



**TRINITY LUTHERAN  
CHURCH & SCHOOL**

**2020-2021  
Parent -Student  
School Handbook**

**Trinity Lutheran School  
1200 N. 56<sup>th</sup> Street  
Lincoln, NE 68504  
(402)466-1800**

# Table of Contents

## Who We Are

Mission and Vision Statements	4
Motto	4
Theme	4
Educational Statement of Purpose	4
Philosophy of Trinity Lutheran School	4
Christian Beliefs	4-5
Organization	5
Trinity Lutheran School Faculty & Staff	5
Administration	5
School Board Members	5

## Education at Trinity Lutheran School

Curriculum & Instruction	6
Children’s Worship	6
Chapel Offerings	6
Statement of Recognition	6
Statement of Accreditation	6

## Enrollment Process/Requirements

Basic Requirements	7
Order of Admissions	7
Special Education Needs	7-8
Final Approval Disclaimer	8
Statement of Non-Discrimination	8
Continuous Enrollment	8

## Trinity Lutheran School Expectations

Expectations	9
Grievance	9
Christian Discipline	9-10

## General Procedures, Information and Notices

General Information	10
School Hours	10
School Attendance	10-11
Leaving School Grounds	11
Homework/Assignments	11
Books & Supplies	11
Desks & Lockers	11
Church & Sunday School Attendance	11
Telephones	11
Bicycles	11
Relation to Public Education System	11-12

Fundraisers	12
School Closings, Delays, and Notifications	12
Home & School Relations	12
Office Communication	12
Open House/Home Visits	12
Report Cards	12
Parent-Teacher Conferences	12-13
Testing Program	13
Visiting School	13

## School Policies

### *Health and Safety Policies*

Authorized Pick-Up Policy	14
Accident Policy and Procedure	14
Illness	15
Communicable Diseases	15
Head Lice	15
Medical Plans	15
Medications	15-16
On-going Medication	16
“5 Rights”	16
Weather/Recess	16
Weapons	16
Tobacco	16
Emergency Policy and Procedure	16
Natural Disaster Policy	16-17
Emergency Procedures	17
Child Abuse & Neglect Policy & Procedure	17-18

### *Additional Policies*

Absences & Tardies	18-19
Behavior	19
Bullying	19
Dress Code	19-20
Detention	20
Suspension	20
Expulsion	20
Property Damage	20
Promotions	20
Grade Retention	21
Family Educational Rights to Privacy (FERPA)	21
Trespassers	21
School Insurance	21
Lost & Found	21
Student Awards	21
Trinity Pride	22
Tiger Academic Growth Award (TAG)	22

Academic	22
Attendance	22

**Student Services**

Hot Lunches	23
School Wellness Policy	23
National School Lunch Program	23
Non-Discrimination Statement	23-24

*Childcare*

Early Childhood Learning Center	25
Childcare Program	25
Extended School Day/Non-School Day	25
Summer Camp	25

*Additional Services*

Counseling	25
Library	25
Special Education	25

**Get Involved**

Student Activities	26
Academic Bees	26
Athletics	26
Band	26
Choir	26
Field Trips	26-27
Gathering of the Talents	27
Performances	27

*Clubs*

Drama Club	27
Game Club	27
Make & Take	27
Mile Munchers Walking Club	27
Tiger Kidz	27

*Parent Involvement*

Parent Teacher League (PTL)	27-28
Volunteer Opportunities	28

**Financial Information**

Finances	28
Tuition Agreement	28-29
Discounts	29
Multi-Child Discount	29
Tuition Incentive Policy	29

Registration & Fees	29
Tuition Payment Options	29
Lunch & Childcare Payments	29-30
End of the School Year Finances	30
Notice on Collections	30

**Trinity Lutheran Church Participating Member Status**

Student Member Info	31
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**Statement of Agreement and Understanding**

Parent/Guardian Signature page	33
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## Who We Are

### Mission Statement

The mission statement of Trinity Lutheran Church and School is "Connecting People to Christ in His Word and Love."

### Vision Statement

The mission statement of Trinity Lutheran Church and School is "We exist to be an Outward Expression of God's Love to our neighbors."

### Motto

The motto of Trinity Lutheran Church and School is "Know Him, Share Him, Serve Him".

### 2019-2020 School Year Theme

The theme for the 2020-2021 school year is "Fix Our Eyes On Jesus" - Hebrews 12:2

### Educational Statement of Purpose

Help adults and children alike grow together into the fullness of Christ to bring his love to all people by:

1. Providing quality Christian educational opportunities;
2. Helping families grow in the wisdom and knowledge of God;
3. Assisting all members in becoming disciples and servants of Jesus Christ.

### Philosophy of Trinity Lutheran School

At Trinity Lutheran School we are committed to providing each child with excellence of Christian instruction and training in the Christian faith. Our chief concern is to help the child grow spiritually. Through the WORD OF GOD and the HOLY SPIRIT we seek to enable every student to:

**KNOW GOD** and His forgiving love in Christ (John 20:31)

**RESPOND TO GOD** in faith and love (1 John 4:7-19)

**IDENTIFY** him/herself as a CHILD OF GOD (1 John 3:1)

**GROW** in self-understanding and self-acceptance (1 Corinthians 3:5-11)

**EXPRESS** his/her faith through service to others (1 Corinthians 12:4-6)

**RELATE** responsibly to all of creation (1 Corinthians 13:11)

**LIVE** in the HOPE of eternal salvation (John 3:16)

### Christian Beliefs

Christian beliefs, as understood and taught in the Lutheran Church-Missouri Synod (LC-MS), extend to everything that is done at Trinity. Christian instruction is not only carried out formally, but is integrated into the study of every subject. Students are immersed in a Christian atmosphere, surrounded by teachers, administrators, pastors, and staff members who strive to have their very presence be a testimony to the Christian faith and our distinctively Lutheran manner of expressing that faith.

We know that each of us sins daily, that we have a sincere need to repent of those sins, and that we need to be reconciled with God and with one another. We know that Jesus Christ died and rose again to forgive all sins. Not one of us is better than another. This said, we recognize there are sins that are more obvious than others. We believe and teach that when obvious sins are not dealt with in a scriptural manner (repentance, forgiveness, and reconciliation) they can seriously damage the Christian community.

The LC-MS is a creed-based church body with definite beliefs on many points of Christian faith. For instance, we affirm: the sanctity of human life from conception, the importance of a stable family life, faithfulness in marriage, and abstention from those things that would harm our physical bodies. God's Word shows us that cohabitation, homosexual relations, and sexual relations outside the marital relationship are opposed to the plan that He established at creation. While we will not shy away from any of these teachings, we also will not deny

admission as a result of these sins. This is a place where all sinners can find relief.

At Trinity Lutheran School we expect that the families of our students will not act in a way that is contrary to, or disrupts the teachings of this school in matters of religious faith and personal conduct. Family members are not required to believe or confess the teachings and beliefs of the LC-MS. However, family members may not act in a way that may negatively affect the school, promote beliefs that are contrary to those of the LC-MS, or otherwise weaken or undermine the culture being developed at the school.

### **Organization**

Trinity Lutheran School is a full-time Christian elementary school serving students ages 18 months through grade five. It is owned and operated by Trinity Lutheran Church, a member of the Lutheran Church-Missouri Synod. The school has been in continuous operation since 1882 and has been at its present location, 1200 North 56th Street, Lincoln Nebraska, since 1964. In 1994 a new gymnasium, offices, two classrooms, workrooms and storage rooms were added.

### **Trinity Lutheran School Faculty & Staff**

Mr. David Kumm, Principal  
Mrs. Melissa Green, Childcare Director  
Mrs. Kendra Kristalyn, Administrative Assistant  
Mrs. Kara Danforth, Recruitment/Marketing  
Mrs. Jennifer Obrist, Butterfly Toddlers  
Mrs. Margeaux Maul, Bumblebee Toddlers  
Mrs. Connie Dirks, Preschool  
Mrs. Amber Christensen, Pre-Kindergarten  
Miss Taeva Hoppe, Pre-Kindergarten  
Mrs. Stacy Leimbach, Kindergarten  
Miss Bonnie Naber, 1st Grade & Library  
Miss Candace Jurchen, 2nd Grade & Music/Choirs  
Mrs. Sheila Ziems, Team Teacher  
Ms. Crystal Burgess, 3<sup>rd</sup> Grade  
Miss Rachel Hoffman, 4<sup>th</sup> Grade  
Mrs. Karissa Heun, 5<sup>th</sup> Grade  
Mrs. Renae Lebo, Technology  
Mr. Jesse Soenksen, Property Manager

### **Administration - Updated June 2020**

A minimum of seven lay representatives from Trinity Lutheran Church form the Board of Trinity Lutheran School (School Board). The Pastor(s), Principal, and Early Childhood Center Director. The primary purpose of the Board is to formulate policy by which the Principal, faculty and staff can conduct the day to day operations of the school. The Board meets monthly to hear reports and to act upon any recommendations. School families and/or the public are invited to the School Board Meeting during the "open forum." For items to be discussed or questions and concerns to be heard by the School Board, the chairman must be notified (in written form) no later than the Wednesday preceding the regularly scheduled school board meeting. These meetings are typically scheduled for the second Monday evening of most months.

### **School Board Members – 2020-2021**

Dorinda Magnus, Chair  
Cheryl Wiemer, Vice Chair  
Lester Dux, Secretary  
Brian Claycomb  
Stewart Hakenewerth  
Karstin Ptaschek  
Michelle Wendt  
Rev. Daniel Wing, Pastor (Ex Officio)  
Melissa Green, ECE Director. (Ex Officio)  
David Kumm, Principal (Ex Officio)

## Education at Trinity Lutheran School

### Curriculum & Instruction

Trinity Lutheran School provides a comprehensive program of education for Kindergarten through Fifth Grade that includes the core areas of reading and other language arts, mathematics, science, social studies, plus course work in physical education, art, music, and technology. Bible study is taught at all levels. All subjects are taught with a Christian approach and are given a Christian interpretation. All students will participate in Bible study classes as they pertain to our Christian teachings and values. This includes children from families who are non-denominational and/or who practice non-Christian beliefs.

Each year one or more specific areas of the curriculum are researched and evaluated by the teachers and the administration. As a particular area is modified, a part of the modification may include the adoption of a new textbook series and other curricular materials. Generally, materials and textbooks from both Christian and secular publishers are reviewed. Teachers are involved in curriculum mapping and integrating the Christian faith into their lesson structure.

### Children's Worship

Children learn much about Christian worship by participation in church life with their family. By our Lord's command, it is essential that we continue in worship, instruction, the use of the sacraments and home Bible study, as well as living the faith in everyday situations.

In addition to the formal classroom study of religion, the children participate in daily room devotions. Moreover, every week all students assemble in the school gym for a weekly chapel service. This service is planned as a children's

service and helps the students learn various forms of liturgy and songs used in regular worship services. Classes contribute to the Chapel services with the singing of a choral anthem. Parents and friends are invited to attend as often as possible.

### Chapel Offerings

Chapel Offerings are brought weekly by the students and teachers and staff. These gifts of money, food, clothing and/or other non-perishable items are given to a project (church, missionary, relief agency, homeless shelter, etc.) as selected and designated by the faculty and/or students.

### Statement of Recognition

Trinity Lutheran School is recognized by the State of Nebraska as a school in good standing with the state. Trinity Lutheran meets the same standards as required of all Nebraska parochial schools according to Rule 14.

### Statement of Accreditation

Trinity Lutheran School has also been recognized as a Nationally Accredited School by the National Lutheran School Association Commission and the Nebraska District of the Lutheran Church – Missouri Synod.

## Enrollment Process/Requirements

### Basic Requirements

1. Parent(s)/guardian(s) wishing to enroll (a) child(ren) for the first time in Trinity Lutheran School must complete an application form and submit it with a deposit for the application to be considered.

Applicants for the 18-month Toddler program must be 18-months of age. Applicants for the 3 year old Preschool program must be three (3) years of age and potty-trained on or before July 31st. Applicants for Pre-Kindergarten must be four (4) years old on or before July 31st of the year in which they are enrolled. Kindergarten applicants must be five (5) years old on or before July 31st. Finally, First grade applicants must be six (6) years old on or before July 31st. An Assessment test will be available by parent request for those Kindergartners who do not meet the date deadline.

2. Children entering a Nebraska school for the first time must provide immunization and dental records to the school prior to the start of the school year as required by Nebraska State law.
3. Parents shall agree to abide by the financial conditions as set forth in the payment schedules established yearly by the School Board where all accounts must be paid in full by the end of the current school year.
4. Children shall submit to and accept training in the teachings of the Lutheran Church – Missouri Synod, taken from the Bible, as taught by the faculty of Trinity Lutheran School.

### Order of Admissions

1. Children currently enrolled in the Toddler Program through grade 4.
2. Children whose parents are members of Trinity Lutheran Church.
3. Siblings of children currently enrolled in Trinity Lutheran School.
4. Children of sister LCMS congregations.
5. Children who are un-churched according to the following guidelines:
  - a. The child is in good health;
  - b. The child is not a discipline problem;
  - c. The child has abilities which allow him/her to function in a regular education classroom;
  - d. The child shall be encouraged to attend church and Sunday School regularly.

### Special Educational Needs

Trinity will review information of each student's educational needs on an individual basis. A child study team composed of teachers from one grade level below, the child's current grade level, and at least one grade level above, and the school principal will review all the information provided with the student's application for enrollment. The team will include prayerful guidance in making all decisions.

Decisions for acceptance of enrollment are determined by:

1. Assessing test information;
2. Reviewing any Individual Educational Plan (IEP) or Provisional Student Plan from a school or school system;
3. Areas of need: Physical, vision, hearing, speech, physical mobility, motor skills, emotional, behavioral, cognitive, and academic;
4. Accommodations needed;
5. Modifications needed with materials or instruction;

6. Determine if Trinity has the faculty and resources to meet the student's needs.

**After careful review of the student's strengths and needs, the child study team with direction from the school administration, will decide on our ability to meet the needs of the child at our school.**

Trinity will utilize support resources available in support of our diverse learning, including professionals through the public school district.

These professionals are accessible after qualifying through an evaluation process with the public school district.

#### **Final Approval Disclaimer**

There is no guarantee of enrollment at Trinity Lutheran for any or all students. The School Board in consultation with the Principal, will give final approval for student enrollment. A probationary enrollment period may be put in place. Final acceptance will be determined by the Principal based on the recommendation of the child's teacher that the child is doing satisfactory academic work and behavior is acceptable.

#### **Statement of Non-Discrimination**

*Updated May 2020*

Trinity Lutheran School admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admissions policies, scholarship and loan programs, and athletic and other school-administered programs. Trinity Lutheran may give preference in admissions to students who are members of Trinity Lutheran Church followed by those who are members of Lutheran Church-Missouri Synod (LCMS) congregations.

#### **Continuous Enrollment –Added May 2018**

Trinity Lutheran School offers Continuous Enrollment. Rather than an OPT-IN annual re-enrollment process, Trinity Lutheran School's re-enrollment is an OPT-OUT process. Continuous Enrollment allows us to make the enrollment process easier for families, so if they plan on having their child or children enrolled in Trinity for the following school year, they don't have to worry about filling out all of the paperwork associated with re-enrollment.

The only thing that we ask parents to do during the Continuous Enrollment Time Frame (February – April 15) time is to pay the Registration Fees for their children. We ask that registration fees are paid by April 15 to finalize this Continuous Enrollment. We offer "Early Bird Registration" where registration fees are reduced if they are paid by March 15. After March 15, the regular registration fees will apply.

For any families who will unfortunately be leaving us, we ask that we are notified by April 15, so we can make preparations for the upcoming school year. For families that decide not to return to Trinity Lutheran School after the April 15 deadline, they will be contractually obligated to pay 1 month of tuition. While this penalty may seem steep, many schools require a semester or even a year of tuition once a family is enrolled for the following year, and then decide not to return.

## Trinity Lutheran Expectations

### Expectations

1. Children shall conduct themselves such that under the instruction, training and admonition of the faculty they will also be a positive spiritual influence on others with whom they come in contact.
2. Children shall comply with all rules and regulations of the school so as to insure operation of the school in an efficient, orderly and safe manner.
3. Continued enrollment in the school shall be contingent upon the child's academic, social and emotional behavior and upon the parents' ability to meet the financial obligations required to send their child(ren) to Trinity Lutheran School.

### Grievance

Normally all reasonable decisions and actions of the teachers regarding classroom management are final and should be received in a gracious way by students and parents, even if the results of those decisions and actions were not what were anticipated. Similarly, all decisions and actions of the principal regarding school policy procedures are final. The rule of Matthew 18 should direct our words and actions. If, however, the matter is of a more serious nature, and the parent/guardian is dissatisfied with the outcome, the following will be used:

### Teacher Grievance

1. The teacher should first be contacted for a respectful discussion concerning the matter. If these steps are followed; most conflicts can be resolved in an appropriate and God-pleasing manner.
2. If both parties do not agree to a resolution, the principal should then be contacted to discuss the situation.
3. If there is no resolution after the teacher and principal have been contacted, the matter may be taken to the chairman of the Trinity Lutheran School Board in writing. If it is desired that the matter be

heard by the school board, the chairman must be notified no later than the Wednesday preceding the regularly scheduled school board meeting. These meetings are typically scheduled for the second Monday evening of most months.

### Principal Grievance

1. The principal should first be contacted for a respectful discussion concerning the matter. If these steps are followed; most conflicts can be resolved in an appropriate and God-pleasing manner.
2. If there is no resolution after the principal has been contacted, the matter may be taken to the chairman of the Trinity Lutheran School Board in writing. If it is desired that the matter be heard by the school board, the chairman must be notified no later than the Wednesday preceding the regularly scheduled school board meeting. These meetings are typically scheduled for the second Monday evening of most months.

### Christian Discipline

Discipline in our school is not mere discipline, but Christian discipline. Therefore, it is never administered in a spirit of vengeance, nor with a thought of retribution, but rather with the thought that the child be guided toward the achievement of behavior controls which makes him/her the kind of citizen who will grow in favor with God and with man. Christian discipline always has the good of the child uppermost in mind and is carried out in the spirit of true Christian guidance. Whatever a teacher does, even in the matter of discipline, is done in a spirit of love: love for the Lord Jesus and love for the child.

In discipline, the teacher first gathers the facts in the case, then makes an objective analysis of the findings and a diagnosis of the difficulty and finally comes up with a solution which will not

thwart the personality of the pupil, but will bring him/her closer to the ultimate as exemplified by Christ Himself. Teachers are careful that through discipline the child's proper relationship with the teacher is not diminished to such an extent that further instruction becomes less effective because of a mental block due to a hateful or spiteful attitude. Teachers must know their pupils to avoid punishing in a manner that will invite further frustration.

When applying the law, either verbally or actually, the child is not left under its weight for a long duration of time, but he/she is shown the Savior's love and forgiveness that Christ has earned for them. The instructor's forgiving attitude becomes a reality before too much time elapses. After punishment, it is an accepted practice to show love and forgiveness before the child leaves school for the day.

## General Procedures, Information and Notices

### General Information

#### **School Hours**

It is important that pupils arrive in time for the beginning of classes each day. Classes begin daily at 8:15 a.m. for all students. Students arriving at school before 8:05 a.m. are to use the south entrance. The main entrance doors are opened at 8:05 a.m. Parents may bring their child(ren) to school as early as 7:00 a.m. and they will be supervised in the lunchroom and ESD (Extended School Day) program until they are dismissed to their classroom between 8:05 and 8:15 a.m.

Students who arrive at school without parent supervision earlier than 8:05 must report to the lunchroom and the ESD (extended School Day) program and the appropriate charges will be applied. **Children arriving after 7:45 a.m. in the lunchroom will not be charged. Students will not be allowed to go to their lockers or classrooms prior to 8:05 a.m.**

Students will be dismissed at 3:15 and will be supervised at the west main doors and sidewalk area until 3:30 p.m., at which time students still present will be taken to the ESD program and families will be charged the appropriate fees.

#### **School Attendance – Updated May 2018**

**The school day at Trinity starts promptly at 8:15 a.m.** All absences are to be reported by calling the school office before 8:00 a.m. Students are considered absent or tardy based on the following guidelines:

- Arrival between 8:15 and 9:15 a.m. will be recorded as a tardy.
- Arrival between 9:15 a.m. and the end of lunch period will be recorded as a half-day absence.
- Arrival in the afternoon following recess will be recorded as a full absence.

- Students arriving before 9:15 a.m. or leaving after 2:30 p.m. for a **medical appointment** (documented) will not be counted tardy / absent.

### **Leaving School Grounds**

Students, who for one reason or another, need to leave school during any portion of the school day are asked to provide some type of notification (note or email) from their parent(s) to their teacher prior to leaving. We also request that the individual picking up the child report to the school office upon entering the building. Parents who request that their child(ren) be allowed to walk or ride a bike home need to submit their written permission to the office. Students will not be allowed to leave the school grounds unless picked up by a parent, an older sibling or designated adult. Students not picked up by 3:30 PM will be checked into After School Care.

### **Homework/Assignments**

In most cases, students are given enough time to complete their assignments in class, especially in the primary grades. Homework may be assigned on a regular basis, especially in grades 4 and 5. A “rule-of-thumb” that parents can use in time management of homework is grade x 10 minutes (i.e. 4th grade x 10 = 40 minutes a night). The amount of homework a child has per night may also vary depending on studying for tests, book reports, memory work, etc. When a child seems to have unreasonable amounts of homework, it is wise for parents to check with their child’s teacher to determine the cause for the seemingly excessive homework.

### **Books & Supplies**

Pupils are required to purchase supplies, such as crayons and pencils. A Bible and certain supplies, as per the student supply list, are purchased with the registration fee. All textbooks and workbooks are furnished by the school. The textbooks are used year to year and the workbooks are the property of the student at the end of the year. A school

supplies list is mailed home with the summer newsletter.

### **Desks & Lockers**

Some students will be assigned a desk and locker. Both are school property and are subject to search by the principal and/or teacher.

### **Church & Sunday School Attendance**

In keeping with the program of religious training in the school, all pupils are encouraged to attend weekly church services with their parents. Church attendance also affects the tuition status of families attending Trinity Lutheran Church. We feel this is an important aspect of your weekly family life.

### **Telephones**

Messages will be given to the individuals and return calls made at appropriate times. Students are **not permitted** to use cell phones during the school day (8:05 a.m. – 3:15 p.m.) or during after-school activities (3:15 – 4:30 p.m.). Hallway phones may only be used by permission from a faculty or staff.

### **Bicycles**

Students may ride their bicycle to school with the permission of their parent(s) and notification to the school office. Check with the school office on where to store the bicycle on school property.

### **Relation to the Public Education System**

Every effort is made to meet and exceed the standards of instruction expected of the public schools in the State of Nebraska. Students who “graduate” from TLS or leave before the fifth grade perform well academically from reports that we receive. It is not our purpose to be in competition with the public school system. We support, as best we can, public education and we cooperate with public school officials. Trinity Lutheran, however, has been established to give to our children a more complete education that seeks to nurture the spiritual life

of the child, and to educate the whole child – mind, body, and soul.

### **Fundraisers**

Trinity Lutheran School conducts fundraisers throughout the school year, either by the PTL or through the school office. Proceeds support a variety of projects educational programming, servant events, and special activities.

### **School Closings, Delays, and Notifications**

*Updated June 2020*

Announcements of school closings due to inclement weather, poor road conditions, or other emergencies will be made using theTADS Educate, SMS text messages, and social media platforms as well as over local radio and television stations. Primary stations to listen to or check their websites are: KFOR – 1240 AM, KLIN – 1400 AM, KOLN-KGIN TV – Channels 10 & 11, and KLKN TV – channel 8.

If Lincoln Lutheran should close, most likely Trinity Lutheran School will also be closed. Every effort is made to post these announcements the evening before the closing. If that is not the case, then a decision to close is normally made between 5:30 and 6:00 a.m. Watch for: **Lutheran Schools of Lincoln (LSL)**. **Childcare is not provided on days that the school is closed due to inclement weather, poor road conditions or other emergencies.** **Note:** Lutheran Schools of Lincoln does not automatically follow the decisions of Lincoln Public Schools. Please watch for specific announcements regarding the Lutheran Schools of Lincoln.

### **Home & School Relations**

A touchstone for successful education is the cooperation of home and school, and the key to such cooperation is successful communication. Trinity Lutheran channels the flow of information in a variety of ways.

### **Office Communication - Updated May 2020**

Regular office communication will take place weekly in electronic form through the EPIN (Electronic Parent Information Note). Paper copies of the EPIN newsletters will be made available upon request. Other important forms, paperwork, permission slips, and other hard-copy information will be sent home through student PIN (Parent Information Note) folders. PIN folders should be returned to the school office the next day for continued use throughout the school year.

### **Open House / Home Visits - Updated May 2020**

Trinity hosts a back-to-school night and family picnic each fall. As part of the back-to-school night an open house is held which includes important information from administration and an opportunity for all parents and students to visit their classrooms, meet with teachers, participate in a brief orientation to the class, and drop off supplies. An individual family visit with a teacher may be arranged upon request at either the school or the family home.

### **Report Cards**

Early Childhood classes send home Progress Reports at the end of each semester.

Report cards for K through 5th are issued every nine weeks. TADS (an on-line grade book / report card) is used in grades K through 5. Written statements or comments may be used at times as well. A copy of the report card is sent home with parents or in the Parent Information Folder (PIN) within two weeks of the conclusion of a marking period, with the exception of the final report card, which is available in the school office for pick-up the last Friday in May. Kindergarten and First Grade report cards indicate mastery of skills.

### **Parent-Teacher Conferences**

During the first and third marking periods parent-teacher conferences are held in the child's classroom. Attendance of Parent-Teacher Conferences is strongly

encouraged. These conferences are scheduled approximately 1-2 weeks in advance of the conference through an online format.. The conferences, which are scheduled for 15 minutes in length, allows for questions and discussions related to all areas of the child's growth and development as well as to propose plans for cooperative action. You are invited to set up a conference with your child(ren)'s teacher at any time during the school year to discuss his/her/their progress.

### **Testing Program**

*– Updated May 2018, Updated May 2020*

Students in grades 1 through 5 will be administered the MAP (Metropolitan Assessment Performance) online tests through NWEA. The MAP tests are administered three times during the year (fall, winter, and spring). Teachers engage students in goal setting for the winter and spring Test Assessment. Data is received by the faculty and administration to evaluate curricular strengths and weaknesses, as well as goal setting. Results from these tests are shared with the parents.

Kindergarten and Pre-Kindergarten students are given a readiness test to assess their In preparation for the next grade.

Placement tests are given to new students in grades 1-5 enrolling at Trinity. This ensures correct grade-level placement and a good transition to Trinity.

### **Visiting School**

Parents are welcome to visit classes. To maintain an orderly routine and classroom environment, please schedule your visit one-day in advance. **All parents and visitors must sign in at the school office upon entering the building during the hours of 8:15 a.m. to 3:15 p.m.**

## School Policies

### Health and Safety Policies

#### **Authorized Pick-Up Policy**

- Updated May 2020

No child shall be released from Trinity Lutheran School to anyone without prior consent from their parent/guardian. **This is for your child's own safety and protection.**

**Authorized Person Definition:** A person who has written and/or verbal permission from the parent/guardian to leave Trinity with a specified child.

1. Each parent/guardian shall complete an Emergency Contact Authorization for Pick-Up Form for their child upon enrollment.
2. A parent may call the school office and give verbal consent for their child to be picked up by someone not currently on their authorized pick-up list. Parents are responsible to update the list.
3. All authorized persons not recognized by Trinity personnel or given verbal permission by a parent/guardian over the phone will be asked to show a photo ID prior to the child being released to them.
4. Children leaving school early, arriving late, or being picked up by someone not on the approved list, or not recognized by Trinity staff are required to check the child in and/or out with the school office.

**Unauthorized Person Definition:** Any person who does not have written or verbal permission from the parent/guardian to leave Trinity with a specified child.

1. Anytime a person shows up who is not authorized by the parent/guardian, the Administrator,

Director or Administrative Assistant will call the parent/guardian to clarify the situation.

2. The Administrative Assistant will add this person to the authorized pick-up list if so desired by the parent.
3. Anytime a person unauthorized by the parent/guardian attempts to pick-up a child, the police/911 may be called and an Incident Report will be filled out and placed in the child's records file if the situation warrants this action.

### **Accident Policy & Procedure**

- Updated May 2020

Because children will be children, sometimes bumps and bruises happen over the course of the school day. Minor accidents or injuries will be treated with an ice pack or damp cloth and an accident report will be sent home, or the parent/guardian will be notified as necessary. Parents/guardians will be contacted for more serious incidents to determine the proper course of action. In emergency situations such as broken bones, unconsciousness, large or deep cuts, etc., a parent/guardian will be contacted immediately. 911 / emergency services will be contacted immediately if necessary. If ambulance transport is warranted, an adult (parent, guardian, or staff member) will accompany the child to the designated hospital, and will contact the family's doctor.

Any accident or injury that the child may receive at school is reported to the school office. Appropriate treatment is provided. Appropriate Accident or Incident Reports are completed and filed as necessary.

### **Illness**

If a child becomes ill while at school, or must for some reason be excused, the teacher, administrative assistant or another adult will phone the parent(s) either at home or at work asking them to take the child out of school. If the parent(s) cannot be reached, school personnel will use the information provided on the emergency information forms filled out by parents at the time of enrollment/re-enrollment. If your child is ill when he/she arises in the morning, please keep him/her at home and notify the school office by 8:00 a.m. informing them of the absence. A child with any type of rash or lesion should be kept home until the illness is diagnosed and a remedy prescribed.

**(24 HOUR RULE) - BEFORE RETURNING TO SCHOOL AND/OR A SCHOOL FUNCTION (i.e.–field trips, programs, concerts, etc.)** We ask that the child should:

1. be fever free (**100.3° or lower**) for 24 hours.
2. have not vomited or had diarrhea within the past 24 hours.
3. have been on medication, if needed, for 24 hours.

### **Communicable Diseases - Updated May 2020**

Communicable Disease Policy Communicable diseases such as, but not limited to influenza, pink eye, impetigo, chicken pox, measles, and COVID-19 must be reported to the office immediately. CDC and LLCHD guidance will guide the decision to send a child home or allow them to remain at school.

### **Head Lice - Updated May 2020**

Head Lice Policy & Procedure Children found to be with head lice will be excluded from the classroom until they have had treatment, shampoo, and combing using products designated specifically for head lice; or professional treatment. Upon return to school after a head lice absence, the child's hair will be

inspected and if there are nits (the egg) still found, they will be sent home. The child must be NIT FREE to return to school. Please inform the office of any head lice occurrences.

### **Medical Plans**

**\*\*STATE REQUIREMENT:** Asthma Medical Plans need to be signed by your family physician and a signed copy needs to be on file with the school.\*\*

For other Medical Plans (including, but not limited to, Diabetes, allergies, seizures, etc.) TLS would prefer to have a signed medical plan from your family physician on file in the school office as well.

### **Medications - Updated May 2020**

Medications sent to school to be taken by the child during the day must be sent in the original container with the doctor's/pharmacist's directions for usage clearly readable on the container. A medication form from the school office is also to be completed. Even over-the-counter drugs must be accompanied by the school's medication form and be in the original "over –the-counter" container.

We follow the rules and regulations set by the State of Nebraska and the City of Lincoln, Lancaster County Health Department (LLCHD).

- **All Medications, whether prescription or over-the-counter, must be accompanied by a School Authorization to Dispense Medication form.** These forms are available in the school office. No medication will be accepted by the school office unless accompanied by this completed form.
- **All medications must be in the original prescription bottle** (your pharmacist can prepare a school bottle for you) with the prescription label attached or the original over-the –counter packaging. No "as needed" instructions

will be accepted on a prescription bottle.

- **All medications must be submitted (via ESD staff, classroom teacher or parent) to the school office.**
- **All medications to be administered by the school must be accompanied by a medication measuring cup or medication spoon.** A regular kitchen spoon or cup will not be accepted.
- **A medical permission slip** must be completed and signed by the parent before any medication can be administered by the teacher/aide on a **field trip**. This form must accompany the medicine container on the field trip.
- If your child is receiving any medication at home which does not have to be dispensed at school, please inform the teacher and the school office. Correct procedures may then be taken if any side effects occur.
- Neosporin – any child receiving a cut, scrape, etc. who is sent to the office will receive Neosporin and a band-aid. If you do not wish this procedure to be followed on your child(ren), please contact the school office immediately.
- All medications, including sunscreens and bug sprays will be kept in a secure location.

### **On-going Medication**

If a medication is required to be administered on an ongoing basis, (ie Ritalin, insulin, seizure medication, etc.) a long-term written permission form and/or medical provider equivalent will be required. This form must be updated at least once a year and as needed throughout the year.

**“5 Rights”** - *Added May 2020*

Administration will label all medication lock boxes, cabinets and refrigerators with the “5 Rights” tag to ensure proper distribution of medications.

1. Right Child
2. Right Medicine
3. Right Time
4. Right Amount
5. Right Route

### **Weather/Recess**

There will be no outdoor recess if the actual temperature is below +10 degrees Fahrenheit and/or the wind chill factor is -10 degrees F. or colder. The Principal will make the final determination if necessary.

### **Weapons – Added May 2018**

Students are not permitted to carry weapons, including knives, to school. Students who bring weapons, explosives, or flammable liquids to campus are subject to disciplinary action including suspension and/or expulsion, and legal authorities will be notified as appropriate.

### **Tobacco - Updated May 2020**

Smoking/use of any tobacco products, alcohol, and/or possession of illegal substances or potentially toxic substances are strictly prohibited at all times by faculty, staff, parents, guests, children, and students on the premises of Trinity Lutheran School.

### **Emergency Policy & Procedure**

- *Added May 2020*

In an emergency you will be contacted immediately. If we are unable to contact you, we will call the emergency medical number given on the child’s registration form. If necessary, 911 will be called and an ambulance will take your child to a hospital of your choice, if listed on your emergency form. Please make sure your emergency contact lives in Lincoln or within reasonable proximity to the school and has a working telephone number.

**Natural Disaster Policy** - *Added May 2020*

Natural Disasters include: Floods, Tornadoes, Hurricanes, Earthquakes, Blizzards, or other Catastrophes.

Trinity will attempt to protect all children from harm during a natural disaster. All staff will follow the procedure below.

1. Staff will protect all children from harm to the best of their abilities.
2. The Administrator/Director will call 911 for emergency assistance if needed.
3. Trinity will evacuate, if necessary according to established policies and procedures and presenting circumstances.
4. The Administrator/Director will report all disasters to the Lincoln Lancaster County Health Department at 441-8000 and their Nebraska Department of Health and Human Services Licensing Representative at 402-471-6730 as required for operation of an early childhood education center.

#### **Emergency Procedures - Added May 2020**

**Lockdown:** Lockdown in your present location, or nearest classroom, library, or office if you are in the restroom, gym, cafeteria, or hallway. All lights shut off, children and staff out of sight, sheltered in place. An emergency at the school or in the neighborhood might present an immediate danger to children and staff.

**Lockout:** Lock all of the doors to the classrooms and school. School continues as usual. The perimeter is secured. An emergency in the neighborhood could pose a risk to the school.

**Evacuate:** Evacuate to Lincoln Lutheran or designated relocation point. A danger to children or staff within the school deems it necessary to evacuate the school immediately - i.e. dangerous fumes, gas, bomb threat, fire, etc.

**Severe Weather:** "Duck-and-Cover" in the bathroom or other designated shelter area in case of a tornado or severe storm warning.

**Bus Evacuation:** Evacuate the school bus from the nearest emergency exit. The bus driver, teachers, and staff on board will assist with evacuation. Proceed safely to the designated relocation point a safe distance from the school bus.

**Drill Schedule:** Faculty, Staff and Students practice emergency drills on a regular basis. Fire drills are conducted monthly, severe weather drills every six weeks. Lockdown and lockout drills are held each quarter; and school evacuation and bus evacuation drills each semester.

#### **Child Abuse & Neglect Policy & Procedure**

- Added May 2020

All staff will comply with the Nebraska Child Abuse Law. As mandated reporters, all staff will report cases of suspected child abuse to the proper authorities. Established procedures:

1. Staff will look for any signs of abuse or neglect during daily health checks.
2. If abuse or neglect is suspected, the staff will:
  - a. Notify the Administrator/Director immediately.
  - b. Take care of the child's immediate needs (first aid, comfort, listening ear, etc.)
3. Any suspected child abuse, no matter where the abuse might have occurred will be reported as follows:
  - a. Documentation of the suspected abuse.
  - b. Notify Child Protective Services (CPS) / Department of Health and Human Services (DHHS), or your local police department.  
**Lincoln: 402-471-7000**
  - Provide documentation/additional information to the reporting agency as requested.
  - Place a copy in the child's records file.
4. If the parent/guardian of the child is suspected of abuse/neglect, the

Administrator/Director will follow the guidance of the agency notified.

5. If a staff member is the suspected abuser, Administration/Director will follow established policy.

## **Additional Policies:**

### **Absences & Tardies – Updated May 2018**

Attendance shall be in accordance with Nebraska State Law (Sec. 79-209). We ask parents to please call Trinity Lutheran School Office if your child is to be absent. Should excessive absenteeism occur, the principal shall contact parents to arrange for a meeting to resolve the problem. Uninterrupted attendance of scheduled classes allows students to obtain maximum benefit from Trinity's instructional program. Cooperative efforts between parents / guardians and school staff to promote regular student attendance are encouraged. Being on time is an important life skill that Trinity partners with parents to instill in students.

**The school day at Trinity starts promptly at 8:15 a.m.** Students are considered absent or tardy based on the following guidelines:

- Arrival between 8:15 and 9:15 a.m. will be recorded as a tardy.
- Arrival between 9:15 a.m. and the end of lunch period will be recorded as a half-day absence.
- Arrival in the afternoon following recess will be recorded as a full absence.
- Students arriving before 9:15 a.m. or leaving after 2:30 p.m. for a **medical appointment** (documented) will not be counted tardy / absent.

All absences and tardies will be documented by the classroom teacher and the school office. When absences or tardies occur, the following practices will be followed:

- **Four tardies** is equivalent to one absence.
- The **Fifth** documented absence – Attendance Letter #1 is mailed to the parent/guardian.
- The **Tenth** documented absence – Attendance Letter #2 is sent to the family. The family is referred to the

principal. The principal contacts parents to problem solve attendance concerns and an attendance plan is developed.

- The **Fifteenth** documented absence – Attendance Letter #3 is sent to the family. Principal continues problem-solving and an in-person meeting between parent/guardian, principal, and if appropriate, the student is scheduled. Attendance plan is reviewed, and modifications documented.
- At **Twenty** absences – The principal will contact the county attorney (county of residence) according to Nebraska State Law 79-209. Parents are notified of the referral.

Excessive absenteeism impacts a student's education. If educational benchmarks and academic progress are not being met, consideration and recommendation for retention will take place.

Trinity does not distinguish between an excused or unexcused absence. Trinity only excuses a tardy if before 9:15 am or after 2:30 pm for a medical appointment (must be documented).

Extenuating circumstances can affect attendance. These extenuating circumstances would be outside the scope of normal sickness or attendance-related absences. Extenuating circumstances must be presented to the principal and will be addressed on a case-by-case basis.

### **Behavior**

Learning cannot take place in an atmosphere of disorder or disrespect. Misbehavior is not overlooked. It is treated as sin and looked upon as a need for guidance that is given according to individual needs in an evangelical way. Each teacher exercises supervisory responsibility over his/her own classroom and the entire student body as the need arises. The following general rules apply to behavior:

1. Party invitations should not be distributed at school UNLESS all of the boys, all of the girls, or the entire class is invited. The invitations should be given to the classroom teacher, who will distribute them at a convenient time.
2. Gum chewing is not permitted.
3. Nuisance items are to be left at home. Squirt guns (water pistols), pocket knives, noisemakers, skateboards, electronic devices, trading cards, etc. will be confiscated and may be cause for disciplinary action by the teacher or principal. **These items will be returned to a parent only.**
4. All property is to be respected. This includes anything that belongs to the school, classmates or teacher.

### **Bullying**

Trinity Lutheran School is committed to providing an atmosphere conducive to learning with a focus on the personal worth and dignity of every child. All efforts are made to educate children in a Christ-like setting. Therefore, acts of name-calling, taunting, bullying, sexual or physical harassment, physical aggression, and acts causing another to do the same will not be tolerated (zero tolerance). Victims or witnesses to these actions are obligated to report them to the classroom teacher and/or administration immediately. All allegations will be investigated with prompt, appropriate disciplinary action taken. Parents of all parties involved will be notified.

### **Dress Code**

Trinity Lutheran School requires that students wear clothing that is a reflection of their Christian training and does not disrupt or detract from the educational process. Sloppy wearing apparel or the wearing of clothes which are normally set aside for leisure time activities has an influence upon attitudes and school

work in general. Therefore, neat, clean and modest in appearance becomes our school guideline.

1. Clothing should be in good taste, comfortable and clean. Examples of clothing which are not appropriate are: cut-off or ragged shirt sleeves and shorts; items of clothing with “offensive” words or pictures, spaghetti straps, clothes that sag, and flip flops. All footwear must have a “back” where the heel of the foot is completely covered or at least a strap covering the back.
2. Makeup (cosmetics) is not allowed.
3. Caps and/or hats may not be worn inside (except on special occasions).
4. No provocative clothing may be worn, such as short shorts, halters, or midriff tops. Note: The “test” used for determining appropriate length of shorts, dresses and skirts is the “fingertip” test. When one’s hands and arms are placed at one’s side, the shorts being worn should be as long or longer than the fingertips. Girls who wear skirts or dresses might also want to bring shorts for gym and outdoor activities.
5. During extremely cold or snowy/rainy weather students should come to school prepared for outdoor activities by having appropriate outerwear, i.e. boots, mittens, gloves, scarves, rainwear, snow pants or snowsuits. Such outerwear is to be stored on the provided hallway hooks. Boot racks will be provided by the school. Please mark your child’s outerwear to help with ownership.

6. **Finally, any clothing or accessories deemed inappropriate by the principal will not be allowed.**

#### **Detention**

If a student persists in any number of unacceptable behaviors, including disrespect for his/her teacher, other adults and schoolmates, he/she may be served with a detention after school for up to one hour. Incomplete assignments, unruly behavior, fighting and the use of profanity will also be cause for detention. If a detention is for more than fifteen minutes, every effort will be made to notify parents before the detention is served so that transportation can be arranged. Detentions are to be served as soon as possible after the infraction but not later than within one week of the infraction. Parents will be notified of the detention either verbally or in writing.

#### **Suspension**

If a student refuses to abide by the rules and regulations of the school, and does not make an effort to conform to the rule of God’s Word and the ordinances of the civil government, the principal may suspend the pupil for up to three days without action of the School Board. When the principal suspends a student, the parents shall be informed with details of the infractions and reasons for the suspension.

#### **Expulsion**

Expulsion, and readmission, of a student from and to Trinity Lutheran School is by action of the School Board only.

#### **Property Damage**

Students who intentionally cause damage to school property or to someone’s personal property shall be held responsible for the amount of the damage or replacement cost of the item(s).

#### **Promotions**

Pupils will be promoted to the next grade level upon recommendation of the teacher(s) and the principal.

### **Grade Retention**

Students who **fail three core subjects** for the school year will fail that grade and subsequently will be retained at that grade level the following school year. Core subjects include: **Religion, Mathematics, Language Arts (English & Reading), Social Studies and Science**. Failure of one or two core subjects and poor performances in other core subjects may also result in retention. Individual cases will be dealt with by the principal, teacher(s) and the parent(s).

Summer school, tutoring and/or grade equivalent testing may be an optional course to avoid retention. Completing a remedially based program and showing competency through testing could permit promotion to the next grade. Competency will be judged by the “passing” of a school administered achievement test or comparable means.

### **Family Educational Rights to Privacy Act (FERPA) – Updated May 2018**

The Family Educational Rights and Privacy Act (FERPA) is a Federal law that protects the privacy of student education records. You, as Parents, have the right to inspect and review your child’s educational records while they are attending Trinity Lutheran School. If you wish to view your child’s information, please contact the school office.

### **Trespassers**

Restrictions on the use of school buildings and grounds may be implemented by administrative action. The School Board gives all building administrators and their designees full power and authority to implement and enforce restrictions on access to school property and to issue no trespassing commands and stay

away/no trespassing letters. Such action shall be taken consistent with constitutional and other legal rights.

All building administrators and their designees shall have full power and authority to direct any individual or group to leave school grounds and stay away where such individual or group has:

1. failed to comply with identification or check-in procedures,
2. are determined by such administrators or designees to not have a legitimate school purpose to be on school grounds, or
3. who are determined by such administrators or designees to present a risk to the safety of building users or a risk of disruption to the educational program, including without limitation, registered sex offenders or cases with restraining orders.

A refusal to leave or stay away as directed will be considered trespassing and shall be reported by the administrators or their designees to proper law enforcement authorities.

### **School Insurance**

Trinity Lutheran School provides accident insurance on all students for injuries incurred by your child at school. Coverage is provided by the Brotherhood Mutual Insurance Company. This insurance provides 24-hour coverage.

### **Lost & Found**

Items of clothing or other personal effects are placed into a “Lost & Found” container located in the south hallway of the school. Items such as jewelry, glasses, etc., when turned in, will be kept in the school office until they are claimed. At least twice yearly all lost and found items are donated to a local charity after students/parents have been asked to look through the items for anything which might belong to them. Please write or sew the name of your child in/on any items of clothing or belongings.

**Student Awards**

Trinity students may be recognized throughout the school year for special accomplishments. However, most of the awards are reserved for the conclusion of the school year.

**Trinity Pride – Added May 2018**

The purpose of Trinity Pride is to recognize students for their school accomplishments. EVERY student will be recognized by their classroom teacher once during the school year. Trinity Pride will be presented during Chapel each week, with a few exceptions. When a student receives Trinity Pride they will be given a certificate, a Valentino's High Five, and a special Trinity surprise gift! If you have questions about Trinity Pride, contact Mrs. Heun or Mr. Kumm.

**Tiger Academic Growth Award (TAG)**

The purpose of this award is to recognize and celebrate individual student growth as evidenced through improving achievement test RIT scores. All students taking achievement tests set goals with their teachers that would reflect their learning throughout the year. Students reaching their goal in one subject receive the bronze TAG award, students reaching their goal in two or three subjects receive the silver TAG award, and students who reached their goal in every subject receive a gold TAG award.

**Academic**

The TLS Honor Roll, the Presidential Education & Excellence, are presented publicly to the 5th grade at the end-of-school-year Award's Assembly.

Fifth Grade Honor Roll – Students who maintained a 90% grade point average in core subjects (Reading, Spelling, English, Math, Science, Social Studies) from 4th quarter of 4th grade through 3rd quarter of 5th grade.

Fifth Grade President's Award for Educational Achievement - Student test scores rank in the 80-84th percentile in reading or math and also

maintained a 90% grade point average in core subjects (from 4th quarter of 4th grade through 3rd quarter of 5th grade).

**Attendance**

Students in grades Kindergarten through Fifth are recognized for Perfect School Attendance (1/2 or less days missed and no more than 5 school day tardies). If students are gone more than 1 ½ hours on a school day, it will be counted as ½ absence.

## Student Services

### School Lunch - Updated May 2020

#### Hot Lunches

Type A (meets nutritional requirements as established by the federal government) lunches are served on a daily basis, with few exceptions. The meals are prepared at Lincoln Lutheran Middle & Senior High School and brought to Trinity Lutheran School and placed in a heated serving unit. Menus are sent home monthly and in advance of the month in which the meals will be served. A carton of milk (1/2 pint) is provided as part of the hot lunch and also may be purchased separately for sack lunches. **A child who is allergic to dairy products or other food items is required to have a note from his/her doctor indicating such and must be on file at Lincoln Lutheran and at Trinity.** Fruit juice, instead of milk, will be available for these students by written order of their doctor. Extra milk may be purchased. Occasionally students may wish to purchase an extra main entrée menu item – this may be done. Students in Kindergarten – Grade 5 also have the option of Grab 'n' Go's (sandwiches) and salads.

The cost of hot lunches may change at any time throughout the school year since prices for purchased produce may fluctuate. Free and reduced price lunches are available for those students whose families may qualify. **Application forms for free and reduced price lunches are available in the school office.**

For nutritional and safety reasons, soda and breakable containers should not be included with your child's lunch. **Any restaurant food brought to school should not be in a food establishment's packaging, but instead should be in plain packaging.** Parents / grandparents are welcome to eat lunch with us, as long as the above food policy is followed.

#### School Wellness Policy

Trinity Lutheran School is committed to providing a learning environment that supports and promotes wellness, good nutrition, and an

active lifestyle and recognizes the positive relationship between good nutrition, physical activity and the capacity of students to develop and learn. The entire school environment shall be aligned with healthy school goals to positively influence students' beliefs and habits and promote health and wellness, good nutrition and regular physical activity. In addition, school staff shall be encouraged to model healthy eating and physical activity as a valuable part of daily life.

The Board of Education has established student wellness goals that are designed to promote student wellness in a manner the administration determines to be appropriate in the following areas: Nutrition Education, Physical Education and other School Activities. The full School Wellness Policy is on file in the School office and available for review upon request.

#### National School Lunch Program

Trinity Lutheran School is a participant in the National School Lunch Program. All meals meet both state and federal requirements. Contact the School Nutrition Director for questions regarding the program.

The National School Lunch Program policy does not restrict what a child can bring from home in his/her lunch or what a parent can deliver for his/her own child to eat at school. Delivery of food intended for student consumption by commercial food/beverage companies is not allowed.

Families participating in the lunch program are expected to maintain a positive lunch account balance for their student(s).

#### Non-Discrimination Statement

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from

discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: [http://www.ascr.usda.gov/complaint\\_filing\\_cust.html](http://www.ascr.usda.gov/complaint_filing_cust.html), and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

(1) Mail:

U.S. Department of Agriculture  
Office of the Assistant Secretary for  
Civil Rights  
1400 Independence Avenue, SW  
Washington, D.C. 20250-9410

(2) Fax: (202) 690-7442; or

(3) Email: [program.intake@usda.gov](mailto:program.intake@usda.gov)

This institution is an equal opportunity provider.

## Childcare

### Early Childhood Learning Center

The Trinity Lutheran Church and School Early Childhood Learning Center consists of a Toddler program for 18 months – 2 year olds, Preschool program for 3 year olds and a Pre-Kindergarten program for 4-5 year olds. The Early Childhood Learning Center hours are 8:15 a.m. to 3:15 p.m. Children in these programs may also make use of the ESD/Extended School Day program.

### Childcare Program

Before school care and after school care are offered to students who are enrolled in Trinity Lutheran School. The Child Care program is staffed by a full-time director and numerous other part-time assistants. **For more information, please refer to the Child Care handbooks.**

### ESD/Extended School Day/Non-School Day (Before & After School Hours)

Children may come as early as 7:00 a.m. and be picked up as late as 5:45 p.m. This portion of the child care program is available from 7:00 to 8:05 a.m. and from 3:15 to 5:45 p.m. during the school year, including many days when school is not in session because of vacation breaks or teachers' conferences.

**Children who arrive at school prior to 8:05 a.m. without parent supervision, must report to the lunch room for Before School Care.**

### Summer Camp

Trinity Lutheran Church and School Summer Camp is open to the public and is offered to children ages 18 months – children **entering** 6th grade. The program begins within a week of the final day of school and continues until approximately one week before the start of another school year.

## Additional Services

### Counseling

Although TLS does not have a licensed psychologist or therapist on staff, referrals can be made to appropriate agencies. The school will work with a family in seeking the services of a reputable counselor, some of whom work on a sliding scale so that services are affordable. The school family may also contact the pastors of Trinity Lutheran Church for assistance.

### Library

Approximately 4,500 books are contained in the school library and available for checkout by the students. Each book may be kept for a maximum of one week before being overdue. Each classroom has a specified time during the week when each student has the opportunity to browse and check out books.

### Special Education

Teachers or parents may request that a child be evaluated for possible inclusion in special education services offered through the Lincoln Public Schools. If it is determined that a child meets the criteria for special services, then the child will receive those services at TLS between the hours of 8:15 a.m. and 3:15 p.m. Parents are always involved in the process to determine if a child is eligible for services and must agree to any plan before it is put into action. Title 1 (one) is a federal program to assist students with additional instruction in the areas of math and-or reading. Parents will be involved and notified of their child's participation in this program.

## Get Involved

### **Student Activities** - Updated May 2020

In order to enrich the entire educational program, extra-curricular after-school activities are offered. Students and parents will be required to sign-up and make a commitment to the particular activity throughout the time-period it is offered. Students, who by action or word, do not support the major goals of the activity, will not be allowed to participate. Classroom teachers, by notifying parents, may also excuse a student from an activity due to academic reasons. In the event a student is absent for part or all of a school day due to illness, family circumstances, or any other reason, they will not participate in any Trinity extra-curricular activity unless permission is obtained from the Principal.

Students involved in After School clubs need to be picked up no later than five minutes after the After School club ends. Students who are not picked up by then will be checked into the Extended School Day (ESD) program and parents will be charged according to the established ESD policies.

### **Academic Bees**

Students will participate in the following academic bees: National Geographic Geography Bee for Grades 4 & 5, Scripps Spell It! National Spelling Bee for Grades 3-5, and Math League Math Bee for Grades 4 & 5. All Bees are held during the second semester.

### **Athletics**

Many of Trinity's students participate in various sports through community organizations. Since Nebraska schools which extend only through grade six are prohibited from sponsoring interscholastic teams, our students take advantage of other opportunities through the city in which they live. Many of our students do play on teams with school classmates and often practice in our school gym or on the school playground. Each spring students in grades

three through five participate in a track and field day held at Concordia University in Seward, Nebraska.

### **Band**

Students in grade five are eligible to participate in band. Practices are approximately 30-40 minutes per session at Lincoln Lutheran Middle & Senior High School. A Lincoln Lutheran faculty member is the band instructor. Fifth graders meet at least three times a week for band.

### **Choir**

Choir practices are held once a week for up to 30 minutes per session at Trinity Lutheran School. The choir will sing occasionally at Trinity Lutheran Church services as well as at Calvary Lutheran, Holy Savior Lutheran, Immanuel Lutheran, and Redeemer Lutheran worship services. With Principal permission, the choirs may perform also at other locations in and around Lincoln. The school has two choirs: Toddlers to Pre-Kindergarten: "God's Little Love Bugs" & Kindergarten to 5th Grade: "Trinity Singers".

### **Field Trips** - Updated May 2020

Field trips are taken by each class one or more times per year to enrich and supplement what is taught and learned in the classroom. A permission slip to participate in a field trip is to be signed for each field trip. Notice regarding classroom field trips will be sent home via the weekly classroom newsletter from the teacher. All scheduled field trips are part of the school's educational program and attendance is expected. If a parent does not grant permission to participate in the field trip, the student is considered absent. Special circumstances regarding field trip participation will be considered on a case-by-case basis. The general practice is to transport students and their adult supervisors to and from their destination by Trinity/Lincoln Lutheran vehicles. However, there may be times when parents are asked to help with transportation, in which case the

driver must have a current Nebraska driver's license and valid automobile insurance, a copy of both which must be on file in the school office. All passengers must be seat-belted before a vehicle leaves school property. All children younger than 8 years of age must be properly restrained in an appropriate car seat or booster seat. Car seats and booster seats are not required when traveling by school bus.

### **Gathering of the Talents (GOTT)**

This is an annual event for 4th and 5th grade students in Lutheran schools held at Concordia University in Seward. Students are invited to participate in this talent competition that is judged by Concordia University staff and students and at which ribbons are awarded. The talents range from playing a musical instrument, singing or performing a drama skit, creative writing, art projects using various mediums and other areas of interest.

### **Performances**

Each year students from Toddlers through 5th grade are involved in a Christmas Service (December) and a Spring Musical. The Kindergarten – 5th grade Christmas musical is held at Trinity Lutheran Church, while the Early Childhood Christmas service is held at Trinity Lutheran School. The Spring Musical is normally held in the school gym in May. Students may also be involved in other performances throughout the year (i.e. – Chapel). All students are expected to participate in the practices as well as the actual performance(s). This is a marvelous way for students to praise and give glory to their Lord!

### **Clubs - Updated May 2020**

Students in grades K-5 may participate in various after-school clubs throughout the school year. Club sign-up windows will be shared by the school office. **Students must be registered by the sign-up deadline. Clubs are subject to availability of instructors, and club offerings can vary from year-to-year. Some**

clubs require a nominal fee for supplies and snacks.

The following clubs are examples of clubs offering in the past.

### **Drama Club**

Students in grade 5 are eligible to participate in the "Acts from Above" drama club. The drama club will supply the speaking parts for the annual Christmas performance held at Trinity Lutheran Church. The drama club will also supply the speaking parts for the Musical each spring in our gym.

### **Game Club**

Students in grades Kindergarten - 5 have the option to join the Game Club, which meets bi-weekly depending on grade. Students engage in a variety of games.

### **Make & Take Club**

Students in grades Kindergarten – 4 will do various arts & crafts projects.

### **Mile Munchers Walking Club**

Students from Kindergarten through grade 5 will enjoy walking one morning a week before school begins.

### **Tiger Kidz**

Students in grades Kindergarten - 5 are eligible to participate in the Tiger Kidz dance and cheer team, which performs at a variety of events throughout the school year.

### **Parent Involvement**

#### **Parent Teacher League (PTL)**

All parents and / or guardians with children enrolled in Trinity Lutheran School are eligible members of the PTL. You are encouraged to be active participants in the league, including volunteer activities involving the entire family. Planning meetings are held for all members. The PTL annually sponsors special events, fundraising efforts, and classroom activities.

**\*\* Watch for recruitment and meeting information shared by the PTL, or contact the school office to get involved.**

The objectives of the PTL are to:

1. Help parents understand and appreciate their children and to provide parents with the necessary skills for the Christian nurture and training of their children.
2. Help teachers and parents to cooperate in the Christian training of children in school and at home.
3. Help develop a close relationship between the home, church and school.
4. Conduct fundraising opportunities for the benefit of TLS students and their families.

#### **Volunteer Opportunities – Updated May 2018**

Trinity Lutheran School is a family and we enjoy having parents and grandparents come and be a part of the family while providing many different volunteering opportunities throughout the year. While we cannot show our thanks monetarily for these roles, we can offer positive, unique experiences of working with children and professionals in a safe, fun Christian setting. Some of the annual volunteering options include, but are not limited to:

- Field Trip Chaperones
- Classroom Helpers
- Box Top Counters
- Office Help/Reception
- Health Screening Assistance

## **Financial Information**

### **Finances**

Our Christian childcare and elementary school has been established for the purpose of teaching God's Word and to train children in accordance with it. Every student is given the opportunity to grow and to increase in their knowledge and understanding of Jesus Christ, our Savior, and thus be guided to develop Christian attitudes as a member of God's Kingdom and a citizen of this country. The school's ministry is part of the Lutheran ministry in helping each other as Christians to grow in intellectual understanding of divine truth, in forming of Christian attitudes and emotion, and in the development of skills needed to function as Christians.

For over 135 years, Trinity Lutheran School has provided solid Christian education to thousands of children. This has been possible by the support and commitment of Trinity Lutheran Church & School families.

It is important that each family who has children enrolled in our Early Childhood Education and Elementary School programs makes every effort to keep all accounts current. Tuition, fees, and extended school day (ESD) charges are billed monthly via TADS. Lunch account notifications are sent via TADS Educate on a weekly basis when a student's account balance falls below \$20.00. For the school to remain vibrant, healthy and to fulfill its mission the cooperation of all associated with the school is vital.

### **Tuition Agreement – Updated May 2018**

To enroll at Trinity Lutheran Church and School and Early Childhood Program, students must have a parent or guardian sign an agreement

accepting financial responsibility for school bills. Parents and/or guardians who enroll students in Trinity Lutheran Church and School and Early Childhood Program, have entered into a contractual agreement with the school and are expected to fulfill these commitments. Monthly balances or approved financial agreements must be kept current.

### **Discounts – Updated May 2018**

Trinity Lutheran School has various discounts that can be applied to their tuition.

Discounts for Tuition to be Applied in the Following Order:

- Other LCMS Church Subsidies
- Kindergarten/New Family Discount
- Church Scholarships
- Multi Child (Please see examples below)
- Church Worker (if applicable)
- SCRIP Program - Buy your grocery, restaurant, shopping gift cards through the office and a percentage of the sale reduces your tuition
- Financial Assistance – Apply online through TADS
- Referral Credit - Families who refer a student receive a referral credit of \$250.00 applied to your account after the referred family enrolls and completes the first semester at Trinity

### **Multi-Child Discounts – Updated May 2018**

Tuition discounts are given to families with more than one child enrolled at Trinity Lutheran Church and School and Early Childhood Program.

#### **Examples**

##### **Multi-Child: ECE/K-5**

- 1 K-5/1 ECE = 10% off of K-5 Oldest
- 2 K-5/ 1 ECE = 15% off K-5 Oldest,  
10% off of K-5 Youngest
- 1 K-5/ 2 ECE = 10% off K-5, 10% Oldest ECE
- 2 ECE = 10% off Oldest
- 3 ECE = 10% off Oldest, 10% Second Oldest

##### **Multi-Child: K-5**

Oldest - Standard Tuition Rate

- 2nd Child in K-5 (15% discount)
- 3rd Child in K-5 (30% discount)
- 4th + Child in K-5 – Free

### **Tuition Incentive Policy**

Current Trinity Lutheran School families are eligible to receive \$250 off of their (K - 5th) school tuition costs or \$150 off their childcare costs for each new student they refer. Families can earn up to the cost of their family tuition. The new family must register their child(ren) and their child(ren) must attend classes for at least a semester. At that time, the school tuition or childcare costs break will be applied (January &/or May) to the financial statement for the referring family.

### **Registration & Fees – Updated May 2018**

A non-refundable entrance fee is required for each student at the time of registration. Over 65% of the financial operating and maintenance budget for the school and grades Kindergarten through 5th are directly received from Trinity Lutheran Church as subsidy. The remaining funds to operate the school come from tuition, fees, and gifts. Toddlers, Pre-School, Pre-Kindergarten and the Before & After School Care are self-supporting programs and receive no funding support from Trinity Lutheran Church.

### **Tuition Payment Options (Toddler – 5th Grade)**

**1 payment option:** (made before the 1st day of school) receives a **2% discount**.

**2 payment option:** (made before the 1st day of school and January 18th) receives a **1% discount**. Failure to make the second payment on time will result in the loss of the 1% discount plus a \$25.00 handling fee.

### **Tuition Automatic checking or savings deduction:**

Payments may be made by automatic deductions through TADS. **There is a \$45.00 per family annual fee.** Payments may be divided up between 9 or 10 months. The last

payment **must be received by your final May or June payment.**

#### **Lunch & Childcare Payments**

As our hot lunch program is offered and operated by Lincoln Lutheran Middle/High School, all families are asked to keep their lunch account current with a minimum of a **\$25.00 positive balance. Custodial parents are responsible for full lunch payment.** Lunch balances should be maintained on a weekly basis, balances of more than \$15.00 owed, may result in finance charges.

Payments are to be made directly to the school office. **Reminder: Checks would be preferred and as these are two separate accounts, please use “separate” checks in paying toward these balances.**

Families will be charged a \$35.00 service charge for insufficient funds regardless of which payment option is utilized.

#### **End of the School Year Finances**

**All accounts must be paid in full by the end of the school year before report cards and student records can be released.**

Failure to meet the financial requirements to have all accounts paid in full by the end of the school year will result in retention of report cards, and if applicable, student records and transcripts will not be transferred to the next school the child will be attending. In the cases of divorce or separation by parents, both mother’s and father’s accounts must be paid in full before records will be issued to either party.

**Trinity Lutheran School reserves the right to block re-enrollment at Trinity Lutheran School (for the upcoming school year or even at quarter break), enrollment in Child Care or enrollment in Summer Camp until all family accounts (tuition, child care, lunch) are paid in full. Failure to pay these accounts in full in a timely manner will result in Trinity Lutheran**

**School turning over your family accounts to a collection agency.**

**Notice on collections:** The information provided by you on all Trinity registration forms is true and correct to the best of your knowledge and belief. By registering your child(ren) in Trinity Lutheran School and/or Early Childhood Center you agree to pay for any and all services provided to you at the rates in effect and agreed upon during the time services are rendered. You understand and agree that your bill for services rendered is due and payable at the time of service and you are ultimately responsible for any unpaid balances.

By registering you agree and authorize that Trinity Lutheran School and/or Childcare Center offices and any third party used for the purpose of billing collection or collection calling may use any and all means (e-mails, text messages, phone calls) to all phone numbers you have provided to Trinity Lutheran School and/or Childcare Center for the purpose of contacting you or collecting on services rendered on their behalf.

## Trinity Lutheran Church Participating Member Status

As it pertains to Tuition Support at Trinity Elementary and Lincoln Lutheran

The following is a presentation of what it is to be a Participating Member of Trinity Lutheran Church and what it is that qualifies a parent member to receive the church subsidy for children attending Trinity Lutheran School and for a Tuition Grant for Lincoln Lutheran as set forth by the Member Recovery Committee from the Board of Elders of Trinity Lutheran Church.

It is the expectation and prayer of the Trinity Lutheran Church Board of Elders & the Trinity Lutheran School Board that parents/legal guardians and their children attend church every Sunday. All of us are to serve God through our words and actions.

Below is the procedure for determining the semester by semester status for Trinity Lutheran Church families with children enrolled at Trinity Lutheran School and/or Lincoln Lutheran.

**Determining Factors – The weekly attendance of an adult member of the family at Trinity Lutheran Church is the basis.**

- \*\*Verification of visiting other Christian congregations, with a limit of four (4) per each verification period.
- Trinity's worship attendance records are the official source of information-not report cards.
- Attendance verification will begin for a new family once the child begins attending school.
- The combined attendance of both parents/legal guardians will count

toward the required number of services to be attended.

- Only one "tally" per week is allowed, even if more than one service is attended or more than one adult attends. Current worship opportunities are Sunday morning, holiday events, Advent, and/or Lent.
- Exceptions are to be handled on a case-by-case basis as presented to the **Trinity Lutheran Church Board of Elders.**

**Standards are as follows:**

### **MAINTAIN status Minimum**

**26 Weeks July 1-Dec. 31 & 26 Weeks Jan. 1 June 30**

13 Services

13 Services

### **REGAIN status minimum**

**26 Weeks July 1-Dec. 31 & 26 Weeks Jan. 1 June 30**

17 Services

17 Services

### **REVIEW DEADLINE**

**26 Weeks July 1-Dec. 31 & 26 Weeks Jan. 1 June 30**

December

June

### **DECISION BY COMMITTEE**

**26 Weeks July 1-Dec. 31 & 26 Weeks Jan. 1 June 30**

January

July

### **NOTIFY FAMILY**

**26 Weeks July 1-Dec. 31 & 26 Weeks Jan. 1 June 30**

End of 1<sup>st</sup> Semester

by July 20<sup>th</sup>

If parent members have not met minimum standards by the review deadline, the family will be placed on probation by the Member Recovery committee from the Board of Elders at Trinity Lutheran Church. A family on probation has one semester to regain member status or non-member tuition will be charged. A parent member may be on probation only once every five years.

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## Statement of Understanding and Agreement

I, \_\_\_\_\_ (please print), have read, understood and agree with the *Trinity Lutheran School 2020-2021 Parent-Student Handbook*.

Student(s) Name: \_\_\_\_\_ Grade(s): \_\_\_\_\_

Teacher's Name: \_\_\_\_\_ Date: \_\_\_\_\_

Parent Signature: \_\_\_\_\_

After reading this handbook, please remove this form, sign and return it to your child's teacher by **Friday, August 21st, 2020**.