

# Trinity Evangelical Lutheran School

105 Allen Street  
Jenera, Ohio 45841



**Phone:** 419-326-4685  
**E-mail:** [tlsoffice@tlcjenera.org](mailto:tlsoffice@tlcjenera.org)  
**Webpage:** [tlcjenera.org](http://tlcjenera.org)

## MISSION STATEMENT

Trinity Lutheran School exists to assist families in the Christ-Centered education of their children: to guide them to know Jesus as their Savior, grow in faith, and share Him with others.

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## **Introduction**

In accordance with Scriptural teaching, the Christian parent knows that the “fear of the Lord is the beginning of wisdom” (Psalm 111:10). It is for this reason that our church recognized a definite responsibility to our children that they be more deeply rooted in the knowledge of God’s Word and strengthened in faith. Besides daily instruction in God’s Word, our school affords a Christian atmosphere with a dedicated faculty and staff of Christ-centered professionals who foster the development of Christian fellowship as the children are provided with excellent training of his or her body, mind, and soul.

We give special thanks to God that our members realized these values, established and continue to support a Christ-centered education at Trinity Lutheran School. It has and will continue to be a blessing not only to the children in attendance but also to the congregation and to the community as well.

The Lord has told us to “train a child in the way he should go” (Prov. 22:6). Parents dare not give up this God-given responsibility when they send their children to school. The Christian home and the Christian school are the most effective agencies for the training of the children. However, in terms of importance and responsibility the home stands first. Parents must not neglect a Christian training at home because their children are attending a Christian school. It is the parent’s child, and therefore, first the duty of the parents to give him a Christian education. No one may take this privilege from them, nor may they forgo it voluntarily.

The teacher’s part is to give additional training so that the work of making our children wise unto salvation might continue unhindered and uninterrupted. Parents and teachers must work together so that nothing may rob our children of the crown of glory laid up for them in heaven.

Throughout this school year we will seek the Lord’s guidance in preparing his children for life in his Kingdom as well as life on this earth. May God bless the labors of our teachers, parents, and children as they work together for the benefit and growth of the children.

## **Philosophy for Christian Education**

By nature, every person is a lost and condemned sinner. The only hope of salvation is found in the Bible where God reveals to sinful man his only begotten Son as man’s Redeemer and Savior. By the grace of the Holy Spirit, working through God’s Word and Sacraments, sinners are brought to faith in Christ.

This faith in Christ is constantly opposed by the devil, the sinful world, and man’s own sinful flesh. As a result, there is a continuous need for man to be strengthened in the faith by the use of God’s Word. Through God’s Word in the Bible, the Holy Spirit continues to strengthen the faith of the individual and produce fruits of faith in a believer’s life.

Because of this need of salvation through Christ, Trinity Lutheran School’s primary purpose is to equip our students for lives of praise in heaven. In addition to this, students are also equipped to live lives of service here on this earth as they use the talents and abilities God has given them.

## **Nondiscriminatory Policy**

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, and athletic and other school administered programs.

## Objectives

- Spiritual:** To help the child increase his or her knowledge and love for God and His Word by the use of God's Word.
- Physical:** To help each child develop a knowledge of his or her God-given body and learn to be responsible for his or her own and others health, safety, and recreation.
- Mental:** To lead the child to learn skills and habits of thinking logically, scientifically, and creatively. To help the child acquire and use common skills and fundamental tools of knowledge and communication.
- Social:** To help the child acquire the social skills needed to live competently and creatively in his or her family, in the church, and in the community.
- Emotional:** To help the child understand that his or her only source of true security is faith in Christ's redemptive work. Through such security, the Christian will better understand and control his or her emotions.
- Aesthetic:** To help the child appreciate the wonders of God's creation in nature and aid the child in comprehending the talent of the artist and his or her interpretation of the subject in all areas of the fine arts.

## Management and Supervision

Trinity Lutheran School is an institution and ministry of Trinity Evangelical Lutheran Church and is at all times under the control of this congregation, which is responsible for its management and maintenance. The school is under the supervision of the Board of Education, which shall act by authority of the congregation in accordance with its constitution.

Christ is the spiritual head of the school as well as the entire congregation. He uses as one of His tools our Principal who serves as the Superintendent of the school. Therefore, the Principal assists and advises the teachers in all matters pertaining to the welfare of the school and the attainment of its ministry objectives.

The Principal is also responsible for the proper administration and supervision of the school. To maintain this objective, he will seek the advice and cooperation of his fellow teachers, the pastors, and the Board of Education.

## Attendance

Christian education is a blessing from God. Christian parents realize this blessing and are urged to have their children in school every day unless illness interferes. Parents/Guardians are asked to notify the school office on the day their child is absent. Please call the school between 7:15 and 8:30 a.m. to report your child's absence. If a child is tardy, please call the office and explain the tardiness that morning. Parents are encouraged to schedule vacations and doctor/dentist appointments when school is not in session. Regular attendance is vital to a child's academic progress.

Please supply a note--written or electronic--to the teacher explaining the child's absence upon his or her return. When an absence occurs, parents are encouraged to make arrangements to pick up homework. If this is not possible, make-up work will be provided when the student returns to school. Parents and the child must assume responsibility for completing and returning make-up assignments in a timely manner. Any assignment not completed may

count as a failure.

Students who arrive after school begins but before 10:45 a.m. will be marked as tardy. Students who arrive after 10:45 a.m. or leave prior to 2:00 p.m. will be counted as absent for one-half ( $\frac{1}{2}$ ) day. Students who leave after 2:00 p.m. will be counted as early dismissal, which is considered to be similar to tardy. Tardies and early dismissals are counted toward total absences.

A student is not permitted to leave the school grounds for any reason without a written note from a parent or guardian and permission from the classroom teacher. Parents are encouraged to provide a note no later than two hours before the child is to be excused. If a student is to leave school before dismissal, a parent or guardian must check in at the office. Students will wait safely inside the school office where parents can check in and meet their child.

A student is not to exceed a total of five accumulated absences within any of the four quarters of a school year. In the case of a child who has exceeded the maximum allowable absences for the quarter, the matter will be brought before the Board of Education to determine the status of enrollment of the child and the grade placement of that child for the following school year.

## **Band**

Any student in grades 5-8 is eligible to participate in the band program at Cory-Rawson. Band lessons and band rehearsals will take place during the regular school day and Trinity will provide transportation to and from the school for rehearsals and lessons. Any costs related to participating in band will be the responsibility of the student's parent/guardian. Students participating in band must commit to any and all rehearsals, lessons, and performances throughout the year. Communication regarding absences must be communicated to the band director at Cory-Rawson. Further information about the band program will be shared with families in a letter at the beginning of each school year.

## **Bicycles**

Any student who rides his bicycle to school will park it in the bike rack. Bicycles are not to be used during the course of the day by any student unless permission has been granted by one of the teachers. The school is not responsible for the care of the bicycle while on school property.

## **Bus Information**

Trinity owns and operates up to two school buses. A student may ride the bus if he or she lives within a ten mile radius from Trinity Lutheran School. If a student lives outside of the limit, he or she must be brought to Immanuel Lutheran Church in Findlay or to a pick up point on the bus route. Bus schedules are set up shortly after registration takes place in the fall.

Children should be ready for the bus three to four minutes before the scheduled pickup time. When the bus arrives, the student should be out the door immediately or waiting outside at a safe distance from the bus pickup point. This will help minimize the length of time the children have to ride.

If a student will not be riding the bus, parents should call and let the driver know by 7 a.m. If a student needs to be dropped off at his grandparent's house or some other place on the bus route, a request should be made to the principal at least two school days in advance. This request should not add miles or minutes to the regular bus route. Students may not switch bus routes unless a request has been made to the principal in advance.

If your child will be riding home with or waiting at a bus stop with a person other than a legal guardian, a signed note giving the individual care of your child must be given and approved by the principal before a child may be released to the care of another individual. Each individual must be specifically named on the note and the note kept on record in the school office. If no note is on record, the student will be returned to the school to be picked up by an approved

individual.

If you plan to pick up a student after school, the bus driver must be informed and a note must be presented to the teacher. If no note or verbal confirmation has been received, the student will ride his or her normal route. At the end of the school day, bus students are dismissed through the doors by the gym. Students who do not ride the bus in the afternoon are dismissed through the entry door by the office. Parents are to come to the door to pick them up at the end of the day.

In winter months the bus drivers are not expected to travel on unsafe roads.

## **Cell Phones and Electronic Communication Devices**

A student may possess a cell phone or other electronic communication device (ECD) (e.g. smartphones or other devices designed to receive and send an electronic signal) in school, on school property, at after school activities, and at school-related functions, provided that during school hours and on regular bus routes to and from school the cell phone or other ECD remains off. Students may not use cellular phones or ECDs on school property or at a school sponsored activity to access and/or view internet web sites that are otherwise blocked to students at school.

During school activities when directed by the administrator or sponsor, cell phones and ECDs shall be turned off (not just placed into vibrate or silent mode) and stored out of sight.

Any disruption caused by or any unauthorized use of a cell phone or ECD will result in the device being confiscated. The confiscated item can only be claimed by a parent or legal guardian.

Any device with a camera may not be used to take pictures of tests, quizzes, etc., nor may it be used for anything exploitative, hurtful or damaging. Camera use is strictly forbidden in private areas such as locker rooms, restrooms, or dressing rooms. Such use may also be a violation of the law and necessitate the involvement of law enforcement.

The school reserves the right to examine the contents of a cell phone or any other electronic device if there is a reason to believe that school policies or laws have been violated.

Possession of a cell phone or other ECD by a student is a privilege, which may be forfeited by any student who fails to abide by the terms of this policy, or otherwise engages in misuse of this privilege.

The school accepts no responsibility for any lost, stolen, or damaged cell phone or ECD.

## **Christian Stewardship**

*Church Attendance* - We expect our children to attend church services faithfully together with their parents. The psalmist says, "I rejoiced with those who said to me, 'Let us go to the house of the Lord.'" (Ps. 122:1)

Just as our bodies need regular amounts of food to continue living, so our soul needs the spiritual food given to us through the hearing and learning of God's Word and the partaking of the Sacrament of the Altar. Food is necessary for our bodies which will someday die. However, it is much more important that we get the necessary spiritual food for our souls which are immortal and will live forever in eternity. Failure to attend worship services regularly will undo the Christian living and teaching our school attempts to build in the children. Therefore, we will privately record the students church attendance and report it on their quarterly report card as a reminder of this important truth.

*Missions* - When Jesus said, "Go and make disciples of all nations," (Matt. 28:19) he did not excuse our children from this phase of Christian life. Trinity Lutheran School seeks to train your child in the virtue of Christian giving by providing a free-will mission offering in school each Wednesday for a mission project of our Synod, selected by the faculty for each quarter. A list of the current school year's mission selections is available upon request.

## Complaints

Complaints from parents will be dealt with outside the regular school hours. In all cases where complaints are being made, Christians should follow the course laid out in Scripture (Matt. 18:15). Any questions or complaints should be directed first of all to the person or teacher involved. In extreme cases, or, if in the opinion of the complainant no satisfaction has been obtained after proceeding as outlined, the matter may be brought to the attention of the principal. The matter will be handled in a discussion during a scheduled consultation or meeting, and an attempt will be made to arrive at a God-pleasing solution of the problem.

## Computer and Internet Use Policy

While at school, it is likely that students will make use of a computer/Chromebook and access to the Internet are requirements for assignments while at school. The teachers at Trinity are committed to moving students and staff forward in a 21st century learning environment. As part of this plan, students in grades 5-8 will be issued a Chromebook that will follow them through their years at Trinity. Upon completion of grade 8, the student may keep the Chromebook for use in high school. Grades 1-4 will be assigned a Chromebook to use at school during the school year, and grades PreK-K will have access to shared tablets and Chromebooks.

Students may use these devices to access and save information from the Internet, communicate with other learners and use the productivity tools that can easily be added to these devices. Any and all access through the wireless network may be monitored and/or recorded for the purposes of network security and student safety. By enrolling a child at Trinity parents/guardians are also giving their child permission to access the internet. Please know that Chromebooks that are used at Trinity will be monitored and a filter will follow them home. If a parent would like to see his/her child's Internet history we can provide that for them.

The use of the Chromebooks as a technology resource is a privilege, not a right. This policy is provided to make all users aware of the responsibilities associated with efficient, ethical, and lawful use of Chromebooks. If a person violates any of the User Terms and Conditions named in this policy, privileges may be terminated, access to this technology resource may be denied, and the appropriate disciplinary action shall be applied. This policy applies to all Chromebooks under the Trinity Lutheran domain and to the use of the @tlcjenera.org accounts given to our students.

Prohibited actions include but are not limited to:

- Students may not remove or interfere with the serial number and other identification tags.
- Students may not attempt to remove or change the physical structure of the Chromebook, including the keys, screen cover or plastic casing.
- Students may not attempt to install or run any operating system on the Chromebook other than the ChromeOS operating system supported by the school.
- Illegal installation or transmission of copyrighted materials is prohibited. Any action that violates existing school policy or public law is prohibited.
- Access or use of any other email program or account other than the one issued by the Trinity Lutheran Schools (Ex: Hotmail, Yahoo Mail, etc.) is prohibited while at school.
- Use of chat rooms/sites selling term papers, book reports and other forms of student work is prohibited.
- Messaging services- (Ex: Twitter, MSN, Facebook, Messenger, etc.) is prohibited while at school.
- Playing Internet/Computer Games is prohibited while at school unless approved educational programs as determined by the teacher

- Background themes and Profile IDs need to be appropriate. Teachers have the right to change a student's background whenever needed. (Violent or provocative scenes will not be allowed.)
- Changing of computer settings such as wiping the operating system and using the Chromebook "guest" account is prohibited. Spamming-Sending mass or inappropriate emails is prohibited.
- Gaining access to other student's accounts, files, and/or data, or password sharing is prohibited.
- Use of the school's internet/email accounts for financial or commercial gain or for any illegal activity is prohibited.
- Vandalism. Any malicious attempt to harm or destroy hardware (taking keyboard keys out, scratching laptop's screen, etc.), software or data, including, but not limited to changing or using hardware to run other operating systems such as Linux or other forms of OS, damage software components) of school equipment will not be allowed.
- Transmission or accessing materials that are obscene, offensive, threatening or otherwise intended to harass or demean recipients, "Cyberbullying," is prohibited.

Students who do not abide by these guidelines will receive appropriate discipline as determined by a supervising staff member and/or the Principal. These punishments may include loss of Internet privileges, detentions, fines related to physical or operational damage to devices, detentions, or possible suspension from school. Trinity has access to a number of internet filtering and monitoring software, as well as direct supervision, to prevent students from accessing material that has been deemed inappropriate as well as web sites such as gaming and social networking sites that do not directly contribute to a student's academic work or other responsibilities as a student. Even with these measures in place, it is possible that a student may be exposed to material on the internet that is inappropriate. Parents who don't want their child to have access to the internet at school should consult with the child's teacher and/or Principal.

### **Passwords**

The school may not request or require a student to provide a password or other related account information in order to gain access to the student's account or profile on a social networking website. The school may conduct an investigation or require a student to cooperate in an investigation if there is sufficient evidence to suggest the student's social network account violates the school's disciplinary policy; and, the school may require the student to share content in the course of such an investigation.

### **Concession Stand**

In order to provide an exceptional experience for our fans and visitors, Trinity Lutheran School families maintain a concession stand at most athletic events throughout the year. By working together in the concession stand, parents are able to meet other families, build relationships, and support their school. While a volunteer is found to plan the menu and supervise the operation of the concession stand, TLS parents are required to work in the concession stand during the sporting events. All TLS parents are assigned specific shifts to work throughout the year, and it is the parent's' responsibility to find a replacement to cover any assigned shifts which cannot be covered.

### **Curriculum**

The subjects taught at Trinity Lutheran School are similar to those taught in any public



school, but the chief subject is religion. As the child progresses through the grades, he or she learns more of the chief parts of Christian Doctrine, prayers, Bible verses, and hymns.

In the secular subjects, the same textbooks are used as would be used in the public school, but the subjects are all taught from the Christian point of view. This means that the child is taught to behold the guiding hand of God – the Creator, Redeemer, and Sanctifier – as shown in the creation of the world, in the course of events in history and in the entire life of every individual.

## **Damage to School Property**

Students will be held responsible for any damages to school property (desks, books, electronics, etc.) done through carelessness or negligence. A minimum of \$5.00 is collected for damage.

## **Discipline**

In God's Word we are told "Train a child in the way he should go, and when he is old he will not turn from it" (Prov. 22:6). This is our goal at Trinity. The teachers are mindful that motivation for the Christian's sanctified life comes only from the Gospel. The Law must be used to make the students aware of their transgressions. Therefore, God's Word is the only norm and guide for Christian discipline. Parents and teachers do not have the choice but are commanded by the Lord to discipline children. Conduct that is contrary to God's Word and Will cannot be tolerated or ignored. We show our love for the children when we discipline them because "he who spares the rod hates his son, but he who loves him is careful to discipline him" (Prov. 13:24).

Discipline begins with the Fourth Commandment. Students are expected to give honor, respect, and obedience to the teachers and others in authority because they are God's representatives and act on behalf of the parents. Disrespect toward those in authority in school is a serious offense.

Cursing, foul language, obscene gestures, etc. are expressly forbidden in God's Word. It is a sad fact that children are exposed to these sins, sometimes even in their own home. These sins will not be tolerated in school.

Cheating is a constant temptation for students. Any student guilty of cheating will receive a verbal reprimand and a failing grade for the work involved. The teacher will determine whether any further action should be taken. Parents will not automatically be notified if their son or daughter was cheating after the first time. Parents should also be aware that it is a form of cheating if they do the child's homework and/or give them answers when they are to do the work by themselves.

Stealing is forbidden by the Seventh Commandment and is severely rebuked in the Bible. Students guilty of stealing or willfully damaging school property (books, desks, playground equipment, etc.) or another's personal property on school grounds or vehicles will be held responsible and/or punished.

Pupils are expected to treat each other with Christian love and respect. On the one hand, physical violence or any other kind of abuse (including name calling, etc.) between children will be punished. On the other hand, expressions of physical intimacy between any students are not allowed. Kissing, holding hands, etc. are not permitted at school or school functions.

Since our bodies are the temple of the Holy Spirit we will take care of them to the best of our ability. Therefore, smoking or possession of tobacco products, use or possession of any drugs or intoxicants is prohibited.

The following course of action should be followed if discipline is needed inside or outside of the classroom. Other classroom rules and guidelines may be established by the classroom teacher and shared with students and parents.

- First Violation or Minor Disruption: A verbal or visual cue will be given to the child to

cease and desist the undesired behavior.

- Second Violation or Habitual Offense: An immediate verbal cue will be given to the child to cease and desist the undesired behavior, and a written notification will be sent to a parent or guardian and logged with the office or administration.
- Third Violation or Major Offense: Parents or guardians will be notified as soon as possible. A meeting with administration, teacher, and all involved parties will convene. Further discipline may be necessary.

The following list of disciplinary methods is not exhaustive or exclusive. The teachers will, to the best of their ability, be fair in carrying out punishment and try to fit the discipline to the infraction.

- Verbal Reprimand
- Take Away Privileges
- Student will write down what he did wrong, why he did it and why it was wrong, take it home, and have the parents sign it.
- Stand (or sit) away from the class
- Notify Parents
- Send the student to the Principal\* - This should be considered a serious form of punishment. Parents will be notified when a student is sent to the principal for disciplinary reasons.

\* A teacher may send a student to the principal to give them an opportunity to calm down. In this case, the principal may speak with the child to understand the issue, and work with the child to create and implement a plan to return to class as soon as possible.

- Suspension from school or athletic activity – Written and verbal communication required from administration to parent or guardian
- Expulsion – Written and verbal communication required from administration to parent or guardian

Letters or discipline records which require a signature response and have been sent home must be signed and returned before the start of school on the following school day or further action may be taken.

## **Dress Code and Grooming**

Students are to wear neat and clean clothing to all school functions and be well groomed when attending any school activity.

Nylon wind-suits in any combination may be worn. Tear-away (snap) outfits are not to be worn except for sporting events when athletic shorts are worn under them.

Leggings, yoga pants, and athletic tights may be worn, but the posterior and anterior midsection of the body must be covered by a shirt, shorts, sweatshirt, sweater, skirt, or dress.

Shoes and socks (or hose for girls if desired) are to be worn at all times. Open toe footwear are to have back straps (matter of safety). Non-marking tennis shoes are to be worn for physical education.

Shorts may be worn in the fall up to October 15 and in spring starting on April 15. They must be the length of the fingertips with the hands held at the side. Biker, sport-type shorts, “cut-off pants” or shorts and the like should not be worn. The teacher will inform a student when he or she is wearing an inappropriate type of shorts.

Skirts and dresses should be the same length as the shorts. Skirts and dresses must have no slit opening above the middle of the knee. Shirts and blouses must have sleeves. Sundresses, tank tops, sleeveless blouses/shirts and dresses, and bare midriffs are unacceptable as school attire, including at church when students sing for the worship service.

When singing for church, school dress attire still applies as students should still dress modestly.

Students are not to use or wear the following:

- Extreme hairstyles should be avoided, such as Mohawks, designs shaved into hair, or hair

- coloring
- Body piercing, other than girls' ears (no earrings or ear clips for boys)
- Tattoos and temporary tattoos

Articles of clothing such as rock culture apparel or any unchristian apparel are considered inappropriate dress.

Any articles of dress that the staff feel is immodest or is not appropriate to the occasion (plunging necklines, see-through attire, etc.) will not be allowed.

Anything the staff considers an extreme will not be permitted. The staff reserves the right to determine if dress or appearance is not appropriate. When a student has violated the dress and/or hair standard of the school, parents will be notified of the violation. If the parent cannot be contacted during the school day, proper clothing will be provided for the child to wear for that day. This clothing will be expected to be returned to the school the next day cleaned. The parent should scrutinize his child's appearance before he or she leaves for school. The following measures will take place if the student violates the dress code:

1. After any violation, a slip will go home with the student indicating the infraction. The parent must sign the slip and the student should return it the next day of school.
2. After the 3rd violation of the quarter, the teacher will contact the parents by phone to notify them of the infraction.
3. After the 5th violation of the quarter, a meeting with the principal and teacher will be required.

### **Eligibility for Extracurricular Activities**

The staff of Trinity Lutheran School encourages students to use their God given talents and time appropriately. Therefore the following has been adopted to determine student eligibility for participation in extracurricular activities.

When a student has one incomplete in his or her daily assignments, the student is ineligible for practice and events until the work is completed. When a student has three days of one or more incomplete assignments in one week, the student is ineligible for the remainder of the week. The student remains ineligible for all activities and practices that week even though the incompletes are made up.

If a student has three "D" grades on a report card, he or she is ineligible for events and practices for three weeks. After the three week period and a reevaluation is conducted and an improvement in at least one grade (three "D" grades or less) has been made, the student will become eligible to participate.

If a student has one "F" grade on a report card, he or she is ineligible for practice and events for the next six weeks, at which point the status is reevaluated. If a student is ineligible at the end of the fourth quarter, the student will begin the following school year on academic probation with an evaluation at the end of the third week of school. A student may participate in extracurricular activities while on probation. If the student does remedial work over summer vacation and the teacher is satisfied that sufficient progress has been made, the student can regain eligibility.

### **Emergency Delay or Closing**

Refer to the school calendar for regularly scheduled closures and holidays. If severe weather conditions or other unforeseen causes should make it necessary to delay the start time of school, close school early, or close school for the day, an announcement will be made on local television stations such as WTOL 11 and over the local radio stations WFIN (AM 1330) and WKXA (FM 100.5) in Findlay. Parents may sign up for TLS email or text alerts by following the directions on the school website. Delays and cancellations will also be posted on the TLS Facebook page. TLS usually follows the Cory Rawson School District. If for some reason a bus will not be able to run its route, the parents will be responsible for providing transportation for the

children. Since our families come from a large area, it may not be possible for us to know what the weather conditions are like in all places. The safety of our students and families is a high priority. Please do not risk your safety to travel to school if a delay or cancellation has not been made but it would not, in your best judgment, be safe to travel. Please contact the school and let us know the situation as soon as possible.

## **Enrollment Policy**

Children of the members of Trinity Evangelical Lutheran Church are eligible to attend Trinity Lutheran School. Trinity Lutheran School also accepts children from sister congregations of the Wisconsin Evangelical Lutheran Synod (WELS). All children of members from sister congregations in good standing are eligible for enrollment on a tuition basis and upon receipt of a letter of recommendation from their pastor.

Trinity Lutheran School also accepts children of non-members. Children from non-member families will be enrolled:

1. If they wish to enroll for the purpose of a Christian education as taught by the Lutheran Church.
2. Upon the parents willingness to attend Trinity's adult membership class to understand what we teach in our Church and School.
3. If the parents remain faithful in making timely tuition and other school related payments.
4. If the child conforms to all rules and regulations, accept the complete course of study (including religious courses), and take part in all required school functions.
5. If parents agree to have their child attend worship services in which his or her class is scheduled to sing. Singing in church is an integral part of our religious and musical curricula and provides our students an opportunity to witness their faith.

Application for students who have had scholastic problems or who have been disciplinary problems in their previous school will be considered with extra care. As a general rule applications during the school year are not accepted. The Board of Education will make the final decision on all applications for admission.

## **Entrance Requirements**

Children entering kindergarten must be five years old by August 1. Early entrance will be considered only after the child has passed the early entrance examination given by the public school system.

Each new student shall have received the following immunizations by the time of enrollment: 3 DPT shots plus a booster, rubella (measles), rubella (German measles), and mumps immunizations. Also medical and dental examinations are required for first entrance into school.

## **Excuses for Recess or Physical Education**

If during the course of the year you would like to have your child stay in for recess or be excused from physical education class for an illness or injury, please provide a doctor's note explaining the ailment to the teacher. If no note is presented to the teacher, the child will be expected to go outside for recess or participate in the P.E. class.

## **Field Trips**

Trips of educational value may be made by the various classes upon the discretion of the classroom teacher. The teacher will secure written parental permission for each child for each trip. In the case of behavioral concerns, the teacher will discuss the matter with the student's parents, as well as inform the principal of the situation. If parental permission is not received or a

concern is found with a student's behavior, the individual student will be given an assignment or assignments to complete at school in the care of a faculty or staff member. The teacher will secure aid of parents to help supervise whenever possible. If a field trip must be postponed or canceled due to weather or other unforeseen events, the teacher will notify parents when practical.

### **Food and Water Bottles**

Students usually provide their own lunch and may make use of a microwave provided in the classroom (or in the case of Preschool or Kindergarten - the kitchen) to heat up simple foods. Milk is available to the children who eat their noon meal at school. Milk payments are made at the beginning of the school year or at the lunch window on the date of purchase. Hot sandwiches are also available to the students who wish to purchase them.

Treats may be brought for a child's birthday, at the discretion of the classroom teacher. Please check with the classroom teacher before bringing any food meant to be shared with the entire class.

Gum and gum chewing will not be permitted in the school building or on the school grounds. This also applies to students riding the school bus.

Water bottles are allowed in most classrooms during the school day. The bottles may contain only water. Water bottles may not become distractions during the school day. The loss of this privilege may result from misuse.

### **Forbidden Articles**

For the sake of good order, cleanliness, and safety, personal articles such as knives, firearms, weapons of any kind (real or play), tablets, electronic gaming devices, toys, etc. are forbidden on school property, including school vehicles, unless explicit consent is given by a faculty member for classroom use. Such items will be confiscated by the teacher and returned to a parent or guardian at the discretion of the teacher or school administration.

### **Homework**

It is understood that the Christian student will want to do his work to the best of his abilities and to the glory of God. This will necessitate the completion of some assignments at home and at school. Please provide a suitable place for study as well as sufficient time to complete these assignments. We would also suggest that you encourage your child to develop consistent study habits.

There will naturally be a greater amount of homework as the student progresses into the higher grades. An excessive amount of homework should not be necessary unless the student has been absent, willfully neglects his work while at school, or is not working up to the grade level for other reasons. A certain amount of homework, however, is necessary and will be assigned as determined by the teacher. Oral reading at home is especially helpful in the lower grades and for those having reading difficulties.

When unfinished work is not completed at home, an explanation by the pupil must be given to the teacher before class time.

Parents should not do the child's work but should check their child's work regularly for the child's benefit to see that it has been completed. Parents should also make sure that their child's corrected daily papers are brought home so they will know how their child is progressing.

Concerns about homework amounts should be communicated to the student's teacher and a meeting time should be set to understand why there seems to be an excessive amount of work and how the parents and teacher can work together to address the issue.

## **Insurance**

Student accident insurance is available upon request through the school. Application forms and payment may be taken care of at registration time. This must be applied for no later than the first day of school.

## **Memory Work**

We ask our children to memorize not only because of its advantages to education, but for their spiritual blessings. Remember "Faith comes from hearing the message, and the message is heard through the word of Christ" (Rom. 10:17). This Word of God which they memorize will help to nourish and strengthen the faith of the child for his or her entire life. They will be equipped with faith in Christ as they face the sin and temptations of the world around them. Many people refer to the Word of God which they have memorized when they pass through some of the crises of life. Many Christians, forsaken and forlorn, have recited to themselves hymns and Bible passages which he or she memorized at his or her Christian school and was comforted through them by the Lord. If this memory work can serve such a blessed purpose in our lives, surely it is worth the effort it takes to memorize it. With this understanding, please encourage and assist your child with his or her memory work by having your child recite it to you before coming to school each day.

## **Outdoor Recess**

The need for exercise and playtime is very important to a growing child's development. All children will participate in outdoor recess unless excused by a note from a parent, guardian, or a family doctor. The temperature and weather alerts will be the major factors to determine whether recess is outdoors or indoors. Normally, outdoor recess will occur when the temperature and windchill are above 10 degrees Fahrenheit. If an alert, advisory, or warning is issued that could pose a threat to the students' well-being, the students will stay indoors. Please dress your child appropriately for all weather conditions. Hats and gloves/mittens are required for all students during the winter months. Snow pants and boots are required for a student to play on any snow-covered or unplowed surfaces. The children will be outside whenever possible.

## **Parent Participation Policy**

The Lord tells us in 1 Peter 4:10 that "Each of you should use whatever gift you have received to serve others as faithful stewards of God's grace in its various forms." Volunteerism is one of the keys to a successful ministry and because of this fact Trinity Lutheran School has adopted the following Volunteer Policy.

Each family is expected to volunteer for 2 different activities during each school year, once during the fall season and once during the winter season. If a family does not sign up to volunteer for 2 different activities during the school year, a time slot will be assigned to you. Each volunteer will be contacted by a faculty advisor when their volunteer activity is approaching.

It is our hope that this policy will inspire a culture of volunteerism that brings Glory to our Lord and Savior.

Volunteering opportunities are available when the season schedule comes out. A sign-up sheet will go home and must be sent back to school.

In addition to your 2 activities, the church bulletin, church newsletter, or the school newsletter may also publish opportunities periodically. If you would like to volunteer your time

and talents, please contact the secretary at school or the volunteer coordinator at 419-326-4685.

### **Gradelink**

Trinity Lutheran School makes use of a Web based grade and record-keeping program called Gradelink. Gradelink offers parental and student access to view up-to-date information regarding academic records. The viewing of these academic records online is intended for the private use of parents/guardians and their respective children. Trinity Lutheran School reserves the right to limit or terminate access for those who fail to comply by keeping academic records private within the means of the family.

Login information will be sent to parents during the first week of school. Parents needing help with access may contact the school office.

### **Religious Books**

Religious books are used throughout the student's education at Trinity Lutheran School. All students in grades 1-8 are required to have a hymnal (*Christian Worship*) at school. Students in grades 3-8 are required to have a Bible at school. Bibles and hymnals are available to purchase through the school office.

### **Report Cards**

Report cards are issued at the completion of each quarter for all students. Please keep in mind that the report card is an individual report. It would be an injustice to your child to compare his or her work and report card with that of other classmates, or even with that of a member of his or her own family. The Lord does not expect all students to be "A" students because he has blessed them all in different ways. From those to whom he has given much, he expects much, and to those whom he has given average or below average abilities, he expects work according to their God-given abilities.

If a child receives any grade alarmingly below his level of capability, the parent should make an appointment with the teacher to discuss the child's situation. Parent-Teacher Conferences are held during the month of November for all students. Parents are encouraged to address any concerns with the teacher regarding a student's work as soon as a concern arises. Powerschool allows parents to monitor a child's grade in real time.

In case of possible retention in a grade, a consultation with the parent is required. The case is then reviewed by the principal and teacher, and a recommendation is made to the Board of Education. The Board of Education takes final action in the matter. Their decision is based on the placement which will give the child the best opportunity for growth during the following school year.

### **School Fees**

Certain necessary fees are required of all students to cover the costs of textbook rental, workbooks, and materials used in the classroom for instruction of the child. Full payment will be expected when registration takes place. The maximum fee per family will be for three children. .

### **School Hours**

The school day begins at 8:15 a.m. and closes at 3:15 p.m. Students should not arrive to school earlier than 8:00 unless they have a piano lesson prior to the start of school.

## **School Lockers and Desks**

All students are provided with desks and areas for storage of belongings during the school day. Students in grades PK-8 are provided with lockers or cubbies to store additional belongings. Students are to make use of their locker before school, at recess/break, before and after lunch, and at the conclusion of the school day. Students should be certain that all materials are in the classroom prior to the start of class. Students may not go to their lockers during class time without permission of the classroom teacher. Valuable items should not be brought to school and kept in a locker or storage area. Proper care of the desk or locker is expected of the student. Students are not to write on or apply items with any kind of adhesive inside or outside of the locker without explicit consent from the teacher.

Students are reminded that there is no expectation to privacy with regard to lockers or desks as they are the property of the Trinity Lutheran School Board of Education and that they, along with the contents therein, are subject to random searches at any time without regard to any reasonable suspicion (RC 3313.20).

## **School Visiting**

All parents and friends are welcome to visit our school at any time. The faculty welcomes your support and interest. Please arrange a visit with the classroom teacher to maintain order within the classroom. All visitors, including volunteers, must sign in at the office and sign out at the time of departure. This is required for security purposes.

## **Singing for Church Services**

At various times during the school year, the individual classes sing in the church services at Trinity Lutheran Church and Immanuel Lutheran Church (Findlay). To sing forth the praises of God and to beautify the church service with music learned in school are among the chief reasons why the children of the Christian Elementary School sing in the services. It is expected that parents see to it that their children are present for these services. If a child is unable to participate, the parent/guardian must notify the classroom teacher with a valid reason at least two days before the scheduled event in order to excuse the child. The student dress code applies to these church services; students are reminded to dress modestly and in good taste.

## **Special Services**

Trinity Lutheran School receives similar health services as do the public schools. We have a nurse who visits our school to administer hearing and eye tests. Each fall, the nurse checks the immunization record of all students.

## **Tuition**

Trinity Lutheran School is entirely funded by the members of Trinity Evangelical Lutheran Church. Because of this, families who are not members of Trinity Evangelical Lutheran Church are required to support their child's education through paying tuition.

Tuition may be paid on registration day, in four payments beginning each quarter, or in ten payments at the beginning of each month from September through June. The Board of Education has the right to waive the tuition in cases of need. Trinity also has a Tuition Assistance Fund to help those families as well. Applications for this fund are available through the principal.

The current tuition rate is \$5,800.00 for Kindergarten through 8<sup>th</sup> Grade for non-Trinity members with a discount for Trinity members. (Tuition is charged for a maximum of 3 individuals



per family per school year.) During the first year of enrollment of a new nonmember family, tuition of only \$500 per family will be charged.)

## **Telephone Usage**

Since our teachers are actively engaged in classroom instruction we ask that calls be limited to before and after school or during the noon recess periods, except of course for emergencies. Students who wish to make out-going calls should have a valid purpose to make the call. Such calls are to be made only when permission has been granted by a member of the faculty.

## **Withdrawal or Termination from School**

### **Withdrawal from School**

Parents desiring to withdraw their child(ren) from Trinity Lutheran School are requested to have a consultation first with the teacher, and then with the principal.

Whenever a student is withdrawn from the school, the following steps will be carried out:

1. All materials belonging to TrinityLutheran school will be returned;
2. Tuition paid in advance will be returned on a prorated basis, except for the amount which applies to the first nine weeks and the registration fee; and
3. Transfer of records will occur only after the financial obligations have been met. Should this create an undue hardship, an appeal may be presented to the Board of Education.

### **Termination from School**

The Board of Education may terminate the enrollment of a student for one or more of the following reasons:

1. The student demonstrates an unwilling attitude to use his/her God-given abilities, and the parent(s) allows this attitude to persist;
2. The student, who by misconduct, continues to give evidence that the Word of God has not penetrated his/her heart;
3. The parents, after consultation with the principal, willingly admit that they do not plan to engage in a true partnership with the school for the spiritual and academic education of their child.
4. Financial obligations have not been met. However, if the tuition payments become a hardship, the Board of Education will consider an appeal; or
5. The student threatens or maliciously causes physical harm to another student, teacher, or staff member.