheran School may share student photographs, videos, names, artwork, achievements, and school-related activities through school publications, marketing materials, websites, newsletters, and official social media platforms only with the authorization of the student's parent or guardian. Parents/guardians may grant or withhold permission through the school's annual media release process. Trinity Lutheran School respects the privacy wishes of families and will make reasonable efforts to honor all media release preferences.

8.6 ONLINE SAFETY

Trinity Lutheran School is committed to helping students develop safe and responsible online habits. Students are expected to protect their personal information and the privacy of others by not sharing passwords, addresses, phone numbers, financial information, or other sensitive details online. Students should exercise caution when communicating with others on the internet and report any inappropriate content, suspicious activity, cyberbullying, or online interactions that make them feel uncomfortable to a parent, teacher, or school administrator immediately. While the school utilizes internet filtering and monitoring tools, no system can guarantee complete protection from all online risks. Parents and guardians are encouraged to actively monitor their child's online activity and partner with the school in promoting safe, respectful, and responsible use of technology both at school and at home.

SECTION 9: STUDENT LIFE & ACTIVITIES

9.1 CHAPEL

As a ministry of Trinity Lutheran Church, worship is an important part of the educational experience at Trinity Lutheran School. Students in Grades 1–8 participate in a weekly chapel service each Wednesday, while Preschool, Pre-Kindergarten, and Kindergarten students attend a separate, age-appropriate worship service designed specifically for younger learners. Chapel services include prayer, Scripture readings, worship music, and messages centered on God's Word and the love of Jesus Christ.

Parents, grandparents, and other family members are always welcome to attend chapel services. For the safety of our students, all visitors must first check in at the school office and obtain a visitor's badge before proceeding to the chapel or worship location.

9.2 ATHLETICS

The Crusader Athletics Program is a ministry of Trinity Lutheran School designed to promote participation in interscholastic sports by both boys and girls in grades 5 - 8, and sometimes students in lower grades. Trinity Lutheran School is proud to participate in the Lutheran School Sports League (LSSL), offering both Basketball and Volleyball at the Junior Varsity and Varsity level for girls and boys in grades 5 - 8. There is a \$75 athletic fee per athlete, per sport season.

Crusader Varsity Volleyball runs October to December, while Varsity Basketball runs February through April with practices held 3-4 times per week. Varsity level sports in the LSSL are competitive, with a focus on building higher level team play based on fundamental skills. Playing time in league games is at the discretion of the coach. Although designed for student-athletes in grades 7 - 8, younger students are invited to try out for the team.

Junior Varsity Volleyball runs August through September, while Junior Varsity Basketball runs January through February with practices 2-3 times per week. JV level sports in the LSSL are designed to focus on fundamental skills and developing the love of the game. Playing time in league games is as equal as possible for all members of the team. The JV level is designed for students in grades 5 - 6, but student-athletes in lower grades are often invited to participate.

We are blessed to have an athletic court on our campus where we hold practices after school as well as host home games; home games are sometimes played at Wahiawa District Gym just down California Ave(when available). Away games are played at the various LSSL members' campuses, including Aiea, Ewa Beach, Honolulu, Kaneohe, Kailua, and Pearl City.

In addition to Volleyball and Basketball, Crusader athletes participate in a competitive Cross Country meet in November, as well as a Track and Field meet in the Spring; Cross Country is open to all student athletes in grades 4 - 8 while the Track and Field meet is for student athletes in grades 5 - 8.

Game and practice schedules are distributed to each team at the beginning of each season, along with a snack schedule. Schedules are also published on the school's weekly newsletter.

Trinity Lutheran School expects student-athletes to emulate Jesus Christ in everything they do, including how they compete. Sportsmanship should flow from the basic principles of a Christian lifestyle. Parents, coaches, and athletic directors have the responsibility to develop this concept in the student-athlete.

To be eligible to compete in interscholastic sports, the following requirements must be met:

1. The student must display good citizenship at all times.
2. The student must meet academic eligibility qualifications.
3. The student must display good effort and attitude both in the classroom and on the athletic field.
4. The appropriate participation forms and fees must be turned in during the sign-up period at the start of each season. See our webpage or enrollment paperwork regarding fees.
5. A student who does not participate in physical education class is ineligible to participate in after-school sports for that day, unless prior arrangements have been made.

6. A student who is absent from school is ineligible to participate in after-school sports for that day. (Must be in attendance for at least three (3) hours that day.), unless prior arrangements have been made.

Students who are ineligible for three (3) weeks during a season shall be declared ineligible for the remainder of the season. School administration may reinstate eligibility at any time deemed appropriate.

Parents and other supporters of Trinity Lutheran School student-athletes are also expected to conduct themselves in a manner that sets a Christ-like example for children. Spectators of practice or games who do not meet this expectation may be removed from the athletic area at the discretion of the athletic director, coach, or school administration.

9.3 FINE ARTS (K-8)

Trinity Lutheran School believes in the importance of Arts education. Visual Arts, Performing Arts, and Worship Arts provide opportunity for creativity, imagination, group participation and performance. All students are involved in the Fine Arts in some way. For lower elementary students, these elements are integrated into daily or weekly curriculum, while students in grades 5 - 8 participate in their choice of electives.

9.4 OUTDOOR EDUCATION

Students in grades 7 - 8 travel to an outer island in the fourth quarter for a unique educational experience. The non-refundable deposit is due with the first tuition payment.

Students in 5th grade join other island Lutheran schools for a two-night trip to Camp Erdman, while students in 6th grade participate in a two-night trip to Camp Mokule'ia.

9.5 PHYSICAL EDUCATION

Trinity Lutheran School is committed to offering a grade school PE program that meets and/or exceeds state standards by scheduling both structured PE courses and providing plenty of active play and learning time. In line with this commitment, TLS students will remain active during the majority of the scheduled time period of the PE class. For questions about a child's PE course or requirements, please see the classroom teacher.

9.6 FIELD TRIPS

Field trips are a significant part of each student's learning experience and are designed to enhance and reinforce the curriculum. Students are expected to participate. Students are required to wear their regular school uniform with a Hunter/Forest Green Trinity polo shirt on all field trips unless otherwise directed by the teacher. Students who do not adhere to the required dress code may not be permitted to attend the field trip. For special events or trips involving water activities, student swimwear must be modest in appearance.

At the teacher's discretion, alternative schoolwork may be assigned to students who do not participate in a field trip. Parents must make arrangements for off-campus supervision if their child is unable to or chooses not to attend a field trip. Students who do not participate will be marked absent for the time missed.

Whenever possible, Trinity Lutheran School utilizes chartered buses for transportation. Depending on the destination, private vehicles, public transportation, or walking may also be used. Only Trinity Lutheran School students and staff may ride on chartered buses unless expressly approved by the Principal on a case-by-case basis.

A separate field trip permission form will be sent home for each trip. Additional details and reminders will be communicated by the classroom teacher. Unless otherwise noted, students will return to school at the conclusion of the field trip. If a trip concludes after the regular dismissal time, the teacher will communicate the appropriate sign-out procedures.

To be considered as a field trip chaperone, parents should understand that their primary responsibility is to supervise a group of students—not solely their own child. Chaperones are expected to assist the teacher by supervising multiple students as assigned. Parents who volunteer as drivers should also be prepared to transport other students, as needed, to help meet the transportation and supervision requirements necessary for a successful field trip. Drivers and chaperones are considered working volunteers and are expected to follow all teacher directions and school expectations throughout the trip. Final decisions regarding the selection and number of drivers and chaperones rest with the classroom teacher and school administration.

Volunteer drivers and chaperones play an important role in the success and safety of school field trips. All volunteer drivers must have a valid driver's license, current automobile insurance and registration, and any other required documentation on file with the school office. Trinity Lutheran School may also request a motor vehicle record check to verify a safe driving history.

Siblings are not permitted to attend Trinity Lutheran School field trips unless expressly approved by the Principal on a case-by-case basis.

9.7 RECESS

Trinity Lutheran School believes in the value of physical activity for the purpose of supporting student focus and energy level throughout the school day. We also believe that children at every age learn through social, gross motor, and other skills through play. To support this philosophy, every grade level schedule will include a minimum of 20 minutes recess each school day.

9.8 EXTENDED CARE

Trinity Lutheran School runs a licensed Extended Care Program, with Before School Care starting at 6:30 a.m. and After School Care running from 2:30 p.m. (1:30 p.m. on Wednesdays, 11:30 a.m. on minimum days) till 5:00 p.m. This does not include intersessions, summer, or other days off or breaks for Preschool through grade 8.

Admission to the Extended Care Program is available to any student enrolled in our regular school program. Acceptance is on a first-come, first-served basis. Cancellation or early withdrawal from the Before and/or After School Care Programs will adhere to the same withdrawal policy as our tuition policy.

Since before and after school care are extensions of the school day, a child who does not attend the regular school day will not be allowed to attend Extended Care. For their protection, students who are on campus before 7:15 a.m. or after 2:45 p.m. will be automatically sent to Extended Care and applicable charges will apply. A parent or authorized adult must supervise student spectators at school-sponsored activities such as sports games. Drop-in care is available for a

special rate (BSC: \$15.00 per day; ASC: \$25.00 per day). Early dismissal day rate: \$35.00 per day. ASC late pick-up fees are accrued beginning at 5:00 p.m. It is \$15.00 for each 5 minutes or portion thereof after 5:00 p.m.

9.9 LIBRARY (K-8)

Trinity Lutheran School is blessed by a large and well-stocked learning commons thanks to our dedicated PTT. Each class has the opportunity to use the library on a weekly basis and check out as many as two (2) books at a time. Books may be checked out for one week and renewed twice in a row. The library employs a computerized check-out system. Two consecutive reminders are issued to students for overdue books. If required, the third notice is sent home to parents under the assumption that the book is lost or too damaged to return, and the replaced cost will be assessed and billed to the responsible party. Books that are returned in a damaged state will also need to be replaced or paid for by the borrower. A replacement fee of \$25 per damaged or lost library book will be assessed. The library is sometimes open before/after school for family use, and is sometimes used for other school/church/community events. Children may never be in the library without the supervision of an adult. Food and drinks are not allowed in the library unless otherwise approved by administration for a special event. A more comprehensive list of the library rules will be given to all students at the beginning of the year, and the school office will have copies of this list available for parent perusal.

9.10 LOCKERS (5-8)

Students in grades 5-8 are issued a locker in the upstairs hallway outside of the classrooms. Lockers for books and other supplies necessary for success at school and must be kept clean and orderly. Students should never keep anything else of value in lockers. The school is not responsible for lost, damaged or stolen property from lockers. Lockers may be inspected by the principal and teachers at any time; please see our search and seizure policy for more information.

SECTION 10: CAMPUS POLICIES

10.1 VISITORS

Trinity Lutheran School welcomes visitors for a variety of reasons such as volunteering in the classroom and helping with campus projects. We are committed to providing a safe and secure learning environment for our students. Parent involvement in school programs and activities is greatly appreciated by the staff and students. All campus visitors are expected to abide by this visitor policy.

- All visitors must enter through the front office and sign in with the Office Manager.
- Staff will provide the visitor with a badge that must be worn for the duration of the visit.
- All visitors must exit campus through the front office to sign out.
- Please walk the campus quietly.
- Enter and leave classrooms as quietly as possible.
- Allow teachers, aides, other volunteers, and students to work and play without distraction or interruption.

For classroom visitations/observations, parents and other authorized visitors must request an appointment directly with the classroom teacher in advance, unless otherwise authorized by the administration. Classroom visitations/observations should last no longer than 20 minutes, unless specifically authorized by the classroom teacher or administration.

As a reminder, teachers can often make themselves available before and after school.

10.2 VOLUNTEERS

Parent volunteers are vital to the success of the programs at Trinity Lutheran School. Volunteer opportunities may include helping in classrooms, assisting with field trips, completing minor maintenance tasks, or coaching athletics teams. Volunteers who plan to serve in a classroom more than two (2) days per month are required to have a TB clearance form on file with the front office prior to service. Background checks may be conducted for any volunteer at any time at the discretion of the administration.

10.3 TELEPHONE USE

Cell Phones may not be used or be on the student's person from 7:15 a.m. to 2:45 p.m. or in Extended Care unless specifically allowed with a teacher or supervisor's discretion and supervision for educational, emergency, or other approved purposes. Furthermore, the use of cell phones is prohibited during morning lanai time. Any other cell phone use must take place in the school office with prior approval by administration.

10.4 PERSONAL ITEMS

Some items* are inappropriate at school and may be confiscated by teachers and/or principal. This includes, but is not limited to:

- Gum/Candy, Toys/Games, Play Weapons
- Comic Books, Magazines, Skates/Skateboards
- Slippers/Flip-Flops, Wheeled-Shoes (Heeleys), Inappropriate Clothing
- Electronic Games, iPods, Electronic Music Devices
- Laser Pointers, Playing Cards
- Playing cards and collectible trading cards (including Pokémon cards)
- Teachers and administrators will make the final decision with regards to the appropriateness of items in the student's possession. Prohibited items may be confiscated by a teacher and returned later.

10.5 FOOD SERVICE

Trinity Lutheran School snack and lunch schedules are provided by individual teachers. Students in Preschool through Grade 8 may bring a snack from home each day. Children with food allergies can be accommodated in most cases, provided the allergies have been reported to the school office in writing no later than the first day of school.

The school contracts with a professional catering company for hot lunches in both the Early Learning Program and grade school. All catered meals are prepared according to USDA guidelines. A lunch menu for selection and ordering will be posted for the next month prior to the beginning of each month. Parents are responsible for the cost of this service.

Food delivery services such as DoorDash, Uber Eats, etc . are strictly prohibited.

While school faculty/staff make reasonable efforts to ensure students are appropriately nourished during the school day, it is ultimately the responsibility of the parent/guardian to provide lunch and snack for their children with either a home lunch or hot lunch order. There is no guarantee that a teacher will be able to contact a parent/guardian to furnish a

forgotten lunch or snack. If a child is without lunch, a small meal will be provided and families will incur the cost of a small lunch, \$5.75.

Soft drinks are not permissible.

Hot lunch purchases are not refundable in the case of a student's absence.

Due to time constraints and prohibitive laws, school faculty/staff are not allowed to heat up children's lunches. Hot food should be sent to school in insulated containers.

10.6 GUM CHEWING

Gum chewing is not allowed on campus for students, except with the permission of school administration.

10.7 LOST & FOUND

Students are encouraged to clearly label all personal belongings, including uniforms, jackets, lunch boxes, water bottles, and school supplies. Items found on campus will be placed in the school's Lost & Found area. Families are encouraged to check the Lost & Found regularly for missing items. Trinity Lutheran School is not responsible for lost, stolen, or damaged personal property. Unclaimed items may be donated, discarded, or otherwise disposed of at the school's discretion at designated times throughout the school year. To minimize lost items, students should avoid bringing unnecessary valuables to school.

10.8 CAMPUS CONDUCT

Trinity Lutheran School strives to maintain a safe, respectful, and Christ-centered environment for all members of the school community. Students and parents are expected to conduct themselves in a manner that reflects Christian values, demonstrating kindness, honesty, courtesy, and respect toward one another, school personnel, visitors, and school property. Disruptive behavior, inappropriate language, harassment, intimidation, threats, or conduct that interferes with the educational environment will not be tolerated. Parents and students are expected to work cooperatively with faculty, staff, and administration, following the principles of Christian civility and respectful communication. Trinity Lutheran School reserves the right to address behavior that is inconsistent with its mission and expectations and may take appropriate action when necessary to protect the safety, well-being, and integrity of the school community.

SECTION 11: UNIFORM & DRESS CODE

11.1 K-8 UNIFORM REQUIREMENTS

Students in grades K-8 must wear school uniforms during school hours.

As scriptures state, our body is a temple of the Holy Spirit. Therefore, Trinity Lutheran School endeavors to present our students in a decent, neat, respectable manner, endeavoring to maintain the highest all-around standards, including our students' appearance. The purpose of a dress code is to establish guidelines and standards for the proper dress and grooming of all Trinity Lutheran School students. The faculty of Trinity Lutheran School is firmly convinced that a student's attire and appearance directly affects his or her behavior and attitudes toward learning. The pride the students show in their appearance and their attire contributes greatly to their attitude in school and the respect they earn throughout the community. The goal of the Trinity Lutheran School uniform dress code is to encourage positive attitudes, enhance the learning environment, support proper behaviors, and emphasize good taste, comfort, health, and safety.

The following factors apply to the Trinity Lutheran School uniform dress code:

1. Uniform clothing must be purchased from our Trinity Lutheran School approved vendor, Pueo Print (<https://pueoprintco.com> school code: TLS96786), or through our Clothes Closet, which sells gently used Pueo Print uniform apparel.
2. The uniform school apparel must be properly fitted, neat, clean, and safe for school activities in and out of the classroom.
3. The uniform school dress code is a learning experience in the sense that it helps students become more responsible, accountable, and disciplined.
4. It is the student's responsibility to know, understand and follow the uniform dress code of the school.
5. It is the parents' responsibility to guide and educate their children as to appropriate school attire, to support the school's dress code, to assist the student in choosing proper attire, and to be aware of the clothing the student wears to school.
6. It is the school's responsibility to enforce the code. Trinity Lutheran School reserves the right to reject any clothing, hair styles, jewelry or any other unacceptable accessories or styles worn to school by students.
7. Such offenses will need to be immediately corrected and disciplinary actions may be necessary for drastic and/or repeated offenses.

Shorts, Skirts, Pants and Slacks: Boys' shorts (navy, black or khaki) may not extend below the kneecap. Pants and shorts must fit properly and be worn at the waistline and not worn in a saggy or baggy manner. A belt of appropriate length must be worn by students in grades 3 - 8 if the apparel was manufactured with belt loops (belt loops may NOT be removed). Girls may wear navy, black or khaki shorts, slacks, skirts, skorts, or jumpers. The hemline of all shorts, skirts, skorts or jumpers must be fingertip length (at the discretion of administration) and must be worn at the waistline. A belt of appropriate length must be worn by students in grades 3 - 8, if the apparel was manufactured with belt loops (belt loops may NOT be removed). A cloth sash, rope or ribbon is NOT a substitute for a belt.

Shirts: The uniform top for boys and girls must consist of a solid (single) colored polo shirt (green, gray or black) with the Trinity logo purchased from our official uniform vendor. The polo shirt may NOT have any visible logos, lettering, printing, graphics, or embroidery (large or small) other than the Trinity Lutheran School logo. Shirts must be fully tucked in at all times. Polo shirttails that are not long enough to be fully tucked in or will not remain tucked in during normal school activities may not be worn. Polo shirts must fit the student properly, not too tight and not oversized. Each student will be required to purchase at least one (1) Trinity Lutheran School HUNTER/FOREST GREEN polo shirt for field trip purposes.

CLOTHING CONDITION

All clothes must be neat, clean and may not show signs of excessive wear or repair. No tattered or torn apparel is permitted.

FOOTWEAR

Athletic shoes with socks will allow students to participate safely and comfortably in all school activities each day and are required for P.E. classes. Such footwear is highly recommended for daily wear. Closed-toe and closed-heel shoes with socks are required at all times. Shoes must be properly and securely tied (on the outside of the shoe) at all times. No CROCS at any time.

DRESS CODE VIOLATIONS

Any student in violation of the dress code may be sent to the office, sent home and/or held out of class or an activity until the infraction is corrected. This may result in an unexcused tardy or absence. Since parents are responsible for the daily dress and appearance of their children, they will be notified of any dress code violations and held responsible to bring in an appropriate change of clothing, as needed. Depending on circumstances, obvious and repeated dress code violations may result in disciplinary action.

Final Authority: These guidelines may be revised anytime, with or without warning. The school administration and/or teaching staff will make the final decisions regarding any dress code questions, issues, or disputes. The school will make every effort to notify families of any dress code revisions.

11.2 PRESCHOOL PROGRAM DRESS CODE

Students in the Preschool program are asked to wear closed toe shoes daily (no Crocs). Shoes should also go around the back of the heel to prevent slipping or sliding off. Students should wear elastic waist pants/shorts so that students may easily use the restroom on their own. Girls are asked to wear shorts under their skirts or dresses so that undergarments are not visible during play in the classroom or on the playground.

11.3 K-8 PHYSICAL EDUCATION (PE) UNIFORMS

PE uniforms may only be worn on scheduled PE days. Unless otherwise directed. PE uniforms must be purchased through Pueo Print Co. or through the school clothes closet.

11.4 SPIRIT WEAR

School Spirit Wear is an opportunity for students to show their Trinity pride while maintaining a neat and appropriate appearance. On Fridays, students may wear any Trinity Lutheran School T-shirt in place of the standard uniform polo shirt. Spirit wear must be an official Trinity shirt and should be worn with approved uniform bottoms and in accordance with all other dress code requirements. Spirit Wear Fridays are intended to promote school spirit, unity, and pride in the Trinity Lutheran School community.

11.5 OUTERWEAR GUIDELINES

Sweaters, Sweatshirts and Jackets: Trinity Lutheran School logo sweatshirts are the preferred outerwear and the only outerwear that will not be brought into question. Solid (single) colored sweaters (cardigan, pullover, or hoodie) may be worn in or out of the classroom, but note that the sweater may NOT have any noticeable logos, lettering, printing, graphics, or embroidery, other than an optional Trinity Lutheran School logo or insignificant company logo such as a small Nike swoosh. Raincoats, windbreakers, or other jackets may be worn outside only and solid colors are preferred; any logos, lettering, printing, graphics, or embroidery may at any time throughout the year be deemed inappropriate by any Trinity Lutheran School employee.

11.6 DRESS DOWN DAYS

Special guidelines are set for “free dress” or “non-uniform” days. Requirements include the same footwear rules as regular uniform days regarding shoes and socks. No narrow shoulder straps for tops or dresses (all tops/dresses must have short or long sleeves), and skirts or dresses must be at finger-tip length or longer. No low-cut necklines, tight clothing, or inappropriate graphics or wording is allowed on clothing (including wording that could carry a double-meaning). All apparel must be modest and suitable for our Christian environment. Please do not wear any questionable clothing to school. If a parent and/or student is unsure about the appropriateness of an article of clothing, check with the Principal prior to the free dress day for a ruling. Students not following these guidelines will be sent to the office until the guidelines are met. On specified spirit days, students may dress according to instructions. Students choosing not to dress for spirit days must wear regular school uniforms.

11.7 HAIR

Hair should be clean and neatly groomed for both boys and girls. No extreme, unkempt, or distracting hair styles or accessories will be permitted. No Mohawks, faux-hawks or other extreme hairstyles are permitted. Hair must remain a natural color without obvious dying; hair should not be streaked, bleached or otherwise altered in an obvious, extreme, or distracting manner. Designs may NOT be cut, dyed or bleached into the hair. All hair styles will be subject to the principal’s interpretation of this policy. A student wearing a style that is not permitted must restore their hair to an acceptable state immediately; the student may have the weekend following notification to fix the hairstyle, and if it is not fixed by the following week, the student will not be permitted to return to school until it is fixed.

11.8 JEWELRY & BODY ART

Jewelry must be modest and not distracting. Large hoop or dangling earrings are not permitted. Body and/or cartilage piercings (other than earlobe), tattoos or other body art or ornamentations, whether permanent or temporary, are not permitted at any time at school and school functions. Students may not write or draw on their skin or clothing with pens, markers or other writing devices.

11.9 MAKE-UP

The wearing of make-up by any student is NOT permitted.

11.10 HAT & CAPS

Hats and/or caps may not be worn inside the buildings, but may be worn for protection from the sun on the playground. Instructors may limit the wearing of the caps. Bandanas may not be worn at school.

11.11 CLOTHES CLOSET

The Clothes Closet is a place where families may find gently worn uniforms. All used clothing is \$5 per item. Check with the school office for dates the Clothes Closet will be open.

SECTION 12: STUDENT RECORDS & PRIVACY

12.1 RECORDS & ACCESS (K-8)

Students' parents or legal guardians are responsible for keeping student and family information updated in the school's information system, Sycamore. In accordance with Federal Law, parent(s)/guardian(s), or students over 18 years of age, may access student records. The school will comply with the request for copies of transcripts within the 24-hour requirement or one business day.

We presume that either parent and any listed legal guardian has equal access to students and student records. The parent(s)/guardian(s) is/are responsible for providing legal documentation to the school in advance if a parent should be refused access to a student or the student's information.

12.2 PRIVACY POLICY

Trinity Lutheran School seeks to protect the rights of students in accordance with the law. Information collected by the admissions, administration, or business offices of the school pertaining to any student, parent, or guardian will not be disclosed to any outside source other than school staff directly dealing with the child, except in areas and situations specifically required by law.

12.3 EDUCATIONAL RECORDS

Trinity Lutheran School maintains educational records for each student in accordance with applicable laws and school policies. Student records may include academic transcripts, report cards, assessment results, attendance records, health records, disciplinary records, and other information related to the student's educational experience. Access to student records is limited to authorized school personnel and the student's parent(s) or legal guardian(s), unless otherwise permitted or required by law. Requests for records must be submitted through the school office. Official records will be released to another educational institution upon written request and after all outstanding financial obligations to the school have been satisfied. To preserve the integrity of official records, sealed records should remain unopened when submitted to another school.

12.4 RECORDS REQUEST (K-8)

Students' parents or legal guardians are responsible for keeping student and family information updated in the school's information system, Sycamore. In accordance with Federal Law, parent(s)/guardian(s), or students over 18 years of age, may access student records. The school will comply with the request for copies of transcripts within the 24-hour requirement or one business day.

We presume that either parent and any listed legal guardian has equal access to students and student records. The parent(s)/guardian(s) is/are responsible for providing legal documentation to the school in advance if a parent should be refused access to a student or the student's information.

SECTION 13: PRESCHOOL PROGRAM POLICIES

13.1 PRESCHOOL MISSION

The mission of Trinity Lutheran School's Preschool Program is to provide a safe, nurturing, and Christ-centered environment where young children are encouraged to grow spiritually, academically, socially, emotionally, and physically. Through developmentally appropriate learning experiences, purposeful play, and meaningful relationships, we seek to foster a love of learning while helping each child recognize their value as a unique creation of God. In partnership with families, our Preschool Program strives to build a strong foundation of faith, character, confidence, and school readiness that prepares children for future success in both school and life.

13.2 ADMISSIONS & ENROLLMENT

To enroll in our Preschool or Pre Kindergarten classes, children must be three (3) years old or four (4) years old, respectively, by September 1st and be fully potty trained. Trinity Lutheran School defines fully potty trained as the child knows when he/she needs to use the bathroom and being able to do so without assistance. Trinity Lutheran School does not allow a child to come to school wearing pull-ups or similar style potty training garments. Students that have potty training accidents during school hours will be asked to stay home for two weeks to continue working on proper training.

Admissions, Enrollment, and Re-enrollment procedures can be found on our school website (www.tls-hawaii.org), on admissions/enrollment paperwork provided, or by contacting our school office (office@tls-hawaii.org).

Sources of preschool tuition subsidy include: Kamehameha Schools Pauahi Keiki Scholars, Preschool Open Doors, Child Care Connections, Child Care Aware of America, and Keiki O Ka 'Aina.

13.3 TOILET TRAINING REQUIREMENTS

To ensure students are prepared for the routines and expectations of the classroom, all children enrolled in Trinity Lutheran School's Preschool and Pre-Kindergarten programs must be fully toilet trained prior to their first day of attendance. Students may not wear pull-ups or diapers and must be able to independently recognize when they need to use the restroom, communicate that need, use the toilet without assistance, clean themselves appropriately, and dress themselves afterward. Occasional accidents may occur and will be handled with care and discretion; however, students who are not consistently able to meet these expectations may be required to delay enrollment or temporarily withdraw until toilet training is successfully completed.

13.4 ATTENDANCE

A phone call, email or Class Dojo message to the school office from a parent/legal guardian is required for an absence to be considered for excuse. To report an absence, call 808-621-6033 and press 9. At the tone, state the student's name, grade and reason for absence. You may also email office@tls-hawaii.org with this same information. Teachers are not to be contacted directly by parents/legal guardians concerning absences. A phone call or email will not automatically excuse an absence; the cause or reason for the absence determines its 'excused' or 'unexcused' status and is, ultimately, up to the discretion of the Principal.

All other absences are considered unexcused. Vacations are not considered excused absences, even if the school office has been notified in advance, and teachers are not obligated to create work either in advance or upon return of a

vacation. We encourage families to take advantage of our intersession and summer breaks to schedule vacations so that student learning is not interrupted and student performance and grades are not negatively affected.

If a student is absent for three or more days without excuse, the student is considered truant and further action may be taken according to Hawaii State Compulsory Attendance Law.

Participation in extracurricular activities such as athletics requires attendance for at least four hours that day.

Parents/guardians must phone the Office or provide written permission by 9am if a student will be leaving campus before dismissal. A parent/guardian listed on the child's approved pick-up list must sign the child out at the Office. If returning the same day, students must check in with the office upon return to the campus.

13.5 START TIME

Classrooms open at 7:15 a.m. Students dropped off before 7:15 a.m. are required to sign in to the Before School Care Program and will be charged accordingly or must stay with their parent/guardian until 7:15 a.m.

13.6 DISMISSAL

For full day students, regular dismissal is at 2:30 p.m. Every Wednesday, dismissal is at 1:30 p.m. For half day students, dismissal is at 12:30 p.m. every day.

Families with students in grades with different pick up times should use the later pick up time.

Students who are not picked up by 2:45 p.m. (or 1:45 p.m. on Wednesdays) will be signed in to the After School Care Program and charged accordingly.

13.7 FAMILY COMMUNICATION

School information is emailed to families, so it is crucial that every family keeps email addresses current through the school office. Every week, the school will send out a weekly school newsletter called “Trinity Weekly” that includes important reminders, announcements, and a preview of upcoming events. Parents are required to connect to ClassDojo, a free app that allows parents to send messages directly to the teacher, view photos posted by the teacher, and upload student work if necessary.

13.8 PARENT CONFERENCES

Parent-Teacher Conferences are scheduled during the first and third quarters. It is required that Preschool Program families attend a third quarter conference. Additionally, private conferences with a child’s teacher(s) may be scheduled anytime by contacting the child’s teacher directly.

13.9 FOOD SERVICE

Students need to bring a snack from home. To eliminate the concern for food allergies, all snacks are provided by the parents. Please report any food allergies to the school office in writing no later than the first day of school.

The school contracts with a professional catering company for hot lunches in both the Early Learning Program and grade school. All catered meals are prepared according to USDA guidelines. A lunch menu for selection and ordering will be posted for the next month prior to the beginning of each month. Parents are responsible for the cost of this service.

13.10 DRESS CODE

Students in the Preschool program are asked to wear closed toe shoes daily. Shoes should also go around the back of the heel to prevent slipping or sliding off. Students should wear elastic waist pants/shorts so that students may easily use the restroom on their own. Girls are asked to wear shorts under their skirts or dresses so that undergarments are not visible during play in the classroom or on the playground.

13.11 PROMOTION & RETENTION

Trinity Lutheran School believes in educating the whole child. Thus, promotion and retention are based on the child’s age, ability to work at present or assumed grade level, attendance rate, social-emotional growth, and behavior. A child will be placed each year at that grade level which is most appropriate to that level of his or her academic skill and ability to succeed socially.

13.12 TRAFFIC MANAGEMENT PLAN

The traffic management expectations outlined here are imperative for the safe and effective flow of traffic for all children and families.

Students in preschool and prekindergarten classes must be signed in and out of the classroom. Parents/Guardians must park on the back court/lawn off of Ho’olulu Rd and walk to the child’s classroom. The gates will be opened from 7:15am-8:00am. If arriving after 8:00am, parents may park in the California Avenue parking lot.

The parking lot behind the Sanctuary off of Uluwehi Street and the parking stalls in the California Avenue parking lot that face the school building are reserved for school faculty and staff.

Anyone picking up a child from school must be 18 years of age or older (unless specifically approved by the principal) and listed on the child's authorized pick-up list. All pick-up persons should be prepared to show a valid ID to any school personnel at any time.

SECTION 14: HANDBOOK ADMINISTRATION

The Trinity Lutheran School Parent/Student Handbook is intended to provide students and families with information regarding the school's mission, policies, procedures, expectations, and programs. This handbook is a guide and does not constitute a contract or create any contractual or legal rights between Trinity Lutheran School and any student, parent, or guardian.

Trinity Lutheran School reserves the right to interpret, modify, amend, suspend, or discontinue any policy, procedure, or provision contained in this handbook at any time, with or without prior notice, as circumstances warrant. The most current version of the Parent/Student Handbook will be maintained on the school's website and supersedes all previous editions and printed copies.

Parents and guardians are responsible for reviewing the handbook each school year and are encouraged to contact the Principal or school office with any questions regarding its contents. By enrolling a student at Trinity Lutheran School, parents/guardians acknowledge their responsibility to read, understand, and support the policies and expectations outlined in this handbook.