

August 8, 2017



Dear Trinity Parent or Guardian,

At our last faculty meeting, we discussed and passed a number of policies to be effective for the upcoming 2017– 2018 school year. This letter outlines those changes.

It is the responsibility of the administration and Trinity's teaching ministers to enforce these policies. To that end, we need your cooperation. If a student is disciplined for not following any school policy, we need all parents to be cooperative and respectful to our dedicated staff and supportive of their decision. Every policy is designed to create a positive and Christian learning environment with the best interest of all our students in mind.

If you have questions or concerns regarding any policy, please contact Trinity Lutheran School's Administration.

We thank you for your continued support of Trinity Lutheran School.

Serving the Master Teacher,

Trinity Lutheran School Administration

Below and attached are the 2017-2018 additions to the Parent-Student Handbook.

All current families need to retain their handbook from the 2016-17 school year as the policies within remain effective.

Fully revised handbooks are distributed to all Trinity families every other year.

Families and students new to Trinity for the 2017-18 school year will be given a 2016-17 handbook at orientation registration.

### ***WORSHIP ATTENDANCE (Complete policy begins on page 9)***

Worshiping our God is at the very foundation of our Christian life. Our relationship with Him is at the very core of our belief, and worshiping on a regular basis strengthens that relationship. For this reason Trinity's Governance Board has adopted a Minimum Worship Attendance policy.

As described in the covenant signed by parents and guardians at the beginning of each school year, this policy **requires that each Trinity member family who has children attending Trinity School must worship, as a family (parents/children or parent/child), at a minimum of 50% of the worship services available to them each quarter of the school year.**

Quarters will be based on the school year calendar, i.e. the beginning of school in August until the completion of the first marking period in October is one quarter. **Church attendance at worship will be based upon the attendance cards submitted at the worship service. It is important that a family member take the time to register their attendance.** ~~If you worship at a different church on a particular Sunday, please feel free to contact the church office and indicate such to the secretary.~~ In addition, each classroom teacher will take church attendance; however, the attendance cards will be the sole basis for this policy.

The Senior Leadership Team has established the following procedures should the attendance policy not be met:

- ~~1. For the upcoming quarter the family will be on a probationary status during which the 50% attendance must be accomplished.~~
- ~~2. If after consecutive quarters the attendance policy is not met, Community Rate tuition amounts will be applicable for any student who continues with his or her education at Trinity until such time appointed representatives from the Governance Board agrees the Worship Attendance Policy has been fulfilled.~~

~~3. Trinity recognizes there may be certain circumstances, (i.e. long-term illness, care for an ailing relative, etc.) which might prohibit a family from completing their commitment. Should this be the case, please contact the school principal, and he or she will direct your concerns to the appropriate individuals.~~

***NEW: If after one quarter the attendance policy is not met, the family will be placed on the Community Rate tuition amount for the remainder of the school year.***

### ***DRESS CODE FOR BOYS: GRADES 1-8 (Complete policy is on page 13)***

Boys are required to wear:

Shirts ... Short or long sleeved, that are plain (~~devoid of pictures or printing~~), patterned or a solid color. Shirts must be appropriately sized; no tight fitting or oversized garments are allowed.

Sweaters ... Sweaters with long sleeves, short sleeves, or a sweater vest are acceptable. Sweaters are to be plain (~~devoid of pictures or printing~~), patterned or a solid color.

***NEW Shirts and sweaters may be plain, patterned or have words and pictures. Any items considered distasteful or displaying inappropriate language, especially clothing representing skulls, alcohol, drugs or any group or products considered to be opposite of the values taught at Trinity, will continue to be unacceptable.***

### ***DRESS CODE FOR GIRLS: GRADES 1-8 (Complete policy begins on page 13)***

Girls are required to wear:

Shirts/Blouses ... Blouses, shirts, or tops that are short or long sleeved and are plain (~~devoid of pictures or printing~~), patterned, or a solid color. Girls will wear tops that extend below the waistline (without any midriff exposure at any time). An example of a shirt length would be if the arms are raised above the head, no part of the midriff or back should be exposed. Shirts will not be of an extreme large size or too tight fitting. Students may wear sleeveless tops (excluding tank tops). Tank tops are never to be worn.

Sweaters ... Sweaters with long sleeves, short sleeves, or a sweater vest are acceptable. Sweaters are to be plain (~~devoid of pictures or printing~~), patterned, or a solid color.

***NEW Shirts, sweaters and dresses may be plain, patterned or have words and pictures. Any items considered distasteful or displaying inappropriate language, especially clothing representing skulls, alcohol, drugs or any group or products considered to be opposite of the values taught at Trinity, will continue to be unacceptable.***

### ***DETENTIONS (Complete policy begins on page 16)***

Trinity Lutheran School has established an after-school "detention system" for students in Grades 1-8. Any teacher may issue a disciplinary detention for disrespect, defiance or any other behavioral problem as determined by the teacher. In addition a student may receive an academic detention. If a student receives an academic detention it will be noted on their detention slip and that student is to work on homework while serving their detention. If a student receives a disciplinary detention they are to sit quietly at the desk and are not allowed to complete any work. ~~Students in grade 1 will serve a fifteen (15) minute detention from 2:45 - 3:00 pm.; students in grades 2-6 will serve a thirty (30) minute detention from 2:45 - 3:15 pm.; students in grades 7 & 8 will serve a 45-minute detention from 2:45 - 3:30 p.m.~~

***NEW Students in grade 1 through 8 will serve a 45-minute detention from 2:45 - 3:30 p.m.***

## **MANDATORY TUTORING**

Any student placed on Academic Probation, Academic Ineligibility (for participation in extra or co-curricular activities), or not completing homework regularly must attend Peer Tutoring at a minimum of one time per week.

Failure to do so could jeopardize enrollment.

***This policy has been eliminated.***

## **HOMEWORK** (Complete policy on page 25)

***NEW: LATE WORK...In grades 4 – 8 the student may bring a note from his/her parent/guardian indicating his/her homework is not completed for the day (this only applies to assignments that were assigned the day before the work is due). If this happens, the student may hand in his/her homework the next day and obtain full credit. If a student does not have a note from his/her parent or guardian on the day the homework is due, he/she may bring the note and homework the following day and receive a grade minus a 10% penalty. After this time no credit will be issued for any missing homework assignment(s). Extenuating circumstances may allow for teacher discretion when applying this rule.***

~~In addition, students may be asked to have tests, daily work, or progress reports signed by parents or guardians. If that is the situation:~~

- ~~• Students will be given two (2) days to return the item (example: on Monday, the test is handed back to the student, he or she has to return it to the teacher by Wednesday's class period). No phone calls will be allowed.~~
- ~~• A detention may be issued to the student for neglecting to return a signed test at class time of the second day.~~

***NEW: Now that parents have access to RenWeb, Trinity's on-line system for tracking student's grades and completion of assignments, for review at any time, the administration no longer feels there is a need to have parents sign and return work, tests or quizzes. We strongly encourage parents to review RenWeb often to track their child's progress throughout each quarter.***

## **FIELD TRIPS** (Complete policy begins on page 26)

**Field trips are an integral and vital part of the educational program at Trinity.** Planned trips away from the school building during school hours are designed to enhance the curriculum of the school. Removing a student from this activity for any other reason except illness is detrimental to the child's education. For this reason all students are expected and required to attend **every** field trip sponsored by the school. The teacher or administration, for all class or school field trips, will send a permission slip home. Non-participation will be treated as an absence from school.

The cost of a field trip is determined with the understanding that every student will participate in the experience; consequently, **all** students are expected to remit the non-refundable amount for their portion of the trip at a minimum of ~~one week~~ prior to the planned event.

***NEW...all students are expected to remit the non-refundable amount for their portion of the trip at a minimum of two weeks prior to the planned event.***