



Focused on Excellence - Centered in Christ  
*"For we walk by Faith, not by sight" ~ 2 Corinthians 5:7*

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## **Parent/Student Handbook**

### 2022/23

### **Trinity Lutheran School**

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Mr. Kyle Klemp, Principal  
Rev. Dr. Stephen Becker, Pastor

#### **Mission Statement:**

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

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.*

## 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 'Ohana. Welcome to our team!

We are proud to say that Trinity Lutheran School has been in existence since 1953. It was started by the members of what was, at that time, a newer ministry called Trinity Lutheran Church, 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, including Wahiawa, Mililani, Ewa, North Shore, and the nearby military bases.

Being a Christian school is important; however, so is being a school with high standards in all academic and nonacademic areas. We continuously strive to meet the needs of our students by enhancing our programs through research-based strategies, updated technology tools, and enrichment opportunities like Music Arts, Physical Education and Athletics, STEAM classes, Robotics, and more. It is exciting to see our students develop into successful graduates with great potential to impact their ever-changing world in high school, college, and beyond.

Our school's ministry offerings presently include the Preschool Program (encompassing Preschool and Prekindergarten classrooms), the Elementary School (Kindergarten through 8th Grade), and the Before and After School Care Programs for all grade levels. Trinity Lutheran Church is a vital component of the school ministry; along with regular worship services, Sunday school, and adult Bible studies, it provides our youth with opportunities for group activities, special events, and ways to get involved in worship.

Recommendations for school operations are offered through the California-Nevada-Hawaii District Office of the Lutheran Church, Missouri Synod. Global recommendations are offered through the synodical office in St. Louis. Other recommendations are garnered from accreditation visits. Trinity Lutheran School is 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 and your family to Trinity Lutheran School. Thank you for your dedication and partnership in your child's success, as well as the success of our whole organization. We are here to serve you in fervent love because of God's love for us as demonstrated in the sacrifice of His Son, Jesus Christ. Mahalo and God bless you!

In HIS peace,  
Kyle Klemp, Principal

## FROM THE PASTOR



Welcome to the Trinity Lutheran 'Ohana,

We are so thankful to have you and your child as part of our school, and want to invite you to be a part of our church as well. Trinity Lutheran Church seeks to share the love of Jesus through our school ministry and other outreaches. At Trinity, we are passionate about Jesus!

We invite you to share with us in the joy of Jesus! We are rooted in the one-way love of Jesus Christ for you and our community.

Pastor Stephen Becker earned his Master of Divinity in Pastoral Ministry in 2007, and then completed his Ph.D. in Christian Education in 2010. In addition to his pastoral duties with our Church and School,

he also serves as a Chaplain with the Hawaii Air National Guard's 154th Fighter Wing at Joint Base Pearl Harbor-Hickam one weekend a month.

Please join us if you are:

- Needing counseling or care,
- Wanting to be more engaged with service to our community,
- Desiring to spend time with brothers and sisters of grace,
- Seeking God's Word.

### Sunday School Program (3 years old to 8th grade)

Sundays at 9:00 AM in one of the Preschool or Pre Kindergarten classrooms

*With this program we aim to:*

- Touch the Heart: Connect with Emotions
- Open the Soul: Jesus-Centered
- Teach the Mind: Learn the Bible
- Involve the Body: Live it out!



Adult Bible Study - Sundays at 9:00 AM in the School Library, taught by Pastor

Worship - Sundays at 10:00 AM in the Sanctuary

If you ever have questions about life or faith I can be reached: face-to-face on campus most school days; by email ([sbecker@tls-hawaii.org](mailto:sbecker@tls-hawaii.org)); or by phone (808-621-6033 ext. 4).

Yours in Christ's Service,

Pastor Stephen Becker and the Trinity Lutheran Church 'Ohana

Church Website: [www.trinity-hawaii.org](http://www.trinity-hawaii.org)

Church General Email: [tlcsec@hotmail.com](mailto:tlcsec@hotmail.com)

## **SCHOOL WIDE INFORMATION & POLICIES**

### **MISSION**

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

### **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.

### **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 of 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.

### **MOTTO**

Focused on Excellence - Centered in Christ

## 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

## 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.

## 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.

## 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.

## 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.

## 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.

## 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.

#### THE 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.

## 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.

## 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.

## 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, Dining for Trinity events, and Amazon Smile. 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. Thank you for partnering with the PTT group!

## 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 09-1051). 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.

## TUITION & FEE PAYMENTS

Tuition payments are made annually, by quarter or semester, or in monthly installments. If paying monthly, the first monthly tuition payment is due on your Registration Day and all subsequent tuition payments for the year are due on the 15th of the month from August through April. If payment is not received in full by the 20th (5-day grace period), a \$50 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 pastor. 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, 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. In case of early withdrawal, 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 for students leaving during the first semester and the enrollment fee for families who are transferred off-island before the first day of school.

## 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 and is applied on Registration Day.

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 and is applied on Registration Day. 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 on Registration Day each year.

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

The Family Referral Credit is \$200 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.

#### 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) with a 15 minute grace period for picking up without being charged. 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: \$10.00 per day; ASC: \$20.00 per day). Early dismissal day rates include the following: 11:45 - 2:30: \$15.00; or 11:45 - 5:30: \$35.00. ASC late pick-up fees are accrued beginning at 5:35 p.m. It is \$15.00 for each 5 minutes or portion thereof after 5:35 p.m.

#### FOOD SERVICE

Trinity Lutheran School snack and lunch schedules are provided by individual teachers. Students in Kindergarten 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 Door Dash, 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.

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.

#### FIELD TRIPS

Field trips are a significant part of each student's learning experience and they are designed to correlate with and enhance curriculum. Students are expected to participate. At the teacher's discretion, alternative school work may be assigned to students who do not participate in a field trip. Parents must make arrangements off campus if their child is unable to or choosing not to attend a field trip. The student will be counted absent for the time missed when not attending a field trip.

Whenever possible, Trinity Lutheran School uses chartered buses for field trip transportation; private cars, the city bus, and walking are other methods used, depending on the trip. Only TLS students and teachers will ride the bus unless expressly allowed by the principal on a case-by-case basis.

A separate field trip information/permission form will be sent home for each trip, while details and reminders about the trip will be communicated by the classroom teacher. Parents are expected to inform both the classroom teacher and the school office if alternative pick-up arrangements have been made. A special sign-out procedure will be implemented should the field trip end after school dismissal time.

Volunteer drivers for any school trips or activities are required to have a copy of their valid driver's license and proof of current insurance on file in the office. A motor vehicle record check to insure a safe driving record may also be requested. Drivers and other chaperones are considered working volunteers while on a field trip and will be responsible for students assigned to their supervision by the teacher. Detailed expectations will be shared with all drivers/chaperones by the teacher before leaving for the trip.

Siblings are not permitted to attend TLS field trips unless expressly allowed by the principal on a case-by-case basis.

## 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.

## SCHOOL ATTENDANCE

Regular attendance and punctuality is one of the most significant aspects of academic success and is a highly regarded standard at Trinity Lutheran School that is both required and expected of all students. Poor attendance (absences and tardiness) interferes with a student's learning and citizenship, and, therefore, directly affects any student's level of achievement. Excessive unexcused absences and tardiness as determined by school administration may result in disciplinary action and a formal meeting to determine the underlying cause of poor attendance. Students are expected to attend at least 85% of the scheduled school days (present for more than 50% of the school day constitutes a single day's attendance). Failure to meet this standard may result in the student needing to repeat the grade level or being dismissed from Trinity Lutheran School.

## ARRIVAL & DEPARTURE

Students should not arrive on the grounds before 7:15 a.m., unless they are attending Before School Care; neither should they remain on campus after 2:45 p.m. Students on the grounds before 7:15 a.m. or after 2:45 p.m. will automatically be sent to Before or After school Care and the family's account will be charged accordingly. There is to be no playing on the grounds before school or after school unless it is a supervised activity. The school assumes no responsibility for unsupervised students who arrive prior to 7:15 a.m. and do not report to BSC; nor does the school assume any responsibility for unsupervised students who stay on campus after 2:45 p.m. and do not report to ASC.

## 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.

## 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.

## 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 run a computer lab with touch-screen desktop computers for whole-group instruction, individually-paced web-based learning, and research projects. In addition, we have 70 iPads shared by K-8 classrooms, as well as Chromebooks for small group/leveled instruction or individualized enrichment/support stations. 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.

## 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.

## 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.

#### 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.

#### ZERO TOLERANCE

Trinity Lutheran School upholds a zero-tolerance policy for weapons (real and perceived), smoking, 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).

#### ANTI-HARASSMENT

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 parent 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 student 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.

#### 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.

#### 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.

#### PARENTS' 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.

#### 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
- 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.

#### GUM CHEWING

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

#### 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.

#### 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.

#### 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. Forms are available in the school office. Trinity Lutheran School does not staff a nurse or other medical professional on staff at any time of day.

#### 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.

#### 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. A doctor's note is also required for each absence after a student has been absent a total of five days in a semester. 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.

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.

#### COVID-19

The COVID details outlined in this handbook are subject to change at any time based on the recommendations and mandates from the state & federal government and the CDC.

While Trinity Lutheran no longer has the resources to contact trace this year; if you have been known to be exposed to someone who tested positive for COVID, we would advise you to test for COVID and encourage staying home if you are exhibiting any symptoms.

Mask use by anyone on campus is optional at all times. If there are any positive cases on campus, the positive case will need to be quarantined for five days. In the event a classroom has a positive case, a letter will be sent to parents/guardians advising of such. Trinity will not contact trace beyond the described informational letter. It will be the decision of parents/guardians to quarantine &/or take a COVID-19 test.

Online learning will be reserved for positive cases only. Students who are absent from school for any other reason will follow the MISSING WORK DUE TO ABSENCE policy found in this handbook.

Trinity strongly encourages students to stay home if they are exhibiting any cold-like symptoms.

#### ACCIDENTS/INJURIES & EMERGENCIES (MEDICAL)

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.

#### 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.

#### CIVIL DEFENSE AND EMERGENCY 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.

## 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.

### 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. 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 Closures:** Closure of Trinity Lutheran School will be announced over the radio or the television. The announcement may state Trinity Lutheran School or it may state that D.O.E. Public Schools and/or HAIS (private) schools are closed. Trinity Lutheran School will not close until all students have been picked up.

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: Prior to our 6:30 a.m. opening, we will notify the radio station (KSSK: 59 AM or 92.3 FM) if we are forced to cancel school for a warning or disaster. Notice will be posted via email, the school website and the school's Facebook and Instagram accounts (@TLSHawaii).

#### FINAL NOTE

The Trinity Lutheran School Parent/Student Handbook provides parents and students with information regarding the school's policies, procedures, expectations, and services. The statements and policies in this document do not represent any kind of contract between parents and the school, nor do they create or confer any legal rights. This is a live document, which means it, and any statement contained in it may be changed, edited, updated, or deleted at any time. Furthermore, this document may be modified, suspended or revoked at any time without notice and without taking into consideration custom or prior practices. The most current version of the Handbook will always be posted on the school's website; the version posted on the school's website supersedes any prior documents. Parents are encouraged to consult with the school principal with regard to the information contained within this document. Parents are expected to have read, understood, and agreed to all statements in this Handbook prior to their child(ren)'s attendance at Trinity Lutheran School.



## **KINDERGARTEN THROUGH GRADE 8 INFORMATION & POLICIES**

### **ADMISSIONS & ENROLLMENT (K-8)**

Enrollment priority is given to those who are members of Trinity Lutheran Church and to families returning from the previous year. As space allows, additional students are enrolled on a non-discriminatory basis.

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

**FINANCIAL AID (K-8)** To enroll in our Kindergarten class, children must be five (5) years old by September 1st.

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.

Other Sources of aid to consider outside of Trinity Lutheran include: Kamehameha Schools Pauahi Keiki Scholars and Kipona Scholarship; and Preschool Open Doors.

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.

### **START TIME (K - 8)**

The main lanai opens with teacher supervision at 7:15 a.m. on school days for students in grades K - 8. Classrooms open at 7:30 a.m. Students are expected to be in their seats and ready to learn at 7:50 a.m. every day of the week. Students arriving after 7:50 a.m. are considered tardy and will need to follow the policy and procedure outlined below. Students arriving between 6:30 - 7:15 a.m. are required to sign in to the Before School Care Program and will be charged accordingly.

### **DISMISSAL (K-8)**

Regular dismissal time is 2:20 p.m. for grades K-4 and 2:30pm for grades 5-8

Every Wednesday is early dismissal at 1:20 p.m. for K-4 and 1:30pm 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.

#### 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.

#### ABSENCES (K - 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 (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 or email 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](mailto: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.

#### 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 5:30 p.m. on the glass bookcase 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.

#### 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.

#### 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 is also used to contact faculty and staff. To be able to access Sycamore Education you must include your email address on the Sycamore Information System Form. Once your account is established, you can view the information, day or night, at <http://www.sycamoreeducation.com>.

#### FAMILY COMMUNICATION (K-8)

School information is emailed to families, so it is crucial that every family keeps email addresses current through Sycamore. 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" at the start of the school year for the delivery of 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 in grades K - 8 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](http://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.

#### OUTDOOR EDUCATION (K-8)

Students in grades 7 - 8 travel to an outer island in the fourth quarter for a unique educational experience. The initial, non-refundable deposit is due on Registration Day, with additional payment(s) scheduled thereafter as published by the trip's lead teacher.

Students in 5th grade join other island Lutheran schools for a two-night trip to Camp Erdman, while students in 6th grade participate in an individual camp experience on the island. Both trips typically take place in the first quarter of the school year.

The initial, non-refundable deposit for all of these trips is due on Registration Day, with additional payment(s) scheduled thereafter as published by the trip's lead teacher, along with all necessary details about the trip.

#### 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.

#### 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.

#### 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.).

#### PHYSICAL EDUCATION (K-8)

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.

#### FINE ARTS (K-8)

Trinity Lutheran School believes in the importance of Arts education. Music Arts, 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. Students in grades 4 - 5 participate in Choir, while students in grades 4 - 8 are offered the choice of Beginning Band or Band as an elective. There is a \$50 per student, yearly fee for Band. For detailed information about Choir, Beginning Band, and Band, including fees, policies, and expectations specific to these programs, please see our Music Arts Director.

#### CURRICULUM MATERIALS & SCHOOL SUPPLIES (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.

#### LOCKERS (K-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.

#### 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. 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.

#### 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 SAT/OLSAT scores.

#### GRADING SCALE & GPA

Grading is on a four-point progressive scale for Grades K-2 as follows.

- 4- Student exceeds expectations: 90-100% correct
- 3- Student consistently meets expectations: 80-89% correct
- 2- Student is progressing with guided practice: 70-79% correct
- 1- Student has not yet met expectations: 69% or below

Grading is on a percentage basis for all subjects for Grade 3-8 on a 4-point GPA scale.

Letter Grade	Percentage	GPA
A+	97% and above	4.2
A	93-96%	4.0
A-	90-92%	3.8
B+	87-89%	3.3
B	83-86%	3.0
B-	80-82%	2.7
C+	77-79%	2.3

C	73-76%	2.0
C-	70-72%	1.7
D+	67-69%	1.3
D	63-66%	1.0
D-	60-62%	0.7
F	59% and below	0.0
INC = Incomplete	n/a	n/a

### ACADEMIC AWARDS

Middle School (6 - 8) Academic Awards will be calculated according to the 4-point GPA scale above, with subject grades weighted according to type and frequency.

- Principal's Award = Straight A's or 4.0 and higher (No C's)
- 1st Honors = 3.5–3.99 (No C's)
- 2nd Honors = 3.0–3.49 (No C's)

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

- Principal's Award = All A's
- 1st Honors = All A's and B's (Nothing lower than 85%)
- 2nd Honors = All A's and B's (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.

### ACHIEVEMENT TESTS & BENCHMARK ASSESSMENTS (K-8)

Standardized Achievement Tests (Stanford 10/OLSAT 8) are given in the spring to students in grades 2 - 8. 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 SAT's 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. Students in K - 8 complete benchmark assessments three times per year in order to gauge their reading skills, drive teacher planning, individualize instruction, and offer enrichment or support for students according to their reading level. Teachers at all grade levels, PS - 8, also use other forms of diagnostic and progress-monitoring assessments throughout the year.

### 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.

#### PARENT-TEACHER CONFERENCES (K-8)

Parent-Teacher Conferences are scheduled during the first and third quarters. First quarter conferences are required for 1st-8th grade families; and a third quarter conference is required for kindergarten families. Additionally, private conferences with a child's teacher(s) may be scheduled anytime by contacting the child's teacher directly.

#### PROMOTION & RETENTION (K-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.

#### ATHLETICS PROGRAM

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 \$50 year 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, 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. Schedules are also published on the school's website.

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.
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.)

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.

## 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.

## UNIFORMS & DRESS CODE

Students in grades K-8 wear school uniforms, while students in the Early Learning Program wear their own clothing according to the dress code.

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 PTT's 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 GREEN polo shirt for field trip purposes.

**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.

**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.

**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 dyeing; 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.

**Jewelry and 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.

**Make-Up:** The wearing of make-up by any student is NOT permitted.

**Hat and 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.

**Special Dress 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. PE uniforms may only be worn on scheduled PE days. Unless otherwise directed, students will always wear their regular school uniform on all school field trips with a HUNTER GREEN polo shirt. Students not adhering to the uniform dress code will not be permitted to go on the field trip. For special events and trips where water activities are planned, student swimwear must be modest in appearance.

**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.

#### **PTT CLOTHES CLOSET (K-8)**

The PTT Clothes Closet is a place where families may find gently worn uniforms. All used clothing is \$2 per item. Check in the school office for PTT Clothes Closet procedures.

## **PRESCHOOL PROGRAM INFORMATION & POLICIES**

### **FAMILY COMMUNICATION (PRESCHOOL PROGRAM)**

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.

### **FOOD SERVICE (PRESCHOOL PROGRAM)**

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.

### **ADMISSIONS & ENROLLMENT (PRESCHOOL PROGRAM)**

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.

### **START TIME (PRESCHOOL PROGRAM)**

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.

### **DISMISSAL (PRESCHOOL PROGRAM)**

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.

### **ABSENCES (PRESCHOOL PROGRAM)**

**A phone call or email 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](mailto: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.

#### TRAFFIC MANAGEMENT PLAN (PRESCHOOL PROGRAM)

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 715am-8am. If arriving after 8am, 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.

#### PARENT-TEACHER CONFERENCES (PRESCHOOL PROGRAM)

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.

#### PROMOTION & RETENTION (PRESCHOOL PROGRAM)

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.

#### DRESS CODE (PRESCHOOL PROGRAM)

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.

#### COVID-19

The COVID details outlined in this handbook are subject to change at any time based on the recommendations and mandates from the state & federal government and the CDC.

While Trinity Lutheran no longer has the resources to contact trace this year; if you have been known to be exposed to someone who tested positive for COVID, we would advise you to test for COVID and encourage staying home if you are exhibiting any symptoms.

Mask use by anyone on campus is optional at all times. If there are any positive cases on campus, the positive case will need to be quarantined for five days. In the event a classroom has a positive case, a letter will be sent to parents/guardians advising of such. Trinity will not contact trace beyond the described informational letter. It will be the decision of parents/guardians to quarantine &/or take a COVID-19 test.

Online learning will be reserved for positive cases only. Students who are absent from school for any other reason will follow the MISSING WORK DUE TO ABSENCE policy found in this handbook.

Trinity strongly encourages students to stay home if they are exhibiting any cold-like symptoms.