



**TRINITY LUTHERAN
SCHOOL**

Family Handbook

2023-24

SCHOOL INFORMATION

MISSION

Trinity Lutheran School exists to provide a Christ-centered education which focuses on developing the whole child as a disciple of Christ.

ADMINISTRATION, FACULTY, AND STAFF

All Administration, Faculty, and Staff can be reached via school email. For a complete listing, please see the attached page.

SCHOOL CONTACT INFORMATION

Phone: 402-721-5959

Email: school@trinityfremont.org

Website: tlsfremont.org

Facebook: facebook.com/tlsfremont

Facebook Parent Group: [Trinity Panther Parents](#)

Sycamore Education - sycamoreeducation.com

CREDENTIALS

Accreditation and Approval

Our school is accredited by the Nebraska State Department of Education.

Teacher Certification

All teachers of Trinity Lutheran School are certified as required by the laws of the State of Nebraska.

ADMISSIONS

Admission Requirements

Trinity Lutheran School welcomes students who are members of Trinity Lutheran Church, students from other churches and denominations, and students who are seeking a faith-based organization. Trinity Lutheran School admits students of any race, color, national and ethnic origin to all rights, privileges, programs, and activities made available to students at the school. Trinity Lutheran School does not discriminate on the basis of race, color, national or ethnic origin in administration of its educational, admissions, athletic, and other school-administered policies. All enrollments are subject to approval by Trinity's administration and School Council, which will be made at the sole discretion of the administration and School Council. It is a privilege, not a right, to enroll at Trinity.

A student must be five (5) years of age before July 31st of the enrollment year to be admitted to Kindergarten.

All prospective students may be tested for academic and behavioral readiness. This can also be determined by grade-level results on a previous school's placement performance test (as indicated by past report cards or formal progress reports), and/or evaluation by a Trinity teacher. Students must provide permanent records from a former school if requesting a transfer to Trinity.

Trinity Lutheran School Gender Identity Policy:

1. Statement of Belief: Trinity Lutheran School believes that every person is created in God's image and, therefore, fearfully and wonderfully made. We also believe each person is created male or female. "So God created man in his own image; in the image of Good He created them; male and female He created them" (Genesis 1:27). This reality of male and female is determined at conception by the X or Y chromosome. We also believe that we are called to love all people. Because of these truths, we are unable to affirm an understanding of sexual identity that is inconsistent with a person's biological reality. We commit ourselves to love and support each and every person by pointing to Jesus, who came to rescue humanity from sin, death, and the power of the devil. Therefore:
2. Trinity Lutheran school will respect the biological sex of each student and shall apply all policies and procedures within the school based on that biological sex. All school documents will reflect this biological sex.
3. All Trinity school students will conduct themselves in accordance with their biological sex as such relates to: dress code; use of the bathrooms; participation in school sponsored activities and sports; and, pronouns which may be used or required to be used.
4. Admission into and remaining within Trinity school will not be determined on a student experiencing gender dysphoria. Rather, if this should occur, the school personnel and Trinity's pastor shall consult with the student and the student's parents to devise a plan to address the

situation. The plan will respect Trinity School's Mission and the teachers and the other students. Only if an appropriate and satisfactory plan cannot be found will the school consider and perhaps begin the process of requiring the student to be enrolled at a different school.

5. Definitions which apply: **Biological sex** "Is the sex based on the physical sex from the moment of a person's conception and which may be confirmed by scientific genetic markers as found in male and female chromosomes". **Pronouns** "A person who is male would use he/him/his. A person who is female would use she/her/hers. The person who prefers to identify as neither male nor female would prefer gender neutral pronouns such as they/them/their". **Gender Dysphoria** "Refers to the distress that may accompany the incongruence between one's perceived or experienced gender and that associated with gender assigned at biological birth". **Trinity School's mission** "Through Jesus, Trinity Lutheran School strives for academic excellence, spiritual growth, and lifelong service to God, family, and community".

Immunization and Physical Exam Requirements

Nebraska state law requires that students have three (3) immunizations and one (1) booster against diphtheria, tetanus, pertussis, and polio. A student must also have two (2) immunizations against 10-day measles, rubella (German) or three (3) day measles, and mumps. Nebraska State law requires HBV 1, HBV 2, and HBV 3 immunizations and a second MMR immunization. One dose of varicella (chicken pox) needs to be given on or after twelve (12) months of age. All students enrolled in school will need two (2) doses of varicella vaccine. The second vaccine is needed before school starts. A student may also provide documentation that they have had chicken pox. Parents/guardians are responsible to report any additional immunizations of their students to the school office.

Students entering school for the first time, including Kindergarteners and transfer students from out of state, will be required to provide proof of a vision evaluation taken within six months prior to the student's entrance to school. Students entering school for the first time must also have a birth certificate.

Physical exams by a health professional are required for every student entering Kindergarten and 7th grade. These exams must be completed no later than thirty (30) days after commencement of the academic year.

Sports physicals are required for all participants in organized sporting activities. Sports physicals must be completed before students begin their first sports practice.

Students with Food Allergies

Students with food allergies must complete the Medical Statement for Students Requiring Special Meals form, which is available in the school office upon request. The form must be signed by the student's doctor indicating that the student has a diagnosed food allergy and turned in to the school office at the beginning of the school year or when the allergy has been newly diagnosed. The allergy should be discussed with the student's classroom teacher.

Students with Disabilities

If your student has a disability, we welcome a discussion about the capacity of our staff to adequately address and meet your student's needs in a typical classroom setting. While public schools receive additional funding for students with disabilities, including funding to hire trained staff to serve those students, Trinity does not have specialized facilities or personnel. Trinity will evaluate students with learning differences and behavioral disorders on a case-by-case basis with respect to the school's ability to provide those students a quality education. While Trinity will make every effort to serve the needs of each student, the school may deny enrollment of a prospective student if the school determines, at its sole discretion, that it cannot adequately serve the needs of the student.

Re-enrollment

The process of re-enrollment for the following school year begins in February. Any student in good standing who is currently enrolled will have first chance at a place for the upcoming year. A student in good standing is considered re-enrolled when all tuition and fees from the previous year are current and the registration fee for the upcoming school year has been paid.

STUDENT RECORDS

Record Keeping

A permanent record is kept for every student who attends Trinity Lutheran School. Access

A student's records may be accessed by the student and the student's parent/guardian at any time. Authorized certified personnel, authorized government officials, and other appropriate authorities may access the student's record without the approval or the notification of the student's parent/guardian in a health or safety emergency.

LUNCH

Lunch Program

The school operates a lunch program in compliance with the rules of the USDA's National School Lunch Program. Cost to students is announced at the beginning of the school year. There is one account per family.

Nondiscrimination Statement

The U.S. Department of Agriculture prohibits discrimination against its customers, employees, and applicants for employment on the bases of race, color, national origin, age, disability, sex, gender identity, religion, reprisal, and where applicable, political beliefs, marital status, familial or parental status, sexual orientation, or all or part of an individual's income is derived from any public assistance program, or protected genetic information in employment or in any program or activity conducted or funded by the Department. (Not all prohibited bases will apply to all programs and/or employment activities.)

If you wish to file a Civil Rights program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, found online at http://www.ascr.usda.gov/complaint_filing_cust.html, or at any USDA office, or call (866) 632-9992 to request the form. You may also write a letter containing all of the information requested in the form. Send your completed complaint form or letter to us by mail at U.S. Department of Agriculture, Director, Office of Adjudication, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410, by fax (202) 690-7442 or email at program.intake@usda.gov. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339; or (800) 845-6136 (Spanish). USDA is an equal opportunity provider and employer.

PLEASE NOTE: As stated above, all protected bases do not apply to all programs. The first six protected bases of race, color, national origin, age, disability and sex are the six protected bases for applicants and recipients of the Child Nutrition Programs.

CHAPEL

Services

A chapel service is held weekly where students are taught to worship God by listening, singing, praying, and bringing gifts. The gifts are given to designated Christian missions.

Memory Work

Memory is an integral part of formation. Memory is not about passing a test and forgetting it, but about hiding God's Word in our heart so that we can recall it in times of joy and sorrow. Each teacher will assign memory work as a part of the religion curriculum.

ATHLETICS

Programs

Athletic contests in volleyball, football, basketball, and track are offered to students in 5th through 8th grade, and students in 4th grade have the opportunity to participate in volleyball and basketball. Sportsmanship and Christian fellowship are stressed above all other aspects in our athletic programs.

SCHOOL BUILDING

Lockers

Students in 4th through 8th grade are assigned lockers. The principal or a staff member may search lockers and locker contents at any time, without notice, and without parent/guardian permission or student consent.

Pets

No pets are allowed on school property, including in the parking lot, except for trained service animals.

Asbestos

A copy of the asbestos management plan is available for your inspection upon request.

EMERGENCY PREPAREDNESS

Emergency Operations Plan

Trinity Lutheran School has developed an Emergency Operations Plan that is designed to enhance the safety of anyone on school premises should an emergency occur. The health and welfare of the students is our first priority, in the event of a crisis. A crisis team, comprised of staff members, will respond to crises in accordance with the guidelines outlined in the Emergency Operations Plan. This plan is reviewed and updated annually.

All staff are trained in CPR. If an emergency arises, parents/guardians should take action in the following ways:

- Check their phone or electronic device for a text message from the school.
- Check their email for further updates on the status of the situation.
- **Do not call the school or the child's classroom teacher.** There are limited phone lines and staff will be responding to the situation. Phone lines must remain open.
- **Do not come to the school to pick up your student unless requested.** Emergency

vehicles and workers must be able to get to the building. If the emergency necessitates relocation of staff and students, parents/guardians will be informed via text and email.

- Turn the radio on to KHUB (1340 AM), 105.5 FM or turn the television on to a local Omaha station such as KETV, WOWTV, or KMTV.
- Avoid posting about the situation on social media so that misinformation is not accidentally communicated.

School Closings and Weather-Related Emergencies

When hazardous weather requires the school to close, information will be shared via text message. It will also be announced on the radio station KHUB (1340 AM) and local Omaha stations such as KETV, WOWTV, or KMTV. Trinity consults with Fremont Public and Bergan in determining when school will be closed. Decisions will be made as early as possible with the understanding that weather conditions can change rapidly. Decisions regarding canceling athletic events will be made by 1:00 p.m. the day of the activity if possible. Students will be allowed to call parents/guardians to notify them if an event is canceled. If an early dismissal is necessary, parents/guardians will be notified by text and email.

Disaster and Evacuation Drills

All classroom locations have posted exit plans for use in evacuation drills and tornado (or other disaster) situations. Practice drills are held during the year to familiarize students with emergency plans.

Trinity Lutheran has an emergency plan to deal with the crisis and will cooperate fully with community civil defense procedures. In the event of the need to evacuate the building, an alternate site is available, and plans are in place to release students safely to parents.

Student Injuries

Despite best efforts to make the school building and playground safe for students and staff, accidents can occur. In the case of an incident or injury, staff must complete an Incident Report Form. The form will be filled out with details surrounding the incident or injury and filed in the office the same day as the occurrence. The office will send a copy to the student's parents/guardians. Parents/guardians will be notified as soon as possible in case of serious injury. If parents/guardians cannot be reached, the staff will attempt to do what is reasonably necessary to treat the medical event, including outside medical care or hospitalization. The parent/guardian, with this notification, waives any claim that the school or staff has not acted appropriately.

STUDENT EXPECTATIONS

ATTENDANCE

Nebraska Revised Statute 79-209 - Compulsory attendance; nonattendance; school district; duties; collaborative plan; considerations; referral to county attorney; notice.

(1) In all school districts in this state, any superintendent, principal, teacher, or member of the school board who knows of any violation of subsection (2) of section 79-201 shall within three days report such violation to the attendance officer of the school, who shall immediately investigate the case. When of his or her personal knowledge or by report or complaint from any resident of the district, the attendance officer believes that there is a violation of subsection (2) of section 79-201, the attendance officer shall immediately investigate such alleged violation.

(2) All school boards shall have a written policy on attendance developed and annually reviewed in collaboration with the county attorney of the county in which the principal office of the school district is located. The policy shall include a provision indicating how the school district will handle cases in which excessive absences are due to illness. The policy shall also state the circumstances and number of absences or the hourly equivalent upon which the school shall render all services to address barriers to attendance. Such services shall include, but not be limited to:

(a) Verbal or written communication by school officials with the person or persons who have legal or actual charge or control of any child; and

(b) One or more meetings between, at a minimum, a school attendance officer, a school social worker, or a school administrator or his or her designee, the person who has legal or actual charge or control of the child, and the child, when appropriate, to attempt to address the barriers to attendance. The result of the meeting or meetings shall be to develop a collaborative plan to reduce barriers identified to improve regular attendance. The plan shall consider, but not be limited to:

(i) The physical, mental, or behavioral health of the child;

(ii) Educational counseling;

(iii) Educational evaluation;

(iv) Referral to community agencies for economic services;

(v) Family or individual counseling;

(vi) Assisting the family in working with other community services; and

(vii) Referral to restorative justice practices or services.

(3) The school may report to the county attorney of the county in which the person resides when the school has documented the efforts it has made as required by subsection (2) of this section that the collaborative plan to reduce barriers identified to improve regular attendance has not been successful and that the child has been absent more than twenty days per year. The school shall notify the child's family in writing prior to referring the child to the county attorney. Failure by the school to document the efforts required by subsection (2) of this section is a defense to prosecution under section 79-201 and adjudication for educational neglect under subdivision (3)(a) of section 43-247 and habitual truancy

under subdivision (3)(b) of section 43-247. Illness that makes attendance impossible or impracticable shall not be the basis for referral to the county attorney.

(4) Nothing in this section shall preclude a county attorney from being involved at any stage in the process to address excessive absenteeism.

Absences

Regular attendance is essential for the academic achievement of students. In accordance with the laws of the state, all pupils are held to regular and punctual attendance. Each time a student is absent, it is noted in Sycamore Education (app.sycamoreschool.com), and will be reflected on the student's report card. Parents are strongly encouraged to monitor their student's attendance on the Sycamore Family Portal. Excessive absences (ten (10) days or more per semester) will be reviewed on an individual basis by the principal and reported to the School Council. Excessive absences will be referred to the County Attorney's office.

- Parents/guardians must notify the school office (402-721-5959) in the morning when a student will be absent. It is not necessary to notify the individual teacher as the office staff will communicate the message.
- No student is allowed to leave the school grounds from the time they arrive until they are dismissed at the scheduled time unless the parent/guardian has sent a written statement or called the school office requesting that the student be permitted to leave the school at a certain time.
- Students with parent/guardian permission to leave school must be signed out at the school office by a parent/guardian.
- Field trips and other off-site school functions are scheduled in advance, and parents/guardians will be notified before the event.
- Students arriving after 10:30 a.m. constitutes a half-day absence.
- Students leaving prior to 1:30 p.m. constitutes a half-day absence.
- If a student reaches the tenth unexcused absence in a semester, a meeting with the administration will be scheduled for the student and their parent/guardian to discuss an attendance plan that outlines consequences for any further absences. Pursuant to NE State Statute 79-201, a student reaching twenty absences in a year may result in the following:
 - The student's family is being referred to Child Protective Services for parent neglect.
 - The student's family is being referred to the County Attorney's office for parent neglect.

Excused absences include:

- Personal illness or medical necessity requiring a doctor's note and approved by the administrator
- Doctor/dental appointments
- Approved tutorial programs not offered by the school
- Quarantine
- Death in the family

Parents/guardians are strongly discouraged from taking their student out of school for unexcused reasons. The school does not offer a distance-learning option while school is in regular session, and teachers cannot guarantee the availability of schoolwork in advance of an unexcused absence. Any schoolwork assigned during such absence is the responsibility of the student to complete outside of school hours when they return to school.

Tardies

Arriving on time demonstrates respect for the learning environment, teachers, and fellow students. Student tardies are disruptive to the classroom environment as they negatively impact classroom routines. Each time a student is tardy, it is noted in Sycamore Education (app.sycamoreschool.com) and will be reflected on the student's report card. Parents are strongly encouraged to monitor their student's attendance on the Sycamore Family Portal.

- Students are considered tardy for the school day if they arrive in the classroom after 8:10 a.m. and before 10:30 a.m. Being tardy more than three times in a quarter is considered a Level Two infraction in accordance with the Code of Conduct. Parents/guardians will be notified by email when their student acquires their fourth tardy.
- Once the school doors lock at 8:11 a.m., entrance to the building is only permitted through the school office on the west side. All students arriving at school after the doors are locked are required to have a parent/guardian sign them into the office upon arrival.

Tardies will be deemed excused or unexcused using the same criteria for absences noted above.

ATTIRE

Students must:

- Practice good hygiene.
- Keep hair clean, styled in a way that is not disruptive, and tied back neatly as necessary to keep their face visible at all times.
- Take off all hats, hoods, gloves, and sunglasses when indoors.
- Keep any makeup minimal.

All clothing must:

- Be clean and in good condition.
- Fit the student appropriately.
 - This includes:
 - Clothing neither oversized or snug.
 - Undergarments not visible at any time.
 - Pants worn at the waist.

- Midriffs, chests, shoulders and upper thighs are adequately covered (meaning shorts/skirts at mid thigh) at all times, including while doing physical activities.
 - Clothing not modified in unapproved ways (i.e. embellished, rolled, knotted or ties with bands).
 - Clothing not having an excessive number of large pockets (i.e., cargo-style clothing)
- Be free of any kind of design, logo, or message other than Trinity's approved logo.
- Be safe for all school activities.
 - This includes:
 - Jewelry
 - Shoes
- Be in approved colors and fabrics, as noted below.

Approved Colors for Clothing:

- Bottoms - solid color - navy blue, gray, khaki or the official school plaid (available at Land's End)
 - Layered leggings may be worn in black, navy blue, gray, white and khaki.
- Tops and Outer Layering Pieces - polo shirts, dress shirts, cardigans/sweaters, sweatshirts and fleece jackets
 - Must be free of any kind of design, logo or message other than Trinity's approved logo or Spiritwear.
 - Solid Color options: navy blue, light blue, gray, black or white.

Approved Fabrics for Clothing:

- Cotton, cotton-blend or polyester.
- Denim is only allowed on specified days and should not be embellished or distressed in any way and be free of any holes.
- Athletic-wear material is **not** permitted except on specific days and for layered leggings.

Clothing Options:

- Tops:
 - Polo shirts
 - Button-down dress shirts
- Bottoms
 - Pants
 - Capris
 - Shorts (permitted from April 1* to October 31 each year)
 - Skorts/Skirts
 - Jumpers
 - Dresses
- Under layering pieces (can be worn under approved tops and bottoms):
 - Undershirts
 - Camisoles
 - Long-sleeved fitted shirts

- Leggings/tights (must be worn under skorts/skirts/jumpers/dresses from November 1 to March 31 each year)
- Outer layering pieces (can be worn over approved tops):
 - Cardigans/Sweaters
 - Sweatshirts
 - Fleece jackets
- Footwear
 - Sneakers/tennis shoes are the only permitted footwear for students Pre-K to 5th grade.
 - Crocs are also allowed to be worn in 4-8th grade with a back strap.
 - Any hard soled flat shoe, with closed heel/toes are permitted.
 - Students should always wear or bring sneakers appropriate for recess and/or P.E.
- Outerwear:
 - Coats and jackets worn exclusively outside do not need to be in an approved color or fabrics.
 - Coats are not allowed to be worn in the classroom.

Where to Purchase Approved Clothing:

- Approved items are available from many stores including, Land's End (which carries the official school plaid named "Clear Blue Plaid" and tops with Trinity's approved logo), Walmart, Target, Kohls, Old Navy, Gap, Children's Place and JC Penney.
- Trinity's approved logo may be added to clothing at Embroidery Connections in Fremont.

Spirit Days - Most Fridays:

- Jeans
- Polo Shirt
- Trinity Spiritwear

Dress Down Days:

- National Lutheran Schools Week
- Celebration Days
- Philanthropy/Service Days
 - **Dress down attire:**
 - Denim - Should not be embellished, distressed in any way and be free of any holes.
 - Trinity Joggers - purchased exclusively through the school
 - Tops and Outer layering pieces must follow approved colors of clothing

Game Day Attire:

- Game Day Attire for boys and girls will include warm-up or shooting shirts with the school uniform approved bottoms.
 - The only exception to this would be on the final home game of each sport of the 8th grade boys or girls may choose to break the dress code and dress up for that day.

Dress Up Day:

- Sweater
- Dress Pants
- Dress Shirt
 - Midriffs, chests, shoulders, and upper thighs are adequately covered (meaning shorts, skirts and dresses at mid-thigh) at all times, including while doing physical activities.
 - Clothing is not modified in unapproved ways (i.e. embellished, rolled, knotted or tied with bands).

Enforcement:

- Please see the [Trinity Student Code of Conduct] for details.
- Interpretation and enforcement of the Standardized Dress Policy is at the administration’s discretion.

SCHOOL WORK

General Expectations

Trinity’s expectation is that students will complete all assignments. While much of the schoolwork assigned to students can be completed during the school day, students will also routinely have homework assignments to complete outside of class time.

Completing homework helps students practice skills, review lessons, develop good study habits, learn new concepts, and demonstrate academic growth. Teachers use graded assigned work to assess a student’s understanding of a concept and their ability to work independently.

Teachers rely on parents/guardians to help with homework by providing students with a comfortable and quiet study environment, scheduling homework time each evening, and being available for questions. Parents/guardians can also be of assistance to their student by showing interest in their work and reviewing it once completed. The amount of homework varies in each grade. Parents/guardians should communicate with the teacher if there are concerns about the length of assignments, there seems to be a misunderstanding of a concept by the student, or an emergency arises that interferes with the student’s ability to do the assigned work. Parents can track their student’s work in real time via Sycamore Family Portal. For login and password support, please see Lacey in the front office.

Incomplete Work

Consequences for missing/incomplete work shall be implemented by the staff as soon as reasonably possible.

1. Notifying the parent regarding incomplete work and an explanation of the teacher’s homework policy by the teacher of record.

- a. Behavior modification or focus technique to teach time management skills
- b. Temporarily removing certain privileges, including recess and special activities
- c. Notifying the principal
- d. Consider implementation of an Educational Student Assistance Team (ESAT – please see below for more details)

Grading Scale

Kindergarten through 2nd grade:

- S - Satisfactory
- E - As Expected
- N - Needs Improvement

3rd through 8th grade:

- A+ 99-100
- A 95-98
- A- 92-94
- B+ 89-91
- B 85-88
- B- 83-84
- C+ 80-82
- C 75-79
- C- 73-74
- D+ 70-72
- D 65-69
- D- 63-64
- F <62
- 0 Incomplete, assignments missing

Progress Reports

Written reports concerning the progress and development of each student are issued at the end of each quarter. 3rd through 8th grade students also receive a mid-quarter report.

Standardized Testing

The school provides a standardized testing program that complies with the State of Nebraska's requirements. All students in Kindergarten through 8th grade are given a Measure of Academic Progress (MAP) test 3 times per academic year, and results are given to parents/guardians to assist them in making informed decisions about their student's academic growth. Parents/guardians are encouraged to avoid scheduling appointments or trips that take students out of the classroom during the weeks of MAP testing. Please check the school

calendar for testing dates.

Conferences

Parent/guardian/teacher conferences are scheduled twice per academic year. Other parent/guardian/teacher conferences may be scheduled at the request of the parent/guardian or teacher.

Honor Roll and Honorable Mention

Each quarter, students in 4th through 8th grade may earn the recognition of being on the honor roll by maintaining at least a 3.75 GPA.

Each quarter, students in 4th through 8th grade may earn the recognition of being on honorable mention by maintaining at least a 3.50 GPA.

Athletic Eligibility

Students on Trinity-sponsored sports teams must maintain at least a 70% GPA or higher in every class. A grade report will be run on Monday morning every week during the sports season.

If the athlete is below a 70% in any class but higher than a 65% the athlete may still practice but is not able to participate in games/meets for that week. If the grade is below a 65% the athlete is not able to practice or participate in any games/meets for that week and be ineligible for the week until another grade report is pulled the following Monday.

Coaches will be notified who is ineligible for the week on Monday before practices, games/meets for that week. The ineligible athletes are encouraged to attend practices and use this time to work on assignments to raise their grades. Once assignments are completed the athlete will then watch practice.

Parents are strongly encouraged to monitor their student's grades on the Sycamore Family Portal.

CODE OF CONDUCT

Purpose

Trinity Lutheran School strives to create an environment where all students and staff feel welcome, respected and safe. Our Code of Conduct provides a framework in which students can develop self-control, empathy, and compassion for others in accordance with God's plan for His children.

Infractions and Consequences

The infractions listed below are not exhaustive. Categorization of inappropriate behavior and responses thereto are ultimately at the discretion of the relevant staff. Consequences will be applied in an age-appropriate manner, with Kindergarten to 3rd grade focused on learning appropriate behavior and 4th through 8th grade focused on learning personal responsibility. All consequences will be implemented as soon as reasonably possible after the violation has occurred by the staff interacting with the student at the time. Consequences may include, but are not limited to, any combination of the listed responses in the corresponding levels below.

Level One

- Infractions - Level One infractions are generally disruptive to a positive and productive environment but do not directly target or harm another person.
 - Violating the Standardized Dress Policy
 - Behaving in an inappropriate manner, including but not limited to:
 - Disrupting the learning environment
 - Violating classroom rules
 - Misbehaving at lunch or recess
 - Running/jostling/yelling in the hallways or classrooms
 - Insubordination
 - Interrupting staff
 - Littering
 - Treating school property carelessly
 - Making an inappropriate gesture
 - Misusing playground equipment or otherwise playing in an unsafe manner
 - Using unauthorized digital devices (e.g., a cell phone or handheld game)
 - Misusing technology (e.g., seeking out unauthorized content or mistreating school devices)
 - Possessing, displaying, or using prohibited disruptive items (e.g., a laser pointer or skateboard)
- Consequences may include:
 - Parent Contact
 - Using a behavior modification technique
 - Giving a reminder about appropriate behavior

- Issuing a reprimand regarding the inappropriate behavior
- Temporarily removing certain privileges
- Restitution
- Giving a warning that repeating the infraction will lead to Level Two consequences

Level Two

- **Infractions - Level Two infractions involve another person, creating an environment that makes others feel disrespected or unwelcome.**
 - Repeating Level One infractions
 - Using inappropriate/profane language (including taking the Lord's name in vain)
 - Acting in an insubordinate manner
 - Acting dishonestly or lying to staff
 - Forging a parent/guardian signature
 - Name-calling another person
 - Taunting/teasing another person
 - Intentionally leaving another student out of social activities
 - Intentionally embarrassing another person
 - Spreading rumors about another person
 - Making rude or intimidating hand gestures to another person
 - Threatening another person with physical harm
- **Consequences**
 - **Parent Contact**
 - Issuing an in-school detention
 - Initiating an ongoing written record to document behavior
 - Requiring that an apology or other restitution is made
 - Requiring written student reflection
 - Removing certain privileges, including recess and special activities including sports
 - Referring student to principal
 - Issuing an after-school detention
 - Giving a warning that repeating the infraction will lead to Level

Three consequences

- **Level Three**

- **Infractions** - Level Three infractions actively create a hostile, unwelcoming, or unsafe environment, whether by means of harm or destruction.

- Repeating Level Two infractions
- Kicking another person
- Hitting another person
- Pinching another person
- Choking another person
- Spitting at another person
- Inappropriately touching another person
- Sexual harassment/assault
- Intentionally tripping another person
- Shoving another person
- Stealing another person's possessions
- Directing profanity at another person
- Intentionally breaking another person's possessions
- Making inappropriate sexual comments to another person
- Harming oneself or threatening to do so
- Using a discriminatory slur
- Racial discrimination
- Bullying (as defined below)
- Vandalizing school property
- Possessing tobacco products, including vapes
- Possessing alcohol
- Possessing drugs
- Possessing weapons
- Coercing another person to commit a Level Three infraction

- **Consequences**

- **Parent Contact**
- Removing privilege of participation in extracurricular activities, including sports
- Issuing an in-school detention
- Issuing an out-of-school detention
- Issuing an out-of-school suspension (1-5 days)

- Expulsion
- Restitution

Expulsion

The principal has the authority to suspend a student from school or any school activity for repeated, blatant, or severe misbehavior for a period of time up to five days. It will be the responsibility of the child to make up all homework assigned during the suspension for full credit.

If necessary, the principal may recommend that the School Council take further action beyond the five-day suspension or act to expel a student from attending school. The principal may take such action for any Level Three infraction.

BULLYING

Definition

Bullying, as defined by the American Psychological Association states “Bullying is a form of aggressive behavior in which someone intentionally and repeatedly causes another person injury or discomfort. Bullying can take the form of physical contact, words, or more subtle actions. The bullied individual typically has trouble defending him or herself and does nothing to “cause” the bullying. Cyberbullying is verbally threatening or harassing behavior conducted through such electronic technology as cell phones, email, social media, or text messaging.”

Consequences

A safe and welcoming environment is crucial for students’ educational and social development. Bullying and harassment are serious infractions and will not be tolerated. Anyone at Trinity Lutheran Church or School who witnesses bullying or harassment should immediately report such conduct to the principal, teacher, pastor or staff member. Bullying and harassment will be treated as such in accordance with the Code of Conduct.

STUDENT ASSISTANCE TEAMS (SAT)

Purpose and Process

Student Assistance Teams (SAT) are assigned to students who need additional behavioral and/or educational support in order to succeed at Trinity. The SAT is composed of the student’s homeroom teacher, another teacher familiar with the student, the principal, the student’s parents/guardians, and the student (when age appropriate). If a SAT is initiated for your student,

you will be contacted by phone by the principal and be notified of the next steps. The process involves the SAT meeting to gather relevant information about the situation, developing a plan for support and improvement, and monitoring the student's progress. An Educational Student Assistance Team (ESAT) supports students struggling academically, a Behavioral Student Assistance Team (BSAT) supports students with behavioral challenges, and an Educational and Behavioral Student Assistance Team (EBSAT) addresses both.

RECESS

Appropriate Play

Student safety is the first priority, and therefore jumping off of playground equipment, standing on uneven bars, hanging upside down on equipment, sliding on ice, and playing games involving tackling and wrestling are not permitted. Students may not twist swings or otherwise abuse/misuse playground equipment.

Appropriate Dress

In addition to adhering to the Standardized Dress Policy, students should be dressed appropriately for outdoor recess.

FIELD TRIPS - Student Participation

Field trips are school activities that enhance curriculum through off-site learning experiences. Permission for students to participate in field trips is given each year by parents/guardians in the enrollment process. It is a privilege to attend these trips.

TECHNOLOGY POLICY

Chromebooks/iPads

Chromebooks and iPads issued by the school are to be used for educational purposes only. Access to a Chromebook or iPad is a privilege, and students must demonstrate appropriate caution and responsibility.

Kindergarteners use iPads and students in 1st through 5th grade use Chromebooks while in the classroom.

Students in 6th through 8th grade use Chromebooks in the classroom and while at home for school purposes. The Technology/Chromebook agreement must be signed (electronically through TADs or in print form) before Chromebooks are distributed for home use.

The Technology/Chromebook fee is billed at the beginning of September to all students through TADs.

It is the students' responsibility to care for their Chromebooks/iPads and ensure that they are retained in a safe manner. Please refer to the Trinity Fremont Responsibility Agreement - Locker, Technology, Chromebook for additional information.

Because the school owns the Chromebooks/iPads, students have no expectation of confidentiality or privacy with respect to the device.

Digital Devices

Phones, portable gaming systems, media players, and other digital devices need to be stowed in the students locker from 8:15 - 3:15 during the school day.

PARENT/GUARDIAN EXPECTATIONS

COMMUNICATION

Communication with Teachers

Effective communication is essential to successfully meeting the needs of students, parents, and teachers. While teachers are happy to discuss your student's progress with you, please understand that a teacher's priority is to supervise students during school hours. Therefore, please refrain from emailing, texting, or requesting meetings with teachers during the school day as they will not be able to promptly respond. If you need immediate assistance during the school day, please call the school office at 402-721-5959.

Teachers may be available for scheduled appointments to discuss concerns between the hours of 3:30 and 4:00 p.m. during the school week. Email is the best method for maintaining communication with teachers, but please be mindful of contacting them late in the evening or on weekends.

Change of Parent/Guardian Information

Any change in address, phone numbers, cell phones, or employment of any parent/guardian of a student should be promptly reported in writing to the school office and to the student's homeroom teacher. Parent/guardian information is held in the school office and by the classroom teacher.

Parents/guardians must provide the school with any court order showing the rights of the natural parents or other individuals with regard to their student. The court order must be the complete and most recent court order concerning the student. Updated and amended versions must be provided to the school as soon as possible. The school system is not responsible for enforcing visitation or custody schedules.

Addressing a Concern

We strive to approach conflict with Christ-centered compassion and a “love thy neighbor” attitude. Should you have a concern or issue regarding any member of the school staff, please follow the chain of command by specifically, working with the person immediately responsible first, allowing them an opportunity to respond to your concern/question.

If concerns/questions still remain, please move up the chain of command by scheduling time with the principal. If concerns/questions still remain, schedule a meeting with the School Council.

It is never appropriate or acceptable to shout, threaten, or compromise the safety of any staff member.

1. Schedule a time to speak with the staff member directly and privately.
2. Keep discussions of the issue confidential to respect the school and all involved.
3. If the issue cannot be resolved through direct discussion, please bring your unresolved concern to the principal.
4. In serious circumstances, the School Council may be involved and provide a forum for you to voice your concern.
5. Please refer to the Adult Code of Code - Appendix A

SECURE SCHOOL POLICY

Maintaining Security

In order to maintain the security of the school and safety of our students at all times, only students and staff may be in the school building or on or near the playground during school hours. The only exceptions are for parents/guardians who are:

- Dropping off or picking up their student during designated arrival/dismissal times or appointments the school has been notified of in advance
- Quickly helping their student carry in cumbersome supplies (e.g., a large diorama or birthday cupcakes) during the arrival window
- Attending school events open to parents/guardians, including weekly chapel
- Dropping off necessary items for their students in the school office
- Volunteering in accordance with the Volunteer Guidelines
- Helping their Kindergartner acclimate to their classroom during the arrival window the first week of school
- Visiting their student’s classroom at a pre-arranged time in accordance with the Parent/Guardian Classroom Visits policy below

Parent/Guardian School Visits

Parents/guardians wishing to visit their student may do so in their classroom, provided that they schedule the visit through the school office at least 24 hours in advance. Specific visitation times cannot be guaranteed. Parents/guardians can only visit the classroom of the student they have scheduled to visit and must check in and check out through the school office. Parents/guardians are not allowed to accompany their student to the lunchroom or playground after the scheduled visit for the safety reasons stated in the Secure School policy above.

Leaving Items/Messages for Students

All communication to students during the school day will be handled through the school office. Parents/guardians who deliver forgotten lunches, books, jackets, etc., must drop items at the school office. Staff members will deliver the items to the classroom promptly.

ARRIVAL AND DISMISSAL

Arrival

Students may enter the building between 7:35 and 8:10 a.m. Supervision is not available for students who arrive before 7:35 a.m. and access to the building is restricted. Trinity Lutheran Church and School are not liable for students arriving before 7:35 a.m. Students arriving between 7:35 and 8:10 a.m. should be dropped off at the east school doors. Students arriving after 8:10 a.m. must enter the west school office doors and be signed in by a parent/guardian and are considered tardy.

Dismissal

Students will be dismissed through the east doors (with the exception of students being transported by Trinity Daycare, who will be dismissed from the west side of the building). Students will wait in a designated spot outside of the building until their parent/guardian is parked in a stall in the parking lot. Supervision of students is available until 3:35 p.m. Students that are not picked up by 3:35 will be sent into the building to be supervised by a member of the Trinity Staff. This supervision service may incur charges of \$7.00 for every 5 minutes which will be billed through TADS. Students being picked up after 3:35 p.m. will enter the west school office doors and must be signed out by a parent/guardian.

Parents arriving before 3:00 p.m. must park on the north side of the parking lot, away from the school and playground, and remain in their vehicle until their student is dismissed.

Schedule

Standard Dismissal Schedule

Kindergarten: 3:00 p.m.

1st–3rd grade: 3:05 p.m.

4th–6th grade: 3:10 p.m.

7th–8th grade: 3:15 p.m.

Early Dismissal Schedule

Kindergarten: 11:15 p.m.

1st–3rd grade: 11:20 p.m.

4th–6th grade: 11:25 p.m.

7th–8th grade: 11:30 p.m.

ASKING THE SCHOOL TO ADMINISTER MEDICATION

Limit In-School Medication Use

To the extent possible, parents/guardians should administer medications to their students outside of school.

Making a Medication Request

If it is necessary for medication to be administered during the school day, parents/guardians must:

- Notify the school office of the need for medication, prescription or non prescription.
- Sign a form, which is available in the school office upon request, that indicates the parent/guardian is responsible for monitoring use of the medication and providing accurate directions for administering it to the student.
- Provide the school office with an adequate supply of the medication and detailed instructions for how it is to be administered. All medication must be labeled with the student's name and in its original container. For prescription medication, any special instructions from the prescribing doctor must be attached.

Medication Storage and Staff

Medications will be securely stored in the school office and administered by designated trained office staff.

Off-Site Administration of Medication

If a student requiring medication is traveling off site for a school-sponsored event (e.g., field trip), it is the responsibility of the parent/guardian to make appropriate arrangements so that the medication may be given at the necessary time. A written statement from the parent/guardian (in the case of non-prescription medication) or prescribing doctor (in the case of prescription medication) naming the student and granting permission to another designated person (i.e., the classroom teacher) and the circumstances requiring such special arrangement is necessary.

BRINGING FOOD FOR OTHER STUDENTS

Store-Bought Treats Only

All treats brought to school must be pre-packaged store-bought items. No homemade treats can be distributed to individuals within the classroom or school. This does not apply to a student's individual school lunch or snack.

Allergies

If parents/guardians are bringing treats, they should check with the receiving teacher and be aware of any food allergies in the class and accommodate accordingly.

FIELD TRIPS - Parent/Guardian Drivers

Each new school year, field trip drivers will be required to complete a couple of forms to ensure students' safety and the suitability of transportation, including a background check. Copies of the volunteer's driver's license and proof of insurance must be provided in advance of the field trip.

The following requirements must be met for all field trips and other school-sponsored events involving privately owned vehicles:

- The driver must be at least 21 years of age.
- The vehicle must be insured by the driver.
- Cell phone usage is NOT permitted while driving students.
- All students, up to age 8, must ride in federally approved child safety seats.
- All students must wear a seat belt when riding to and from any school-related function.
- Students under age 8 must ride in the back seat of the vehicle.
- Only the students in the specified grades may attend the field trip. Children in other grades or not enrolled at Trinity may not attend.
- All chaperones on field trips must remain with the students at the designated locations at all times.
- Driver volunteers must go directly to the field trip & return directly back to the school.

VOLUNTEERS

Volunteer Opportunities

We value and rely on volunteers to support our school in many capacities. Parents/guardians will be notified of volunteer opportunities and requirements throughout. If you are interested in current opportunities, please contact the school office for more information.

Appendix A

Adult Code of Conduct for Trinity Lutheran School

Requirement of National Lutheran Schools Accreditation

2023-24 School Year

Mission Statement:

Trinity Lutheran School exists to provide a Christ-centered education that focuses on developing the whole child as a disciple of Christ.

If your brother sins against you, go and show him his fault, just between the two of you. If he listens to you, you have won your brother over.

Matthew 18:15

The purpose of the Adult Code of Conduct is to ensure that all parents, guardians, visitors, and employees of Trinity Lutheran School are partners in creating a joyful, safe and respectful environment for our students by modeling kind, safe, and respectful behavior.

Parents, guardians, visitors, employees, or any adult associated with Trinity Lutheran School will uphold and abide by these ideals:

All students and staff have the right to feel safe and respected.

All adults must work together for the benefit of all students.

In order to ensure a respectful and safe school environment, Trinity Lutheran School expects parents and guardians with concerns regarding their child's education to follow the chain of command.

- First, schedule a meeting with their child's teacher/coach so concerns can be addressed.
- If the concern is not addressed, then the parent/guardian should schedule a meeting with the principal.
- If the concern continues, then the parent/guardian should bring the concern before the school council.

Trinity Lutheran School prohibits the following behaviors by adults:

- Abusive, threatening, profane, or inappropriately aggressive communication, (whether in person, by phone, by letters, by the internet, or by any other form of media).

- Disruptive behavior on school property (including, but not limited to, classrooms, employee offices, gymnasium, parking lots, and the church grounds) that interferes or threatens to interfere with the operation of Trinity Lutheran School.
- Derogatory comments or threats of bodily harm made to a student or an adult.
- Damage or destruction of school property.
- Excessive unscheduled office visits or attempted contact (including, but not limited to), via phone, letters, and internet.
- Slanderous, derogatory, and unkind comments regarding the school or school staff made publicly to others (including, but not limited to, on social media, websites, blogs, and podcasts.)

Disciplinary Actions:

When parents engage in disruptive behavior, the principal and the School Council shall implement the following process:

- Issue a warning to the party involved that disciplinary action is being engaged as a response to a violation of the **Adult Code of Conduct** and may include the following:
 - The principal, and members of the school council restrict parental access to the school building without prior notice/authorization by the Principal.
 - Removal of the party involved and their child(ren) from Trinity Lutheran School.

Finally, all of you, have unity of mind, sympathy, brotherly love,
a tender heart, and a humble mind.

I Peter 3:8

I have read and understand the **Trinity Lutheran School Adult Code of Conduct.**

Signature

Date

SIGNATURE PAGE

Parent/Guardian Acknowledgement

I have read and understood the Trinity Lutheran School Handbook.

By: _____

Printed Name:

Date:

Student Acknowledgement (required for students in 4th through 8th

grade) I have read and understood the Trinity Lutheran School Handbook.

By: _____

Printed Name:

Date:

Please return the signed signature page to the school office.