

Parent and Student Handbook

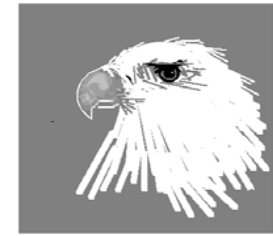
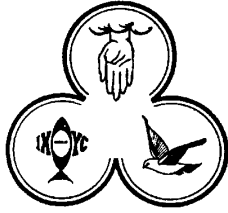


Table of Contents

| | Title | Pages |
|--|----------------------------|--------------|
| | Overview of Trinity | |
| (Mission Statement, Introduction, We Believe, The Lutheran School System, The Governing Body, History of TLS, Expected School-Wide Learning Results, Curriculum, Achievement Testing, Insurance, Report Cards, Master Records, School Supplies, Change of Student Information, Visitor/Volunteers, Communication, Parent/Teacher Conferences, Concerns)..... | | 1 - 5 |
| Admissions | | |
| (Enrollment/Admission Procedures) | | 6 |
| Fees | | |
| (Tuition, Discounts, Late Fees, Delinquent Payments, Late Admission, Withdrawal, Stewardship) | | 7 |
| School Hours | | |
| (Daily Schedules, Minimum Days, Lunch Times, Extended Care Hours, Lunch Options)..... | | 8 |
| Programs and Activities | | |
| (Activities, Boosters, Chapel Service/Offering, School Site Council, School Pictures, Singing in Church, Student Council, Library/Computer Lab, Field Trips)..... | | 9 - 10 |
| Attendance | | |
| (School, Church, Sunday School)..... | | 11 |
| Safety and Health | | |
| (Health and Medication, Safety, First Aid)..... | | 12 |
| Dress Code | | |
| (Descriptions of Uniforms, Free Dress, Infractions)..... | | 13 |
| School Conduct Policy | | |
| (Discipline, School Conduct, Items Not Allowed, Search, Detention, Sexual Harassment/Bullying, Playground Safety, Playground Conduct, Parking Lot Safety, Before and After School Behavior)..... | | 14 - 17 |
| Academic Expectations and Requirements | | |
| (Eligibility, Probation, Homework, Late Assignments, Graduation/Probation Requirements, Community Service, 8 th Grade Graduation)..... | | 18 - 20 |
| Other | | |
| (Transportation, Backpacks/book bags, School and Personal Property, Bicycles and other forms of transportation, Lost and Found, Telephone usage)..... | | 21 |
| In Closing | | |
| (Message)..... | | 22 |

Overview of Trinity Lutheran School

The Mission of Trinity Lutheran School is to provide a Christ centered environment in which students perform at or above grade level in the core subject areas.

We have been given a special privilege as parents and teachers to share in the training of our children in “the way they should go.” It is our desire at Trinity Lutheran School to provide a program that will prepare our students spiritually, socially, and academically to meet the challenges they will face upon graduation from school with minds and hearts dedicated to the Lord and His will for their lives.

Being a part of this training is not only a privilege, but also a responsibility before the Lord. The home, the church, and the school should work together to fulfill that responsibility to meet the students’ needs. This handbook is a guide to govern our school in its daily operations. We desire to work closely with you in every way and pray for your support as together we make this year successful.

We trust that you will pray daily for your child, his or her school, and his or her teachers. It is our prayer that through a Christian education, these young people will find rich fellowship and deep devotion to the Lord who alone is capable of directing their lives.

We Believe:

- The Bible is the inspired Word of God. It is His message to all people.
- The entire Bible points to Jesus as the Savior.
- There is only one true God. He has revealed Himself as Father, Son and Holy Spirit.
- God is the creator of everything that exists.
- God, pure and holy, originally created all people. They lived according to God’s will, doing what was pleasing to Him. Adam and Eve, the man and woman God created in the beginning, went against God’s will and brought sin into the world. Since that time, all people have been conceived and born in sin.
- People cannot save themselves by their good works or restore themselves to a right relationship with God. .
- Jesus Christ, true God and true Man, lived a holy life on earth and suffered and died in our stead. His resurrection from the dead declares His victory over sin and death. Full and free forgiveness is offered to all people. Those who believe in Jesus as their Savior receive God's grace to live a new life.
- Faith in Jesus is a gift of God, given by the power of the Holy Spirit, thus all the glory belongs to God.
- The means of grace is the Word, Holy Baptism, and Holy Communion. As that Word is coupled with the sacraments of Baptism and the Lord’s Supper, God gives His grace through these means.
- The Lord of the Church will come again visibly at the end of time as the righteous Judge of the world. He will raise the dead and give His people eternal life.

The Lutheran School System

Trinity Lutheran School is one in a system of more than 2,480 schools operated with the support of the congregations of the Lutheran Church - Missouri Synod in the United States and Canada. These schools are staffed with over 17,000 teachers who have been trained in colleges maintained by the Lutheran Church-Missouri Synod and/or through accredited universities throughout the United States.

The Lutheran Church - Missouri Synod and its various District Offices of Education, coordinates the Lutheran School system. Our school is a member of Synod's California, Nevada, Hawaii District whose offices are located at 2772 Constitution Drive, Suite A, Livermore, CA 94550-7566. Coordination is achieved correspondence and visitation through the Executive Director of Education, Principals' and Teachers' Conferences, and District Area Teachers' Meetings.

Trinity is a Christ-centered school, with the goal of "putting Christ first in all things."(Colossians 1). Our educational goals are not just for this life, but aimed at our life with our Lord Jesus, forever.

Since our Christian education program is characterized by Lutheran theology, the church offers all parents/guardians who are not members of the Lutheran Church to attend a small group in which you can learn more about the faith. Contact the church office at 238-3702 for specific dates, times, and child care arrangements.

The Governing Body

The Congregation, through the Voting Assembly, shall administer and manage all substantive powers external and internal, in the Church. This congregation shall be represented by and administer all of its affairs through the Mission and Ministry Council. Congregational Officers and the Mission and Ministry Council, whether elected or appointed, shall exercise only that authority delegated to them by the Bylaws of the Congregation. The principal shall be under the direction of the Senior Pastor. A School Advisory Team (SAT) is appointed by the Senior Pastor and approved by the Mission and Ministry Council. The School Advisory Team reports to the Senior Pastor; it does not supervise any school staff. The purpose of the School Advisory Team is to see to it that Trinity Lutheran School achieves the goals as established by the congregation; and avoids unacceptable actions and situations that would, in any way, put the ministries of Trinity Lutheran Church in jeopardy.

History of Trinity Lutheran School

Following a successful two-week Vacation Bible School in the summer of 1952, the Parish Education Committee was authorized to make a survey of the congregation to determine the interest in the establishment of a Christian Day School. After years of prayerful thought and planning, seven and one-half acres of property was purchased on Creston Rd. in Paso Robles and the school, grades 1- 8, opened in the fall of 1962 with an enrollment of 42 students.

Throughout the years, Trinity Lutheran School has provided a safe and caring Christian environment through quality education that supports life long learning. We want every student to leave Trinity Lutheran School with skills in basic communication, critical thinking, reasoning, analysis, and synthesis. We consider our school community an integral part of the Northern SLO County and in it we strive for responsibility, forgiveness, friendliness, and social awareness.

Expected School Wide Learning Results (ESLR's)

Trinity Lutheran Students will be able to demonstrate (or have experienced) the following criteria:

1. Through the application of God's Word, students will develop a foundation of faith in Jesus Christ as their Lord and Savior, grow in their knowledge and understanding of God's purpose for His people, and respond to God's love by sharing that love with others in word and deed.
2. Through the use of technology, students will understand technology as a tool for productivity, expression, research, and communication. This applied knowledge will instill in them the ability to be responsible users of equipment.
3. Through oral, written and printed materials, students will communicate effectively through speaking, writing and reading and utilize proper and effective physical communication skills such as attentive listening, eye contact, posture, and general body language.
4. Through activities, students will practice decision-making, teamwork, leadership, problem solving, cooperation, health and safety, inquiry, creativity, critical thinking, respect and responsibility.
5. Through a balanced and integrated curriculum, students will understand, and apply the concepts and skills of science, math, social studies, language arts, physical education, art and music.

Achievement Testing

Achievement tests are given to help identify student progress and evaluate our curriculum in order to improve both elements. Tests are given in the spring. Parents/guardians are invited to request a conference with their child's teacher to review their child's test results. These results are mailed along with the final report card in early summer or sent home through the students prior to the end of the school year

Insurance

Trinity Lutheran School carries an accident insurance policy. Accidents must be reported to the school office. When an accident occurs, and is deemed serious, the parents/guardians will be contacted and necessary arrangements made for pickup.

Report Cards

Report cards are issued every trimester, making three grading periods in the year. These are sent home the week following the end of the grading period. Progress reports for grades 3-8 will be sent home mid-trimester. They are to be signed by the parent and returned to the teacher. Teachers also keep running records on each student.

Curriculum

The curriculum of the school is consistent with or higher than the standards prescribed by the State of California.

CHRISTIAN STUDIES: The love of Jesus is taught through worship, Bible stories, doctrine, church history, and memory work. Developing knowledge of biblical truths, and Christ-like character in each student is of the utmost importance.

LANGUAGE ARTS: This is a sequential program in grades K-8. Reading emphasizes phonics and comprehension skills, syllabication, oral vocabulary, visual discrimination, phonemic/grapheme awareness. Composition emphasizes listening to phonemic/grapheme concepts, handwriting, composition rules, spelling, vocabulary, grammar, and punctuation, self-expression and creativity.

MATHEMATICS: Math instruction utilizes traditional and “hands-on” activities to prepare students with basic math facts and learn the application of mathematical concepts.

SCIENCE: A basic curriculum using “hands-on” experiences applied to life, physical, and earth sciences.

SOCIAL SCIENCE: This includes history, geography, and current events.

SPANISH: Spanish language and Hispanic cultures, the focus is on communication, explanations of phonetics and grammar

FINE ARTS: In the primary grades, music education emphasizes rhythms, listening skills, music history and appreciation along with vocal skills. In the upper grades, music education emphasizes music theory and application, music appreciation and history. Art education includes art application, history, and appreciation. Drama curriculum includes a drama and/or musical performance and participation in chapel services.

PHYSICAL EDUCATION: Instruction to physical fitness skills and concepts, individual and team sports, conditioning and health.

COMPUTERS: This includes typing and computer skills and literacy, Internet skills, and computer application.

THE YOUNG PEACEMAKER: Teaching students to respond to conflict God’s way.

CHARACTER EDUCATION: cultivating character and encouraging virtue through storytelling; working the mind, heart, and imagination, creating a love of virtue and providing models of goodness to emulate.

Master Records

A cumulative record is kept on each student. The records contain all the data that the classroom teacher will need for effective guidance of the student. The records contain personal information including health, attendance, standardized test results, scholastic achievement, personal history, and school conduct. The records are filed in the school office and are available upon request to the teacher or parent/guardian to look at when he or she needs to. After the student graduates or transfers from Trinity Lutheran School, the records are sent directly to the next school they will be attending. Originals of the permanent record will be sent to the next school upon written request. A record of the transfer will be filed in Trinity's master records along with copies of original documents.

School Supplies

A student supply list will be given that informs students what they will need to bring to school on the first day. Each student is responsible for replenishing his or her supplies during the year.

Change in Student Information

It is imperative that the school office be notified immediately of a change of address, home or office telephone number, or emergency information during the academic school year.

Visitors to Campus

Parents/guardians are welcome to visit classes anytime. Visitors must sign in/out at the office each day and wear a visitor or volunteer badge while on campus. Visitations are to be arranged through the school office or with the teacher directly. There will be no visitors during the final minutes of the day. No interruptions will be allowed during the Standardized Testing Program. (Due to year-end activities, visits in June may be limited to 15 minutes). Lunches, books, homework, etc. brought to school after the first bell has rung **MUST** be left in the office. It will be the student's responsibility to get the needed items from the office.

Communication

Conferences

Parent-teacher conferences are held in the fall and spring. Fall conferences are for all families to conference with the teacher(s). Spring conferences are by request from either parent or teacher. A schedule of times will be sent home. **If, at any other time, you wish to have another conference, please contact the teacher or call the office to set up an appointment.**

Questions/Concerns

When you have a question or concern go straight to the source. Please keep communication lines open with your child's teacher. The teacher's are here to help you and your student. As parents, students, and teachers of Trinity Lutheran School, it is your responsibility to share any complaints, questionable or negative comments with only the people involved. Gossip is not acceptable nor appreciated. Go to the source first. Share your thoughts with administration only after you've discussed your questions/concerns with the teacher. Parents are not to take student issues (other than their own child) into their own hands. Please allow the administration and school personnel to take care of situations that you have concerns about.

Admissions

Enrollment/Admissions

Trinity Lutheran School admits students of any race, color, national and ethnic origin to all the rights, privileges, programs and activities generally granted or made available to students at the school. We do not discriminate on the basis of race, color, national and ethnic origin in administration of our educational policies, admission policies, and athletic and other school administered programs.

All families who are accepted automatically agree to all conditions set forth in this handbook.

Enrollment at Trinity is on an annual basis. Along with the principal's recommendation, **any or all** of the following criteria may be used as a tool for evaluating the enrollment/re-enrollment applications of both members and nonmembers:

- The discipline or behavior pattern of the student and/or parent
- Academic progress of the student.
- Special needs of the student
- The student's attendance records.

An application for enrollment must be filed each year, signed by one or both parents/guardians and accompanied by the registration fee. **The registration fee is non-refundable.** Application for enrollment does not constitute acceptance. Trinity will endeavor to provide room for all of its member children interested in enrolling who are not currently attending. In order to accomplish this goal, the following procedures will be used:

1. Application forms are made available in the early February to members of the congregation who have children of school age.
2. Trinity member families must enroll by the date set and published in church and school newsletters to be eligible for priority admittance.
3. After the set date, Trinity member children will be accepted by date of application as room permits.

Other criteria for admission:

1. All applications are to be submitted to the school office.
2. Applicant parents/guardians and student meet with the principal, assistant principal or admission's director.
3. The child's prospective teacher may interview and/or assess the child. The teacher and administration will make a recommendation for placement level.
4. Proof of immunizations required by the State of California Department of Health must be presented to the office within ten (10) days of enrollment or the student will not be allowed to attend classes until such proof is brought to the office. If parents do not wish their child immunized because of personal beliefs or a doctor feels the child should not be immunized due to medical reasons, a letter stating this fact must be given to the school to be put in the student's permanent record.
5. No child in Grades 1-8 will be admitted whose records indicate previous disruptive behavior.
All new students are on probationary status for three months and until previous school records are received.
6. A child with special educational needs will be admitted only if the educational needs can be handled by our staff. Trinity Lutheran School is not equipped to handle most special education situations.
7. A child whose fifth birthday occurs on or before September 1st may enter Kindergarten in September of the same year.
8. A child whose sixth birthday occurs on or before September 1st may enter first grade in September of the same year.
9. All students enrolling in Kindergarten and new students entering first grade must present a birth certificate as verification of age.
10. Upon completion of all necessary forms and payment of the required fees, the student begins classes.
11. A transfer request with the school name and city if the student is transferring from another school.

Fees

Tuition: All payments will be paid to SMART tuition Management Company.

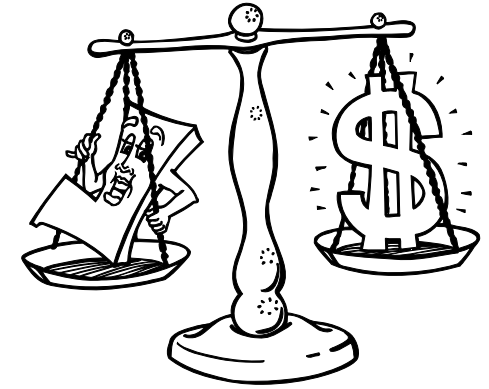
Late Admission/Withdrawal:

Students entering Trinity during the school year will be assessed prorated tuition as follows:

The day rate is based on 180 school days beginning with the first day of attendance

Students leaving Trinity during the school year will be credited tuition as follows:

The day rate is based on 180 school days beginning with the final day of attendance plus a two week notification. (10 business days past the final day)



Stewardship – Many Hands Make the Work Light

Ways to Volunteer at School:

Assist teachers in the classroom and at after-school activities

Bake cookies or provide other food for special events

Donate and catalogue books in the library

Recruit other parents to volunteer

Organize a fundraiser

Assist in the library

Write for the school newsletter

Organize an information “telephone tree.”

Serve on School Site Council

Help with Musicals, Dramas, and other school activities

Offer to read with struggling readers

Assist with rebate/rewards programs, assist with SCRIP

Contact local business to donate supplies

Create a new event at school

*See Stewardship (Time and Talent Sheet) to pledge your time

Drive and monitor students on field trips

Cashier at the book fair

Help with maintenance & upkeep of the grounds

Phone parents for special events and assistance

Assist in the computer lab

Assist at lunch time

Make contacts to the local media for upcoming events

Watch other parents’ children so they can volunteer

Help with the October Fest and Thanksgiving Feast

Become active with Boosters

Contribute your artistic skills to decorate the school

Help with classroom projects for the Dinner/Auction

Assist in the office

Coach an after school sport



School Hours

Daily Schedule

School Hours

Monday-Friday: 8:00am – 2:45pm All grades Kindergarten through 8th

Every Wednesday: (all) Chapel @ 8:15a.m

K - 8th grades

Minimum Days: 8:00a.m. - 12:00p.m

Lunch Times

Grades K,1, 2, 3 @11:45-12:05

Grades 4-8 @12:05-12:25

Refer to the Calendar for Minimum Days and Non-School Days

Extended Care

Extended Care is available before and after school every school day, (excluding the Friday before Christmas break, Good Friday, the last day of school and school holidays), from 7:00-7:55a.m.and 3:00-6:00p.m. It will be available during parent/teacher conferences and all other minimum days not specifically listed above) Children arriving before 7:45a.m. will report to Extended Care. Extended Care will be dismissed at 7:55a.m. so the students may be at their classrooms by 8:00a.m. All students not picked up from school by 3:00pm will be sent to Extended Care. Please contact the school office for fee schedule.

Lunch

- Our school contracts yearly with the Paso Robles Public Schools to provide hot lunches. A menu is sent home monthly. In addition to the regular lunch menu, ham or turkey sandwiches are available daily. Burger Barn is available for 6th, 7th, and 8th Grade students. Prices are different for Burger Barn.
- A lunch or milk credit may be obtained in the office any school day during normal operating hours. They are sold in increments of \$21.00 for 12 lunches, or \$5 for 20 milks. These must be purchased in advance. Hot lunches may not be ordered if you do not have
- **No individual lunch or milks will be sold.** When ordering a hot lunch, milk is included with the meal.
- If your child forgets to bring a lunch or milk, the parent will be called to bring the lunch or drink to the school. No credit accounts will be accepted.
- Free and reduced lunches are available to low-income families through the National Lunch Program. Please contact the secretary to receive the necessary forms.
- All students will eat lunch at school, unless previous arrangements have been made, either purchasing a hot lunch or bringing lunch from home.
- Students are encouraged not to waste food. Parents/guardians are to provide an adequate breakfast for students so lunches are not consumed at the first recess. Nutritional snacks may be eaten during the first recess break.
- Microwaves **are not available** for student use. Please do not send food that requires cooking or microwaving of any type. Microwaves will be available on a limited basis for 6th, 7th, and 8th grade students only. If misuse of microwaves occurs with a 6th, 7th, or 8th grade student, their individual privilege to use the microwave will be suspended.
- No energy drinks are allowed on campus at any time throughout the school day or on school outings

Programs and Activities

Activities

During the school year, students will be involved in civic, educational, charitable and some fund raising activities through the school. By participating in these activities, students learn to work together in groups, and witness in the Christian faith in many different ways. As part the curriculum, K – 3rd students are **required** to participate in the Christmas Musical, 4th – 6th Grade students are **required** to participate in the Spring Musical. These activities include one or more evening or weekend commitments. If the student is unable to participate, an alternative assignment shall be given.

Trinity Boosters

Parents are invited to join Trinity Lutheran School in supporting students through active membership in the Trinity Boosters Organization. Education is a team effort, and we are proud to work with parents through the Boosters Organization. A special thanks is given for all the hard work and dedication provided by the Booster's Executive board. The Trinity Boosters is dedicated to promoting the family-school partnership. It promotes the welfare of Trinity Lutheran by working in cooperation with the school to support the School's Mission Statement. The Trinity Boosters focuses on: Fund Raising, Community Building, Family Activities, Hospitality, and Staff Support.

Chapel and Chapel Offerings

On Wednesday mornings, all students assemble for the regular Chapel service. The pastors, teachers or a class leads the worship. An offering is taken for mission work, and other charitable purposes. This service is not intended to replace the regular Sunday morning worship service, but rather become a supplement to the child's Christian training. Parents/guardians and friends are always welcome to attend these services. Grades 1-8 meet every Wednesday at 8:15. The Kindergarten attends with them on alternate Wednesdays. On the 1st and 3rd Wednesdays the Pre-K and Kindergarten classes meet together from 9:30-10:00a.m.

School Site Council

The School Site Council is a steering committee made up of parents and staff who shape the school's vision and plan, including how categorical federal funds will be spent. The School Site Council works to ensure that systems and procedures essential to the school plan are in place. The School Site Council meets according to the dates on the school calendar.

Mission Statement

The role of the Trinity Lutheran School Site council is to develop, coordinate, monitor and evaluate the Trinity Lutheran School Improvement Plan. The Council is elected from the parent and faculty body. In addition, there is a Trinity Lutheran School Board representative, who acts as a liaison with no power to vote. The School Site Council role is responsible for the following:

- Making recommendations for the School Improvement through the special funds
- Monitoring the School Wide Improvement Plan addressing Character, Behavior and Learning Needs.
- Evaluating the School Improvement Plan

School Pictures/Yearbook

Individual and class pictures will be offered yearly near the beginning of the school year. All students will be included in the class picture if in attendance on the day class pictures are taken. There will be a make-up day in the later fall time. There will be no make-up day for class pictures. Those families requesting family group or sibling group pictures will have their pictures taken after all the student and class pictures have been taken. A yearbook is assembled each year with class pictures, an individual class page, and numerous event pages. These must be pre-ordered and purchased before the end of March. Yearbooks are distributed the last week of school.

Singing in Church Services

All students will have the opportunity to sing at Trinity Lutheran Church services two times during the school year. This not only gives students experience in fine arts development, but it also is a way to thank the members of the church. Without the church's support this school could not continue to offer the present level of quality education to the students.

Student Council

Student Council is composed of student body officers and class representatives. Student Council representatives are elected from grades 3 through 8, with officers from middle school (grades 6 through 8). Regular Student Council meetings are held to discuss issues relating to the school's spiritual life, student recreational activities and social projects. Student Council sponsors many extra-curricular activities throughout the year.

School Library/Computer Lab

The school library/computer room is meant to be a resource for the teachers and students of Trinity Lutheran School. Students are expected to follow the rules that are posted in the room. The computer lab has Internet access for research and reports. Students are to be under teacher and/or adult volunteer supervision when using the computer lab. Students who do not follow the computer lab rules will lose the privilege of using the computers. All students and parents must sign a Computer Acceptable Use Agreement. A.R. books are available for check out. No more than one A.R. book should be checked out at any one time. The school library also has books available for research and check out. A charge will occur for all damaged or lost books from either library and the individual classrooms

Field Trips

Our teachers plan various excursions and field trips for their classes during the school year. Students are transported by private vehicle. Students will be permitted to go only after they return a signed permission slip. The permission slips are handed out through individual teachers. Field trips will be canceled if there are not enough drivers. A master tracking system that states the driver and occupants of each vehicle must be left with the school office and carried with the supervising teacher. School policy requires parent/guardian drivers and the use of seat belts by all students. All parents/guardians must complete a Driver's Insurance Form in order to be a qualified driver.

Field trip drivers are to go only to and from the destination as stated on the permission slip. This includes no stopping for personal errands and/or to purchase special treats for the driver or the student occupants. As a field trip driver, you are also responsible for the supervision of the students in your group for the entire event.

Attendance

Regular and punctual attendance is vital to a student's progress. Parent/guardians are requested to notify the school on the day that the student is absent. (The school secretary's hours are 7:30 a.m. – 3:00 p.m.) If the school is not notified by 8:30am, the school secretary will call the home or work number of the parents/guardians of the absent student. **If a student arrives after 8:00am the student must obtain a tardy slip at the school office before coming to the classroom.**

It is very important to teach our children to be punctual. The first school bell rings at 8:00am and all students are to be in the classroom at this time. Students who arrive after the 8:00am bell are considered tardy. An excused tardy (medical/dental with a signed readmit from the doctor) will not be recorded as an un-excused tardy. Please plan accordingly to avoid excess tardies, as this is disruptive to the class and creates more work for the teacher and the student. For every seven (7) tardies, students receive one (1) hour of detention after school the day of the 7th tardy. If tardies become excessive, a meeting with administration and the family will be set up to write a school contract.

Parents/guardians who remove their children during the school sessions for vacations and extended holidays are not complying with state school regulations. **If you plan to have your child miss school for any reason please contact both the office and the teacher in advance.** Requests for class work will be given to the best of the teacher's ability. Some assignments cannot be given as "take home assignments" if the student has missed the class instruction. Alternative assignments may be given if appropriate. Otherwise, a zero will be given for the missing assignments. Teachers are not required to give make-up work for unexcused absences. **Frequent absences may result in an administrative decision to require a doctor's note for any subsequent absences.**

If it is absolutely necessary to take your child out of school, the parent/guardian must sign him or her out in the office before leaving campus. **It is important that our attendance records be accurate as to who is on campus during the day. In case of an emergency we need to have an accurate student, staff and volunteer/visitor count.** No student may leave the school during school hours without the permission from the parent/guardian. Whenever such permission has been granted, full responsibility rests with the student and the parents/guardians.

Medical and dental appointments are excused when the student brings a signed readmit from the doctor. Such brief absences will not be recorded on the student's permanent record. The student is excused for attending a funeral providing the parent/guardian has made arrangements with the teacher and notified the office that the student will be absent.

After a contagious disease, a student may need the doctor's permission to return to school. In consideration of others, please keep your child/ren at home if they have a fever or have been ill during the night or the morning of school. The child needs to be 24 hours fever free and nausea free before returning to school. If your child becomes ill at school you will be called. It is expected that you will remove your child from school promptly.

A student, who accumulates twenty-five (25) un-excused absences during the year, may be recommended to repeat the grade. This is a State of California requirement. Circumstances will be evaluated on an individual basis.

Attendance – Church and Sunday School

If you do not have a church home, we invite you to worship with us here at Trinity. Trinity has two services, a contemporary praise service at 9:00am & a traditional service at 10:45am. Children's church for preschool and elementary grades is at 9:30am. A record will be kept of each student's church and Sunday School/Children's Church/Youth Group attendance. If you have another church home, we acknowledge your attendance there also.

Perfect Church, Sunday School/Children's Church/Youth Group, and School Attendance Awards are given for every trimester.

Safety and Health

Drills

1. An approved and efficient fire alarm system is installed in our school. The principal or designated person under the authorization of the Paso Robles Fire Department conducts fire drills, announced/unannounced, twice a year.
2. The teachers and/or administration conduct earthquake drills.
3. Lock down procedures, bomb threats, and evacuation drills are reviewed in each class.
4. Safety doors, fire extinguishers, and apparatus in the school building and church are tested each year. Fire exits are clearly marked.
5. Safety demonstrations are given from time to time in addition to the regular class instructions.
6. In the event of a natural or other disaster, instructions will be given at the time. If evacuation is necessary, students will be released individually as safety permits us to do so.

First Aid

The school maintains an up-to-date first aid kit in each classroom and the school office to handle minor injuries.

Health and Medication Information

If a student becomes sick or injured during school hours, they should report to the office. If, after observation, the illness or injury appears to need further attention, parents will be contacted. Parents may be requested to pick up a student at that time. It is important to keep emergency contact phone numbers up to date throughout the school year. Medical Release Forms must be kept on file in the school office. Current information is important.

Medications at School

Under rulings of the State Educational Code, medication can be given at school only under the following situations:

1. A physician must prescribe the medication.
2. Prescription and nonprescription medications must be stored in the original bottle with unaltered labels.
3. Medications requiring refrigeration must be properly stored.
4. All prescription and nonprescription medications shall be maintained with the child's name and shall be dated. Outdated medications will not be honored.
5. Consent must be provided from the parent, permitting school facility personnel to administer medications to the child. Instruction shall not conflict with the prescription label or product label directions.
6. Medication will be kept at the school office. Exceptions to this include diabetic kits, asthma inhalers, Epi-pens and any other medical devices or prescriptions that must be with the student at all times. Information regarding such devices/prescriptions must be kept on file and up-to-date in the school office. While on a field trip, medication will be kept in the teacher's possession.
7. Children's Tylenol/Aspirin will be kept on hand in the school office. Upon parent request, such medications will be administered only after parental consent each time. Continued or chronic use of such nonprescription medications will require the parent to provide such medications to the school office.
8. A separate information sheet may be required for certain medications. (See office for details)

Dress Code

As a Christian school, Trinity has a unique responsibility in the area of dress. The standards for dress at Trinity Lutheran School should reflect common sense, modesty and good taste. Students are also expected to be clean and neat every day. There is a strong relationship between appropriate attire and a positive Christian learning environment.

Uniformed clothing is mandatory for all grades Monday through Thursday. All clothing including outerwear (jackets, sweaters, etc.) must be uniform clothing. Acceptable outerwear includes plain or Trinity Logo red, white, or light blue or navy blue sweatshirts/sweaters. No other outerwear is acceptable. **During inclement weather heavier outerwear (coats) may be brought to school to wear outside during recess only.** Outerwear that does not meet dress code shall not be worn indoors.

Bottoms: GIRLS: Pants, capris, shorts, skirts, jumpers BOYS: Pants, shorts

Solid color only: Black, Navy, Tan (khaki) in cotton or cotton blend

No denim, no jersey, no spandex, no gym shorts, no short-shorts

Tight fitting leggings are not acceptable

Pants and shorts must be appropriately sized and fit at the waist and in the crotch

Belts must be worn if bottoms are falling down

Pants that drag on the floor are not acceptable

Drawstring sweats (with elastic at the ankles) are not acceptable

Girls' shorts and skirts must be mid-thigh in length

Boys' shorts must not fall below the knees

All shorts must be hemmed

Tops: Style: shirts - long sleeve, short sleeve or sleeveless

Solid color (Completely plain) - white, light or dark blue (powder or navy), red

No denim or see-through material, no embellishments (rhinestones, lace, etc)

Shirts must be appropriately sized and completely cover the abdomen and back

Shirts must also cover the waistband of skirts, pant or shorts with no midriff visible

Sleeveless shirts must go from neck to edge of shoulder

Tank tops are not acceptable

Plain white undershirts worn as outer garments are inappropriate.

Outerwear

Style: Sweatshirt, sweater

Color: Solid only in white, red, light or dark/blue (no logos)

May have monogram "Trinity Lutheran"

Shoes

Closed toe and closed heel

Tennis shoes are recommended for everyday wear and must be worn for P.E.

Hats

Hats are not to be worn inside buildings

P.E. (older grades)

Physical education shorts/shirts issued by TLS only

Must change into uniform immediately following P.E.

If TLS issued shirts/shorts are unavailable, students will participate in P.E. in their regular uniform clothes.

Inappropriate

Ripped, torn or tattered clothing

Excessively tight clothing

Wallet chains

Boy's hair beyond the collar in the back

Two-tone extreme hair colors

Unclean, stained or wrinkled clothing

Offensive phrases/images on clothing/accessories

Earrings and facial hair on boys

Large hoop earrings

Tattoos: permanent or self-inked

Excessively baggy clothing

Artificial hair colors and dyes

Excessive make-up

Make-up brought to school for re-application

Extreme, attention getting hairstyles

Friday is "free dress"

Denim is allowed

All other guidelines apply

Color/design are free choice (bearing all other applicable guidelines are followed)

The administration and teaching staff may allow exceptions for "Spirit Days" and other special activities. The administration reserves the right to determine whether the student's attire is within the guidelines of the dress code. **If a student is not dressed appropriately, parents will be called to bring appropriate clothing to school. If it is not possible to bring clothing, alternate clothing will be provided and a clothing fee will be charged to your account.** Continued infractions will be documented in student's file and action will be taken by the administration in accordance with the school-wide discipline policy.

School Conduct

Discipline

A very important aspect of teaching is that of classroom management. All relationships with children should be rooted in the spirit of Christian love and understanding. Our student discipline policy is based on the philosophy that no student will be allowed to engage in behavior that is not in his/her best interest, in the best interest of other students and/or staff of Trinity Lutheran School. It is our belief that a student's behavior should reflect the presence of Christ in his/her life.

Any feelings of injustice are to be discussed directly with the teacher and/or principal, if necessary.

School rules are made clear to all students and parents/guardians at the beginning of each year.

We expect every staff member/supervising adult to be treated with respect and dignity, just as the student should receive the respect of the staff/supervising adult. It is imperative that the teacher be in charge of the class, as anything less would lead to a poor educational opportunity for all. A show of disrespect toward any staff member/supervising adult or insubordination on the part of the student will NOT, under any circumstances, be tolerated. The entire staff is responsible for the supervision of students anywhere on school property and while under the direction of the teacher/supervising adult at school-sponsored events.

The following are the school standards which each Trinity Lutheran student and their parent/guardian agrees to upon admission:

1. Respect the teacher or supervising adult.
2. Respect the learning and teaching process
3. Respect the property of others.
4. Respect the rights of others.
5. Respect the school purpose.
6. At all times, students are to conduct themselves in a Christian manner. The Ten Commandments are not only God's law, but they are the guide for all Christian conduct.
7. Students and parents are expected to walk and talk quietly near and around the classroom respecting the learning environment of each class
8. The school telephone is not to be used by students without permission.
9. The restrooms are not social halls. Students will use them for the intended purposes only.
10. Children may only leave the school grounds with parents/guardians or with parental/guardian consent.

School Conduct: Any of the following disciplinary issues/actions may be subject to disciplinary consequences up to and including termination. **NO CREDIT WILL BE GIVEN FOR WORK ASSIGNED DURING A SUSPENSION**

1. Truancy – any absence which has not been excused by a parent/guardian and an appropriate school official
2. Defiance of authority – refusal to comply with reasonable requests of school personnel
3. Disorderly conduct – conduct and/or behavior which is disruptive to the orderly learning environment of the school
4. Profanity/Obscene Acts or Disruptions
5. Fighting/Assault – engaging in or any threatening act which causes or might cause harm to another person

Items Not Allowed:

- ❑ No toys, pets, etc., are allowed without a teacher's permission. Permission is granted for curriculum use only.
- ❑ Cell phones must be kept off during school hours or school activities. Student use of a cell phone is restricted to before and after school only and when not involved with any school activity. Cell phones must be kept in the student's back pack during school hours and during school related activities. Cell phones that go off during class will be held in the school office. A parent/guardian must pick up the phone. No text messaging will occur during school hours or school activities.
- ❑ Students are not permitted to distribute to classmates or other students any promotional literature, advertising, various pamphlets, or any such material without the direct knowledge and consent of the teacher and/or principal.
- ❑ No MP3 players or other portable media devices or gaming devices.
- ❑ Items students bring to school which are, in the teacher's opinion, hazardous or distracting in the school setting, will be confiscated. They will be returned to the parents/guardians later.
- ❑ Invitations to birthday or other parties are not to be distributed at school unless the entire class is invited.
- ❑ The possession or use of tobacco and/or drugs on school property
- ❑ Any sharp implement, weapon or combustible item brought to school

Search

Trinity Lutheran School reserves the right to search personal possessions with or without parent notification.

Detention

Students may be held up to fifteen (15) minutes after school without parent notification. Parents/guardians will be contacted by phone if a longer time is necessary. Students with seven (7) tardies will receive one (1) hour of detention effective the day of the 7th tardy.

Sexual Harassment/Bullying

Introduction

Trinity Lutheran School recognizes that harassment of any kind is unlawful.

Prohibited Conduct

Employees and students will not engage in conduct consisting of sexual harassment and/or bullying towards any other person. (If students engage in such discourteous conduct, it will be dealt with through the regular discipline procedures for students). Trinity Lutheran School will not condone nor tolerate sexual harassment and/or bullying. Trinity Lutheran School will take appropriate disciplinary action against employees or students found to have engaged in sexual harassment and/or bullying up to and including termination.

Definitions

Sexual harassment consists of unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature. It includes but is not limited to circumstances in which:

1. Submission to such conduct is made a term or condition of student's academic status.
2. Submission to or rejection of such conduct is used as the basis for any academic decision affecting such pupil or any other decision regarding benefits, hours, services, programs or activities available at or through the school.
3. Such conduct has the purpose or effect of unreasonably interfering with a pupil's academic performance or creating an intimidating, hostile, or offensive educational environment.

Bullying involves the tormenting of others through verbal harassment, physical assault, or other more subtle methods of coercion such as manipulation.

1. Bullying often describes a form of harassment perpetrated by an abuser having more physical and/or social power and dominance than the victim possesses.
2. The victim of bullying is sometimes referred to as a target. The harassment can be verbal, physical and/or emotional.
3. When a person is exposed, repeatedly and over time, to negative actions on the part of one or more other persons.
4. Negative action is defined as when a person intentionally inflicts injury or discomfort upon another person, through physical contact, through words or in other ways.

Forms of sexual harassment

Forms of sexual harassment include, but are not limited to, the following:

1. Verbal harassment such as derogatory comments, jokes, or slurs; graphic verbal commentary about an individual's body, and graphic verbal commentary of a sexual nature.
2. Physical harassment such as unnecessary, unwelcome or offensive touching, or impeding or blocking movement.
3. Visual harassment such as derogatory or offensive posters, cards, cartoons, graffiti, drawings, objects, or gestures.
4. Unwelcome sexual advances, requests, or demands for sexual favors, and other verbal or physical conduct of a sexual nature.
5. Retaliation for opposing, reporting, or threatening to report unlawful harassment, or for participating in an investigation proceeding or hearing pursuant to this policy.

Playground Safety Rules

1. Students shall play soccer, football, ultimate Frisbee, softball on lower grass field,(unless under the direct supervision of a teacher/supervising adult on the upper field) but not at the same time when directional conflict would be a safety issue.
2. The asphalt is a multi-use area and is set up seasonally for various activities. For example, if it is basketball season, its use will be restricted to basketball only or a safe combination of activities, like half court basketball on one side and two-square/four-square on the other.
3. Balls may not be bounced against school building.
4. Individual classes must use their own class issued equipment. If their equipment becomes lost, damaged, or misused, they may not take equipment from another class without permission.
5. Monkey Bars: Used to develop upper body strength by moving hand to hand across the bars. It is unsafe to hang by legs or feet from bars or sit/stand/walk on bars.
6. No jumping off the platform of the climbing structure or swings.
7. Tag may be played in grass area only.
8. Pull-Up Bars: Used for pull-ups, chin-ups, flex-arm hangs only. No cherry drops. It is unsafe for students to sit, stand, hang upside down or flip on the bars. Benches are not to be used or left by pull-up bars.
9. Students must be in a visible play areas at all times; no playing behind building.

Playground Conduct

1. Students must stay out of the building unless they have appropriate permission from supervising adult.
2. Students must not play near classrooms.
3. Students must play on equipment properly and within established playground boundaries.
4. Students shall play without pushing, shoving, pulling, grabbing, or crowding other children.
5. Inappropriate language is prohibited.
6. Students shall play with good sportsmanship
7. No tackle football, contact sports, or roughhousing.
8. Students are not permitted to climb trees, hang from limbs or spin around trunks.
9. Students are not permitted to pull, sit or climb fences, backstop, basketball poles, or tetherball poles.
10. Students must take turns and wait in proper order and place in line.
11. Students involved in any fights on the playground will be sent to the principal or assistant principal immediately.
12. No walking or running through other students' games.
13. Students shall show respect to each other and to the supervising adult at all times.
14. Students shall accept and follow the words of the supervising adult.



Before and After School Behavior

1. The front of the school is not a playground.
2. No balls or other P.E. equipment before or after school.
3. No running, chase or other such games on the grass areas before or after school.
4. Students have 15 minutes after the dismissal bell to gather their belongings and wait for pick up.
5. Waiting means standing or sitting in one spot.
6. If you want to play after school, you must be accompanied by a designated adult to the playground and be supervised at all times.
7. No supervision - no play. Find your parent or other adult in charge and stay by them.
8. If your parent needs to talk to a teacher after school, you must stay with them. This is not free play time.
9. All students must report to Extended Care if they are not picked up by the 15-minute wait time or have other school-sponsored activities. Students not able to follow these rules will automatically be sent to the office.

Academic Expectations & Requirements

Extra-Curricular Activity Eligibility

Students are encouraged to participate in extra-curricular programs. To be eligible for extra-curricular activities, a student must maintain a current average of seventy percent (70%) with no individual grade being a D or lower. Students with poor behavior will also be ineligible. Teachers will verify eligibility on a regular basis. Ineligible students may neither participate and/or practice in extra-curricular activities. Students may resume eligibility status by correcting the grade or conduct deficiencies.

Academic Probation

Probation is defined as that period of time in which the student will be evaluated by his/her teachers and the administration in order to monitor student progress. When a student's conduct, attitude, or academics repeatedly falls below the standards outlined by the school, a student may be placed on probation. During this period a student may forfeit the privilege of participating in extra-curricular activities.

A student will be placed on probation when:

- GPA falls below 2.0
- Conduct is repeatedly below school standards
- He/she is suspended and/or
- Homework and assignments are consistently late

Parents will be notified when a student is placed on probation and a conference will be scheduled. The student's progress will be monitored on a weekly basis by parents as well as teachers. At the end of the trimester, the student will be evaluated and a recommendation regarding the student's continuation at Trinity Lutheran School will be made. The final decision rests with the school administration.

Homework

Homework is a teacher-planned learning activity, which takes place largely outside of the student's regular school hours. It should reinforce classroom learning and expand on a student's school experience. Homework is considered an important part of the instructional program. Parents are encouraged to set aside a regular time each evening to discuss any paper their child may have brought home from school and talk with their child about the day's events. Although homework may not be assigned each night, time should be spent reading, writing and studying and reviewing for tests, etc. Teachers may offer specific suggestions for evening activities. Whenever students are absent, parents may request that homework be sent with a sibling or picked up at the end of the school day. Requests for homework should be made in the morning at the office.

Late Assignments

Work that has not been completed by the assigned time determined by the teacher may receive a lower grade. Parents/guardians are meant to be a resource and to encourage their child to complete work in a timely manner. **Parents are cautioned to not do the work for their student as every assignment, including projects, is the student's responsibility.** It shows through on the assessment of student's knowledge and checking for understanding when they have not completed assignments themselves.

Graduation/Promotion Requirements

There are specific requirements for promotion/graduation. They are as follows:

1. Each student must complete what the **teacher** determines to be satisfactory class work and homework in order to be promoted to the following grade level. Year end failure in any two academic subjects shows that a student is unable to meet the academic standards at Trinity Lutheran School and may not be promoted. A single failure may be made up during the summer. In some cases, an examination on the failed subject matter may be administered. The student may not be promoted unless the examination or outstanding work is completed.
2. Students must have a passing grade each in English, History, Geography, Spelling, Christian Studies, Memory, Literature, Math and Science to be considered for promotion. Each student must have at least a “C” average in all non-academic subjects, (P.E., Art, Music, Spanish, Computers) to be promoted.
3. In order to participate in 8th grade graduation ceremony, each student must have completed all required community service hours or made prior arrangements with the teacher.
4. In some cases it may be determined that a student may not be readmitted.

Community Service Hours

Each year a student in 6th, 7th, and 8th grade is required to serve hours of community service. Community service is any service authorized by staff that is performed without pay. Examples may include, but are not limited to: volunteer baby-sitting, church work, and various school activities. The Community Service Hours must be completed before the students will be allowed to walk through the graduation ceremony. If students do not complete their community service hours by the end of the grading period, they will be assigned service hours after school or to the next Saturday Work Day, whichever occurs first. Service hours may not be accumulated and rolled over to the next trimester or year.

Community service hours are required as follows:

Grade 6: 9 hours (3 per trimester)

Grade 7: 12 hours (4 per trimester)

Grade 8: 18 hours (6 per trimester)



8th Grade Graduation Activities

The school staff sets the date of the graduation ceremony when the annual calendar is prepared. The Principal and the 7th/8th grade teacher plan the graduation activities. They will work with the parents to coordinate these events. Following are the events that are normally planned:

1. Prior to the graduation ceremony, the 7th grade families prepare and serve a dinner for the graduates and their families. One and a half hours is usually sufficient time for the dinner and clean up. Trinity School and Church staffs are also invited to attend. This event is held in the Parish Hall.
2. The graduation ceremony takes place in the sanctuary. Graduates should be appropriately dressed: dress shirt and slacks for the boys, modest dresses for the girls. Seventh graders will also be appropriately dressed and act as ushers, acolytes, and sound/lighting people.
3. Flash photography is discouraged during the ceremony.
4. Seventh grade families will host a reception in the Parish Hall following the ceremony. Cake, punch, and coffee will be served. Cakes are generally ordered from the Paso Robles School District kitchen.
5. Seventh graders and their families will ensure that the Parish Hall and kitchen are properly cleaned in accordance with the clean up guidelines posted on the refrigerator in the kitchen.
6. Eighth grade parents are in charge of decorations for the evening. The eighth grade class picks class colors, a class flower, class Bible verse, etc. that can be used to plan the decorations. Flowers and plants are appropriate for the Sanctuary. Some items to consider in the Parish Hall:
The “Graduates Table” set up in front of the stage, plants along the stage, the cake table, dinner tables, place cards for the dinner tables, wall decorations (put up with tape only), balloons, etc. Coordinate with the Preschool Director for convenient times to do the decorating and use of rolling boards for the Memory Boards display.
7. The families are encouraged to make a “Memory Board” for each graduate. The Memory Board is a collage of photographs, sayings, and memories to help everyone get to know the graduates.
8. The Boosters provide funding for these events. The amount is to be adjusted for class size. If available, eighth grade trip funds may be used. If there are insufficient funds for the dinner, a small fee may need to be charged. Fund-raisers can also be planned.

Transportation

Trinity does not operate a school bus. Trinity has three driveways. The middle driveway is the entrance. The two outside driveways are exits. The speed limit on the school property is 5 mph. Please be a safe, responsible driver. Follow the flow of traffic. The three options for drop off are: 1) After entering, make an immediate left and drop off in front of the 8th grade classroom, exiting out the east driveway, (This is a no parking zone. You may not wait in your car here for pick up as it holds up other cars trying to exit) 2) After entering, go straight; turn left immediately past the mailbox, then out the east driveway, **or** 3) After entering, continue straight through and loop around to your right, exiting out the west driveway near Lewis Middle School. There shall be no parking in handicap places without the appropriate plates. Also, do not block access to any parking spots including the handicap spots by double parking your vehicle. There are several no parking zones painted in red.

Backpacks/Book Bags

All backpacks and book bags must be limited in size to be able to fit in classroom cubbies or under the student's desk or hanging on hallway hooks and have **NO WHEELS**. This will keep classroom aisles free from obstacles that could cause tripping or falling. See Administrator for medical exemptions.

School and Personal Property

We are stewards of God's gifts and therefore are to keep all school property neat and clean. All books that belong to the school are to be handled with care. All hard cover textbooks should be covered to protect the book. When using purchased covers that are stretchy cloth, the **extra large size** must be used as all other sizes damage the book's binding. Loss of book or damage beyond normal wear will be charged to the student.

The California State Education Code says, "Any student who defaces, damages, or destroys any school property shall be liable to suspension or expulsion, according to the nature of the offense." The student is also liable for payment of the same. This includes graffiti, misuse of bathroom facilities, and all other school property.

Bicycles and Other Forms of Transportation

Students may ride bicycles and other forms of transportation to school with the permission of their parents/guardians. During the day bicycles **MUST** remain in the bike rack. Students are encouraged to lock their bikes since the bike rack is not under constant supervision. Bicycles and other forms of transportation must be walked on the school grounds. Skateboards and inline skates will be kept in a designated area.

Lost and Found

All articles found at Trinity Lutheran School, regardless of how great or small the value, should be turned into the teacher. Please check the school for any lost items. **It is strongly urged that parents/guardians have student's clothing marked with the student's name and grade. Clothing left at the end of each trimester will be given to charity.**

Telephone Usage

The telephone is an important tool at Trinity and is to be used by the staff. A student may use the telephone only with a phone pass from the teacher. To help develop responsibility among the students in remembering those items that are important to school (homework assignments, lunches, jackets, etc.), they will not be allowed to use the phone unless the teacher has given permission.

In Closing

Have you ever looked at furniture, houses, plots of land, or children and said, “This has potential!” Shaping potential is a lot like tending a garden.

Once seeds sprout and the garden begins to grow, our watchful eyes and attention make all the difference in what’s produced! Gardens need the right amounts of fertilizer, sunshine, and rain, along with carefully removing the weeds that may threaten delicate young roots and prevent them from flourishing.

God tills the soil, prunes, and tends the gardens of our hearts, making sure our faith and gifts take root and produce good fruit (Psalm 1:3). *He is like a tree planted by streams of water, which yields its fruit in season and whose leaf does not wither. Whatever He does prospers.*”

When we spend time and effort helping establish the deep roots of potential and growth in someone else, we also become overseers and caretakers of the heart!

As parents and teachers, our lives are surrounded by potential gardens. It’s our prayer that together we faithfully tend these gardens that have been entrusted to us. A bountiful harvest of joy and achievement will be there for all to admire.

One of the greatest rewards on earth is knowing the gifts God has given us has allowed us to sow seeds of encouragement and shape potential in many hearts.

Remember, as we guide, teach, and watch our children grow and reach their fullest potential, God has promised us a “bumper crop” of blessings in return for our labor of love.

“Train up a child in the way that he should go, and when he is old he will not depart from it.” Proverbs 22:6

