



**TRINITY  
WACONIA**  
CHURCH | SCHOOL

**Trinity Lutheran School  
Parent & Student Handbook  
2023-2024**

Trinity Lutheran Church & School | 601 East Second Street | Waconia, MN 55387 | [trinitywaconia.org](http://trinitywaconia.org)

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Trinity Lutheran School's opportunity to partner with you in the education and Christian training of your child(ren) is both a joy and privilege. This handbook is written to help define, explain, and support that relationship. It is to serve as a general guideline for policies and procedures at Trinity Lutheran School and is not a contract nor is it binding for either party. Trinity Lutheran School reserves the right to modify this handbook as necessary.

Please read and become familiar with this entire document. It is important that you discuss this information with your child(ren).

## **MISSION STATEMENT**

The mission of Trinity Lutheran School is to provide a Christ-centered education that engages, equips, and empowers students to reach their God-given potential as servant leaders for Jesus Christ.

## **VISION STATEMENT**

The vision of Trinity Lutheran School is to maintain academic excellence while providing a foundation for students to GATHER to worship Jesus, GROW to be more like Him, SERVE Him and one another, and GO into the world to share His love.

## **VALUE STATEMENT**

- Biblical world-view integrated in curriculum and activities
- Standards of academic excellence
- Nurturing, safe, and caring Christian environment
- Partnership between home, school, and church
- Student uniqueness, leadership development, and achievement of academic potential

## **TRINITY'S PHILOSOPHY OF CHRISTIAN EDUCATION**

Trinity Lutheran School, in partnership with the church and home, provides students with a foundation of faith and desire for each child to develop their God-given abilities to lead productive lives. This team of parents, students, and teachers can make a strand of three that is not easily broken (Ecclesiastes 4:12). We believe as Proverbs 22:6 (NIV) states, "Train a child in the way he should go, and when he is old he will not turn from it."

The purpose of Trinity Lutheran School is to assist parents in providing a Christian education for children so they may, through God's Word and Spirit, know God and His forgiving love in Jesus Christ, and respond to that love by *Gathering* to worship Jesus Christ, *Growing* in relationship with Jesus Christ, *Serving* God by serving others, and *Going* to others to share the love of Jesus Christ. This includes: relating responsibly to God's creation, developing talents and skills to their greatest potential, participating in the activities of the church and school for self-growth, and strengthening the community of believers.

Jesus stated the importance of these words: "Therefore go and make disciples of all nations, baptizing them in the name of the Father, and of the Son, and of the Holy Spirit, and teaching them to obey everything I have commanded you. And surely I will be with you always, to the very end of the age" (Matthew 28:19-20, NIV).

The Word of God stresses the importance of teaching and modeling godly principles in the following passages: "Love the Lord your God with all your heart, and with all your soul and with all your strength. These commandments that I give you today are to be upon your hearts. Impress them on your children. Talk about them when you sit at home and when you walk along the road, when you lie down and when you get up" (Deuteronomy 6:5-7, NIV).

Trinity Lutheran School is a partner with parents in nurturing a child's life with God. The uniqueness of Trinity Lutheran School lies in the following:

- Instruction from a Christian perspective
- The impact of professionally trained Christian teachers
- The potential to meet a child's spiritual, intellectual, physical, social, and emotional needs in a Christian environment
- The opportunity and motivation to witness for Christ in Christian worship, living, and service

The ministry of Trinity Lutheran School is part of the Lutheran Church—Missouri Synod. Trinity's key beliefs are:

- All teachings about God and the Christian faith are taken from Scripture alone, not from denominational councils, ecclesiastical leaders, or a congregational vote
- Relationships with God and each other rest on grace alone—God's undeserved love for the world and the forgiveness He has provided by the death and resurrection of Jesus Christ

- Personal connection to God’s Word and His grace is established by faith alone, which trusts His Word as a faithful guide in this life and clings to the assurance of our future life with God in heaven

Trinity Lutheran School is a Christian school that encompasses preschool through eighth grade. It is operated as a non-profit, educational ministry of Trinity Lutheran Church of Waconia, Minnesota. The school is governed by the Board of Education on behalf of the congregation.

### **AED (Automated External Defibrillator)**

In the event of an emergency, there are three AED’s on the Trinity Lutheran School campus. School personnel are trained how to use this equipment. Trinity cannot guarantee that a trained staff member will be available after school hours to use the AED equipment in the event of an emergency.

### **ACCREDITATION**

Trinity Lutheran School is accredited with the National Lutheran School Accreditation Commission which is recognized for excellence by the state of Minnesota. This five-year cycle process of continued evaluation and improvement assures students and parents that Trinity is committed in providing Christ-centered, quality education. Trinity Lutheran School is a member in good standing and has met the criteria and standards for accreditation from the *National Lutheran School Accreditation Association*, which also qualifies Trinity for state accreditation under the Minnesota Department of Education.

### **ADDRESS / PHONE / EMAIL INFORMATION**

Trinity Lutheran School must have current emergency contact information on file for all students. Please notify the school office immediately upon changing your address, preferred phone numbers, or email address.

### **ADMINISTRATION**

Trinity Lutheran School is an integral part of the mission and ministry of Trinity Lutheran Church. The Voters’ Assembly of Trinity Lutheran Church is the church’s highest level of governance. The Board of Education for Trinity Lutheran School acts as an agent of the Voters’ Assembly and is responsible for oversight, development, and financial stability. While the Board of Education creates policy, the Administrator is responsible for the implementation of policy and the day-to-day school operation.

### **ATHLETICS PROGRAM**

Because the athletic program is an extension of the school ministry, the mission of the athletic program and the mission of the school is the same; to equip and empower students to serve the world in Christ.

Therefore, the athletic program will actively encourage and support out student-athletes as they endeavor to:

- Apply Christian values to all sports activities
- Develop their individual and team skills
- Develop appropriate relationships with their coaches and teammates
- Develop appropriate attitudes towards winning and losing
- Experience a sense of enjoyment and satisfaction through their efforts

### **ELIGIBILITY**

Students may participate in athletic activities if they:

- Maintain a “C” average in the classroom
- Demonstrate respect for teachers and classmates
- Faithfully attend practices
- Display appropriate attitudes towards coaches, teammates, game officials and opponents

Students will be notified if their eligibility is in jeopardy and be given reasonable time and help to get themselves back in good standing. Students who are ineligible may continue to practice with the team; depending on what that student’s parents, teachers, coaches and administrators believe is in the best interests of the individual and the team.

Students must be present at least half of the school day in order to participate in practice or in a game. It is understood that there may be extenuating circumstances as to a student’s attendance at school, and grace will be the rule in deciding these types of situations.

Students must directly inform the coach or athletic director if they are not going to be able to participate in a practice or a game as early as is reasonably possible, sudden illness excepted. Failure to do so will result in disciplinary action which could include ineligibility for the next game.

When students return to practice after a significant absence, it will be the coach's decision as to when they are ready for game participation.

Parents/Guardians must either pay the registration fee or make some type of arrangement with the school administration concerning the fee before students can participate in games.

### **COACHING**

The athletic director will attempt to fill all coaching positions with Trinity Lutheran School Staff/Personnel. If this is not possible, qualified outside personnel and/or parents will be considered. Coaches are expected to conduct themselves in accordance with the school's values and standards.

### **TEAM ROSTERS**

Trinity Lutheran School will sponsor teams for only those sports and grades for which it can provide support in terms of facilities and personnel.

Trinity Lutheran School is a member of the Minnesota Lutheran Athletic Association (MLAA) which facilitates conference and tournament play. This conference has two divisions for basketball and volleyball: a 5-6th grade division and a 7th-8th grade division.

Trinity Lutheran School will sponsor two teams in each division if it is determined that having extra teams better enables us to fulfill our mission and goals. If Trinity Lutheran School does sponsor two teams in the 5th-6th grade division, those teams will be divided equally by grade.

If two 7th-8th grade teams are sponsored, the teams will generally be divided according to ability and attitude as determined by an evaluation process at the beginning of the season. Eighth graders will be given the opportunity at the beginning of the season to choose which team they want to play on. Changes may be made during the season for reasons such as injury or the improved play of an individual.

All divisions must be approved by the school administration. Each team will have their own coach, and the athletic director will attempt to schedule an even number of games for both teams.

If such a division occurs at the 7th -8th grade level, the two teams will frequently practice together and have the same coaching strategies. The two teams will be combined for the end-of-season tournaments.

At the 5th -6th grade levels, the coaches will make reasonable efforts to provide an even amount of playing time for each student over the course of the season. At the 7th-8th grade level, playing time is more determined by the competitive level of the game.

### **STATE AND NATIONAL COMPETITION**

If a student, a group of students, or team from Trinity School wins the right or is chosen to attend a school-sanctioned statewide or national competition, Trinity School will pay registration fees required for attendance at such an event. Additional expenses associated with the event, such as travel, meals and lodging, will not be eligible for reimbursement and will be the parents'/guardians' responsibility. Students and teams may choose to fundraise to offset expenses, however, all fundraising must be approved in advance and in accordance to all applicable fundraising policy and guidelines.

### **TRANSPORTATION**

All Trinity Lutheran School athletic teams will adhere to the following transportation policy.

A parent/guardian is always able to drive their own children to and from any athletic event.

Trinity will provide certified public transportation to all athletic events that meet the following criteria:

- Event is held Monday thru Friday
- Event begins before 5:00 pm
- Event is more than 20 miles away

When certified public transportation is provided, all team members are expected to travel to the event by the means provided by the school. A coach or chaperone will accompany the team. The student is also expected to travel back to Trinity by the same means unless the parent/guardian of the student notifies the coach or chaperone that the parent/guardian will assume responsibility for the student's transportation after the event. Such notification should be in writing. Parents/guardians may only transport their own children when certified public transportation is provided. Exceptions to this policy will be made on a case-by-case basis.

For athletic events that do not fall under the above listed criteria, Trinity will rely on parent/guardian transportation. We ask that parents/guardians volunteer to be official athletic drivers, and that all parents/guardians sign a permission form allowing their student to ride with other parents/guardians. Parents/guardians that volunteer to drive will be required to complete a Driver Information Form. If any parent/guardian is not comfortable with their child riding with another parent/guardian, the parent/guardian will be responsible for their child's transportation to and from athletic events.

#### **PARENT RESPONSIBILITY:**

Parents are expected to support the athletic program in its effort to fulfill its mission.

Parents can show support by:

- Modeling Christian sportsmanship
- Directing concerns and/or suggestions towards the appropriate person at the appropriate time in an appropriate way
- Making a reasonable effort to pick up their children on time after practice and games
- Volunteering to help during athletic events

#### **ATTENDANCE / CHURCH**

Consistent with the philosophy and mission of Christian education and partnership in the Christian training of children, participation in worship and the study of God's Word is an expectation. Gathering in worship, growing in a relationship with Jesus Christ, serving God by serving others, and going to others to share the love of Jesus Christ are the four pillars upon which discipleship is nurtured.

#### **ATTENDANCE / SCHOOL (excused/unexcused absences, tardiness, etc.)**

Research supports that scholastic achievement is closely related to a student's pattern of attendance. Regular and punctual attendance is expected of all students.

- Parents/guardians are required to notify the school office (952-442-4165 or [attendance@trinitywaconia.org](mailto:attendance@trinitywaconia.org)) by 8 am on the day their child is absent. The school office will notify teachers.
- If the office does not hear from a parent/guardian by 9 am, Trinity staff will attempt to contact the parent/guardian to make sure the student is at home. This policy is in effect to help ensure your child's safety. A written note will only be required if a parent/guardian does not call to report an absence and Trinity was unable to reach the parent/guardian. Failure to send a note may result in an unexcused absence.
- Parents are encouraged to plan doctor appointments and vacations around the school day and calendar.
- Not all absences will be considered excused. Excused absences from school include, but are not limited to, personal illness, illness in the family, death of a relative or close family friend, personal or family crisis, and impassable roads due to inclement weather.
- We request parents to communicate planned absences (doctor appointments, high school visits, vacations, etc.) to the student's teacher and office.
- All school work missed as a result of an absence from school is expected to be completed and submitted in *a like number of* days (if a student missed two days of school, upon returning to school, the student has two days to complete the work and turn it in).
- Students who need to be excused during the school day are required to present their home room teacher and the office with a written note from the parent/guardian explaining the reason for the absence and the time of dismissal. The parent/guardian must come to the office to pick up the child at the appointed time. Students will not be dismissed from their classroom until the office has notified the teacher that the parent/guardian has arrived.
- Students who accumulate more than ten absences per trimester may lose credit for schoolwork on any subsequent days they are absent.
- Once a student reaches ten absences in a trimester, his/her current trimester grade may be reduced by one letter. Extensive absences may result in a student being retained at their current grade level.
- In the case of extenuating circumstances, parents/guardians may submit an appeal in writing to the administrator. An administrative committee will review the appeal and notify the parent/guardian of the decision.
- Accumulating unexplained absences may lead the school to file truancy charges with Carver County.



- Attendance is recorded on the report card each trimester. Students in attendance four or more hours a day will be counted present for the day. Students in attendance for two or more hours, but less than four hours will be counted for one-half day. Students in attendance for less than two hours will be counted absent for the day.
- Kindergarten-8<sup>th</sup> grade students who arrive after 8:10 am will be considered tardy. Students who arrive late will be required to make up missing work.

## **AWARDS**

### **The Mark Award**

The *Mark Award* was inaugurated at Trinity Lutheran School in 1955. The intent of this award was to recognize scholastic achievement and Christian character. The two categories for the *Mark Award* are: *Mark Award of Merit for Academic Achievement* and *Mark Award for Christian Leadership*. The *Mark Award of Merit for Academic Achievement* is awarded to the two 8<sup>th</sup> grade graduates who have sustained the highest grade point average over their sixth, seventh, and the first and second trimesters of their eighth grade years. The *Mark Award for Christian Leadership* is awarded to the two 8<sup>th</sup> grade graduates identified by their peers and teachers as individuals who have demonstrated Christ's love in their relationships, attitudes, behavior, and service to God and others.

### **The Presidential Education Award**

The *Presidential Education Award* is awarded to students in 6<sup>th</sup>-8<sup>th</sup> grade who earn a cumulative grade average of 92% ("A" honor roll) and meet or exceed the National Norm on the MAP testing.

- Cumulative grade average for 6<sup>th</sup> grade students includes the 5<sup>th</sup> grade year through the second trimester of 6<sup>th</sup> grade.
- Cumulative grade average for 7<sup>th</sup> grade students includes the 5<sup>th</sup> grade year through the second trimester of 7<sup>th</sup> grade
- Cumulative grade average for 8<sup>th</sup> grade students includes the 5<sup>th</sup> grade year through the second trimester of 8<sup>th</sup> grade.

Special classroom awards are presented throughout the school year and/or at the end of the school year. Special academic competition awards are presented at the end of the school year during a special service.

## **BAND**

Band lessons and rehearsals are offered to students in 4<sup>th</sup>-8<sup>th</sup> grade through the Trinity Lutheran School Band Program. (Fees and payment schedules are available from the Trinity office.) Private instruction in voice, piano, instrumental and early childhood music is offered during the school day and after school with certified music teachers. Students of Trinity Lutheran School in 4<sup>th</sup>-8<sup>th</sup> grade may be released from class to attend one private music lesson or band lesson per week. Scheduling is done in consultation with the classroom teacher to meet the student's educational needs.

## **BIKE RIDERS AND WALKERS**

Once students riding bicycles arrive to the parking lot, they are to walk their bikes across the parking lot to the bike rack. Bicycles are to be parked in the racks provided and not ridden during the school day. Parents/guardians are responsible for the student's safety if the student walks or bikes to school. Trinity Lutheran Church & School assumes no liability for incidents that might occur to and from school. No student will be allowed to leave campus once arriving at school or following the school day unless the school receives parental notification giving permission to do so.

## **CELL PHONES/DEVICES**

Students with cell phones or personal devices (i.e. smart watches) are to keep them turned off during school hours and/or in their lockers, unless approved for special activities. Any cell phone/device seen during the school day may be collected and returned to the student or parent at the end of the day. Parents/guardians should relay immediate or emergency information to the school office, which will pass on the information to students as appropriate. Trinity Lutheran School will not be responsible for lost or stolen cell phones or devices.

## **CHAPEL SERVICE**

Chapel services are held on Wednesday. Services are led by Trinity pastors, church ministry teams, teachers, and guest speakers. Trinity students are encouraged to take a leadership role in chapel. During chapel, several mission projects will be sponsored. All students will be given an opportunity to practice Christian stewardship by supporting these efforts.

## **CHRISTIAN HOME**

Parents/guardians are the primary educators of their children. While the school provides a program of Christian training for children, it is not the school's intent to remove responsibility for Christian training from the parents/guardians. Instead, the school offers support to

parents/guardians in their effort. In the best interest of the child, it is desired that the home work closely and cooperate with the school to strengthen that partnership. Parents/guardians are encouraged to:

- Regularly attend worship and Bible study opportunities
- Conduct devotions and prayer time at home
- Model Christian stewardship in support of the ministry of your church
- Regularly attend school-sponsored parent activities
- Actively participate in the work of your church and this school
- Openly support and speak well of the teachers, staff, and those who serve your children and family (including on social media)
- Use the process outlined in Matthew Chapter 18 regarding conflict resolution

## COMMUNICABLE DISEASES

Health Services should be notified of any communicable disease and/or treatment as soon as possible to assure control of the disease, and to notify any students who have a lowered immune system. Re-admission to school for the following communicable diseases should be:

- COVID-19 – Please reference the current COVID Health Screening Protocol.
- Chicken Pox – When lesions are dry and crusted over (usually by day 6 after rash began).
- Impetigo – 24 hours after the start of medication. If there is no improvement within 48 hours, the child should be reassessed by his/her health care provider.
- Lice and Scabies – No need to stay home but it is recommended that your child be treated.
- Pink Eye – No need to stay home unless your child has a fever or is not healthy enough to participate in routine activities.
- Strep Throat – 12 hours after the start of medication and the fever is gone.
- Ringworm – Must have started treatment with a fungicidal medication.

Parents are asked to inform the District Health Coordinator if their child is a known Hepatitis B carrier. All communicable diseases will be treated in a confidential manner and will follow communicable disease guidelines. If you have any questions regarding health questions please direct your questions to [trinitynurse@trinitywaconia.org](mailto:trinitynurse@trinitywaconia.org).

## COMMUNICATION

Trinity provides several venues by which information is shared.

- TADS – TADS is a web-based program that allows parents the opportunity to visit a classroom home page and view weekly assignments, grades, and attendance.
- Trinity's website – Trinity's website ([trinitywaconia.org](http://trinitywaconia.org)) is used to communicate important information.
- Email – Emails are sent to update parents on upcoming events or happenings and important information/closures. Please keep your email address up-to-date with the office. Trinity teachers and staff have Trinity email addresses using the format of [firstname.lastname@trinitywaconia.org](mailto:firstname.lastname@trinitywaconia.org).
- Facebook – Updates, photos, and emergency information are posted to Trinity's Facebook page.

## CONCERNS / GRIEVANCE PROCEDURE

In order to establish a purposeful and positive procedure for approaching concerns and grievances in good faith and with Christian attitude, the following steps will be used. The objective is to maintain a positive attitude in an attempt to equitably settle and resolve the matter at the lowest procedural level possible.

- Apply Matthew 18:15-22 and speak to the person(s) involved.
- If there is still an issue, the concerned party should meet with the school administrator.
- The administrator may request a meeting with the involved parties and the Chairman of the Board of Education.
- The concerned party may make a written request to meet with the administrator and Board of Education.
- The senior pastor may be consulted and/or invited to attend any of the meetings mentioned above.

## CURRICULUM

The curriculum at Trinity Lutheran School represents a proven course of study appropriate to the age and/or grade level of the student and successfully prepares each student for the next grade level. Teaching strategies and methodologies take into consideration different learning styles of students. A variety of enrichment activities provide students with expanded learning opportunities.

Curriculum is reviewed and evaluated regularly according to a review cycle. While secular materials may be used, Christian trained teachers are empowered to guide students to discern and recognize those "worldviews" that are not in keeping with our Christian views

based on a biblical perspective. Students experience the benefit of the best possible education, which includes the fine arts and physical education, framed in a Christian worldview.

## **DISCIPLINE**

In order to maintain a learning environment that is productive, peaceful, safe, and orderly, Trinity Lutheran School expects students to follow Christian behavior guidelines/expectations:

- Respect and care for personal and school property  
All that is ours is a gift from God to be used for his purpose and to his glory. Therefore, respect and care for Trinity's property, facilities, equipment, and supplies, as well as those of fellow students is expected. Trinity reserves the right to search belongings and/or lockers, if needed.
- Respect for one another  
Students are to show respect for all adults, other children, and themselves at all times. Behavior that demonstrates overt disrespect for teachers, other students, and adults (including foul language and fighting) will not be tolerated.
- Stewardship of time and effort  
Students should be prepared to start all activities on time. Students are to apply their best effort to all tasks and assignments. Students should strive toward wise use and management of time.
- Listen and follow directions  
Training implies the acquisition of new knowledge and information, attainment of new skills and abilities, and development in an area where students are unequipped. For training to be effective, students need to listen and follow directions.
- Honesty  
Scripture states "Speak the truth in love" (Ephesians 4:15, NIV). Communication is expected to be truthful and supportive.
- Forgiveness  
At the heart of God's grace is his forgiveness. Mistakes, disagreements, and inappropriate actions will happen because of our sinful nature. When that takes place, it is expected that students will ask for and/or extend forgiveness.

**Consequences** Discipleship involves repentance for our wrongdoing, request for forgiveness, and a commitment to strive toward more appropriate behavior. At the discretion of the teacher, some steps may be skipped or repeated.

- Step One – Individual teachers will handle student discipline on an individual student level.
- Step Two – The teacher will notify the student's parent/guardian.
- Step Three – The teacher may consult the administrator as needed and the parent will be informed.
- Step Four – If the inappropriate behavior continues, a conference with the parent/guardian, teacher, and administrator will be required before the student will be allowed to return to the classroom. A detention or suspension may accompany the conference, depending on the nature and consistency of the behavior.
- Step Five – A student may receive a suspension (length to be determined by the administrator) upon continued inappropriate behavior. A student may be expelled or excluded from Trinity Lutheran School by the Board of Education upon recommendation of the administrator, and in consultation with the teacher, when it becomes apparent that the student has exhibited behavior that constitutes major infractions of school rules or policies. Expulsion decisions are approved by the Board of Education.

A detention is a required period of time a student must serve after school hours under the supervision of a teacher. Under the discretion of the administrator, a suspension will be served at home under the supervision of his/her parents/guardians or at school. Students must complete the work assigned during their suspension to keep current in his/her subjects and the work will be dropped by one letter grade. Expulsion will result in a student being permanently removed from school.

## **Major Infractions**

The following list contains, but is not limited to, behaviors that are considered serious and major infractions of school rules and policies:

- Acts of Aggression, verbal, emotional, or physical, which seek to bring harm to another student or teacher.
- Bullying involves intentional and largely unprovoked efforts to harm another. This can be physical, verbal, cyber, and direct or indirect in nature. Typically, it involves repeated negative actions by one or more against another. It involves an imbalance of physical or psychological power.
- Damage or destruction of church/school building, grounds, and/or all that falls under the category of "property," including that of other places where school-related functions take place, will be repaired or replaced at the expense of the offender at current repair/replacement costs. Anyone found to have acted in violation of this policy will be subject to appropriate disciplinary action that may include suspension or expulsion. If criminal behavior is involved, Trinity Lutheran School will notify the civil authorities.
- Harassment is defined as verbal or physical conduct which has the purpose or effect of unreasonably interfering with an individual's performance or which creates an intimidating, hostile, or offensive environment; or which adversely affects an individual's academic opportunities. Sexual harassment includes verbal or physical conduct or communication of a sexual

nature, sexual advances, request for sexual favors, and sexually motivated physical conduct. All forms of harassment are strictly forbidden. This policy applies to students, faculty, staff, administration, parents, vendors, and guests whenever and wherever a school-related activity takes place. Trinity Lutheran School will take any necessary action to promote and uphold this policy and comply with local, state, and federal laws. Anyone found to have acted in violation of this policy would be subject to appropriate disciplinary action that may include suspension or expulsion.

- **Illegal substances** are any and all substances that are considered illegal, and that are used for the purpose of mood alteration or intoxication, are prohibited. Anyone found with an illegal substance in their possession, or using an illegal substance, will be subject to appropriate disciplinary action that may include suspension or expulsion. The civil authorities will be notified.
- **Stealing or destruction** of another student or adult's property is considered a serious infraction. Return or replacement of another's property will be required. Appropriate restoration will be required if damages have occurred. Appropriate disciplinary action will be taken. If necessary, civil authorities will be notified.
- **Weapons** – Trinity Lutheran School is a weapon-free zone. No student, faculty member, parent, or guest to the school campus may bring a weapon, as defined by current Minnesota code, to or on school property. If such an offense should occur, the offender shall immediately be removed from the student population and the incident shall be reported to the Board of Education for action. Civil authorities will be notified.

## **DRESS CODE**

Christians are called by Scripture to be in the world, but not of the world. Certain styles of dress that are popular do not always reflect modesty or support Trinity's Christian values. This is an area where Trinity really needs parental support and supervision. It is the primary role of parents/guardians to guide their children in choosing proper clothing and grooming. However, there are expectations regarding "dress" at a Christian school that should not be compromised. The teachers and administrator reserve the right to discern and judge the appropriateness of a student's attire. At the discretion of the teacher and/or administrator, parents may be asked to bring a change of clothes or a student may be excluded from school for improper or indecent attire.

- School dress must be safe for school activities in and out of the classroom. (Please consider choices in shoes, jewelry, etc. as well.)
- All students in kindergarten–8<sup>th</sup> grade are required to have an extra pair of gym shoes at school for gym use only. (Footwear worn outside should support aggressive activity and movement. Sandals, flip flops, crocs, or other footwear that does not appropriately support and protect a child's foot should not be worn outside.)
- All clothing is to be neat, clean, and modest.
- Tops and dresses must have sleeves.
- Length of shorts, skirts, and dresses need to be mid-thigh or longer in length. Shirts should be modest and not revealing. Undergarments are not to be visible and should not be worn as outer garments.
- Students are to avoid extremes in dress and conduct that would tend to draw undue attention.
- Clothing bearing suggestive or objectionable phrases, messages, graphics, characters, alcohol or tobacco advertisements, or musicians who represent questionable or inappropriate music may not be worn.
- No hats, hoods, caps, or head coverings are allowed to be worn indoors.
- Students are required to participate in all daily activities inside and outside the classroom. An inappropriate choice of clothing for the weather conditions will not be considered an appropriate excuse for not participating in activities.
- Student's participation outdoors is expected, unless the temperature or wind chill goes below zero.

## **EARLY DISMISSAL**

During the school year, it may become necessary to dismiss school early. Buses run their regular routes two hours early on *scheduled* early dismissal days. Emergency closings are most often due to weather related issues or unforeseen problems, such as power outages or water main break. Please discuss with your child(ren) the Early Dismissal Plan that is to be used in the event of an emergency.

## **EMERGENCY INFORMATION**

Emergency contact information is critical in order to provide assistance to students in the event of emergency. Each year, parents must complete an Annual Emergency Contact/Health Census Form. This form is used as the primary source of information to ensure the health and safety needs of each student. Please notify the school office of a second phone number to be used so that important information will be received during the school day.

## **EMERGENCY PLANNING AND PROCEDURES GUIDE**

In cooperation with the Minnesota Department of Safety and the Division of Homeland Security and Emergency Management, Trinity Lutheran School has developed a comprehensive manual that addresses crisis intervention and safety management. The purpose of this

guide is to provide an aid to teachers and staff in the management of a crisis situation. Having a plan in place before a crisis occurs allows the school to respond in a proactive manner. Teachers and staff receive continued in-service training regarding these procedures.

## **ENROLLMENT PRACTICE**

### **Continuous Enrollment - TADS**

Trinity Lutheran School exists as a mission of Trinity Lutheran Church for the purpose of sharing the Good News of Jesus through a quality, Christ-focused education.

Students auto-enroll each school year until they graduate. We call this process “continuous enrollment.” All students in grades K-7 will automatically be enrolled for the next school year unless a family notifies the school in writing during the month of January that they are not returning for the following school year.

An annual registration fee will be charged through TADS, our online tuition management program, on or around February 1st for students who are enrolled at Trinity School. Once the registration fee is charged and paid through TADS, a place will be reserved for each student. However, acceptance of the registration fee does not guarantee admission for the following year. Continued admission will be based on the family’s good standing in meeting financial obligations to the school as well as meeting obligations as defined in our School Handbook. Changes to your tuition agreement, such as banking information, payment dates, etc., can be changed at any time during the school year by contacting TADS.

New applications for admission are considered on the basis of enrollment priorities that are established by the Board of Education. First consideration will be given to children of Trinity Lutheran Church & School staff, siblings of current students, current Trinity Lutheran Church families, and unchurched families. Afterward, all other applications will be considered for remaining openings. If no space is available for the appropriate grade level, the application may be placed on a waiting list.

### **Class Size**

When determining class sizes, the academic ability and performance, personality, attitude and behavior, leadership qualities, maturity level, and learning styles of the students are taken into consideration. Class size alone is not an indicator of student achievement. Trinity Lutheran School is committed to maintaining a student/teacher ratio that helps support student achievement. (The Board of Education reserves the right to alter the class size standards at their discretion.)

## **ENTERING AND LEAVING SCHOOL CAMPUS**

### **Before School:**

- Students should be dropped off between 7:45-8:05 am and report directly to their classroom. This will allow students adequate time to prepare for the day and be at their desks.
- Students opting into the FREE Breakfast program may arrive at 7:30 am and go directly to the fellowship hall to have their breakfast. Breakfast will be available from 7:30 am to 8:00 am. Students must remain in the fellowship hall until 7:45 am, where then they may head to their lockers to prepare for the day.
- Students who arrive before 7:45 am and are not participating in the Breakfast program, are to be dropped off at Door “G” and are to report to School Age Care, Trinity’s before and after school childcare program. Parents/guardians will be billed according to the School Age Care rate schedule. (Rates are available on the Trinity website.) Students will be released to go to their classrooms at 7:45 am. (Students that are not using School Age Care are not to be dropped off or picked up from Door “G.”)

### **After School:**

- Students remaining after school, who are not involved in a supervised program, will be taken to School Age Care. Parents/guardians will need to pick up their child(ren) from the School Age Care rooms. Parents/guardians will be billed according to the School Age Care rate schedules. (Rates are available on the Trinity website.)

### **General Information:**

- No student will be left unsupervised on the school campus before or after school.
- Students arriving or leaving school grounds by bus will use the southwest school doors, Door “E”. School buses will drop off and pick up along Birch Street.
- When it is necessary to leave the school grounds during school hours, written permission by a parent/guardian must be submitted to the school office and homeroom teacher.
- Students in kindergarten-5<sup>th</sup> grade who arrive late are required to be signed in by a parent/guardian at the school office.
- Students in 6<sup>th</sup>-8<sup>th</sup> grade who arrive late may sign in on their own at the school office.

- All students need to be signed out by a parent/guardian. Students will not be released from school grounds without parent/guardian permission and without being signed out by the parent/guardian at the school office. Students will not be released from the classroom until they are notified by the office that a parent/guardian has arrived at school.
- Students and parents/guardians entering the building during the school day should use Door “C” by the office.
- During school hours, parents are to leave items for their children at the office. Trinity staff members will make sure the items get delivered to their child’s classroom.
- No student will be allowed to leave campus after arriving at school or following the school day unless the school receives parental notification giving permission to do so.

## **FIELD TRIPS**

Field trips are considered an extension of the classroom and are a part of the enrichment program. On-site learning opportunities are an effective strategy for involving students in the educational process. For students to be able to participate in a field trip, a completed permission form, signed by the parent/guardian, must be returned to the teacher prior to the field trip. Students will be allowed to participate in a field trip when a signed permission form is returned. Please note that all costs associated with field trips (i.e., transportation, admission fees, meals, etc.) will be charged directly to the student’s TADS account for payment.

Parents/guardians of students in kindergarten-8<sup>th</sup> grade who choose not to allow their child to attend a field trip should keep their child at home and assume an absence from school. Please understand that a health associate (school nurse) does not accompany classes on field trips. If your child takes prescription medication during the school day, that medication will be sent with your child’s teacher on the field trip. This includes inhalers, Epi-Pens, seizure, and diabetic medications. Compliance with the medication policy on field trips is necessary for the welfare and safety of all students.

Parent/guardians wishing to be a volunteer chaperone for field trips, must complete a volunteer background check. There is a cost for background checks, which will be charged directly to the student’s TADS account for payment. Background checks are good for 3 years.

## **FUNDRAISING**

In an effort to keep tuition affordable and yet provide educational and extracurricular programs to support Trinity’s mission, Trinity Lutheran School participates in several fundraising events each year. Families are encouraged, but not required, to participate. Any and all fundraising efforts need to receive pre-approval and operate within the guidelines established by Trinity Lutheran Church & School. Please reference the Fundraising Guidelines & Policies and Request for Fundraising Activity Form.

## **HEALTH SCREENING**

Vision screening is conducted for all first, third, fifth, and seventh grade students. Screenings are also done by special request or referral from teachers or parents/guardians. When suspected problems are detected, a referral for a medical evaluation is made. If a resource or financial assistance is needed for the referral, contact the District Health Coordinator at 952-442-0600.

## **HEALTH SERVICES**

Trinity Lutheran School, in conjunction with Waconia School District 110, employs a part-time health associate (school nurse). When she is not in the building your child will be tended to by teachers or other designated personnel, all of whom have received CPR and First Aid training.

## **HOMEWORK POLICY**

Homework is an important step in the learning process. Students gain understanding through practice and application of learned concepts.

This reinforcement allows students to take ownership of their learning and maximize their learning experience. It is important that students take time to put forth their best effort. As student progresses through school, more and more responsibility is put on the student for their learning. Trinity’s knowledge of student behavior and experience with students has helped shape the following homework policy:

1. Neat, legible homework with attention to spelling, grammar, and punctuation is expected at all times.
2. Each homeroom has an assignment board for student information.
3. An assignment given by a teacher is due on the date given for that assignment.
4. The students will receive the following credit for assignments:
  - School work completed and turned in on the appropriate day receives full credit.
  - School work completed and turned in by 8:10 am the following day will receive 90% credit.

- School work completed and turned in on the third day and beyond will receive 50% credit.
5. Students are asked to commit to the following Code of Conduct regarding schoolwork for which credit is given:
    - School work is to reflect the individual student's effort and level of achievement. (Their personal best.)
    - Students will complete schoolwork with honesty and integrity.
    - Efforts to attain answers or schoolwork from other students or unauthorized resources will be considered a breach of conduct and subject to discipline and loss of credit.
  6. If homework is given in advance, it is expected to be finished the day the student returns to school.
  7. All schoolwork missed as a result of an absence from school is expected to be completed and submitted in *a like number of* days (if a student missed two days of school, upon returning to school, the student has two days to complete the work and turn it in).

## **HOT LUNCH (CAFETERIA PLAN)**

A Cafeteria Plan (hot lunch program) is available to all the children of Trinity Lutheran School in kindergarten-8<sup>th</sup> grade. Since the school is an affiliate of the State & Federal Lunch Program, hot lunch is offered for FREE. Trinity's lunch program offers three choices. All students may choose the daily hot lunch or one of two alternative lunches. Milk is included in the cost of hot lunch and may be purchased to supplement lunches brought from home. (Lactose-reduced milk will be provided, upon written request of parents.) Breakfast will also be available for children in Trinity Lutheran School at no cost. A grab and go breakfast will be available from 7:30 am – 8:00 am daily.

A monthly menu for hot lunch is available on the school's website and on the weekly e-newsletter, Tiger Times. Staff members, employees, parents, and volunteers may purchase lunches at the established cost.

Starting school year 2023-24, we are joining Minnesota's Free School Meals Program. All students can get one breakfast and one lunch free of charge each day at school. Although no application is required to receive this free meal benefit, filling out the Application for Educational Benefits is still important! Your application may also help the school qualify for education funds, discounts, and other meal programs. Application forms are available at Back-to-School Night and may also be obtained from the head cook. Trinity's *Non-discrimination Policy* applies to participation in the hot lunch program.

At Back to School Night, parents can fund their family Cafeteria Plan if they have students wanting milk throughout the year. Throughout the year parents can preview their real-time balance via TADS. Additional payments can be made online, for a small fee, or via check to the Trinity office.

Lunch orders will be taken daily by 8:15 am in the classroom. If a student leaves school due to illness or appointment, he/she will not be charged for lunch. If the student is arriving to school late but in time for lunch, please have the student give their lunch order to the office to submit.

When a balance goes negative, parents will be notified via email to submit a lunch payment. Prior to graduation, all kindergartners and 8<sup>th</sup> graders must have their lunch account paid in full.

## **ILLNESS OR INJURY**

A health associate is available part-time during school hours for emergency first aid and assistance to students who are injured or ill. If deemed necessary, the school will contact the parent/guardian first in case of an injury or illness. If requested, the parent/guardian will pick up the child or make arrangements for someone else to do so as soon as possible. If unable to reach the parent/guardian, the person(s) identified as a contact on the Health Census Form will be notified. Please make sure that the emergency contact person listed on this form has agreed to assume this responsibility, is available, and has transportation.

Students will be excluded from school when they exhibit any of the following symptoms:

- Oral temperature over 100 degrees
- Undiagnosed rash
- Vomiting
- Diarrhea
- Breathing difficulties

Students should not return to school if their temperature is over 100 degrees without medication. Students should be symptom free for 24 hours before returning to school after vomiting or diarrhea. For more details, please reference the Communicable Disease Section of handbook. Any additional questions or concerns may be directed to our school nurse at [trinitynurse@trinitywaconia.org](mailto:trinitynurse@trinitywaconia.org).

## **IMMUNIZATIONS / MINNESOTA IMMUNIZATION INFORMATION CONNECTION**

Trinity Lutheran School follows the regulations contained in the Minnesota School Immunization Law, Minnesota Statute 1991, Section 123.70. Immunization records will be checked annually and reported as dictated by state health regulations. If you Conscientiously Object immunizations, a notarized letter must be submitted in place of a child's immunization records. Any student with incomplete immunization records and no Conscientious Objection letter on file as of the first day of school each year will not be able to attend school until proof of immunization is received.

The Minnesota Immunization Information Connection (MIIC) is a confidential, computerized network of shared immunization records. It provides clinics, schools, and parents with complete, accurate, and up-to-date immunization records. The only people who can see your child's immunization records are those that either give the immunizations or are required by law to record immunizations for enrollment: doctors, local health departments, schools, and day cares. This information is protected by the Minnesota Immunization Data Sharing Law, S144.3351.

Parents may choose to be a part of MIIC by completing and signing a form with their child's name, date of birth, and mother's name (to ensure correct identification). Parents may also choose not to be a part of the MIIC registry.

## **INTERNET USER AGREEMENT**

Upon registration, parents will grant permission for their student to access the Internet according to the school's Internet Use Policy. Internet terms, conditions, and regulations, as set forth in this Policy and listed below, will be strictly adhered to. Access privileges may be revoked, school disciplinary action may be taken, and/or appropriate legal action may be taken for any violations that are unethical and may constitute a criminal offense.

### **INTERNET TERMS, CONDITIONS, AND REGULATIONS**

1. **Acceptable Use** – The use of the Internet and related technologies must be in support of education and research and consistent with the educational objectives of Trinity Lutheran School. Use of other organizations' networks or computing resources must comply with the rules appropriate for these networks.
2. **Unacceptable Use** – Transmission of any material in violation of any U.S. or state board is prohibited. This includes, but is not limited to: copyrighted materials, threatening, violent, or obscene material, or material protected by trade secret. Use for commercial activities is not acceptable. Use of product advertisement, political lobbying, game playing, unauthorized "chat", or chain letter communication is also prohibited. Other examples of unacceptable information are pornography, information on bombs, inappropriate language and communications, flame letters, etc.
3. **Vandalism** – Acts of vandalism are prohibited. Vandalism is defined as any malicious attempt to harm or destroy data of another user or to damage hardware or software. This includes, but is not limited to, the uploading or creation of computer viruses. Unauthorized use of another's computer, access accounts, and/or files is prohibited.
4. **Privileges** – The use of the Internet and related technologies is a privilege, not a right, and inappropriate use may result in cancellation of those privileges. Each user who is provided access to the Internet and related technologies will participate in a discussion with assigned staff person(s) concerning the proper use of the network. The faculty, staff, or parent/guardian may request the administrator or designee to deny, revoke, or suspend a specific user's access to the Internet and related technologies due to unacceptable use.
5. **Filtering Software** – Trinity Lutheran School has software in place that will deny, as is possible, access to objectionable material.

## **LIBRARY**

Trinity Lutheran School maintains a library for students' reading pleasure and to support academic research. Fines will be charged for books that are not returned to the school library.

## **LUTHERAN JUNIOR HONOR ASSOCIATION**

Trinity Lutheran School sponsors a chapter of the Lutheran Junior Honor Association (LJHA). LJHA recognizes scholarship, leadership/citizenship, service, and character. Students in 7<sup>th</sup> & 8<sup>th</sup> grade are eligible to apply for admission if their cumulative GPA is 95% or higher for the 3<sup>rd</sup> trimester of the prior school year and the 1<sup>st</sup> and 2<sup>nd</sup> trimesters of the current school year. Applications are reviewed by a faculty team and recipients are recognized and inducted at the Awards Chapel at the end of the year.

## **MANDATED REPORTING**

A "mandated reporter" in regards to Trinity Lutheran School is any teacher, administrator, staff member, employee, ministry team member, or child care worker who has knowledge of, or reasonable cause to believe, a child is being neglected or physically or sexually



abused. A mandated reporter is required by law to immediately report the information to the local welfare agency, police department, or the county sheriff.

Definitions:

- **Sexual abuse**—The subjection by a person responsible for the child’s care, to any act which constitutes a violation of Sections 609.342, 609.343, 609.344 or 609.345, or section 609.364 to 609.3644.
- **Neglect**—Failure by a person responsible for a child’s care to supply a child with necessary food, clothing, shelter, or medical care when reasonably able to do so, or failure to protect a child from conditions or actions which imminently and seriously endanger the child’s physical or mental health when reasonably able to do so.
- **Physical abuse**—Physical abuse is any physical injury inflicted on a child by a person responsible for the child’s care other than by accidental means, or any physical injury that cannot reasonably be explained by the child’s history of injuries.

A mandated reporter who has knowledge of, or reasonable cause to believe, a child is being neglected or physically or sexually abused, must report to the local welfare agency or local law enforcement within 24 hours of receiving the information. If the mandated reporter perceives the child to be in immediate danger, they shall immediately contact 911 for further action. A written report must be filed within 72 hours of receiving the information. The reporter shall also inform the administrator, but it is the staff member’s responsibility to fulfill the reporting procedures. Mandated reporters must keep this information confidential.

According to State regulations, mandated reporters are to remain confidential, immune from civil or criminal liability, if acting in good faith, and retaliation by the employer is prohibited.

## **MARKETING / PUBLIC RELATIONS**

Trinity Lutheran School reserves the right to use photographs taken of students at school sponsored activities for the promotion of Trinity Lutheran Church & School. Under the *Statement of Intent* section of the enrollment/re-enrollment form, permission is granted by parents/guardians.

## **MEDICATION ADMINISTRATION**

Trinity Lutheran School follows the *Health Services Medication Policy* of Waconia School District 110. Medication will be administered during the school day under the following circumstances:

- Medication is accompanied by a completed and signed authorization form from the student’s parent/guardian. The school health associate will send the authorization form to your child’s physician for his/her signature.
- The school may rely upon verbal permission from the parent/guardian for up to two (2) days until written authorization is received.
- All medications (prescription and non-prescription) must be brought in the original labeled container. Pharmacies will provide prescription medication in two bottles so one may be kept at school.
- All medications must be provided by the parent/guardian. Under no circumstances can a teacher, health associate, or other school staff member administer medication without parent/guardian permission.
- With the exception of emergency medications like insulin, inhalers, and Epi-Pens, all medication brought to school must be kept locked in the health station or in a locked box in the teacher’s room. Written permission must be obtained before a child can carry emergency medications on their person.

District 110’s medication policy is available in the health office or Trinity’s website.

## **NON-DISCRIMINATION 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 or ethnic origin in administration of its educational policies, admissions policies, scholarships and loan programs, and athletic or other school-administered programs.

## **PARENT / GUARDIAN ACCESS TO STUDENT RECORDS**

A complete scholastic, attendance, health, and family record is kept for each student in the school’s permanent file. This file follows the student into high school. Parents/guardians are permitted to review their student’s educational records.

## **PARENT / TEACHER CONFERENCES**

Twice each school year, parents/guardians are given the opportunity to meet with their child’s teacher for a scheduled conference. These important conferences help properly guide the progress of each student. The first conference is scheduled mid-first trimester, and the second is scheduled mid-second trimester. One conference per child will be scheduled. It is assumed that the custodial

parent/guardian will communicate with the non-custodial parent concerning the appointed conference time for their child(ren). Anything other than this arrangement must be requested by the parents/guardians.

Parent/teacher conferences are held:

- To explain or answer questions which parents/guardians may have regarding their child's report card
- To discuss the individual child's progress
- To consider any of the child's personal problems which may be related to his/her schoolwork
- To help the teachers and parents/guardians become better acquainted

Through report cards and conferences, a more complete understanding of the child's academic, social, and spiritual growth is obtained. Special conferences may be requested by the teacher or parents/guardians whenever necessary

## **PARENT ORGANIZATION – Parent Teacher Organization (PTO)**

Trinity Lutheran School's parent organization, Parent Teacher Organization (PTO), exists to connect, support, and serve Trinity students, teachers, and parents. The PTO promotes communication and understanding between church, school, and home while participating in service projects benefitting the educational program. Parents/guardians of Trinity Lutheran School students in preschool-8<sup>th</sup> grade are considered part of PTO and are encouraged to participate in meetings, service projects, educational activities, and more. Parents/guardians interacting with teachers and administrators have proven to be a winning formula for the benefit of the school and its students.

## **PETS AT SCHOOL**

The staff of Trinity Lutheran School recognizes the educational and emotional value students derive by having the opportunity to bring their pet to school. We ask that parents/guardian to adhere to the following guidelines:

- Any pet visit must be cleared with the classroom teacher and communicated to the school office.
- After the teacher has consented to a pet in the classroom, the parent/guardian must notify the health office to ensure that no student within the classroom has an allergy to pets.
- Pets must be leashed or contained in a cage, box, etc.
- After handling any pet, the students must wash their hands.
- The pet owner is responsible for maintaining control of the animal at all times.

## **PHYSICAL EDUCATION**

Physical education (PE) is an important part of Trinity's overall curriculum. Physical education not only aides students' mental and physical outlook, it also provides students with an opportunity to enrich their leisure time by gaining insight to new and varied activities. The President's Physical Fitness Testing Program and team sports are covered in the yearly schedule, along with rhythmic, motor, and recreational games. Requirements for the program include participation, attitude, and proper attire. A written doctor's note is required for a student to be excused from daily participation.

## **PLAYGROUND RULES**

### **Student Dress**

- Students are to wear footwear that will protect and support running, kicking, and active play on the playground. (No flip flops or open toed sandals are allowed on the playground.)
- Students should wear appropriate clothing to support outside play.

### **General Rules**

- Be safe
- Respect others and the play of others
- Respect property
- Be responsible
- Equipment should be used for its intended purpose.

### **In Case of an Emergency or Injury**

- The supervisor will always report any/all injuries to the classroom teacher. Any/all major injuries will be reported to the administrator.
- In case of a serious injury, the supervisor will notify the school office immediately. They will contact the school safety officer and/or the school health associate (school nurse) immediately. They will inform the office if a 911 call needs to be given.
- The emergency plan will be put into effect in any/all cases where applicable.

## PROMOTION/GRADUATION

Trinity's staff and the Board of Education expect all students to achieve at an acceptable level of proficiency. Parental assistance, tutorial and remedial programs, counseling, and other support services shall be coordinated and utilized to the greatest extent possible to help students succeed in school.

Students, who achieve at levels deemed acceptable by the Board of Education, shall be promoted to the next grade level at the completion of each school year. Students that have incomplete schoolwork may be prohibited from promotion/graduation. Students that have unpaid bills or fees may be kept from participating in graduation services.

## REIMBURSEMENTS

If a student of Trinity Lutheran School wins the right or is chosen to attend a school-sanctioned statewide activity or contest, such as a science fair or spelling bee, Trinity Lutheran School will pay registration fees required for attendance at such event. Additional expenses associated with the event, such as travel, meals and lodging, will not be eligible for reimbursement.

## REPORT CARDS

The main purpose of report cards is to inform parents/guardians and students of the performance, progress, and needs of the student. Report cards help cooperatively plan for future achievement and guidance. Trinity Lutheran School issues report cards every trimester as indicated on the school calendar.

Academic Grades:

A+ 100	C 77—79
A 96—99	C- 74—76
A- 92—95	D+ 71—73
B+ 89—91	D 68—70
B 86—88	D- 65—67
B- 83—85	F Below 65
C+ 80—82	

## RETENTION

Retention of a student may be considered when professional staff and parents/guardians feel that it is in the best interest of the student. Teachers will initiate a conversation with the parents/guardians early in the year if they have concerns about a child's performance. Appropriate educational interventions will be implemented, and their success will be noted. Throughout this process, communication will be maintained between staff and parents/guardians. When faced with continued academic challenges, a professional team will be assembled to determine if retention is to be recommended. Members of the team would include the parent/guardian, classroom teacher, administrator, additional grade level teacher, and other appropriate staff members. This decision will include physical development, maturity, and emotional factors, as well as scholastic achievement.

## RULES FOR RIDING THE SCHOOL BUS

The bus driver is in charge at all times on the bus.

- Students must board and leave buses *only* at specifically designated stops.
- Students must be on time at designated stops – buses cannot wait.
- Students must stay a safe distance from the pick-up point when buses are arriving.
- Students must go directly to their seats. They must not stand or walk in buses while buses are in motion. Seats may be assigned by the driver.
- Students must not tamper with emergency doors or safety devices.
- Students must not throw objects out of, in, or at a bus.
- Noisiness and boisterous conduct, which distracts the driver is prohibited.
- Students must not damage buses in any manner. Damages will be paid by the student causing damage. Vandalism is to be reported to the driver.
- Books, backpacks, lunch bags, gym bags, and other such objects must be kept out of aisles.
- Weapons, inflammable substances, animals, or other items of a dangerous or objectionable nature must not be transported by the students.
- Only authorized students may ride school buses. They must ride buses to which they are assigned. Permission from the bus owner must be secured in advance if non-regular riders are to be admitted to buses.
- Reserving places in line and "saving seats" for late-comers on buses is not allowed.
- Students must not use profane or indecent speech.

- When crossing a highway after leaving a bus, students must walk in front of the bus when the driver signals it is safe to cross.
- Possession and/or use of tobacco, alcoholic beverages, or drugs are strictly prohibited on-board buses.
- Soft drinks and “munchies” may not be consumed on buses. Students who bring them may have them confiscated. Any messes made by students will be cleaned up by students as assigned by the driver.

Students in violation of the student behavior rules will be excluded from riding the bus according to the following schedule:

- First Offense — The student will be excluded from the bus for five school days.
- Second Offense — The student will be excluded from the bus for ten school days.
- Third Offense — The student will be excluded from the bus for thirty school days.
- Fourth Offense — The student will be recommended to the District’s Transportation Safety Director for removal from the bus for the remainder of the school year.

A parent/guardian may request a conference with the bus driver, the owner of the bus company, and the school administrator at any of these steps of exclusion. The purpose of the conference would be to establish the facts of the specific case.

## **OVERVIEW OF THE BUS TRANSPORTATION POLICY**

### **Bus Transportation Privileges**

The transportation of students to and from school by bus is a privilege provided by Independent School District 110. If a student has been excluded from a bus due to the violation of student behavior rules, the school district cannot and will not arrange to provide alternate transportation arrangements. The transportation of that student then becomes the responsibility of the student’s parent/guardian. Also, a student’s non-attendance at school during a time of bus exclusion, for no other reason than the bus exclusion, cannot be viewed as an excused absence.

A student excluded from the bus who has been identified as a special education student, where the behavior on the bus is attributed to the student’s handicapped condition, may qualify that particular student for an alternate form of transportation. The district’s special education/unique learner coordinator has more information on this option.

### **Bus Transportation Assignments**

Students are assigned to specific routes to and from school from their place of residence. Bus stops are established by the district administration in cooperation with bus contractors. Concerns regarding bus assignments or stops should be directed to the district administration.

### **Video Cameras**

Video cameras may serve as a monitoring tool to assist in providing quality and safe transportation services. The cameras are the property of the contracted bus companies.

## **SCHOOL AGE CARE**

Trinity Lutheran School provides a before and after school care for students in kindergarten-6<sup>th</sup> grade via the School Age Care program. Morning care is provided from 7:00-7:45 am. After school care is provided until 5:30 pm on Monday – Thursday and 5:00 pm on Fridays. School Age Care fees are independent of tuition and fees for Trinity Lutheran School. During the summer, *Summer Adventures* provides full day childcare. Please see brochures available for rate information for School Age Care or *Summer Adventures*.

## **SCHOOL CLOSINGS**

School may be closed on a regularly scheduled school day due to severe weather, building failure, or for other special circumstances. In such cases, notification will be broadcast on WCCO Radio (830 AM), KDUZ Radio (1260 AM), KSTP (TV Channel 5), and KARE (TV Channel 11). Trinity is closed if Waconia Public Schools (District 110) are closed. Trinity will also activate our emergency communication procedures which will include a text message, email, and Facebook notification. Families should have a designated plan if school closes early because of weather conditions or other above-mentioned circumstances. All after school events are cancelled if school is cancelled.

## SCHOOL DIRECTORY

On TADS Educate families can access our School Directory. Families may opt out of what information is located here by accessing their TADS Educate account and editing. The School Directory is a way for families to be able to find classmate information if they would like to set up playdates, birthday parties, or other. Trinity- Lutheran School does not give out personal information and does not distribute personal invites.

## SCHOOL HOURS DAILY SCHEDULE AND SECURITY

The daily class schedule is as follows:

Preschool (am)	8:15–11:00 am
Preschool (pm)	11:45 am–2:30 pm
Kindergarten (half day)	8:10 am–11:55 am
Kindergarten (full day)	8:10 am–2:50 pm
1 <sup>st</sup> -8 <sup>th</sup> Grade	8:10 am–2:50 pm

It is expected that the only students remaining after school are those involved with extracurricular activities.

- To ensure the security of Trinity Waconia, all guests that enter the building are required to enter through Door C. Upon entering, all guest are required to check in at the front office by signing in and getting a guest sticker. Upon signing in you will be let in through our locked doors. These doors are locked during school hours to ensure the safety of our students.
  - School Year (first day of school until the last day of school) - Monday through Friday from 7:30 am-4:00 pm
- Parents with children that attend Trinity Waconia Child Care (TWCC) and School Age Care will be advised of access procedures to the building. There will be special arrangements made to accommodate these programs.
- During evening school activities, the main school entrance (door C) will be open.

## SCOOTERS, SKATEBOARDS, AND ROLLER BLADES POLICY

For safety and liability reasons, Trinity Lutheran Church & School administration has determined that the use of scooters, skateboards, and roller blades will not be permitted inside the church and school building.

## SEVERE ALLERGY POLICY (including guidelines for treats brought from home)

Trinity Lutheran School cannot guarantee that a medically trained person will be on the premises at all times. In the case of a student with a severe allergic reaction (i.e. bee sting, nut, or food allergy), the parent/guardian is responsible for supplying the school health office with the necessary medication for their child. In order for school personnel to be able to administer this type of medication, there must be a signed authorization, as well as written directive from both the child's physician and parent/guardian (see the Medication Administration section of this handbook). For the health and safety of all students, all treats brought to school must be commercially prepared. Please do not send any treats to school for birthdays or special events that contain any kind of nut, nut product, or nut oil.

## STANDARDS

The Board of Education, together with the administrator and staff, carry out a continuous school evaluation program. School facilities, curriculum, and teaching methods are regularly reviewed with the objective of maintaining up-to-date teaching standards. Student progress is measured regularly. Objective means of measuring academic progress, such as achievement tests, over the years have indicated consistently high standards and attainment of student success.

At Trinity Lutheran School, we believe the teacher is the most important single element in the educational process. Trinity teachers are licensed by the Minnesota State Department of Education. They continue in-service education and some hold advanced degrees, or are working on them.

Trinity Lutheran School is a member in good standing and has met the criteria and standards for accreditation from the *National Lutheran School Accreditation Association*, which also qualifies Trinity for state accreditation under the Minnesota Department of Education.

## STUDENT CARE SUPPORT

All students and families at Trinity Lutheran School have access to a variety of counseling and support services to assist them with emotional, social, and psychological needs. Children are listened to, validated, and supported by caring teachers and ministry staff.

Trinity Lutheran School has a counselor with regular hours available each week to meet with students. Parents/guardians and students can access these services by contacting classroom teachers, the administrator, or Trinity pastors. Student care support services help students and families realize that God's love for them never changes no matter what challenges they face.

## **STUDENT EDUCATIONAL SUPPORT**

Trinity is committed to the successful achievement of all students. There are times when students need additional support and help. A Student Support teacher is on staff to work with parents/guardians and teachers as a resource and help for students that need additional support. This teacher is trained to provide both remedial and enrichment support.

Trinity has also developed a list of accommodations and modifications to guide what support Trinity is able to provide with the resources and staffing available. These accommodations and modifications will be implemented only when deemed necessary in support of student achievement.

Trinity also works closely with the Waconia Independent School District to receive testing and services offered to students who qualify.

If you feel your child would benefit from either of these programs, please contact your child's teacher. To identify students needing special help, Trinity uses the following referral policy:

Pre-referral steps:

- Skill Testing
  - Fall/spring classroom tests: language arts, math
  - Assessment tests from our reading series
  - Assurance of Mastery Test
  - MAP tests
- Classroom Interventions
  - Modify current materials/approaches
  - Adapt material/tests
  - Use cooperative learning, peer tutors, and parent helpers
  - Use hands-on/visual materials

Referral for a special education assessment through Southview Elementary School will take place after two interventions take place.

## **STUDENT SCHOLARSHIP ASSISTANCE**

Trinity Lutheran School has a strong commitment to providing quality education. At the same time, we realize that all may not be able to meet the full amount of tuition asked. It is important that each child has the opportunity to be educated in a caring, Christian environment. Trinity Lutheran School has financial aid sources available for use by our families (Kindergarten-8<sup>th</sup> Grade); we encourage their use as we believe tuition should not be the deciding factor in your child's ability to attend Trinity.

In order to allocate the aid in a fair and objective manner we have enlisted the services of Tuition Aid Data Services (TADS). A properly completed financial aid application must be submitted directly to TADS no later than April 15, for the following school year. Financial aid applications are available online at [trinitywaconia.org](http://trinitywaconia.org). Click School, enroll now, and then financial aid. Parents will be notified by mail of scholarship assistance awards. While the usual application period is in the spring, please do not hesitate to inquire in the school office if your family's circumstances change during the school year.

## **TELEPHONE**

Trinity's telephone number is 952-442-4165. Students will be called to the telephone only in an emergency. The office will forward necessary messages to the student. In cases of emergency, and only with the teacher's permission, students are allowed to use the phone at the school office.

Teachers are unable to receive phone calls during class periods. They will inform parents of appropriate times they can receive phone calls during the school day. Students desiring to stay after school for activities should make arrangements before leaving in the morning for school.

## TESTING PROGRAM

Trinity students participate in the NWEA (*Northwest Evaluation Association*) MAP testing in 1<sup>st</sup>–8<sup>th</sup> grade. This testing program is a research-based computer testing program that provides focused assessment for each student. The test is aligned to Minnesota standards and benchmarks and provides differentiated assessment for each student. The RIT score is an estimation of a student's instructional level. The instructional level helps teachers know what students have learned and what students are ready to learn. (It is independent of grade level and does not provide a grade equivalent score.) Information provided by the MAP tests help teachers design instruction to help students attain their individual goals. Each year, a report will be generated for students that will show his or her individual growth from fall to spring and eventually from year to year.

## TRANSPORTATION POLICY – SCHOOL RELATED OFF CAMPUS EVENTS

Trinity Lutheran School believes that for field trips and other off-site school related activities, the well-being and safety of students can best be served by providing public transportation. This not only takes the burden of responsibility off of parents and other adults but also provides protection for Trinity Lutheran School.

### Policy Statement:

Trinity Lutheran School will use certified local public transportation as applied to the following:

- School field trips when transportation, other than walking, is needed
- Concerts, entertainment events and/or other activities which involve students leaving campus to participate
- Please reference the athletics program section of this handbook for additional details regarding transportation to athletic events

Trinity Lutheran School will not use certified local public transportation when:

- The students and/or players are coming directly from home or another location other than school, are under the supervision of their parents/guardians, and can be provided transportation by their parents/guardians to the event.

## TUITION AND FEES POLICIES

1. Tuition payments are managed through TADS. All families need to complete a tuition agreement.
2. Tuition accounts become overdue if payment is not received on the scheduled payment date. TADS will assess late fees on all past due accounts. Trinity cannot waive TADS late fees.
3. Past due accounts may, at the discretion of the Administration and Board of Education, result in the privilege of attending Trinity Lutheran School being forfeited and the student(s) not be admitted to classes until the account has been paid or arrangements have been made.
4. If, during the course of the school year, a child is withdrawn, tuition for the current trimester will be required. All other prepaid tuition will be refunded.

## TUITION AND FEES SCHEDULE

A registration fee is charged for each student at the time of enrollment and is non-refundable. Registration fees are applied toward administrative costs associated with student enrollment. Tuition covers only a portion of the total cost to educate a student. Trinity Lutheran Church subsidizes the remaining student cost as a part of its ministry. Tuition is determined each year based on anticipated expenses.

## VOLUNTEERS

It is the goal of Trinity Lutheran Church & School to provide a safe environment that insures the well-being of all our students. Trinity recognizes that volunteers can, and do, make a valuable contribution to our school, and enhance learning opportunities for students. Trinity Lutheran Church & School encourages volunteerism as appropriate and within current guidelines. Individuals interested in volunteering should contact the school office for additional details.

## WELLNESS POLICY

Trinity Lutheran School believes that God's will and purpose for their students is best served through their spiritual, academic, physical, social, and emotional growth and development. The purpose of this policy is to emphasize the important role nutrition and physical activity plays in creating healthy students who are better able to grow, learn, and serve. Please visit the resources page of our website or contact the Trinity office for a copy of this policy.

## **YEARBOOK**

A yearbook is available for purchase at the beginning of each school year.

The yearbook is directed by a coordinator. The coordinator's responsibilities consist of planning the yearbook, acquiring the necessary pictures, making the pages of the yearbook camera-ready for the printer, marketing, assembling, and delivering the yearbook to all students who ordered them.