



***Lutheran Schools***  
***Securing Each Child's Future***  
***Jeremiah 29:11***

**ELEMENTARY SCHOOL**  
**PARENT & STUDENT HANDBOOK**

830 Plaza Circle  
Litchfield Park, AZ 85340  
(623) 935-4690  
Fax (623) 935-1203

## SCHOOL MISSION

Trinity Lutheran School, as a ministry of Trinity Lutheran Church, will share the Living Water of Jesus Christ with a thirsty world. The children will come to know and share Christ as their Savior, learn how to live as Christian citizens, and enjoy learning in a Christian environment.

## LUTHERAN SCHOOL PHILOSOPHY

† Christians who have been brought to faith in Jesus Christ have the privilege and responsibility of sharing Christ with other people. As members of a Lutheran Church-Missouri Synod congregation, we strive to nurture our children in God's Word and commit our support of the Lutheran School as an integral part of the ministry of our church. We also recognize our obligation to carry out the commands of Jesus as found in Matthew 28:19-20. *"Therefore go and make disciples of all nations, baptizing them in the name of the Father and the Son and the Holy Spirit, and teaching them to obey everything I have commanded you."*

† While we believe that parents are the primary educators of children, the goal of Trinity Lutheran School is to establish an environment for Christian learning in which we enter a partnership with parents in the development of the "whole" child spiritually, intellectually, physically, emotionally, and socially. *"Train a child in the way he should go, and when he is old, he will not turn from it."* Proverbs 22:6

† We believe that Christian education must be completely centered in the atmosphere of God's love through the proper use of Law and Gospel as experienced in daily classroom activities including worship, Bible study, and weekly chapel.

† A stronger faith derived from Christian education is totally the gift of the Holy Spirit. All Christian people are instruments God uses to accomplish His will. As a result of Christian education, the students also become witnesses for the Lord. Often the family is a mission field in which Trinity students witness and share the love of Jesus.

† Christian education is a program for one's entire life, and Trinity Lutheran School provides only a part of this sequential program.

† The uniqueness of Trinity Lutheran School lies in the fact that all its doctrinal teaching is based on Scripture alone, and Christ is implemented into the total program of the school.

† As we follow our philosophy and mission we strive to reach a healthy balance of academic excellence in a Christian environment. We offer a quality curriculum, exceeding state requirements, taught from a Christian perspective. We count on the professionalism of faculty, the partnership of parents, and effort of students as we achieve that balance.

## ACADEMIC STANDARDS

The following academic standards have been established for classroom work at Trinity:

1. Assignments must be completed and turned in by the time designated by the teacher.
2. Late assignments may result in a lower grade.
3. Students are responsible for work missed during an absence. Students have one day for each day absent, up to a week to complete all work without a grading penalty. Parents and students have the responsibility for requesting assignments and need to realize that these may not be immediately available on short notice.
4. No late assignments will be accepted after the last Friday of each quarter.
5. In middle school (grades 6-8) we will require all written work to be in cursive and expressed in complete sentences.
6. Progress reports will be given in the elementary grades at the middle of each quarter and report cards will be issued at the end of each quarter.

## **ACCREDITATION**

In 2004, Trinity was awarded accreditation by National Lutheran School Accreditation and the North Central Association of Colleges and Schools. As a continuing part of this process, a school improvement plan has been adopted and is being followed. Annual progress reports are filed with NLSA and NCA, and we will be in line for another round of accreditation evaluation in six years. We will be forming committees to begin the re-accreditation process.

## **ACHIEVEMENT TESTS**

Trinity participates in AIMS testing. A parent report of student achievement will be available following the test scoring. The test scores become part of each student's cumulative file.

## **ADMINISTRATION**

The administration of day-to-day operations at Trinity Lutheran School is the responsibility of the called principal who is to follow and implement the adopted policies.

## **APPLICATION OF GOD'S WORD**

We are making a transition to a new Bible version. All children in grades 1-8 will be using either The New International Version (the old version) or the English Standard Version (The new version). Only the English Standard Version will be available through the school office.

## **ATTENDANCE**

**Parents are expected to call the school office or notify the student's teacher by email to report the child's absence before 8:15am.**

Maximum academic and social benefits come from regular attendance. Excessive absences or tardiness become a hindrance to the educational process. It is the parents' responsibility to see that children are in school and on time. Excessive absences are detrimental to a child's education, and may be referred by the school administration to appropriate authorities.

A student entering school after 10:00 a.m. or leaving before 1:00 p.m. will be considered as absent for one-half day. A child leaving before 10:00 a.m. will be counted as absent for the day.

## **BEHAVIOR EXPECTATIONS**

As children of the Heavenly Father, our behavior will be God-pleasing. The students of Trinity are expected to:

- Put God first in everything
- Treat God and His Word with respect
- Honor those whom God has placed over them
- Respect the facilities
- Act safely

If a student does not behave according to these guidelines, the teacher may involve the administration.

## **BIRTHDAYS**

Please contact the teacher if you wish to send a treat for the class for your child's birthday. Please be conservative in your treat. A donation of a library book to our school library is one good way to celebrate a child's birthday.

## **BUILDING ACCESS**

With the “open hallways” of Trinity, we keep the classrooms locked, but we will be securing the entry gates ten minutes after the start of class and opening them again at ten minutes before the end of the day.

**For the safety of our students, all parents and visitors need to check in and out of the school office where visitor badges will be available.**

## **CHAPEL**

One of the unique features of a Lutheran School is the opportunity for weekly chapel services. Chapel services will normally be scheduled on Wednesday mornings at 8:15 a.m. Occasionally, chapel times will be changed to mark special days such as the opening chapel, National Day of Prayer, and year ending chapel services. Parents, grandparents, and friends of the school are encouraged to worship with the school family in chapel services.

## **CHAPEL OFFERINGS**

Each week we ask the children to bring an offering to our chapel services. The offering received is used for selected school mission projects. Parental encouragement of chapel offerings is an excellent way to train a child of the blessings involved with regular tithing.

## **CHILD CUSTODY ARRANGEMENTS**

The school cannot be responsible for monitoring court restrictions if there is no written record in the child’s file.

We use the following accepted definitions in custody situations:

“*Legal custody*” means the right and responsibility to make major decisions concerning the child.

“*Physical placement*” means the right to have a child placed physically with a party who has the rights and responsibilities to make routine daily decisions during the time of physical placement.

“*Major decisions*” include, but are not limited to decisions regarding choice of school or religion or authorization of health care.

“*Joint legal custody*,” means both parties share legal custody and neither party’s legal rights are superior except as a court may specifically order.

The school will not allow itself to be put in the middle of parental/family disputes. It may become necessary to exclude a child from school until such a dispute is settled satisfactorily.

## **CLASS PARTICIPATION IN CHURCH**

Each class will be scheduled to participate in Trinity’s Sunday morning worship during the school year. It is expected that parents would bring their children when these opportunities are scheduled. **Singing with the class in church is not considered an optional activity, but is seen as a commitment that comes with enrollment at Trinity.** The Trinity congregation has supplied us with these beautiful facilities and continues to support us in many ways throughout the year, including tuition assistance funding. Our participation in the worship service is designed to give praise and honor to God, but it also brings joy to the members of the congregation.

### **CLASS SIZE POLICY**

The number of children in a class, together with other factors, determines the quality of education given to children. At Trinity, we try to find the fine line of being able to offer Christian education to all that desire it and maintaining class sizes, which will allow the best quality program.

### **CONFLICT RESOLUTION**

- When in doubt, ask! Misunderstandings are corrected easier when discussed.
- We believe Matthew 18 gives us the direction for conflict resolution that we want to follow.
- Speak to the person with whom you have a conflict.
- If there is no resolution, take another individual and go back to the individual concerned.
- If there is still no resolution, take the matter up with the administration. The administration may deem it necessary to refer the matter to the appropriate board.

The goal of these steps is always to restore relationships and in so doing, sharing the Gospel of Jesus Christ. We desire to seek peaceful resolution to problems. Gossip and hidden anger disrupt our ability to meet your child's needs.

### **CONFIDENTIAL INFORMATION**

Report cards, progress reports, teacher conferences, and achievement tests are important ways parents receive information about how their child is progressing through the year. Parents are encouraged to treat this information as confidential.

### **CURRICULUM**

While the underlying philosophy governing the teaching of all subjects at Trinity has as its basis the Word of God, we will not be limited to any particular single curriculum publisher's program. We will however, be using Concordia's religion series in all grades.

As we have grown to higher-grade levels, additional curriculum materials have been adopted where we feel it improves our overall program. Curriculum materials used at Trinity could also be found in public schools, but here we teach them from a Christian perspective. If you would like to receive grade specific information, please see the school office or your child's teacher for a copy of the current curriculum.

### **DOGS ON CAMPUS**

Trinity administration asks that you do not bring dogs on campus during school hours, whether leashed or held. Dogs' behavior can be unpredictable, therefore, to protect the children they will not be allowed on school grounds. Medical assistance dogs are allowed on campus, leashed.

## **DRESS CODE**

“You shall be my witnesses.” Acts 1:8. This passage gives us a task to do. We fulfill this task in many ways, including the way we work, play, walk, talk, and the way we dress. Trinity’s students and staff should dress in such a way that they are effective Christian witnesses to others. Dress also affects our feelings, the way we perform certain functions, and the way we behave. We can be in the world, but should not be of the world. The following dress code strives to establish a standard that maximizes learning potential while attending a Christian education institution. **This dress code applies to all school activities and functions including athletic events, field trips, and after school activities.**

### **Boys will wear:**

Shorts or slacks (no cargo or carpenter styles, no denim, no external pockets)  
Navy blue or Khaki  
Shorts must be above the knee, but not more than 4” above the knee.  
Grades 5-8 Solid colored navy blue, brown, or black belt must be worn if belt loops are present.

Shirts Navy blue, red, light blue or white polo knit shirts or dress shirts.  
(No wording or symbols other than Trinity logo)  
Long or short sleeved, must be tucked in at all times while on campus.  
We are encouraging students to wear red on Chapel Wednesdays.

### **Girls will wear:**

Shorts, skirts, skorts, slacks (no cargo or carpenter styles, no denim, no external pockets)  
Navy blue or Khaki  
Shorts must be above the knee but not more than 4” above the knee  
Grades 5-8 Solid colored navy blue, brown, or black belt must be worn if belt loops are present.  
Dark bike shorts to be worn under skirts or jumpers so undergarments are not seen.

Jumpers  
Navy blue or khaki  
Dress code polo shirt or blouse (long enough to be tucked in) underneath  
Not more than 4” above the knee

Shirts Navy blue, red, light blue, or white solid colored polo knit shirts. (no wording or symbols other than Trinity logo)  
Long or short sleeved, must be tucked in at all times while on campus.  
We are encouraging students to wear red on Chapel Wednesdays.

Shoes: Children shall wear tennis shoes or sneakers.

Socks: Socks in school colors, must be visible above the shoe top.

### **Cool weather clothing:**

Indoors: Sweaters, sweatshirts (no hoods- school colors). Girls may wear tights, knee socks and leggings (school colors).

Outdoors: Sweatshirts, wind breakers, or jackets (no wording or symbols other than Trinity logo). These are not to be worn in the classroom.

Clothes should be in good repair and clean. The fit of the clothing should be appropriate for the child, neither too small, nor too tight, nor several sizes too large.

Hairstyles, jewelry, and makeup should not attract abnormal attention to a student’s overall appearance or interfere with learning.

Body piercing should be limited to the ears and should not draw unusual attention to the student.

Tattoos, temporary or permanent, should not be visible.

**\*NON-COMPLIANCE WITH DRESS CODE WILL RESULT  
IN REMOVAL FROM CLASS UNTIL CORRECTION IS MADE\***

### **EARLY CHECKOUT OF STUDENTS**

Trinity strongly encourages parents to schedule all outside student appointments before or after school hours. However, in case of a need for early student checkout, parents are asked to send a note to the teacher on the morning of the appointment, noting the time the student needs to leave. When arriving, parents must sign the student out at the school office. **When the parent arrives in the office, the child's teacher will be called and the parent/pickup person will be sent to the classroom for the child. Parents or pickup person please be prepared to exchange an auto key for a gate key.**

### **ELECTRONIC DEVICES**

**Students may not bring electronic devices to school unless a teacher or an administrator grants permission. Such devices include video cameras, iPods, MP3 players, Walkman, portable DVD players, laptops, cell phones, to name a few.**

### **ELEMENTARY SCHOOL SHIRTS**

Trinity logo shirts are available for purchase through Land's End or French Toast. Land's End and French Toast will donate a portion of uniform sales to Trinity Lutheran School. While it is not a requirement that students wear Trinity logo shirts, many families have found these shirts to be an excellent way of meeting the dress code requirement. More information is available in the school office or by going to: <http://teacherweb.com/AZ/TrinityLutheranSchool/Home/Uniform-Flyer-half-sheet.jpg>

### **EMERGENCY CARE PROCEDURES**

Authorized school personnel will take whatever steps are necessary to obtain medical care if warranted. These steps may include, but are not limited to:

- A. Attempt to contact parent or guardian.
- B. Attempt to contact any person listed on the Emergency Information and Immunization Record Card submitted at the time of registration.
- C. If the school cannot contact parent or emergency contact the school may call 911 for necessary medical attention.
- D. Expenses will be paid through the parent's health/accident insurance policy as the primary insured.
- E. The school will not be responsible for anything that may happen as a result of false information given at time of enrollment or if the parent does not keep the school updated on changes.

In certain cases the child may remain at school, apart from the classroom, under supervision, until parent or designated caretaker can be reached.

### **EMERGENCY PHONE NUMBERS**

If there is a change in the emergency numbers where you or your caretaker can be reached, it is very important that the school office be notified. New home telephone numbers, new cell telephones, and new telephone numbers at your place of employment all fit into this category! There is nothing more disappointing for a sick child than to hear that we have no way to contact the parents.

## **ENROLLMENT PRIORTIES**

Because Trinity feels it is important for staff members and board members with a child currently enrolled in Preschool to have their children enrolled in Trinity, these families are given first priority in enrolling. Each January, when we begin our re-enrollment process, we set aside a period for these families to enroll.

Because we feel it is important for children to continue in Christian education once enrolled, a second priority for enrollment is given to students from currently enrolled families.

A third priority for enrollment is given to new students from Trinity congregation families.

Following the three pre-enrollment periods described, a date will be established on which available open enrollments will be considered on a “first come, first served” basis.

All enrollments are subject to approval by the principal.

**Accounts must be current before enrollment is processed and enrollment without payment is not considered enrollment.**

## **ENTRANCE REQUIREMENTS**

All kindergarten students entering Trinity must be five years old before September 1. All students entering Grade 1 must be six years old before September 1 or must have successfully completed at least a traditional kindergarten program.

A birth certificate, emergency contact information, immunization records and a physical health exam form are required for all new students. Pupils entering at grade level must submit a copy of their most current report card and achievement scores from within the past year.

## **EXPULSION**

If the principal feels there may be a consideration that the student should be expelled, the principal will gather the facts and present them to the Standing Committee for School Affairs for final decision on expulsion. A student may be expelled from school for serious or repeated disciplinary problems

## **EXTRA-CURRICULAR ACTIVITIES**

Trinity has enrolled in a sports league for grades 5-8. Students will be able to participate in volleyball, football, basketball, softball and cheerleading. Students may also participate in grade level choirs, the school band, drama, scouting and other after school clubs and activities. Mrs. Kenna Neville is serving as the athletic director.

**A variety of activities (Young Rembrandts, Chess Club, Mad Science, Music, Dance, etc.) may be available after school for children. Mrs. Danley will be the coordinator.**

## **FEE - LATE PAYMENT FEE**

Tuition bills are sent during the 3rd week of the month and are due on the 1st of each month. Any tuition payment received after the 1st business day is subject to a \$25 late fee.

### **FEE – TUITION DEPOSIT**

The non-refundable tuition deposit is established annually for returning elementary students and for kindergarten and new students in our elementary school. An enrollment fee for new students covers the cost of the entrance exam and the administrative costs involved in establishing new student files.

### **FEE - WAITING LIST FEE**

The non-refundable waiting list fee will be applied to the registration fee when the student is enrolled.

### **FIELD TRIPS**

Field trips are considered as instructional outings. No field trip is to be taken without the permission of the administration. Legal responsibilities require that permission to visit a site be secured before the students are taken. Field trips will be scheduled for all grade K-8 classes during the school year.

### **FINANCIAL AID ORGANIZATIONS**

ACSTO, ASCT, AZTO, LEF (Lutheran Education Foundation) and SCAZ (School Choice Arizona). These are 501c corporations for providing scholarship funds exclusively for children attending Christian schools in Arizona. Contributions can be marked for a specific school, and individual students can be recommended. Many Trinity families receive tuition scholarship funds through these organizations. More information is available online, through their individual websites.

### **FIRE DRILLS**

Fire drills are held at regular intervals as required by the state. It is hoped that through these drills, in case of an actual emergency, students would be able to perform without panic or undue fear.

### **FIGHTING/PHYSICAL VIOLENCE POLICY**

While on campus, during school hours, The Tiger Den hours, or during any school-related activity, Trinity Lutheran School does not tolerate any form of fighting or physical violence. If this occurs, the following consequences will be enforced:

- First offense will incur an immediate phone call home or to the parent's work and an in-class consequence for the rest of the day.
- Second offense will earn a phone call to the parents to come pick up their child. An out-of-school suspension will be served for the remainder of the school day and/or the following day. The student will receive zeros for all schoolwork assigned and collected on those days.
- Third offense will earn a phone call home and a suspension for a week.
- Fourth offense can earn a possible expulsion.

All occurrences require written documentation by the teacher or staff involved and a member of the administration.

### **FUND RAISERS**

Fund raising efforts fall into two categories at Trinity: TEAM-PTO, or class projects.

As a Parent-Teacher Organization there are several opportunities throughout the year to participate in special events which raise funds for the TEAM, parent-teacher organization.

While planning a major field trip, classes may have special fundraising efforts, but these must be approved by the principal before being undertaken.

## GRADING SCALE

Letter grades are used beginning in Grade One.

A =	100-91	Excellent
B =	90 - 81	Good
C =	80 - 71	Average
D =	70 - 61	Poor
F =	60 and below	Failing

## HARRASSMENT - BULLYING

Trinity Lutheran Church and School's definition of bullying is any inappropriate behavior used intentionally as power or control over an individual. Exclusion, control, dominance, intimidation, or threats may be forms of bullying.

No person, including a staff member or student, shall harass or intimidate another student based on a student's sex, color, race, religion, ancestry, national origin, physical or mental attributes or characterization of intelligence, or other protected group status. Trinity will not tolerate harassing or intimidating conduct, whether verbal, physical, or visual that affects tangible benefits of education, that unreasonably interferes with a student's educational performance, or that creates an intimidating, hostile, or offensive educational environment. Examples of prohibited conduct include name-calling, using derogatory slurs, or wearing or possessing items depicting or implying hatred or prejudice of one of the characteristics stated above.

Complaints of harassment are handled according to the provisions of the discipline policy.

## HEALTH AND MEDICATION GUIDELINES

The physical care and health of each child is as important to the staff as it is to you. Therefore, we ask our parents to observe the following guidelines from the Arizona Department of Health Services. Be sure all immunizations are current. Children without current immunizations or exemptions, will not be permitted to attend class.

Be aware of signs of inflammation, diarrhea, vomiting, sore throat, cough, earache, discharge from ear or nose, skin rash, persistent itching of body or scalp, open or infected sores, eye infection and/or temperature over 98.6 degrees Fahrenheit. **If any of these symptoms are present, do not send your child to school.** Your child must be **fever free for 24 hours** before returning to school. If your child has vomited in the last 24 hours **do not** send your child to school. If your child comes to school with any of these symptoms, parents will be notified to pick up the child.

### **Remember, children must be fever free for 24 hours before returning to school!**

Please notify the school immediately when your child has a communicable disease or contagious skin disease. Children will be excluded from school for the prescribed number of days for the following diseases (chicken pox, German measles, mumps, head lice, and strep throat), and will be required to have a doctor's written release to return. Prescription medications must be brought in its original container. The school will not administer medication brought to school in a container other than the pharmacy container. Before any prescription medication is administered, the parent or guardian must complete the appropriate medication consent form including all information and signatures. The form is available on the Forms page of the school website. If your child has a special health condition, please inform the staff.

### **HOMEWORK (also see ACADEMIC STANDARDS)**

While opportunities for completing assignments are usually available during the school day, some home study may be necessary.

A small amount of homework may be expected in the lower grades while a proportionally greater amount may be given in the upper grades. In cases where a student seems to be bringing home a disproportionately large amount of work; parents should arrange to discuss the matter with the teacher.

Homework is intended to be student work and not parent work. Parents should, however, be aware of their children's homework and should encourage them to complete the work.

### **HONOR ROLL**

We recognize student achievement each quarter with three different honor rolls for our students in grades 5-8.

Honor Roll recognition is awarded to students with a 3.25-3.49 grade point average.

High Honor Roll recognition is awarded students earning a 3.50-3.74 grade point average.

Principal's Honor Roll recognition is awarded to those students with at least a 3.75 grade point average.

In all cases, a student with D's or F's in any academic subject is not eligible for recognition.

### **INCOMPLETE WORK (also see ACADEMIC STANDARDS)**

Incomplete work is not acceptable at Trinity. We have high academic expectations for our students, and incomplete assignments make our teachers slow down or reteach the lesson. Incomplete assignments have an effect on the whole classroom! Students will be held responsible for the completion of all schoolwork. Parental awareness of assignments and support of our teachers will help ensure the proper academic development of the children.

### **IMMUNIZATION REQUIREMENTS**

All immunizations required by the State of Arizona are also required at Trinity Lutheran School. It is the parent's responsibility to understand these requirements and make available a current record of immunizations for each child enrolled. The school will notify the parents of any delinquent or upcoming due immunizations. **If not received, it may become necessary to forbid a student from attending class until immunization requirements are met.**

### **LEAD TEACHERS**

While the principal is responsible for the total education program at Trinity, teachers may be assigned to make an administrative decision.

### **LIABILITY INSURANCE**

Neither the teachers, staff, employees, nor governing board of Trinity Lutheran School shall be liable or responsible for personal injury or loss which occurs as a result of any student attending the school. Parents or guardians are responsible for having proper insurance to adequately cover loss or injury to the student. Expenses will be paid through the parent's health/accident insurance policy as the primary insured.

## LOST OR DAMAGED BOOKS

The student is responsible for the care and return of schoolbooks including library books used or checked out. Lost, misplaced, or damaged books will be charged to the student account at the discretion of the teacher and the principal. Parents will be notified of lost or damaged books. Failure to clear outstanding book debts at the end of the year may disrupt the distribution of the final report card.

## LUNCHES

The monthly lunch menu will be posted on our school website. We will be offering a hot lunch program through the Litchfield Elementary School District. To make online lunch payments go to: <https://www.mynutrikids.com/> At this website you can register and make payments to your child's account. Please allow up to 24 hours for Deposit to post to account. On the Homepage click on SIGN UP HERE or LOG IN, Click on MY KIDS, add child if necessary (on new parent registration, enter zip code 85340)

It will bring up Litchfield School District then enter child's ID# (*Your child's ID# is '60' plus the account ID found on your monthly statement giving you a six digit number i.e. your account number is 4372, your child's ID would be 604372.*) *If you do not have access to your statement, call the school office at 623-935-4690 to request your account number.*

For questions about the lunch program or payment website, call LESD Food Service Department (623) 535-6060

Microwave privileges may be available in some classes for those who do not wish to participate in the hot lunch program. A soft drink (soda) is not a good drink for lunch, and we ask that this not be sent to school.

Our teachers are not “lunch police,” and students will be encouraged to eat a nutritious lunch without having to be constantly reminded by the teacher.

Depending on the weather, classes may be able to use our outdoor dining areas.

## MEDICAL TRAINING FOR STAFF

The staff of Trinity Lutheran School has been trained in CPR through the American Heart Association. The staff members are also trained in basic first aid. The staff is not prepared to do injections.

## MEDICATION

Prescription medication is administered only if the medication must be taken during the time a child attends school. The school does not administer medications that have a flexible schedule.

Trinity administers prescription medication when it is brought in its original container. The school will not administer medication brought to school in a container other than the pharmacy container.

Before any prescription medication is administered, the parent or guardian must complete the appropriate medication consent form, found on the forms page of the website, including all information and signatures.

## MILK PROGRAM

All students in K-8<sup>th</sup> grade have the option to purchase milk. **If you are purchasing hot lunch, milk is included in this program.** Milk is available for your child to have for snack and/or lunch (for those bringing it from home). Milk and lunch fees are assessed through the Litchfield Elementary School District.

## NATIONAL JUNIOR HONOR SOCIETY

Eligibility:

- a. Candidates eligible for election to this chapter must be second semester sixth graders or in grades 7-8.
- b. To be eligible for selection to membership in this chapter, the candidate must have been in attendance for a period of one semester at Trinity Lutheran.
- c. Candidates eligible for election to the chapter shall have a minimum cumulative grade point average of 3.25. This scholastic level of achievement shall be the required minimum scholastic level of achievement for admission to candidacy. All students who can rise in scholarship to or above such standard may be admitted to candidacy for selection to membership.
- d. Upon meeting the grade level, attendance of at least one semester at Trinity, and GPA standard requirements, candidates shall then be considered based on their service, leadership, citizenship and character.

## NATIONAL LUTHERAN SCHOOLS WEEK

Each year the Lutheran schools across the nation use the first full week of March to celebrate the Lord's blessings to Lutheran Schools. Trinity will mark the occasion with special activities. The celebration week brings many opportunities for parents and grandparents to participate with us.

## NON-DISCRIMINATION

Trinity Lutheran School admits students of any race, color, or national or ethnic background to all the rights privileges, programs, and activities generally accorded or made available to the students at the school. Trinity does not discriminate on the basis of race, color, national or ethnic origin in the administration of its educational policies or admission policies. The school is an equal opportunity institution that also applies these same standards to its employment of staff.

## PARENT CODE OF CONDUCT

Parents of Trinity Lutheran School influence their children's success in the school environment. In a Christian environment parents have a much higher standard of conduct than might be expected in a secular school. Parents should refrain from talking negatively about other students, staff members or the school in general. Such discussions in front of children may influence their behavior and attitude about learning at Trinity.

**Poster, flyers, mass communications of any kind including but not limited to USPS and email, and handouts of any kind** must be approved by the principal. While on school property or attending school activities, Trinity Lutheran School expects parents to encourage their child and others to do the best they can. Displaying poor sportsmanship reflects not only on one's self, but on the school and Church.

If a parent/guardian has a grievance with a teacher, another parent, or the school administration, it should be handled in a private matter.

### **Removal of a Family**

Parents/guardians who violate the Code of Conduct as outlined above are subject to having their children removed from enrollment in the school. The action of removal of a family from enrollment may be taken by the Standing Committee for School Affairs (SCSA) at the recommendation of the school's administration.

The decision of the SCSA for removal of a family from enrollment may be appealed to the Board of Directors.

## PARENT-TEACHER CONFERENCES

Formal parent-teacher conferences are scheduled in the fall with an optional second conference possible in the spring. The conferences provide an opportunity to review the student progress in all areas of their school experience. Parents are welcome to meet with their child's teacher for a conference at any time during the school year. Conferences may be arranged by sending a note or e-mail to the child's teacher or by calling the school office.

## PARTIES

Class parties are held occasionally during the school year. TEAM-PTO room parents may ask for parental help.

## PARTY INVITATIONS

Although birthday parties are not a school activity, it is permissible for your child to distribute invitations provided all children of the same sex in the class receive an invitation. Otherwise, please mail the invitations.

## PAYMENTS

In the office we accept cash, check or money orders for payment. Our school offers an electronic, or automated, option for making tuition payments through Vanco, our third party bill payment service provider. Electronic payments allow your monthly tuition payments to be transferred electronically from your checking or savings account or your Visa, Master Card or American Express credit card directly to the school account. **If you pay through Vanco, you will be charged a convenience fee of \$5.00 per transaction.** This transaction fee is collected by Vanco. If you would like to avoid the transaction fee we encourage you to use your own bank or bill pay service or simply drop or mail your payment off to the school office.

Setting up Electronic Payments is easy. Go to the Trinity website at [school.trinitylcs.org](http://school.trinitylcs.org), and click on "Online Payments" to be redirected to Vanco. You may make a one-time payment or utilize the option of setting up recurring payments. You will need a student number which is the account number at the top of your monthly statement. If you have multiple students, you can make one payment online at the same time. When you enter the student number just enter them together - i.e. 1234/4321. We will see both account numbers on the report they send and we will pay the largest accounts billed balance due first and apply any remainder to the other account. **Online payments can take up to five business days to process. Please allow enough time for the payment to be processed by the due date which is the 1<sup>st</sup> of the month.**

## PESTICIDE APPLICATION

Trinity Lutheran Church and School regularly does a pesticide application for the control of ants and other insect infestation.

Notification of the intent to apply pesticide will be posted in the office and all affected areas at least 48 hours prior to the application. This notice shall contain the date and times of the application and the fact that MSDS sheets are available in the preschool office.

## PHOTO RELEASE

Trinity Lutheran School may record pictures and voices or photographs, films and tapes, and edit these recordings into movie or sound films or tapes, broadcasts (radio, television, world wide web), or otherwise, and use and license such recordings, movie and sound films and tapes or broadcast programs in any manner of media whatsoever, including unrestricted use for purposes of publicity, advertising, and sales promotion. **We may use your child's name, likeness, or voice in connection therewith unless the parent or guardian has completed the Photo Authorization – No Consent Form found on the Forms page on the school website or available in the school office.**

Parent further agrees to indemnify and save Trinity Lutheran School, its licensees, agents, successors and assigns from any and all claims and liability, damages, losses, or expenses of any sort arising from the making of such recordings and their use. Parent further acknowledges that there were no promises of any compensation for such use by Trinity Lutheran School or anyone associated with the latter and that Trinity Lutheran School exclusively owns all rights to these recordings irrespective of the form in which they are produced or used.

Parent warrants that he/she has read and understood the contents hereof, and that he/she has the right and authority to execute this release and indemnification on behalf of the child(ren) named on the enrollment forms. Parent will execute the release and indemnity at Trinity Lutheran School by signing the enrollment contract.

### **PHYSICAL EDUCATION UNIFORMS**

Students in grade 5-8 are required to have the school PE uniforms. Uniforms must be worn for all PE classes and grades will be affected if students do not have their uniform.

### **PLANNERS (AGENDAS)**

Planners are a great way for your child to get organized. 3rd through 8th grade students will need an Agenda. These will be available for purchase for \$5.00 in the school office.

### **PLAYGROUND USE**

Parents are responsible to be with their children if they want to use the playground equipment outside of school hours. To avoid accidents, the playground should not be used by anyone but students during the school day. It is especially important that little ones be kept off the playground when one of our classes is using the equipment during recess. Anyone using the playground during school or during day-care is required to wear closed-toed shoes.

### **REFERRAL INCENTIVE PROGRAM**

If someone you refer to our school enrolls their child and names you as the referral, you will receive a \$100 credit for Child Care/Preschool referrals or \$200 credit for Elementary referrals, provided both you and your referral are continuously enrolled for 10 months and remain enrolled for the following school year. For more information or to schedule a tour they may call our Admission Director at 623-935-4690 ext. 126.

### **RELEASE OF STUDENTS**

Students will not be released to persons not authorized on Emergency Forms (Blue Card) unless a written, verifiable note accompanies the student prior to pickup time.

### **REPORTING OF ABUSE**

As mandated reporters, teachers of Trinity will report suspected child abuse. The principal and teacher together will document specific indicators and will, in good faith, report to the proper authorities.

### **ROLE OF PARENTS**

Enrolling your child in Trinity Lutheran School is a privilege made possible by the collective effort of the congregation with God's blessing. Your strong support of the school, faculty, and staff are important factors in the overall success of the program.

The following are particular areas where your support will be appreciated:

1. Pray for Trinity Lutheran School. Pray that God will bless and fortify our teachers and that the Holy Spirit will spur the spiritual and academic growth of all students.
2. Make prompt payment of fees and tuition payments.

3. Ensure that your child is regular and prompt in attendance.
4. Sign and return report cards to the teacher.
5. Develop a routine, which allows your child to be well rested and come to school with proper nutrition.
6. Do not allow children to bring toys or distracting items to school.
7. Help us comply with the dress code.
8. Set a good example for your children with regular worship.
9. Encourage completion of homework assignments.
10. Attend parent-teacher conferences.
11. Be available as possible for school activities.
12. Become a partner with the teacher.

### **SCHOOL HOURS**

Classes are scheduled from 8:00am until 3:00pm. Students may enter the classroom as early as 7:45am and need to be picked up at the classroom by the parent or a designated person at 3:00pm unless they are enrolled in athletic programs or games or extra-curricular activities. On Friday the students are released at 2:00pm.

If children are not picked up within ten minutes of the end of the school day or athletic event, they will be delivered to The Tiger Den in room 106. (See The Tiger Den in this handbook for rules.)

### **SCHOOL PHOTOS**

We have contracted with School Pics to take individual student pictures. While the purchase of these photos is strictly a parental decision, we expect each child would have his or her photo taken. Retake day is set and noted on the calendar. Class group photos may be taken in early spring along with the informal spring photos that have become very popular.

### **SCHOOL VISITATION**

There are various reasons for wanting to visit the classroom. Parents are always welcome to visit and are encouraged to do so. Teachers would appreciate knowing one day in advance when a school visitation is planned. If the visits become very frequent and begin to disturb the classroom routine, the visitor may be asked to leave. If a child wishes to bring a friend or relative to school for a visit, one should consult with the teacher and the principal in advance of the anticipated visit. School visits should not be considered as a free babysitting service for your guests at home.

### **SCRIP PROGRAM**

The Scrip Program is a fundraising opportunity for families to earn tuition credit and support Trinity Lutheran School. Please check TEAM-PTO website for more information.

### **SERVICE PROJECTS**

Each year we provide opportunities for students to experience the joy of Christian service. This may involve a trip to a nursing home or retirement center where the children give a Christian witness through word and song. Students also participate in school wide projects such as Project Angel Tree and gathering food items for the West Side Food Bank

### **SKATEBOARD AND ROLLER BLADES**

No skateboards, scooter boards, roller blades, motor scooters, or shoes with wheels are allowed on campus at any time.

### **SPECIAL FEES**

Occasionally special activities will require the payment of a fee. This may include field trips, special art projects, or other events. If a family finds any of these special fees to be a particular burden, they are invited to share that information so the principal can make special arrangements to offer some assistance if possible.

### **STATEMENT OF FAITH**

We believe

... in the Triune God, God the Father, God the Son, and God the Holy Spirit.

... that God created this world and universe perfectly; but that man through his fall into sin, separated himself from God.

... that Jesus, true God and true Man, came into this world; that He suffered and died and rose again from the dead; and by His action, paid for man's sin.

... that the Holy Spirit, through the Word, brings us to faith in Jesus Christ as our personal Savior.

... that we are saved by grace through faith and that good works, while they do not save us, are a witness to our faith.

... that the entire Bible is the inspired Word of God; that it is without error, and that God reveals His will and His plan of salvation through it.

... in the existence of hell, that it is real.

... in the existence of heaven, where God will one day gather all His believers in Christ.

... that man is saved by faith in Christ, not by belonging to a particular denomination or church here on earth.

### **STUDENT CELL PHONES**

While students may have a special need to have a cell phone as their own personal property, cell phones are not allowed on campus during school hours, at school activities, or on field trips. Cell phones will be confiscated if they are seen or heard on campus or at school events where students have been told they may not use cell phones. The confiscated phone will be returned to the parent or guardian who comes to school to pick it up.

### **SUSPENSION**

A student may be suspended from school for serious or repeated disciplinary problems. In all severe discipline cases the principal will meet with the student to discuss the problem and shall get the pertinent information from those involved. The principal shall then decide whether a suspension is proper, whether it is to be an in-school or out-of-school suspension, and the length of the suspension.

Parents will be notified immediately of all suspensions.

### **TARDY ARRIVAL – GRADES K-8**

If you arrive late for school, please bring your child to the office so we know exactly when the student arrives. It will be necessary for the office to issue a tardy pass in order for the child to report to class. Parents will need to escort their children to class

**TEAM-PTO: TOGETHER EVERYONE ACHIEVES MORE**

The Parent Teacher Organization of Trinity Lutheran School is an organization that gives parents the opportunity to participate actively in their child’s education. For more information check the TEAM-PTO link on our website.

**TELEPHONE USAGE (623) 935-4690**

The school telephone is reserved for school business. Parents should not call children to the telephone during school hours except in the case of an emergency. Students needing to place a call may request permission to do so in the office.

Asking permission for an over-night visit is not considered an emergency call.

**THE TIGER DEN - BEFORE & AFTER SCHOOL CHILD CARE**

The Tiger Den offers extended care to Trinity families. It runs both before and after the regular school day. The program is designed with time for outside play and time for homework. Snacks will not be provided by the school, but may be provided by the parent. This program is not designed to be an academic extension of the school day. The Tiger Den is available Monday through Friday from 6:00 a.m. until 6:00 p.m. in Room 102. Mrs. Danley is The Tiger Den Director.

Participants will be Trinity kindergarten or older students.

**School dress code also applies to The Tiger Den.**

Adults picking up children must be listed on school’s emergency card.

Students not picked up at the classroom by 3:10 p.m. or within ten minutes of the end of special school activities will be delivered to The Tiger Den and minimum billing will accrue.

Late pickup after 6:00 p.m. will be \$1.00 per minute

Families with delinquent accounts will not be allowed to use the day care services until their account is current.

**UNSCHEDULED CHILD CARE ATTENDANCE**

Students attending any Trinity child care program without advanced scheduling will be subject to the unscheduled rates. These rates are as follows:

Tiger Toddlers	\$75/day
Tiger Tykes	\$70/day
Tiger Cubs	\$60/day
Tiger Den	\$30/day

Trinity recognizes that there are unplanned or emergency situations. Charges incurred will be at Trinity Lutheran School’s Administrative discretion.

**TRINITY LUTHERAN CHURCH**

Christian education occurs daily in your child’s life through your own example. To strengthen your growth and witness we encourage you and your family to worship and attend Sunday school or Bible class each Sunday. If you have no current church home, we invite you to join us at Trinity each week for worship (7:30, 9:00, 10:15, and 11:30 a.m. or 6:00p.m.)

## TRINITY SCHOOL NEWSLETTER – *TIGER TRACKS*

Each Friday we will post the newsletter titled *Tiger Tracks* on the school's website. Changes in schedules, news and announcements will all be found in the newsletter. Prayer requests will be printed as received and parents may request a short notice about needing a babysitter, pet adoption, or something similar. If possible, these will be included for one issue. In addition to the weekly *Tiger Tracks*, some teachers may establish a routine of sending home weekly classroom related information.

### TUITION BILLING, PAYMENT, AND LATE FEE SCHEDULE

With the exception of a holiday schedule, tuition will be posted and **statements will be issued on the 3rd Tuesday of each month.** All statements will be e-mailed to the address(es) we have on file. It is your responsibility to maintain a current, active e-mail address. **Please update your address book to allow e-mail from [Trinity-billing@qwestoffice.net](mailto:Trinity-billing@qwestoffice.net)** This will allow these e-mails and not send them to your "spam" or "junk" folders.

If you would prefer to receive your statement by paper instead of an e-mail statement you must complete a Tuition Billing Authorization form found on the forms page at the school's website or available in the school office. Paper statements are delivered to the classrooms and dispersed by the teacher to your student. Your child should bring the statement home within two days of the billing date. It is your responsibility to make sure to get it from your student. If you do not receive a statement, you should contact the school office to request one.

**Accounts may only have one delivery method either e-mail or paper delivery.**

Payment is expected on or before the 1st day of the month, even if you have not received a billing statement. **Any tuition payment received after the 1st business day is subject to a \$25 late fee.** In the event a payment is returned, a charge of \$25 will be added to your account.

### TUITION ASSISTANCE

We will provide a list of the agencies known to offer tuition grants in Arizona. It is up to the parent to apply for assistance. We will not be responsible for following up on those applications.

After application is made to the granting organizations, additional one-time assistance may be possible through the Trinity Tuition Assistance program. This program is designed to help families who have unusual circumstances arise which cause unusual hardship on a short-term basis. This may include loss of income due to illness or injury or may include unusual expenses such as a sudden funeral expense.

Please contact the principal for information on the availability of Trinity Tuition Assistance.

### VACATION DURING THE SCHOOL YEAR

We encourage families to schedule vacations during school breaks and/or during the summer. We have many extended weekends and breaks in our current school calendar. Each year, however, we have families who find it necessary or desirable to withdraw children from school for a family vacation at other times. We ask that when this is the situation, those families would contact the teacher in advance. The teacher may be able to prepare a homework packet which could be completed when the child returns, but the teacher may feel it is better to save the work during the absence, and then have the child do the make-up work when he or she returns to the classroom. In either case, we will not hold the teacher responsible for re-teaching the concepts covered during a vacation absence.

## **VOLUNTEERS**

We have a need for volunteers frequently. Parents should let their student's teacher know when they may be available if they are interested in serving as a classroom or library volunteer. Volunteers are required to stop in the office to register their presence on campus and pick up a visitor pass before going to the classroom. It will also be necessary to sign out upon leaving. A representative from TEAM-PTO will be monitoring volunteer hours. It is very important that parents sign in and out on the day of their volunteer activity.

In order that we may ensure the safety of our children and the peace of mind for their parents, we require that all potential volunteers submit to a national data base background check. Parents are asked to pay the nominal \$7.00 fee. The Volunteer Application Form is available online on the forms page or in the school office.

It is the responsibility of all volunteers to safeguard privileged information relating to church and school business and to members of the congregation, student body, and student families. Volunteers must ensure appropriate confidentiality except in cases where the law requires disclosure. Volunteers are to maintain confidentiality, and are not to discuss academic achievement or behavior of children with other parents.

## **WAITING LIST**

After enrollment has filled the class rosters, parents may choose to have their child's name added to our waiting list. There is a \$50 non-refundable fee for being placed on this list. The fee will be deducted from the enrollment fee if an opening allows us to enroll the child. Being on the waiting list does not give any special privilege regarding future enrollment.

## **WEBSITE**

Please visit our website for current information. Go to [school.trinitylcs.org](http://school.trinitylcs.org). At the School home page you can find links to: Teacher Pages, Calendar, Lunch Menu, Handbook, Dress Code and *Tiger Tracks* (School Newsletter) and many more topics.

## **WITHDRAWAL POLICY**

All withdrawals must be in writing addressed to the Principal. All payments due and paid up to the date of withdrawal are totally non-cancellable and non-refundable. All tuition payments are considered due and payable unless the Principal has been informed of a withdrawal in writing prior to the next tuition due date.