



"Do not be conformed to this world, but be transformed by the renewal of your mind, that by testing you may discern what is the will of God, what is good and acceptable and perfect."

ROMANS 12:2

Parent Handbook

2020-21

School Administrative Staff (SAS)

The members of SAS include the Principal, Elementary Director, Middle School Director/Assistant Director, ECE Director, and the Athletic Director. The purpose of SAS is to provide vision and leadership for the school. The group will meet on a regular basis to carry out the mission of Trinity Lutheran School.



Keith Goedecke, Head of School & Director of School Ministries, BA in Education (1982) / M.Ed in Educational Administration (2010), Principal Certification-Current

Mr. Goedecke provides leadership and vision in both long-range and short-term goal setting providing vision to the Admissions Director, Developmental Director, ECE Director, Elementary Director, Middle School Director, and Athletic Director. He supervises the directors who are responsible for executing all school procedures and policies and maintaining the day-to-day operations of managing a Christian Day School. He also coordinates school communication, supervises the school's financial operation, facilitates interviews and the staffing process for contracting or calling teachers and manages family tuition and other payments. Mr. Goedecke provides spiritual leadership for the school staff and its students.



Katy Lawrence, Elementary School Principal, Education & Curriculum, BS in Interdisciplinary Studies (2005), M.Ed in Educational Leadership and Administration (2009)

As the Elementary School Principal, Education & Curriculum, Mrs. Lawrence establishes curriculum for each grade level and orders and purchases all needed curriculum materials. The director responds to daily student / parent / teacher issues for grades K-5. Mrs. Lawrence attends ARD/504 meetings and represents Trinity-Klein at the Houston Area Administrator's Meetings. She also oversees the Reading Intervention program. In addition, the Director organizes, administrates, and properly delegates authority for all curricular activities.



Tracy King, Middle School Principal, BA in English & Psychology (1999) / M.Ed in Curriculum & Instruction (2009)

As Middle School Principal, Mrs. King supervises the curriculum and instruction and maintains discipline for students in grades 6-8 applying the major principles of Love & Logic. Mrs. King responds to student/parent/teacher issues in the Middle School while overseeing the Middle School staff and executing the day to day schedule and operations of the Middle School. She attends ARD/504 meetings for Middle School students and represents Trinity-Klein at the Houston Area Administrator's Meetings.



Nathan Frerking, Athletic Director (AD), BS in Education (1991)

As the Athletic Director, Mr. Frerking coordinates, manages, and supervises all of those individuals (students, parents, and coaches) and programs involved with the extra-curricular athletic program. The AD works with the Booster Club and E.P.I.C. as an advisor for all fundraising and support activities for the athletic program.



Karen Bransky, Early Childhood Principal, BA in Accounting (1994), Master of Arts in Teaching (2008)

As the Early Childhood Principal, Mrs. Bransky oversees the curriculum and instruction for Early Enrichment, Preschool, and PreK. She addresses parent, student, and teacher concerns while supervising the Early Childhood teachers and maintaining the daily operations of the ECC. She also represents Trinity Klein at the Houston Area Early Childhood Administrator Meetings.

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Philosophy And Mission Statement

Trinity Klein Lutheran Church Mission Statement

*We are the family of God sent by Him into our community
to share the Good News of Jesus Christ.*

Trinity Klein Lutheran School Mission Statement

Empowered Through Christ To Serve

*We empower students through God's Word and meaningful relationships
to strive for excellence in our life long service to God, family, and community.*

Trinity Klein Lutheran Church and School Mission Statement

*We are on a mission to reach the tens of thousands making them disciples of Christ
who
WORSHIP - GROW - SERVE - GO.*

*Worship - Weekly worship and faithful giving
Grow - Be in a Grow Group and the study of God's Word
Serve - Serve with gifts and talents and be served when in need.
Go - Sharing your story of God's salvation*

PURPOSE

The purpose of Trinity Klein Lutheran School is to provide a Christian education for children of Trinity Klein Lutheran Church and the greater community. The congregation opens Early Enrichment, Early Childhood Center, and Christian Day School to those who desire Christian training in the faith and service and who meet the entrance requirements of the school.

Those who hope in the Lord will renew their strength. They will soar on wings like eagles; they will run and not grow weary, they will walk and not grow faint. Isaiah 40:31

PHILOSOPHY FOUNDATION

1. Provide a foundation in God's Word as interpreted in the Lutheran Catechism.

"All Scripture is God-breathed and is useful for teaching, rebuking, correcting and training in righteousness." II Timothy 3:16

2. Lead the students by example in the greatest commandments: Thou shalt have no other God before me, and love thy neighbor as thyself.

"Jesus replied: 'Love the Lord your God with all your heart and with all your soul and with all your mind.' This is the first and greatest commandment. And the second is like it: 'Love your neighbor as yourself.' All the Law and the Prophets hang on these two commandments." Matthew 22:37-40

3. Emphasize and encourage being "Christ-like" in our behavior and attitudes.

"Be kind and compassionate to one another, forgiving each other, just as in Christ God forgave you." Ephesians 4:32

4. Prepare the students to share the Gospel through ministering to our community and the world.

"Therefore go and make disciples of all nations, baptizing them in the name of the Father and of the Son and of the Holy Spirit, and teaching them to obey everything I have commanded you." Matthew 28:19, 20a

5. Prepare the students for success in their endeavors to share Christ by providing an excellent academic foundation.

"Do your best to present yourself to God as one approved, a workman who does not need to be ashamed and who correctly handles the word of truth." II Timothy 2:15

NON-DISCRIMINATION POLICY

Trinity Klein Lutheran School admits students of any sex, race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of sex, race, color, national and ethnic origin, political beliefs, or disabilities in administration of its educational policies, admissions policies, financial assistance policies, and athletic and other school-administered programs.

ACCREDITATION

Trinity Klein Lutheran School is an accredited school with Lutheran Schools Accreditation Commission (LSAC). The school is accredited both on a state and national level. Each year the school must submit an annual report to the commission. While the state of Texas does not do accreditation of private schools, it recognizes and gives validity to our accreditation. Trinity Klein Lutheran School received an excellent rating on the most recent annual review by the commission.

Due to our continued “excellent” rating, LSAC named TKLS a national EXEMPLARY school. Only eight schools in the U.S. received this honor in 2014.

SUPERVISION

Trinity Klein Lutheran School is an institution of Trinity Klein Lutheran Church. The Board of Christian Day School (BOCDS) is responsible for making policies and is the final authority on decisions involving policy. The principal, assistant principal, and ECE Director work with the BOCDS to implement policy and manage the daily operation of the school.

The Board of Christian Day School consists of the Principal, Middle School Director, Elementary Director, ECE Director, and elected laypersons. The Board determines school policies, informs other boards of the needs of the school, safeguards the health and safety of the children, and brings the school to the favorable attention of the congregation members and the general public. The Board members keep themselves informed on matters of policy and practice by maintaining close contact with the school and through reports from the Principals. They may visit the classroom while classes are in session. A regular report concerning school matters is made by the Board to the Voter's Assembly.

ADMISSIONS & FEES

ADMISSION POLICY

Trinity Klein Lutheran School is open to children who are members of Trinity Klein Lutheran Church as well as children who are not members of Trinity who are seeking a Christ-centered

educational program and who subscribe to the philosophy and objectives as stated in the *Parent Handbook*. Where there is a question of academic progress, placement testing will be required. Where there is a question of social adjustment, psychological testing and/or counseling by a qualified Christian psychologist will be required. Trinity also maintains the right to require a student entrance evaluation at a fee.

Each applicant will be assessed by the Principal or Admissions Director. The applicant's prior experience will be reviewed. A copy of report cards and achievement testing must be received for all transferring students before applications will be approved. Trinity will ask permission be given to contact the student's former school to aid in determining a student's performance and discipline status. If permission is denied, it may have a negative outcome on the application being processed. Both academic and behavior performance will be considered and evaluated in determining acceptance into Trinity Klein School.

SPECIAL NEEDS ASSESSMENT

Our ultimate goal is to meet the learning needs of students so that they can experience academic success and personal growth. Therefore, each student will be evaluated on an individual basis with the attempt to determine our ability to meet those needs. A student whose physical, emotional, and/or academic needs do not exceed our staffing capabilities will be given consideration for admission.

ACCEPTABLE STANDARDS FOR ONGOING ENROLLMENT

The progress of each new student will be evaluated twice during the school year by the Board of Christian Day School. The first evaluation will come at the end of the first 9 week grading period. The BOCDS will ask for a recommendation from the child's teacher and principal for continued enrollment. The second evaluation will occur at the designated time for pre-registration. This evaluation will determine whether the student is recommended for the following school year.

Trinity Klein Lutheran School reserves the right to permanently dismiss any student for the following reasons:

1. Student conduct on or off campus that is detrimental to the well-being of Trinity Klein students.
2. Lack of parental support for Trinity's philosophy, policies, or staff.
3. The academic needs of the student exceeds the staffing capabilities.

ADMISSION REGULATIONS

ALL STUDENTS must take part in the religious instruction and devotions of Trinity Klein Lutheran School.

PROOF OF DATE OF BIRTH must be presented on the first day of registration. Parents will need to supply the school with an original or certified copy of the birth certificate. A hospital

certificate will NOT be accepted. No student will be permitted to attend class without proof of date of birth.

KINDERGARTEN students must have reached the age of five (5) on or before the first of September.

STUDENT AGE must not exceed two (2) years over the standard age of the class level for which enrollment is requested.

PROOF OF IMMUNIZATIONS: The parents must supply a complete immunization health record from a licensed physician. Immunizations must be current according to the Texas Department of Health requirements.

ANY STUDENT who has been expelled, disciplined severely, or has left their present or most recent school attended under conditions which violate Trinity policies for continued enrollment, will not be accepted for enrollment.

REGISTRATION

PRE-REGISTRATION

All families currently having children at Trinity Klein Lutheran School will be given a chance to pre-register their children for the next year at a discounted rate.

REGISTRATION FEES

No child will be officially admitted until the registration fee is paid, along with all previous fees. The registration fee is to be paid upon acknowledgment of acceptance into the school. The fee for the 2020-21 school year is \$500 per returning student or \$600 per new student.

REGISTRATION FEE ADJUSTMENTS

There will be no adjustment to the registration regardless of date registered. No refunds will be given for registration fees. In the case of special circumstances, such as a family moving, a written appeal may be made and will be given special consideration.

TUITION & FEES

	<u>Non-Member</u>	<u>Member (Trinity, St. Timothy, Resurrection)</u>
1 child	\$9,100/year	\$ 6,600/year
2 children	\$17,000/year	\$12,500/year
3 children	\$23,600/year	\$18,000/year

TECHNOLOGY FEES

All K-8 students = \$100/year

STUDENT MATERIALS FEES

All K-4 students = \$100/year

All 5-8 students = \$300/year

We offer 3 payment plans for your convenience. All families are required to have an auto-draft account with FACTS. No payments will be accepted by the office.

- A One (1) Time payment of FULL ANNUAL TUITION due July 20, 2020 for a 1% Discount
 - *A \$20 fee will be charged in July for this payment plan, which also covers incidental billing*
- A Bi-Annual installment plan of EQUAL payments due July 20, 2020 and December 20, 2020
 - *A \$20 fee will be charged in July for this payment plan, which also covers incidental billing*
- A Ten (10) month installment plan beginning in July and ending in April. Payments due by the 20th.
 - *A \$50 fee will be charged in July for this payment plan, which also covers incidental billing*

FINANCIAL RESPONSIBILITY AGREEMENT:

Trinity Klein Lutheran School requires that ALL families be signed up for automatic draft through FACTS Tuition Management. Trinity Klein Lutheran School does not accept payments made in the office. All payments must be sent to FACTS Tuition Management. FACTS Tuition Management will draft on either the 5th, 10th or the 20th of every month. FACTS Tuition Management will draft all tuition, fees, and incidentals. A statement of draft will be e-mailed directly from FACTS Tuition Management monthly, usually 5 days prior to the draft.

COLLECTION FEES

Should TKS have to institute procedures to recover unpaid fees and charges, the cost of those procedures, including the cost of engaging a debt collecting agency and legal fees will become part of the debt to be recovered.

DELINQUENCY

All tuition and fees are due by the 20th of every month. If a tuition account remains delinquent for 2 or more months or there is evidence of chronic tardiness in making the monthly payments, Trinity Klein School reserves the right to withdraw the student from the school. Trinity Klein School also reserves the right to deny re-enrollment for the following term and to withhold the student's grades, testing results, transcripts or diploma until the family tuition account is paid in full.

TUITION ASSISTANCE

Trinity Klein School offers tuition assistance to families demonstrating a genuine financial need. In order to apply for tuition assistance, you must complete an application through your FACTS Tuition Management Account. Applicants must apply every year during open enrollment (mid-January-April 15).

All supplemental documentation and forms must be submitted to FACTS by April 15th in order for the application to be reviewed. Once applications have been reviewed by FACTS, a recommendation is made for award if the proper criteria are met. Applicants will be notified of their tuition assistance status by May 30th. There is no guarantee that assistance will be approved or continue at the same level each year.

MEMBER TUITION POLICY

*** Due to COVID guidelines and protocols church attendance registration is being revised due to the variety of options to participate in worship at Trinity Klein-Updated communication regarding specific requirements will come from the Pastor's office.**

Active members of Trinity Klein Lutheran Church have the privilege of a discounted tuition rate. The Bible teaches us that in response to God's love we desire to serve and worship on a regular basis. The first commandment is to love the Lord our God with all of our heart. The congregation encourages families to worship together as a family unit on a weekly basis in response to God's command. The attendance standards set forth for worship by the Board of Christian Day School are very lenient. The minimum standards generously allow for vacations and absences due to illness.

It should be recognized that the cost of educating a child at Trinity is substantial. For this reason it is expected that each Active Member will donate their time, talent, and treasure in accordance with the way the Lord has blessed them. To qualify as an active member for tuition discount purposes, all of the following criteria must be met:

1. A parent and the student (s) must be members of Trinity Klein Lutheran Church as of May 30 of the previous school year.
2. Completion of adult confirmation classes or the process of requesting a transfer has been completed.
3. The Elders have recognized the completion of #1 above and it is confirmed in the pastor's report to the Church Council. (Please note that the Board of Elders typically meet the first Monday of each month and the Church Council the second Tuesday of the month.)
4. An active member family is defined as having one parent as well as each student in grades 1–8 who attend worship services 67% of the weeks on an annual basis. (May - April). To be considered an active member, one must attend 34 worship services during the year at Trinity Klein. Services counted may be Sunday worship services , Wednesday worship services or special services such as Advent, Lent, or Thanksgiving. Grow Group and Sunday School attendance may not be counted as worship attendance.
3. Parent Attendance is based on a single individual parent's attendance. It is the highest percent of one parent. It is not a combination of the two parents.
4. Students must also meet the 67% attendance requirement.

The member shall be responsible for filling out a **red** attendance card each worship service as this is a prerequisite to maintenance of accurate attendance records. Please print neatly both first and last names. It should be recognized that while human error is possible, we believe that the system of recording attendance is accurate. The church office keeps attendance records. If a member believes there is an error in record keeping, one may ask the church office for a print-out of church attendance. Bulletins or cashed checks do not serve to prove one has attended a worship service.

CURRICULUM AND INSTRUCTION

OVERVIEW AND PROCESS

The curriculum at Trinity is Bible centered, supporting our objectives of Christian education. The Christian religion is taught not only as an added subject area but as a way of life permeating the total curriculum. As the child progresses through the grades, he learns more and more of the chief doctrines of the Bible. In order to further help him in his spiritual life, the child systematically learns from memory the chief parts of Christian doctrines, prayers, Bible verses, and hymns. All children enrolled at Trinity must take part in the religion program.

Textbooks are evaluated on an ongoing basis and purchased on the basis of curriculum needs in any given subject area. Each year one or more specific areas of the curriculum are researched and evaluated by the teachers and administration. In each curriculum area we review numerous textbooks from both Christian and national publishers. This content area is upgraded with a new textbook series. Teachers are involved in writing curriculum guides and integrating the Christian faith into their lesson structure. A well-rounded program of studies includes religion, memory, language arts, social studies, science and health, mathematics, physical education, art, music, and computer literacy. All subjects are taught with a Christian approach and given a Christian interpretation.

It is the policy of Trinity Klein Lutheran School that macroevolution is a religious doctrine contrary and destructive to the faith proclaimed by the L.C.M.S. Therefore, classroom instruction involving this view of origins shall be with the purpose of providing students with accurate information enabling them to formulate informed decisions and have understanding regarding the church's positions.

The publishers used are as follows:

Kindergarten

Religion	Concordia Publishing House (includes memory)
Math	Saxon Math
Reading English	Super Kids (Rowland Publishers)

GRADES 1 – 5

Religion	Concordia Publishing House (includes memory)
Math	Texas, Go Math! (Houghton-Mifflin Harcourt)
Reading	
Grade 1	Super Kids (Rowland Publishers)
Grades 2-5	Heinemann Guided Reading
Spelling	Scholastic Systematic Word Study, Spelling City (Grades 3-5)
English	Bob Jones Press
Science	
Grades 2-4	Harcourt
Grades 5	Pearson

Social Studies	Pearson
Handwriting	Zaner Bloser (Grades 1-3)
Music	McGraw Hill

GRADES 6- 8

Science	Pearson
Social Studies	
6th Grade	Glencoe-McGraw Hill and other assorted resources (World Geography)
7th Grade	Glencoe- McGraw Hill (Texas History)
8th Grade	Glencoe- McGraw Hill (U.S. History)
Reading	McDougal Littell, plus guided reading with novels
Spelling	Spelling City
English	Grammar Girl, plus various supplemental materials
Math	McGraw Hill
HS Health	River's Edge (elective)
HS Spanish	Prentice Hall (elective)

ELECTIVES & ANCILLARY CLASSES

K-4th - students have a rotation of Art, Music, Spanish, and PE in their weekly ancillary schedule.

5th Grade - students can choose from Art, Band, or Choir as an elective and rotate between their chosen elective and PE on an alternating schedule.

6th Grade - students can select two electives:

1. ACADEMIC -FINE ARTS - Art, Band, or Choir
2. Study Hall or Exploratory Elective

7-8th Grade - students can select from a variety of elective options, including:

1. FINE ARTS
2. TECHNOLOGY

3. ACADEMIC
4. HS CREDIT in:
 - a. Math
 - b. various elective options

GRADING

All students in Kindergarten will receive a skills based report card. The target skills include: Dictation/Spelling, Handwriting/Fine Motor, Math, and Reading. Students are scored on a scale of 1-5: 1=unacceptable, 2=Needs Improvement, 3= Satisfactory, 4=Above Average, 5=Excellent. Students must have an average of 3 in Dictation and Reading in order to be recommended for promotion to first grade.

All students in grades 1-8 will receive a grade for each class subject.

Our grading scale is:

A = 90 - 100

B = 80 - 89

C = 75 - 79

D = 70 - 74

F = Below 70

E = Excellent

S = Satisfactory

N = Needs Improvement

Our conduct scale is:

5 = Excellent

4 = Above Average

3 = Satisfactory

2 = Needs Improvement

1 = Unacceptable

RETENTION POLICY

Students are promoted on the basis of academic achievement. If a child is not achieving at a passing level, the teacher, who is the most qualified to determine the future success of the child, may begin a process leading to retention. Factors considered in retention include age, emotional maturity, academic progress, and the child's self-esteem. The teacher uses the following academic criteria to consider whether a child should be considered for retention:

- Having a yearly grade average below 70 in any of these subjects: Reading, Language Arts, or Math.
- Having a yearly grade average of below 75% for three of the following academic subjects: Language Arts, Reading, Math, Social Studies, Science, and Religion.

If the student is not meeting the academic criteria needed to advance to the next grade level, the teacher will initiate the following process.

1. A conference with the principal should be scheduled by the teacher to explore alternatives.

2. Parent, teacher, and principal, need to have a conference to begin discussing the possibility of retention and also to discuss alternatives. This should happen at least 9 weeks before school is out.
3. Resources and areas of testing should be considered.
4. After alternatives have been explored, it should be the goal of all concerned that parent(s), teacher, and principal would mutually reach an acceptable decision concerning retention.

While the parents are the most influential persons in the child's life and their support is crucial to success in retaining a child, if both the principal and the teacher agree that retention is the most acceptable alternative, then the child will be retained if they are to continue at TKLS.

If a child doesn't reach the academic requirement for passing to the next grade, one or more alternatives may be agreed upon in lieu of retention.

1. Non-acceptance of the student the following year.
2. A summer program for credit recovery by meeting a specific number of hours and specific level of objectives-based achievement. (Cost to be incurred by the parents.)
3. Testing either for diagnostic purposes or achievement - cost involved would be parent's responsibility.

Once a plan is agreed upon, it will be written by the Educational Specialist, signed by the teacher, principal, Director of ES or MS, and parents. Failure to complete this plan will result in either retention and/or non-acceptance of the student the following year.

HOMEWORK POLICY

Since we require our students to take a large number of different subjects and since the possibility of homework in each subject exists, a 30 minute maximum guideline for homework in each subject is set. This may vary slightly before a major test, but for daily homework the 30 minute rule will be in effect. This time limit is to be aimed at the average student in the class and not the extremely fast workers or the extremely slow. Incomplete homework will result in a notice being sent home. Late work will be subject to reduced credit. Responsibility forms may be utilized to inform parents of late or missing work.

HONOR/MERIT ROLL

Trinity maintains two lists each grading period recognizing high academic achievement.

The Honor Roll and Merit Roll are for students in grades 5 - 8.

HONOR ROLL - Students who receive As and Es in all subjects on their report card for each of the first three grading periods.

MERIT ROLL - Students who receive As with no more than two Bs and nothing below an 'S' on their report card for each of the first three grading periods.

Differentiated Instruction

In all content areas, students participate in classroom based and standardized assessments. Data from these assessments are utilized to evaluate students on a continuing basis to develop classroom based instructional strategies that addresses the varying needs of students within a classroom. Students are provided opportunities within the classroom to address academic needs through scaffolded instruction which includes opportunities for reteaching and extension activities.

Reading

Students participate in grade level objectives and instruction. Grade Level Objectives are taught to students utilizing materials at the students' independent reading level. Student reading levels are assessed a minimum of 2 times throughout the school year using running records, classroom observation, and performance based assessments.

Math

At-Grade Level Track: Students participate in grade level objectives and instruction. In grades 1-4 teachers use a variety of classroom based differentiation strategies that provide students opportunities to accelerate their activities or provide reinforcement of skills as needed. Teachers may utilize guided math groups, 1-1 assistance, manipulatives, student based activities, reteaching, visuals, graphic organizers, or a variety of other accommodations to meet the needs of struggling learners as well as advanced learners. In 5th-8th grade, those students participating in at-grade level math will be provided similar accommodations and can be reevaluated at the end of 6th grade for Advanced Level 1 enrollment.

Intervention Track: If a student continues to struggle after receiving in class differentiation teacher collected data may be reviewed in an effort to evaluate if additional data and testing is needed. If a student qualifies for services through 504 or Special Education a 504 or IEP meeting will be scheduled to review the specific accommodations or modifications needed.

Accelerated Track:

At the end of 4th grade, all of our students are assessed to determine which students will be recommended for the accelerated math Level 2 program and which will be

recommended for the on-level 5th grade math class. Any students transferring into Trinity in 5th grade will be assessed on equivalent measures to evaluate math placement. If comparable assessment criteria is not available from the previous school, a comprehensive math assessment may be utilized in conjunction with all of the other data available to determine math placement.

Advanced Level 1

All students in the on-level 5th grade math class will be in the on-level 6th grade math class as a 6th grader. At the end of 6th grade all students are re-evaluated to determine which ones will be recommended for Pre-Algebra and which ones will be recommended for the on-level 7th grade math class.

The following factors will be equally considered:

- Quantitative CogAt score from 5th grade
- ITBS National Percentile Math Total
- Semester 1 Math Grade Average for 6th grade
- Semester 2 Math Grade Average for 6th grade
- Teacher Ranking (work ethic, organizational skills, responsibility, participation)

7th grade students recommended for Pre-Algebra will work at an accelerated rate completing the key concepts found in both the 7th grade curriculum as well as the 8th grade Pre-Algebra curriculum. Those who achieve a minimum of a 80% yearly average in Pre-Algebra will be considered for Algebra I in their 8th grade year and Geometry in 9th grade.

Advanced Level 2

This program is designed to provide accelerated instruction for those students entering 5th grade who have demonstrated an ability to excel in math based on the six factors below.

- Quantitative Score on the most recent CogAT Test
- Comprehensive Score on the most recent CogAT Test
- 4th grade National Percentile Ranking Math score from the Iowa Test of Basic Skills
- 4th grade National Percentile Ranking Comprehensive score from the ITBS
- 4th grade first semester math average
- 4th grade second semester math average

The 5th grade students recommended for the advanced level 2 math program will skip 5th grade math and will instead complete the 6th grade math curriculum in a 6th grade classroom. They will be expected to perform successfully in the class in terms of grades as well as conduct. If their grade falls below 85%, a conference will be required. The student will have until the next grading period to raise their grade in order to continue in the program. If their grade falls below 80%, they will return to 5th grade math for the

remainder of the year. In addition, a student's conduct will also be considered. Unsatisfactory conduct could result in the removal from the program.

Students in the Advanced Level 2 program will continue to work at an advanced level in math until the completion of 8th grade at Trinity. These students will be reevaluated after the completion of the 6th grade math class. The following factors will be equally considered:

- Quantitative CogAt score from 5th grade
- ITBS National Percentile Math Total
- Semester 1 Math Grade Average for 6th grade
- Semester 2 Math Grade Average for 6th grade
- Teacher Ranking (work ethic, organizational skills, responsibility, participation, effort)

Those students performing satisfactorily will continue in the program and will take Pre-Algebra in 6th grade, High School Algebra in 7th grade, and Geometry in 8th grade. Although Trinity will be facilitating the Geometry class, there may be an additional fee for this class. Please take this into consideration when considering your child's participation in this program.

FIELD TRIPS & TRANSPORTATION

Field trips are an important part of the curriculum at Trinity Lutheran School. They allow students an experience of learning about various aspects of the real world; to see things they've read or heard about. Each class may take two field trips during the year that use the full school day.

When at all possible, Trinity vehicles will be used to transport students. Trinity has 4 vehicles that meet federal safety guidelines. Buses 102, 104, and 105 can transport 14 passengers and the driver. A regular driver's license is needed to drive one of these vehicles. Bus 103 can transport up to 27 students. A (CDL) commercial driver's license is needed to drive this vehicle.

Seat belts are to be used. No child age 12 or younger will be allowed to sit in the front seat of a vehicle with a passenger side airbag safety device. At no time are children to be left alone in any vehicle. Buses and private vehicles should be used to transport students directly from the school to the field trip destination and back. "Side trips" to gas stations or restaurants (including drive-through), etc., should not take place with students on board. Drivers found in violation of this policy will not be allowed to transport students in the future.

Students are assigned by their teacher to vehicles for all field trips. The teacher will submit a passenger list to the administration prior to the field trip. For safety purposes no changes may be made to this list without approval from the administration.

CHAPERONES

The number of chaperones may be limited due to the nature of the field trip. In order for chaperones to properly supervise students, younger siblings are not permitted to attend. All chaperones will be screened and will be issued name tags to be worn during school-sanctioned field trips. No unscreened person will be allowed direct access to Trinity students. For proper screening, chaperones should be declared 48-hours or more in advance of an event. Any parents who are asked to directly monitor students will be required to have a background check completed 48 business hours before the field trip.

PARENT DRIVERS

In some cases, parents may be asked to transport students in their own personal vehicle or a parent may be asked to drive one of Trinity's vehicles. Parent drivers must have a background check and driving report ordered. Potential drivers should be declared at least one week prior to the field trip. Additions to the drivers' list will be denied without 48-hour notice. All drivers must have a signed "Cell Phone Use Policy" form on file. It is our hope that this demonstrates our commitment to the safety of our students. Parents driving private vehicles must provide current proof of insurance at least 48 hours in advance of the field trip.

CHRISTMAS PROGRAM AND SCHOOL MUSICAL

All students are expected to participate in both of these programs. These events are on the calendar at the beginning of the school year. Should there be an extenuating circumstance, parents need to communicate with the teacher in writing a minimum of two weeks prior to the scheduled event.

EXTRA CURRICULAR OR SPECIAL PROGRAMS

AFTER-SCHOOL SUPERVISION OF STUDENTS

Children who participate in games, practice, or other after-school activities are the responsibility of the school until the time the activity is ended. Children may not remain as a spectator after school unless they are supervised by a parent or adult. If they have checked into extended care, they must be checked out by a parent or authorized adult.

All children not directly involved in the after school activity must report to extended care. Sponsors are not responsible for brothers or sisters of those participating. For example, if a 5th grader has an 8th grade brother or sister in basketball practice, the 5th grader should be extended care.

ACADEMIC QUEST* (*not occurring in the 20-21 school year*)

Academic Quest is an all-academic competition limited to 6th-8th grade students. Students are selected by teachers to be a part of the TKLS team and compete against other schools in the greater Houston area. Competitions include science, math, history, Bible knowledge, grammar, and a live team event.

ACCELERATED READER

This program is designed to help inspire students to become lifelong readers and learners. Students select and read books from the reading list. Then they take a quiz over the material and earn points. These points will be used for goal setting purposes and/or reward systems that vary by grade level.

ATHLETICS

Please refer to the Athletic Handbook section for all information concerning philosophy, teams, scheduling, procedures, and rules.

BIBLE BOWL* (*depending on area school participation*)

Students in grades 5-8 are eligible to participate in Bible Bowl. There are two teams (grades 5-6 and grades 7-8) that compete against other Lutheran schools in the Houston area. All students are welcome to participate in practice sessions. Contestants will be chosen for competition based on ability and participation in practice. The actual Bible Bowl contests test student's knowledge of Bible facts. Students work as a team to get points by answering questions correctly. Practices will be held before or after school. Competition is held on Saturday mornings.

NATIONAL JUNIOR HONOR SOCIETY

The National Junior Honor Society (NJHS) is a national organization that promotes recognition for middle level students who reflect outstanding accomplishments in the areas of **scholarship, leadership, service, citizenship, and character**. To be eligible for membership consideration, students must:

- 1) have a cumulative 93% average in the core subject areas (Religion, English, Math, History, and Science) - **scholarship**;
- 2) have participation in two or more school, church, or community activities and meet high standards of leadership according to their faculty evaluations and community references - **leadership**;
- 3) be active in three or more service projects in the school, church, or community and be able to prove their participation/involvement in the projects - **service**;

- 4) consistently demonstrate integrity, good behavior, ethics, and cooperation with both students and faculty – **citizenship & character**.

The leadership and service requirements must take place after the student's completion of their 5th grade school year (summer activities prior to 6th grade will be accepted). There are annual dues of \$10 to participate in NJHS at TLS (no student will be dismissed due to inability to pay). The members will be required to attend regular meetings, participate in a yearly service project with our chapter, participate in a determined number of leadership and service in their school, church, and community each year, and maintain a 3.5 GPA each semester.

PSIA (PRIVATE SCHOOLS INTERSCHOLASTIC ASSOCIATION)* *(This event is not currently scheduled due to COVID-19. Updates will be shared with parents as appropriate.)*

PSIA is an academic competition which offers a variety of contests to students in grades 1-8. The program is designed to support the basic academic curriculum so that students can apply what they have learned in the classroom. Students get the chance to test their skills and knowledge, achieve recognition for academic excellence and find a new excitement in learning.

SUPPLEMENTAL EDUCATIONAL ACTIVITIES / CLUBS

Trinity authorizes various organizations to provide enrichment activities on our campus. Examples have included science and chess clubs. These organizations each charge a fee for participation.

GENERAL INFORMATION

SCHOOL HOURS

All classes begin at 7:55 AM and dismiss at 3:15 PM. No student should be dropped off before 6:30 AM. Extended Care is available from 6:30 am until 7:30 AM. All students arriving between 7:30-7:45 AM are to proceed directly to the designated classroom for their grade level. Students arriving between 7:45 – 7:55 AM will report directly to their homeroom classroom. Any child arriving after 7:55 AM is counted tardy.

EXTENDED CARE

Trinity provides supervised care for children before and after regular school hours. Extended care is available from 6:30 AM through 6:30 PM. Children are not to be dropped off prior to 6:30 AM. Students arriving before 7:30 AM must report to the Elementary School gymnasium/cafeteria. At 7:30 AM, students in grades 1-8 will be sent to the designated before school care classroom.

At 3:30 PM, all students not picked up must report to the appropriate extended care location, or they must be under the direct supervision of a parent, teacher or coach. Students will report to a room in the Elementary Building. Students will have opportunities to complete homework, have down-time, and get a snack.

Parents, or designated caregivers, must sign their children out of extended day care.

Parents will be billed **\$2.75** per half hour or portion thereof from 6:30-7:30 AM and from 3:30-6:30 PM. After 6:30 PM, the fee will increase to \$1.00 per minute.

SCHOOL ARRIVAL / DEPARTURE POLICY

For the 2020-21 school year, detailed procedures will be available directly from the school office. When changes are made to dismissal procedures parents will be notified in a variety of ways (email from communications director, email from teachers, etc.).

SCHOOL SUPPLIES

Trinity sells school packets of all the supplies a student needs for their grade. The school supplies are sold and packaged by EPI. Inc.. All students enrolled in grades K-5 are required to use the school supply packet that is ordered by the school. The cost for this packet is \$55. This fee is billed to your FACTS account in August. For students enrolled in grades 6-8, we offer a pre-packaged set of supplies as a convenience and it is not required, nor is it a fundraiser for the school. The price for these packets vary by grade level. Packets ordered at the end of the last school year will be delivered to the student's homeroom.

FLC SECURITY DOORS

Please be aware, access doors from the FLC to the campus will only be open before and after school. Access to the campus through these doors is restricted during school hours. Do not prop doors open on the campus.

SCHOOL CLOSINGS

In the event that there is inclement weather or power failure so that school will not be in session, TLS will use the following methods to communicate this to each family:

- Emergency notifications will be sent via text through RenWeb.
 - If possible, a message will be sent to email address on file in RenWeb. Please keep your information updated at all times.
- We will also post the information on our website (www.trinityklein.org) and our official Facebook page [@trinitylutheranschoolkleintx](https://www.facebook.com/trinitylutheranschoolkleintx).

Please be aware that when there is a power outage, our ability to communicate through our voice mail system may not be possible. Also, if numerous calls are coming in at the same time,

the phone system will not be able to connect you with the correct extension because it will be in use.

CHURCH AND SUNDAY SCHOOL ATTENDANCE

Consistent with the principles for which Trinity was established, all pupils are expected to attend church and Sunday School each Sunday. This is expected inasmuch as church and Sunday School are the normal extension of the school program in the lives of the children. (See Active Member Tuition Policy.)

In the event that a child is not enrolled in a Sunday School or his parents do not attend or hold membership in a church, we invite these and others to attend Trinity. The Pastor holds classes regularly explaining the teachings of the Lutheran Church-Missouri Synod. You are cordially invited to attend. The Pastor or Principal of Trinity would be happy to discuss this with you.

Worship Schedule

* *Current times for in person and virtual worship are updated on www.trinityklein.org and the Trinity Klein App*

CHAPEL - CHILDREN'S WORSHIP SERVICES* (*Chapel procedures follow guidance in the COVID-19 Strategic Plan*)

Every Wednesday morning at 8:15 AM a special children's worship service is held. The children learn from experience how to conduct themselves in the House of God. Efforts are made to have the children take an active part in the service. The sermon endeavors to emphasize a practical lesson in Christianity which the children can apply to their daily lives. The children's offering is directed to missions, charitable institutions, and other church-related organizations. Parents are invited and urged to attend.

CHAPEL OFFERINGS

A chapel offering schedule will be set up prior to the opening of school. Typical of the projects selected as recipients of our chapel offerings are Lutheran Church Charities, Lutheran School for the Deaf, Camp Lone Star, Coreluv, Compassion International, and Operation Christmas Child.

PRAYER PARTNERS* (*will not occur in the 20-21 school year*)

TLS has a very special program called Prayer Partners. The students are given the name of another TLS student of a different age and are asked to pray for them. Students can experience first-hand the power of prayer. Various activities and service projects are arranged by the cooperating teachers. The prayer partners will sit together at selected chapels and various events. Prayer partners are a great opportunity for our younger children to be nurtured and for the older children to develop mentoring roles. We want emphasis to be placed on their

relationships as friends and prayer partners. To make sure that remains the focus, the giving of gifts is not permitted. If they wish to do something for their prayer partners, the children should be encouraged to make cards for each other or write special notes.

LIBRARY

Trinity Lutheran School maintains a volunteer-staffed library for use by its students, faculty and staff, and our church community. Each class has scheduled visitation once each week.

Students in grades 1-8 may borrow a total of three items for a two-week period, with the exception of a one-week loan period for video and audio tapes. Kindergarten students may borrow one item for the same time period and with the same stipulations as above stated. Materials are to be returned to the library during posted open hours or may be returned to the book drop, located in the wall outside the library door, at any time. If the student has been issued a late statement and fails to bring in the overdue book, each teacher may take disciplinary measures.

If a book/magazine/video/audio tape is lost or destroyed, the borrower will be expected to pay full replacement cost and shipping as necessary. Should a parent choose to replace the lost/damaged item, only like items will be accepted. (Example: We will not accept a paperback replacement for a hardcover or library bound book of the same title.) Final report cards will not be issued until all borrowed items are returned and lost/damaged item fees are paid.

LUNCH SERVICE

Children are provided with the opportunity to eat a hot lunch in the cafeteria. The lunch program is solely managed by *Geomar*, an outside vendor. The prices for a meal and beverage are as follows:

- \$4.50 for 1st – 5th Grade
- \$5.50 for 6th – 8th Grade
- Extra beverages are available for \$0.75 or \$1.25 if ordering organic milk

Each family using the lunch service is responsible for creating and managing an account directly with *Geomar*, as well as for placing orders in advance. Changes may be made until noon the day before. Create a family account at · <https://geomar.h1.hotlunchonline.net/frontend.php>

If you choose to send a sack lunch, it must be sent with your child in the morning.

- **No fast food is to be brought under any circumstances.**
- **No soft drinks will be allowed.**

Each child is expected to eat his or her own lunch. No exchanging of food will be allowed. To contact Geomar email Micachahda@gmail.com or marcel.chahda@gmail.com

SNACK SERVICE* (*adjustments made to 20-21 school year*)

Trinity Lutheran School offers students in grades 3-8 the opportunity to have a Chocolate Chip Cookie every Wednesday. In order for your child to have a cookie every Wednesday, they must be a part of the "Cookie Club". The Cookie Club entitles your child to (1) one Chocolate Chip Cookie every Wednesday during this school year. **Limited open enrollment for the Cookie Club is emailed to parents at the beginning of the school year and a deadline in August provided.** Price for the Cookie Club is \$50 per child, for the year. This will be billed to your FACTS account in September.

LOST AND FOUND

All lost and found items are put into the lost and found barrels located in the Lower Grade hallway leading to the cafeteria. The owner may recover any lost items before or after school. At certain times of the year, after a published warning, all unclaimed items will be donated to a charity.

SCHOOL INSURANCE

Student accident insurance will be available to those desiring such coverage. Brochures describing the policy are available in the school office. Those not desiring this insurance will be required to furnish proof of insurance coverage for school files.

HEALTH* (*see Campus Plan for specific COVID-19 protocols*)

It is requested that all children receive a complete physical and dental examination before they enter school. In this way, necessary work can be taken care of before conditions become so severe that valuable school time is lost during the school year.

Children in Pre-K, Kindergarten, Gr. 1, 3, 5 & 7 are required by Texas law to have a vision and hearing screening each year. Each fall the school will make arrangements to have these tests given to the above students. Scoliosis screening is required in 5th and 7th grade girls and 8th Grade boys.

Parents are not to send their children to school when they show signs of sore throat and fever. After a prolonged absence from school due to illness, children should be examined by the family doctor before returning to school.

GENERAL HEALTH POLICY INFORMATION

A parent will be called to pick up the child if any of the following are observed:

1. Fever over 100 degrees or higher
2. Vomiting or diarrhea
3. A significant rash
4. Heavy yellow or green nasal discharge
5. Ongoing complaint of pain

6. Head lice or scabies
7. Excessive coughing
8. Any other injury that appears serious

Our school is required by law to uphold the following recommendation and guidelines:

1. AIDS: Per Federal guidelines. Universal Precautions.
2. Chicken Pox: You must have physician's permit to re-enter school. The last crop of lesions must be scabbed over and the child must be examined by the school nurse.
3. Diphtheria: Must have a physician's permit to re-enter school.
4. Fever: Anything over 100.0 degrees is considered a fever and must be excluded. **The child must be fever free for greater than 12 hours (24 is recommended) before returning to school.**
5. Hepatitis: You must have a physician's permit to re-enter school.
6. Impetigo: You must have a physician's permit to re-enter school. All lesions must be healed and child must be examined by the school nurse prior to returning to school.
7. Measles: You must have a physician's permit to re-enter school. Child must be free from rash and child must be examined by school nurse prior to returning to school.
8. Meningitis: You must have a physician's permit to re-enter school.
9. Mononucleosis: You must have a physician's permit to re-enter school.
10. Mumps: You must have a physician's permit to re-enter school.
11. Pink Eye: May return to school after using physician prescribed eye drops/ointment for 24 hours.
12. Pediculosis (head lice): Children will be allowed to return to school once the prescribed treatment has been administered and the child is found to be nit free by the school nurse.
13. Ringworm of scalp and skin: Child may return to school with a permit from the physician provided prescribed treatment has been initiated and the area is covered.
14. Scabies: Must have physician's permit to re-enter school.
15. Shingles: May attend school if rash is slight and it must be covered by clothing.
16. Small Pox: Must have physician's permit to re-enter school. Risk of transmission lasts until all scabs are off. Child must be examined by school nurse.
17. Streptococcal infection: Also referred to as Strep Throat, Scarletina or Scarlet Fever. Child may return to school with a physician's permit, after having been free from symptoms (fever, sore throat and rash) and on antibiotic therapy for 24 hours.
18. Tuberculosis: Child must have a physician's permit and must be taking the prescribed medication.
19. Whooping cough: Child must have a physician's permit to re-enter school.

In cases where a doctor's release is required, the note must be brought on the day your child desires to return to class. He/she will not be allowed to re-enter without this release.

We realize it is inconvenient for many to keep a sick child at home. However, the well being of all of our children, their classmates and the teachers must take first priority for all of us.

SCHOOL PROCEDURES

ATTENDANCE

Regular attendance is necessary if a child is to do his best work in school. If your child shows signs of illness, he should be kept home. In the case of illness, the child will be counted absent from the time the child has been determined to be ill and has left the classroom. Regardless of the reason for absence, parents must call and notify the school office of the student's absence. The school nurse will follow-up on absent students.

School Hours: 7:45 AM to 3:15 PM

Arrival after 7:55 AM and before 9:30 AM is counted as tardy. (Late arrival excused with medical note)

Arrival after 9:30 AM and before 11:30 AM is counted as a half-day absence.

Arrival after 11:30 AM is counted as a full-day absence.

Departure before 11:30 AM is counted as a full-day absence.

Departure after 11:30 AM and before 1:30 PM is counted as a half-day absence.

ABSENCE* (see *Campus Plan for specific COVID-19 protocols*)

Parents are requested to schedule all doctor and dental appointments on the days when classes are not in session or after school hours, when possible. If a child is absent for more than 2 days, parents are requested to get missed assignments from the teacher(s) **via an email to the teacher.**

Elementary School - **Requests for assignments must be received by noon and will be ready for pick up in the office at 3:45 PM.** (Teachers are not always able to prepare these assignments during the regular school day.)

Middle School – **Requests for assignments must be received by 7:45 AM to be ready for pick up in the office by 3:45 PM. Parents are encouraged to reference the student's Google Classrooms for work before contacting the homeroom teacher. If an email is sent to the homeroom teacher, please include the student's elective teachers as well.**

On the day the student returns to school, the student or parent must contact the teacher(s) to obtain any assignments which were missed regardless of whether the class meets on the day the student returns. The student will be expected to make up all reports, assignments, tests, etc. missed during the absence. The student will have one day for each day missed in order to make up the assignment. However, except in unusual circumstances, all make up work will need to be completed within five school days after returning to school. Make-up work not completed in the scheduled time will result in the work being graded as-is or a zero for work not turned in.

When there is a planned absence, for the benefit of the child, parents need to notify the teacher in writing at least one week prior to the date the child will be absent. This will allow teachers to

provide work that can be done in advance of the absence so that the student is not overwhelmed when returning to school. Please respect the teacher's need to have ample time to prepare advance lessons. Teachers are not required to give advanced assignments without a week notice. Asking for advanced assignments upon demand is placing an undue burden on the teacher to adequately prepare assignments for the student. Parents should also be aware that other assignments may be given while the student is absent (i.e. tests or quizzes, worksheets to reinforce the concept taught, materials not originally planned or available when the child left school).

EXCESSIVE ABSENCES

If a student is absent more than 10 days in a semester, a doctor's excuse will be required for any subsequent absences. Failure to supply a doctor's note upon returning to school will result in the student receiving zeros on all work that was due on the day the student missed including quizzes and tests.

Any student missing more than 20 days in a school year will be: (1) required to attend Academic Recovery to account for the minutes of instruction that were missed over the 20- day mark and (2) considered for retention.

Any student missing more than 20 days in a school year may be retained. An exemption may be given if a student missed an extended time while under a doctor's supervision. It is best practice to provide a doctor's note to the school office when applicable.

TARDINESS

Students are tardy if they are not in their rooms and seated by 7:55 AM. Each teacher keeps his/her own record on tardiness and will report to the office those who have been tardy. **An accumulation of seven tardies will result in one absence.** This is ongoing for the year, not limited by quarter or semester. A student is considered tardy even if the tardiness is the parent's "fault." There are no excused tardies.

Students who have early morning doctor or dental appointments will be classified as late arrivals. They must bring a note from the doctor or dentist with time released. A late arrival will count as a tardy, but will not be considered when counting toward an absence.

APPOINTMENTS

If you must meet with your child's teacher, please make an appointment at their convenience for an appropriate consultation time.

Please notify your child's teacher in advance if he/she will be leaving school early for such things as doctor appointments, dental appointments, etc. Sometimes a teacher needs to vary a schedule in order to allow a child to leave early and not miss something of special importance. Please sign your child out in the office and wait for your child to come to the school office.

LEAVING SCHOOL EARLY

When it becomes necessary for a student to leave school early, the student must bring a note from parents to the homeroom teacher in the morning, stating the reason and time they are to leave. **Requests that are not sent to the homeroom teacher should be received in the school office, in person or by phone, prior to 2:45 PM.** The parent must go to the office and sign the student out of school. The office personnel will then call the student out of class. Students are not allowed to wait outside for parents to pick them up. Please note, only the parents or people designated in RenWeb will be allowed to take children out of school unless previous arrangements with the school have been made.

DISPENSING OF MEDICINE

Teachers are prohibited from dispensing medicine of any kind to the children unless off site on a school sponsored trip and then only with authorization. Students are strictly prohibited from carrying or dispensing medicine whether prescribed or over the counter. If a child is to bring medication to school, he/she should leave it with the Nurse immediately upon arrival to school. Prescription medication must be in the original Pharmacist's bottle with a label including the child's name, type of medication, dosage amount, and Dr.'s name. Ask your Pharmacist to prepare two medication bottles, one for home and one for school. The medication must be accompanied by a MEDICATION FORM (available in the school office.)

Your child will be able to obtain Tylenol or Advil (or the generic equivalent) for headaches/aches/pains, Tums or the generic equivalent for indigestion, hydrocortisone cream 1% or Benadryl cream for irritation from insect bites, antihistamines and decongestants for allergies or congestion, and cough drops for cough. In addition, triple antibiotic ointment for minor abrasions as well as basic first aid. Permission to give the above medications is an optional tab in Renweb. No medications will be given without parental consent. Trinity staff will not administer alternative medications such as vitamins, oils, minerals, or herbal products.

TELEPHONE

Parents are asked to use good judgment in making calls to the school about their children. Children may not use any telephone without written permission from their teacher (or other teacher if their teacher is not available) between the hours of 7:55 AM and 3:30 PM.

Pupils are asked to use the phone only for an extreme necessity. Parents are requested not to have a child called to the telephone. An urgent message will be taken by the office secretary or the child will be asked to return the call.

CHANGE OF ADDRESS

The need for a close contact between school and home is important and an accurate and up-to-date list of all parents is necessary. Parents are required to report any changes in address and telephone numbers through RenWeb.

TEACHER REQUESTS / CLASS ASSIGNMENTS

Requests by parents for specific teachers are discouraged and will not be acknowledged. If a student has special learning needs, a letter addressed to the principal regarding the situation must be submitted to the school office by June 1st. The letter should describe the learning needs and must not request a specific teacher assignment. It will be the decision of the administration to assign a teacher to best address the needs of the student. Requests for the separation of students into different classrooms will only be considered if the students are siblings.

WEAPONS

Trinity's goal is to provide a safe, secure learning environment where students, parents, staff and/or anyone who is on campus is free from any acts of violence or threats of violence. This includes verbal threats, verbal abuse, threatening behavior, possession of weapons, physical attacks, harassment, and/or the destruction of property.

It is the policy of Trinity Klein Lutheran School that students and non-students, including adults and visitors, shall not possess, use, or distribute a weapon while on school property, attending a school-sponsored activity, or in a school vehicle, nor be in possession of any type of object designed to cause bodily harm. Anyone in violation of the policy will result in law enforcement officials being notified. The student's weapon will be confiscated, parents and/or guardians notified, and could result in disciplinary action up to, but not limited to, an immediate out of school suspension or expulsion. In addition, threats of violence against each other or towards any adult, verbal threats of having a weapon in possession, or threats to destroy or damage school property will be taken seriously and dealt with accordingly.

While the school takes a firm position on the possession, use or distribution of weapons, the school administration reserves the right to assess each situation and make a decision concerning disciplinary action based on the unique circumstances of each incident. Some consideration on disciplinary action may be based on factors, such as, the intent or lack of intent at the time the student engaged in the conduct, a student's disciplinary history, or a disability that substantially impairs the student's capacity to appreciate the wrongfulness of the student's conduct.

VISITOR POLICY* (see Campus Plan for specific COVID-19 protocols)

Trinity Klein Lutheran School's goal is to ensure that students, staff, and property are protected at all times from possible damage, outside intrusion, or disturbances occurring on school grounds or in school buildings. The presence of video cameras, motion detectors and/or alarms in the school buildings, parking lots, and playgrounds assist in protecting school property and its inhabitants. Electronic surveillance is designed to supplement the actions of staff to ensure safety and security and protect the health, welfare, and safety of its students and staff. The rights of privacy of students and staff will be protected. Video recording will not be published nor will the confidentiality of students and staff be compromised.

Additionally, Trinity Klein Lutheran School has a coded security system for the gated entry to our Elementary side of campus. All parents are required to know that access code to gain entry. **Please do not share that code with your children.**

The safety of our students and employees are a top priority; therefore, all visitors/volunteers during regular school hours, including parents, **must** sign in at the office, state the nature of their visit, present a picture ID to office personnel, and obtain a visitor's badge/pass. Office personnel will scan the visitor's picture ID and create an authorized visitor's badge/pass for them. **Visitors are not allowed to be inside the school at any time without a visitor's badge, other than dropping off or picking up students.** Our staff has been trained to be on the watch for individuals without the required visitors badge/pass and may challenge your presence here on campus. **Anyone without a pass will be directed to the office to obtain one.** Prior to leaving campus, you are also required to sign out at the office. Your cooperation with this policy will help us maintain the safety of our children and the integrity of our security system.

RULES

ACCEPTABLE USE POLICY

Computer and Internet Terms and Conditions

The network is provided for students to conduct research and participate in educational activities. Access to network services is given to students who agree to act in a considerate and responsible manner. Parent permission is required.

Access is a Privilege - not a right. Access entails RESPONSIBILITY.

1. Supervision - Trinity Lutheran Computer Lab and COW carts will be supervised any time students are authorized to use the computers. However, each individual computer will not be monitored by a supervisor at all times.

2. **Acceptable Use-** The use of school computers must support education and research and be consistent with the educational objectives of Trinity Lutheran School. Transmission of any material in violation of any U.S. or state regulation is prohibited. This includes, but is not limited to copyrighted material, and threatening or obscene material. Use for purchasing or promoting items to sell is generally not acceptable.
3. **Network Etiquette -** Users are expected to abide by the generally accepted rules of network etiquette.
4. **Security -** Security on any computer system is a high priority especially when the system involves many users. If a user feels he /she can identify a security problem on the Internet, he/she must notify a system administrator. Do not demonstrate the problem to other users. Users shall not intentionally seek information or obtain copies of, or modify files, other data, or passwords belonging to the other users, or misrepresent other users on the network. Attempts to gain unauthorized access to system programs or computer equipment will result in cancellation of user privileges. Downloading of information onto the hard drives is prohibited without proper authorization. Any user identified as a security risk or having a history of problems with other computer systems may be denied access to school computers.
5. **Vandalism-** Vandalism will result in cancellation of privileges. Vandalism is defined as any malicious attempt to harm, modify, or destroy computer hardware, data of another user, Internet or any of the other networks . This includes, but is not limited to the uploading or creation of computer viruses.
6. **Inappropriate Use-** The school administrators and faculty will deem what is inappropriate use and their decision is final. This can include access to inappropriate material on the Internet as well as the use of the computer for activities that are not authorized. Inappropriate material is any material not related to educational research. This includes but is not limited to material containing sexual content, obscene language, and any other material considered adult in nature. The faculty and staff of Trinity may request the school administration to deny, revoke, or suspend computer use. See policy guidelines below:

PROCEDURES REGARDING INAPPROPRIATE SITES

1. The student will immediately remove himself/herself from the situation. Do not announce verbally to draw attention to the site.
2. Report to the instructor immediately without drawing the attention of the other students.
3. Any other student seeing the screen must follow steps 1 & 2 or he/she will be considered as part of the situation and may face consequences as well.
4. The teacher will back out of the site and clear the screen.
5. An interview will take place between the student and teacher to discuss how this situation occurred.

6. Any repeat visit to the site by this student (or any other student) will result in privileges being revoked.
7. Guidance - Outside of school, parents bear responsibility for the same guidance of Internet use as they exercise with information sources such as television, radio, phone, movies and any other offensive media.

CONSEQUENCES FROM DISREGARDING ACCEPTABLE USE POLICY

The following guidelines will be used when considering consequences:

- 1st Offense – Discipline Form and/or suspension of technology use up to 1 school week.
- 2nd Offense – Discipline Form, Suspension and/or extended loss of technology use
- 3rd Offense – Discipline Form and meeting with administration for further consequences.

Trinity Klein Lutheran School specifically denies any responsibility for the accuracy or quality of information from the Internet.

*** Parents wishing to restrict computer access must provide a request in writing to Administration.**

GENERAL DRESS AND GROOMING FOR GRADES K-8

Definition of Uniform Style:

Trinity Klein Lutheran School encourages you to purchase uniform clothing articles from Lands' End. Lands' End will offer skirts, skorts, jumpers, shorts, and pants. When the terminology "Uniform Style" appears in this handbook, it is referring to the style offered by uniform vendors. Parents may choose to purchase clothing from any vendor. Uniform style clothing must conform in color and style to what is laid out below. Any uniform style clothing articles that are distinctly different in color or style will not be allowed.

Due to rapid changes in fashion and fads. Trinity Klein Lutheran School further reserves the right to disallow any clothing, jewelry, hair styles, or items associated with dress and grooming which is deemed inappropriate or distracting for school.

Special Occasion "Neat and Modest" Policy

Students will wear uniform style bottoms unless otherwise stated. Dresses must be a modest length (see #8). Dresses and shirts must cover the shoulders or must have a jacket, sweater, sweatshirt, or hoodie that will be worn at all times.

Dress Code for School Sponsored Events

Students attending any school sponsored event (including but not limited to award ceremonies, graduation, etc.) will be dressed appropriately in order to participate. Students will follow the "Neat and Modest" guidelines unless specific guidelines are sent home prior to the event.

DRESS CODE VIOLATIONS

Just because an infraction to the dress code goes undetected, it does not validate its appropriateness.

Category 1 – Can be fixed immediately

- A. Student is asked to correct the problem (parents will be contacted as appropriate)
- B. Dress code email will be sent for frequent violations
- C. Disciplinary actions may be taken after parent contact with no correction

Category 2 – Cannot be fixed immediately (wrong shirt, pants, jeggings, etc.)

- A. If it is neat and modest they can wear it for the rest of the day
- B. If it is NOT neat and modest they can phone home for a replacement or borrow from the front office (if available)
- C. Dress code email will be sent
- D. Discipline form will be completed for frequent violations

ELEMENTARY SCHOOL (K-5) DRESS CODE REGULATIONS

General Requirements of Students

1. Each student will be required to purchase a current year's spirit shirt. This shirt will be worn on all field trips.
2. All shirts must be tucked in at all times. All shirts must be long enough to stay tucked in at all times.
3. Students may wear any polo style (similar to field trip shirt) or dress style shirt provided:
 - a. It is a collared shirt
 - b. It is properly fitted (not oversized or excessively tight)
 - c. It may have a manufacturer's logo no larger than 1 in. x 2in.
 - d. Team logos or other insignias are not allowed.
4. Students may wear any Trinity-Klein Lutheran t-shirt, as long as it includes a Bible verse and is neat and modest.
5. Students may wear long-sleeved shirts or turtleneck-style shirts under other dress code approved shirts, dresses or jumpers. (See #3 and #4) as long as they fit correctly, and no team logo, words, or other insignias are visible. Long-sleeved shirts may not be worn as jackets.
6. Students may wear shorts provided:
 - a. they are of the uniform style and khaki, navy blue, or black in color
 - b. the shorts are modest in length (A general guideline to follow is that the shorts will not be more that 3" above the top of the kneecap as measured when standing up straight. If a child's height makes it difficult to comply with this requirement, parents will need to contact a school administrator.)
7. Students may wear full or capri length regular style blue denim or uniform pants in khaki,

- navy blue, or black provided:
- a. they fit properly (Excessive bagginess or tightness is not allowed. Low cut or hip huggers are not allowed. Jeggings are not allowed.)
 - b. they are in good condition (**No** fraying, tatters, slits or faded apparel.)
 - c. they are worn correctly
 - d. they are free of insignias (other than manufacturer's logo) of any size and other adornments (Adornments include but are not limited to: decorative/multi-color embroidery, loops, extra pockets, sequins, rhinestones, and glitter.)
8. Female students may wear dresses, jumpers, skorts or skirts provided that:
- a. Jumpers, skirts, and skorts are of the uniform style
 - b. they are modest in length and follow the same guidelines as shorts
 - c. any blouse or shirt worn under the dress or jumper has sleeves
 - d. they do not allow for bare midriff or a low cut in the front or back in such a way that modesty is questioned
 - e. they are properly fitted in size
 - f. all dresses, jumpers or skirts must have modest shorts that do not exceed the length of the dress or leggings underneath (with no team logo, words, or other insignias and are at least capri or full length. No above the knee leggings allowed).
9. Jackets, sweaters, sweatshirts and hoodies may be worn at school provided:
- a. Must be worn over dress code clothing
 - b. May have designated TKLS logos
 - c. May have a manufacturer's logo no larger than 1.5in. x 2in.
 - d. Team logos or other insignias are not allowed
 - e. Jackets, sweaters, sweatshirts and hoodies not fitting these characteristics may not be used in the classroom but may be used outdoors.
10. All shoes must have a strap or be enclosed at the heel. High heeled shoes are not allowed. Properly fitting closed-toe shoes are encouraged for safety on the playground and in the labs. All students are required to wear shoes.
11. Hair must be clean. Hair should not cover the eyes or block the student's vision in the classroom. Any hair style or coloring (dyed hair must be a natural occurring color) that is distracting or a disturbing influence in the classroom will not be permitted. The administration reserves the right to determine if a hairstyle is distracting. These will include, but are not limited to, Mohawk and Faux-hawk.
12. Females may wear earrings provided that earring is worn on the earlobe. Jewelry or adornments that are distracting or a disturbing influence in the classroom will not be permitted.
13. Facial makeup will not be permitted

DRESS CODE FOR FIELD DAY - GRADES 1-4

All students will wear a blue Trinity Klein Spirit shirt with athletic shorts and tennis shoes.

DRESS CODE FOR FIELD DAY - GRADES 5

All 5th Grade students will wear neat and modest athletic shorts (basketball-style) in blue, black, or navy along with their spirit shirt from the current school year.

MIDDLE SCHOOL (6-8) DRESS CODE REGULATIONS

General Requirements of Students

1. Each student will be required to purchase a current year's spirit shirt. This shirt will be worn on all field trips.
2. All shirts must be tucked in at all times. All shirts must be long enough to stay tucked in at all times. Belts are encouraged to help students keep their shirts tucked in.
 - a. If a student is asked multiple times to tuck their shirts in, communication will be sent home notifying parents that a belt will be required.
3. Students may wear any polo style (similar to field trip shirt) or dress style shirt provided:
 - a. It is a collared shirt
 - b. It is properly fitted (not oversized or excessively tight)
 - c. It may have a manufacturer's logo no larger than 1 in. x 2in.
 - d. Team logos or other insignias are not allowed.
4. Students may wear any Trinity-Klein Lutheran T-shirt, as long as it includes a Bible verse and is neat and modest.
5. Students may wear long-sleeved shirts or turtleneck-style shirts under other dress code approved shirts (see #3 and #4), as long as they fit correctly, and no team logo, words, or other insignias are visible. Long-sleeved shirts (pullover or button-up) may not be worn as jackets.
6. Students may wear shorts provided:
 - a. they are of the uniform style in khaki, navy blue, or black in color
 - b. the shorts are modest in length (a general guideline to follow is that the shorts will not be more than 3" above the top of the kneecap as measured when standing up straight. If a child's height makes it difficult to comply with this requirement, parents will need to contact a school administrator.)
7. Students may wear full or capri length regular style blue denim or uniform pants provided:
 - a. the uniform pants are khaki, navy blue, or black.
 - b. they fit properly and are worn properly (excessive bagginess or tightness is not allowed. Low cut or hip huggers are not allowed. **Leggings/jeggings are not allowed.**)
 - c. they are in good condition (No fraying, tatters, slits or faded apparel.)
 - d. the jeans are not overly faded or acid-washed - they should be regular denim.
 - e. they are free of insignias (other than manufacturer's logo) of any size and

other adornments (Adornments include but are not limited to: decorative/multi-color embroidery, loops, extra pockets, fading, sequins, rhinestones, and glitter.)

8. Female students may wear dresses, jumpers, skorts or skirts provided that:
 - a. Jumpers, skirts, and skorts are of the uniform style
 - b. they are modest in length and follow the same guidelines as shorts (see #6)
 - c. any blouse or shirt worn under the dress or jumper has sleeves (see #5)
 - d. they do not allow for bare midriff or a low cut in the front or back in such a way that modesty is questioned
 - e. they are properly fitted in size
 - f. all dresses, jumpers or skirts must have modest shorts that do not exceed the length of the dress.
9. Jackets, sweaters, sweatshirts and hoodies may be worn at school provided:
 - a. Must be worn over dress code clothing
 - b. May have designated TKLS logos
 - c. May have a manufacturer's logo no larger than 1.5in. x 2in.
 - d. Team logos or other insignias are not allowed
 - e. Jackets, sweaters, sweatshirts and hoodies not fitting these characteristics may not be used in the classroom but may be used outdoors.
10. All shoes must have a strap or be enclosed at the heel. High heeled shoes are not allowed. Properly fitting closed-toe shoes are encouraged for safety on the playground and in the labs. Shoes must be worn at all times.
11. Hair must be clean. Hair should not cover the eyes or block the student's vision in the classroom. Any hair style or coloring (dyed hair must be a natural occurring color) that is distracting or a disturbing influence in the classroom will not be permitted. The administration reserves the right to determine if a hairstyle is distracting. These will include, but are not limited to, Mohawk and Faux-hawk styles.
12. Females may wear earrings provided that earring is worn on the earlobe. Jewelry or adornments that are distracting or a disturbing influence in the classroom will not be permitted.
13. Light facial makeup will be allowed, but heavy make-up is not permitted. Please use your best discretion. Teachers will provide one warning to a student before they are asked to remove the make-up at school. The administration reserves the right to determine if the make-up is too heavy.

DAMAGES

The child must reimburse the school for the loss or for any damage to the textbooks and other school tools (i.e. calculators, computers). School and church property, including furniture and equipment, must not be defaced, marred or damaged in any manner. Violators will be billed for the amount of damage done or for replacement cost. Students must pay full price for all textbooks lost, regardless of how long the books have been in use.

FOOD/BEVERAGES IN CLASSROOMS

Food and Beverages are to be restricted to the cafeteria area except during snack time and special occasions such as school parties. Beverages such as but not limited to Starbucks are not to be brought in the classrooms.

GUM CHEWING

No student is to chew gum while on the school grounds or during any school sponsored activity that is not on campus.

HALLWAY BEHAVIOR

No student is to be in the hallway or anywhere outside his classroom without permission while his class is in session. To avoid interrupting classes that are in session, students in the hallways while changing classes, etc., are required to refrain from loud talking, slamming locker doors, running or other acts which are likely to cause a disturbance.

INVITATIONS & GIFT EXCHANGE

Invitations and individual gifts may not be given out on school grounds unless they include the entire class. An exception will be allowed if all the girls/boys in homeroom or grade level are included.

LOCKERS

Students in grades 6 through 8 are issued lockers on the first day of school and are responsible for the use and condition of each.

The student is totally and personally responsible for the locker he/she occupies. He/She is to keep it neat and clean at all times. No decorations of any kind are permitted on the outside of the locker door unless authorized. Students are to refrain from using their lockers for storing dirty gym clothes. The school reserves the right of inspection of all lockers at any time. No stickers may be placed either inside or outside the locker.

BACKPACKS AND PURSES

(GRADES 5)

Purses/Backpacks are to be stored in lockers during the school day.

(GRADES 6-8)

There are racks in each homeroom class for storage of lunches/backpacks. Purses should be stored in a *locked* locker. Backpacks can be worn to classes throughout the school day but must be properly stowed under the student's desk or in the classroom area as designated by the teacher.

NUISANCE ITEMS

Nuisance items including (but not limited to) make-up, toys, comic books, magazines, trading cards, and games are not to be brought to school. Teachers may allow these items under special circumstances. Nuisance items will be confiscated and may not be returned.

TKLS is not responsible for the loss of or damage to nuisance items that are brought to school.

CELL PHONES

Cell phones and other unauthorized electronic devices are not to be used at school or on school grounds during the school day which included morning and afternoon Extended Care. The school day also refers to any and all school sponsored field trips or off-campus activities, such as Field Day. If a student's electronic device is seen, used, or heard during the school day, it will be confiscated and turned over to school administration. Electronic devices include, but are not limited to, Kindles, iPods, Apple Watches or other watch devices with texting capability.

Cell phones and other electronic devices are permitted at athletic events on/off campus as indicated and supervised by the individual coach. Coaches have the right to specify times that phones can and cannot be used at athletic events. Misuse of this privilege will result in consequential measures as stated below.

The consequences are as follows:

1st offense – Discipline form and \$25 fine

2nd offense – Detention, parent must collect phone, and \$25 fine

3rd offense – Suspension, \$50 fine, and parent must meet with administration

TKLS is not responsible for or damage to electronic devices that are brought to school or athletic events.

MEDIA OUTPUT

Any media output, including but not limited to texting, email, and internet directed toward a member of Trinity's student body, faculty, or staff that does not comply with the TEN COMMANDMENTS (as defined in Luther's Small Catechism), may be cause for disciplinary action. This action may include but not limited to expulsion, suspension, detention, and/or required counseling.

PETS

Pets are not allowed on the Trinity campus.

TRINITY KLEIN DISCIPLINE GUIDELINES

LOVE AND LOGIC

Trinity Lutheran School has adopted many of the principles of the *Love and Logic* method of working with students. This methodology promotes healthy parent/teacher and teacher/student relationships and positive school wide discipline.

The principles of *Love and Logic* provide guidance for our faculty and staff to:

Set limits in the classroom without anger

Provide underachievers hope and willingness when the going gets tough

Build strong connections between home and school

Improve attendance

Manage disruptive students

Make teaching and learning more fun and productive

Immediately handle disruptive students

Get and keep students' attention

Build positive student-teacher relationships

Help students own and solve their own problems

Bully proof children, diffuse power struggles, and handle difficult people

Discipline is based on biblical principles and the use of *Love and Logic*. *Love* allows children to grow through their mistakes; *Logic* allows them to live with the consequences of their choices. *Love and Logic* teaches kids to be responsible and think for themselves and to be prepared for the real world. This *Love and Logic* method causes the child to see authority as the “good guys” and their own poor decisions as the “bad guy.” When done on a regular basis, kids develop an internal voice that says, “I wonder how much pain I’m going to cause for myself with my next decision?” Kids who develop this internal voice become more capable of standing up to peer pressure. Self-confidence is achieved through struggle and achievement, not through someone telling you that you are number one. Self-confidence is developed when kids have the opportunity to discover that they can indeed solve their own problems with caring adult guidance.

RESPECT BASED PRINCIPLES

Fulfilling the mission of the school is a process of teaching individuals about respect and learning to live our lives with the ultimate respect for God and His commandments. All disciplinary action at Trinity Lutheran School is done with the purpose of teaching young people to grow and mature in their attitudes toward God, others, and themselves.

RESPECT GOD

Obey His commandments

RESPECT OTHERS

Love your neighbor as yourself

RESPECT CLASS TIME

Listen

Follow instructions

Participate

RESPECT PROPERTY

Take care of God's gifts to us

RESPECT YOURSELF

Do your best

PARENT SUPPORT

Upon enrolling your child at Trinity you agree that your child will be subject to all Christian discipline rules and regulations. Good communication between teacher, parents, and child will help to make the total area of discipline a positive, beneficial experience. Parents will be notified of disciplinary action in a timely manner. Any parental concern about a teacher's attitude, discipline action, or other behavior affecting the student/teacher relationship, needs to be expressed to the teacher so resolution can take place. In administering discipline, an attempt will be made to be as consistent and uniform as possible. Discipline policies are formulated by the administration and the teaching staff, and approved by the Board of Christian Day School. Lack of parental support for school staff in discipline measures is a reasonable cause for the Board of Christian Day School to ask a family to remove their children from the school. It is our belief that if you can't trust school personnel to discipline your children, then we can not properly educate your child.

TEACHER ACTION

As a Christian community, we treat each other with love, respect and acceptance as fellow Christians and children of God, working together to create an environment of care, security, compassion, mercy, faith, and concern in which students can achieve academic success and grow in personal faith and in their relationships with those around them.

Teachers strive to be examples by:

- Loving God by keeping His commandments
 - Matthew 22:37-38
- Loving your child enough to let them try to solve the problems they create.
 - Matthew 22:39
- Offering solutions to your child to help them solve the problems they created.

- Stepping in when a problem is not being solved.
- Stepping in to solve problems they did not create.
- Solving problems by assessing situations uniquely according to the people and circumstances involved.
- Philippians 2:1-4

“Therefore if you have any encouragement from being united with Christ, if any comfort from his love, if any common sharing in the Spirit, if any tenderness and compassion, ² then make my joy complete by being like-minded, having the same love, being one in spirit and of one mind. ³ Do nothing out of selfish ambition or vain conceit. Rather, in humility value others above yourselves, ⁴ not looking to your own interests but each of you to the interests of the others.

A teacher’s behavior should center on maintaining an attitude of: love, joy, peace, patience, kindness, goodness, faithfulness, gentleness, self-control, and forgiveness. If a parent ever feels a teacher’s actions are not consistent with this commitment (Matthew 18:6-9), please let them know so a visit can be arranged. (Matthew 18:15-17)

As parents and teachers, our best method of behavior management is to serve as models of proper, Christ-like resolutions to conflicts.

The 4 G’s of resolving conflict:

1. **Glorify God** - How can I please and honor God in this situation, and how can I give witness to what He has done for me through Christ?
2. **Get the log out of your eye** - How have I contributed to this conflict and what do I need to do to resolve it?
3. **Gently restore** - How can I help others to understand how they have contributed to this conflict?
4. **Go and be reconciled** - How can I demonstrate forgiveness and encourage a reasonable solution to this conflict?

Reconciliation requires disputing parties to meet with each other, not to complain or gossip to others. Christians improve relationships when they take the opportunity to meet, talk, mutually confess, forgive, and reconcile. Peacemaking is not about winning; it is about coming to a God-pleasing conclusion. Students benefit from teachers and parents working together in the present to assist them and equip them for the future.

VIOLATION OF RESPECT CODE

Students may be subject to disciplinary action for the following reasons. This list is not all-inclusive.

Respect of God

Taking the name of the Lord in vain / Inappropriate language
Cheating / Plagiarizing / Forgery
Disruptive or inappropriate behavior during chapel or during prayers
Inappropriate attitude or behavior
Failure to follow school policy.

Respect of Others

Theft
Verbal abuse / Gossip / Rudeness / Unkind behavior
Physical Abuse / Fighting
Lack of common courtesy

Respect Class Time

Tardiness
Lack of attention or participation
Excessive talking / Lack of self control
Not following classroom procedures

Respect Property

Defacing school property
Destroying school property
Malicious mischief
Textbook not covered

Respect Yourself

Possession or use of illegal drugs, alcohol, or tobacco
Gambling
Failure to get responsibility form signed by parent
Inappropriate display of affection

ADMINISTRATION OF NEGATIVE CONSEQUENCES

Teacher Action: Teachers in the Elementary School may take away activity privileges such as computer time, recess time, or center-time. Elementary teachers will determine whether a phone call or note home is necessary. All students may be placed in a time out situation in isolation or be placed in isolation for lunch. Students may be asked to write a forgiveness note or a note explaining correct behavior. Middle School teachers may issue a discipline form indicating service plan, detention, or other indicated consequence that will require a parent notice of receipt.

STUDENT CONSEQUENCES FOR SPECIFIC INAPPROPRIATE BEHAVIOR

Examples will be given for each infraction listed below. Please note that these examples are meant to be a guide and are not all-inclusive. A pattern of disobedience may result in serious consequences which may include but not be limited to suspension or expulsion.

Disregarding School Rules

Examples: Chewing Gum or having food in class
Running in hallways and on sidewalks
Violating Dress Code
Writing or passing notes
Possession of nuisance items or cell phones

Consequence: Student receives discipline form and possible detention

Classroom Disruptions

Examples: Tardiness
Excessive Talking / Lack of self-control
Failure to follow teacher directions

Consequence: Student receives discipline form and possible detention.

Inappropriate Behavior to Authority Figures

Examples: Use of sarcasm or raising one's voice
Deliberate disregard or defiance of instructions
Deliberate disregard or disrespect using web/media output pg. 36

Consequence: Student will receive a discipline form;
Student will receive consequences ranging from a possible detention to suspension.

Inappropriate Language

Examples: Cursing or Swearing
Name Calling
Gossip

Consequence: Student receives a discipline form and/or detention

Inappropriate Physical Display

Examples: Touching someone in an inappropriate bodily area
Hitting, Slapping, Biting, Kicking, Choking / Physical Violence
Manipulating the clothing of another person
Using physical force against another person

Consequence: Student meets with administration, receives consequences ranging from a detention to suspension depending on severity of incident and prior discipline.

Cheating

Examples: Looking at another student's work during a quiz or test
Copying another person's work
Having possession of another student's assignment
Plagiarizing (Copying) another document from the Internet or written text
Using notes when they are not allowed (cheat sheets)

Consequence: Student receives a 0 grade on the item (assignment, quiz, test, project);
Student receives a discipline form.

Forgery

Examples: Student signs a parent's signature on a form

Consequence: Student may receive a suspension.

Public Display of Affection (PDA)

Examples: Holding Hands
Kissing
Excessive touching / hugging

Consequence: Student receives consequences ranging from a discipline form to detention.

Making Personal Threats

Examples: Written or Verbal Statements to do physical harm to another person.
Also see page 36 – Media Output.

Consequence: Student receives a suspension

Theft

Examples: Taking something that is not yours
Finding an item that does not belong to you and failing to turn it in

Consequence: Student meets with administration and receives a suspension

Destroying or Defacing School Property

Examples: Writing on desks or walls
Intentional flooding of restrooms
Using furniture in a manner other than that for which it was intended

Consequence: Must pay for the repair or replacement of the item damaged;
Student receives a discipline form;
Student receives consequences ranging from detention to suspension.

Sexual Harassment

Examples: Using inappropriate sexual terminology to attack or ridicule another Person;
Making reference to, suggesting, or participating in sexual behavior;
Touching someone inappropriately

Consequence: Making lewd gestures or sexual gyrations
Student meets with administration and receives **consequences ranging from and not limited to counseling, detention, suspension, or expulsion**

Major Offenses with Serious Consequences

Activities: Possession of a Gun, Knife, or Weapon at any school sponsored activity
Possession of an Illegal Drug, Alcohol, or Tobacco at any school sponsored activity
Selling or distributing a controlled substance
Charged with a criminal activity

Consequence: Student receives suspension and/or possible expulsion

A student may be expelled permanently by the School Administrative Staff. The expulsion will be preceded by a meeting with parents or guardians. The parents or guardians may appeal the expulsion to the Board of Christian Day School if they believe it to be unfair.

DISCIPLINE FORM: A specific form is sent or emailed home explaining inappropriate behavior and the consequence. This form includes a place for the teacher to comment and communicate the problem to the parents. There is a place for parents to comment and sign or they may email back a response.

The student is expected to bring the form back to school the next day completed and signed by the parents. If the student fails to bring back the notice completed or signed, the parents will be called and notified. The student will then have an extra day to bring it in. Failure to do so the following day will result in in-school suspension.

DETENTION: A student serving detention will either serve for **up to** one hour on a designated afternoon (3:30-4:30) or during a lunch period as designated by administration or teaching staff. Detentions will not be altered to accommodate school sponsored activities or student schedules. A student may be asked to do physical work to improve our facilities. They may do physical fitness conditioning or work in study hall during this 1 hour. This will be at the discretion of the Principal or the Director of Elementary or Middle School. If a child is absent the day detention is assigned, the detention will be served on the next designated detention day.

IN-SCHOOL SUSPENSION: Students may serve in-school suspension if classroom behavior is inappropriate in such a way that it is getting in the way of others ability to learn. In-school suspension may be administered for cases of a repeat offense. This form of discipline may also be administered if it is believed by administration to be the most appropriate consequence. Students serving in-school suspension are required to do all of the daily school work and have each teacher sign off that it was adequately completed.

OUT-OF-SCHOOL SUSPENSION: For inappropriate student behavior considered to be a major offense, students may be suspended for 1-3 days, or until specified criteria is met. For example, counseling may be required, and the student will not be readmitted until enrollment and participation in the required counseling program is in place. Out-of-school suspension may also be served in cases where in-school suspension is deemed not practical by administration. Students serving out-of-school suspension are required to do all of the daily school work and have each teacher sign off that it was adequately completed.

REVOCAION OF STUDENT PRIVILEGES: Any student who receives any combination of two school suspensions during the school year will have all off-campus privileges revoked for the remainder of the year. These privileges will be revoked immediately from the time the second suspension is given. Off-campus activities include but are not limited to field trips, any athletic or academic competition on another campus, outdoor education, and school parties. The student will also lose off-campus privileges the following year if one school suspension is obtained in that year. Parents will be responsible for any financial loss due to the suspensions which could be the case for the Leadership Retreat, Outdoor Ed, the Washington, D.C. trip, various field trips, and/or the Valparaiso, Indiana basketball trip.

COMMUNICATION WITH PARENTS

PARENT-TEACHER COOPERATION

Cooperative effort is absolutely essential between parents and teachers. A close contact between school and home should be maintained to avoid misunderstandings. As Christians working together, we shall desire to pray for each other and to remember that as parents and as teachers we serve the Lord.

RENWEB

TLS has implemented an online school management system, RenWeb. RenWeb will be the primary source for information on billing, grades (except final year-end grades), and other important information. Parents are responsible for creating a login account and completing contact and medical information, as well as maintaining accurate information throughout the year. Technical support is available by contacting the school office.

RenWeb, Google Sites, and Google Classroom are the communication methods used by Trinity Klein Lutheran School. RenWeb is primarily used for grades, email communication, family/student data, and financial data.

Google Sites and/or Google Classroom are the primary means to communicate grade level and classroom

REPORTS TO PARENTS

Reporting to parents is done midway through the grading period with a progress report and at the end of each grading period with a report card. All report cards and progress reports are to be signed by parents and returned to the child's teacher. Parents are encouraged to discuss the progress of their child with the teacher at any time that is mutually convenient. There is a mandatory parent-teacher conference following the first grading period.

Parents will be notified of test/quiz results as follows:

1st-3rd: Folders with student work sent home weekly, parent signature may be required on assignments

4th-8th: No parent signatures required on test or quizzes/gradebook is updated weekly on RenWeb

PARENT-TEACHER CONFERENCE

An official parent-teacher conference will be held after the first nine week period. Conference times will be scheduled in advance and all families are expected to participate.

Parents may contact teachers at any time to set up an appointment for a conference if they have any concerns.

CLASSROOM AND TEACHER VISITS

It is a goal of our teachers to visit with all new students prior to the first day of school. This may take place through a private scheduling or at our Meet the Teacher event.

RESPONSIBILITY FORM

Any student who is negligent in carrying out daily responsibilities such as turning in homework assignments or bringing needed classroom materials will be given a responsibility form so that the parents are made aware of the student's behavior. The purpose of the responsibility form is to communicate with and to inform parents. No disciplinary action is taken for a responsibility form. Should the student not return the responsibility form signed by the parent, the student will be given a discipline form, and will serve detention.

In order to empower our students we must give them age appropriate responsibilities. Understanding that students are developing and may fail to complete a given responsibility, we believe that a certain amount of leniency is appropriate. While a certain amount of leniency is appropriate, standards are needed to guide the student toward independence and responsible behavior. The following standards have been developed:

Elementary School

Responsibility Parent Communication

- 1st – 3rd grade – formal parent communication can be utilized when a student struggles

with classroom responsibilities.

- 4th grade – formal parent communication can be utilized when a student struggles with classroom responsibilities. In the event responsibility forms (sent electronically through RenWeb) are needed a maximum of 8 responsibility forms are allowed per grading period
- 5th grade – The student is allowed 6 responsibility forms (sent electronically through RenWeb) per teacher with a maximum of 4 per subject area.

Once the maximum number of responsibility forms has been given, any partially completed assignments will be graded as is. In an effort to maximize student success, a teacher may initiate an individualized written plan for a student regarding missing work, the teacher will contact parents to arrange a conference to work together to implement the plan.

Middle School

The following only applies to responsibility forms (sent electronically through RenWeb) of an academic nature (missing or incomplete assignments).

- 6th grade class – The student is allowed 3 responsibility forms per subject per quarter for the 1st semester. This number will drop to 2 forms per subject per quarter for second semester.
- 7th grade class– The student is allowed 2 responsibility forms per subject per nine weeks for the 1st semester. This number will drop to 1 form per subject per nine weeks for second semester.
- 8th grade class – The student is allowed 1 responsibility form per subject per nine weeks.
- H.S. Credit classes – The student is allowed 1 responsibility form per H.S. Credit class per nine weeks during first semester but is not allowed any responsibility forms during second semester.

Once the maximum number of responsibility forms has been given, any partially completed assignments will be graded as is. Students who do not have an assignment at the time it is due (whether it is in their locker, misplaced, or forgotten) will receive a zero for the assignment.

Students are still held responsible to know the content of the assignment for future evaluation purposes.

In an effort to maximize student success, a teacher may initiate an individualized written plan for a student regarding missing work.

If a student's academic progress continues to be lacking due to a lack of responsible effort on the part of the student and results in a failing grade or grades, the student will be asked to leave Trinity and continue their education at another institution.

GRIEVANCE POLICY

When a parent feels that there is a situation existing that causes conflict either between the teacher and the student or between the teacher and the parents, then the following procedure needs to be followed. The procedure follows Biblical principles in dealing with personal differences.

A) Classroom Teacher Grievance

- The parent(s) should schedule a conference with the teacher so the conflict can be discussed and resolved. (Using Love & Logic premise, let those who create the problem have the chance to solve it.)
- If after the conference, the parent(s) feel the situation is still unresolved, they should seek counsel from administration and determine whether filing a formal grievance is the next appropriate step.
- The administration will accept the grievance form, review it, and schedule a conference with both the parent(s) and the teacher.
- Matters of classroom discipline/management, student relations and safety, and facilities will be referred to the Director of Elementary and/or Director of Middle School for review.
- Matters dealing with academics, instruction, admissions, and curriculum will be referred to the curriculum director for review.
- Matters regarding Athletics will be referred to the Coach/Athletic Director.
- The principal is available to offer general counsel after proper channels have been pursued.
- If after this second conference, the parent(s) feel the situation is still unresolved, the principal will review the grievance and conference with the parent(s).
- If after this third conference, the parent(s) still feel the issue is unresolved, they may submit the grievance to the school board and request permission to address the issue at the next regular scheduled Board of Christian Day School meeting. This request must be submitted one week prior to the meeting to the chairman of the BOCDS.

B) Administration Grievance

Anyone having a conflict with the way the administration implements school policy, may also file a grievance.

- The parent(s) should schedule a conference with the administrators where the conflict is discussed.
- If the conflict is still unresolved, the parent(s) may fill out a written grievance and request that the grievance be addressed at the next regular scheduled Board of Education meeting. The request must be made one week in advance of the meeting to the chairman.

PARENT OPPORTUNITIES TO ASSIST TRINITY KLEIN LUTHERAN SCHOOL

FAMILY ASSISTANCE

Trinity has a financial assistance program in place to assist families who struggle to meet the financial responsibilities required by Trinity Lutheran School. These families have filled out an application and it has been determined that there is a real financial need. If the Lord has blessed you financially, we would welcome your donation. Checks should be made out to Trinity Lutheran School and it should be specifically designated "FINANCIAL AID." This is a tax-deductible donation and you will receive a letter recognizing your donation.

FUNDRAISERS

Trinity Lutheran School, in cooperation with the PTL and Booster Club, has limited fundraisers during the school year. While we hope that you participate, it is not required. It is not our intention to pressure or make anyone feel less significant because they do not participate in a fundraiser. All organizations must submit yearly fundraising plans to the Board of Christian Day School. All fundraisers must have Board approval.

THRIVENT CHOICE GIFT PROGRAM

Over the years, we have been blessed with generous donations from individuals who demonstrate their support of our ministry. Many of these gifts have been supplemented through a wonderful gifting program called "Thrivent Choice."

This one-of-a-kind gifting program is offered individually by Thrivent Financial for Lutherans. It's an exciting way for eligible Thrivent Financial members to increase the impact of their financial support to Lutheran organizations and institutions.

Thrivent Financial for Lutherans will contribute a financial gift that an eligible individual donates through the program, up to their maximum supplement each year, based on program guidelines. It's an easy, convenient way to make your gift accomplish even more.

If you are a benefit member of Thrivent Financial for Lutherans simply fill out the Thrivent Choice form online at Thrivent.com referencing Trinity Klein Lutheran School's ID number.

If you are not a benefit member of Thrivent Financial, membership information is available at www.thrivent.com or by contacting your local Thrivent Financial representative, Mark R. Hemann @ (281) 528-7900.

TRINITY LUTHERAN EDUCATIONAL TRUST FUND

The Educational Trust Fund allows donation to support Trinity for years to come. When money is deposited in the trust fund, the principle stays in the fund and is not used. The fund therefore continues to grow and accumulate. The interest accumulates on a yearly basis. Trinity has used

this fund to assist families with scholarships, computers, and an intercom system just to name a few. We have had many people designate this fund for memorials for loved ones. Donors giving over \$1,000 will be recognized on a plaque at Trinity.

VOLUNTEER OPPORTUNITIES

Eagle Parent Involvement Community (E.P.I.C)

The success of our school is dependent upon the cooperation and volunteer efforts of our parents. Eagle Parent Involvement Community (EPIC) is an organization that provides volunteer experiences.

EPIC has several functions, the most important being cooperation and communication between parents and school. Meetings are held the 2nd and 4th Wednesday of every month immediately following chapel. EPIC provides an opportunity to meet new people, serve the school, talk with one another, and become an active participant in the process of educating our children through dedicating time and talents.

ROOM MOTHERS

TKLS seeks room mothers for each class room every academic year. These parents help organize the class parties and field trips. All parents are invited to help participate in these events.

TEACHER ASSISTANCE PROGRAM

The TAP program works throughout the year providing assistance to the teachers and staff. The work includes running off student worksheets and tests, general office work, and special projects. There is even work that can be done from home.

GRANDPARENTS DAY

Every other year TKLS sponsors a day to honor grandparents. Students are encouraged to invite their grandparents to a special program.

Booster Club

As the parent/guardian of a student involved in any of our athletic teams, you are automatically a member of the Booster Club. The Booster Club is led by an action team that consists of three officers (president, vice president, and secretary) and a number of appointed positions (service coordinator, events, concessions, communications, and Spirit Shop Coordinator) with the Athletic Director serving as advisor.

Booster Club's purpose is to "encourage, promote and help support" Trinity's teams and athletic program. Boosters operate concession stands and collect admissions at our home games. Booster sponsors the sale of Spirit shirts and fan wear. They organize and sponsor the Trinity

Klein Invitational Basketball Tournament, a JV Volleyball tournament, a Cross Country meet, and many other events. We host a Field Day every May for area Lutheran schools 5th-8th graders.

With the proceeds of the school's fundraising efforts, the Booster Club pays the referees for our games, provides physical education and athletic equipment, team uniforms, and more. The Booster Club has also been a major contributor toward capital improvements such as school vehicles, scoreboards, and athletic field upgrades.

FUNDRAISERS

Annual Fund

The Annual Fund is an annual campaign held each fall to raise funds to provide enhancements to our campus, grow our academic and extracurricular programs, provide need based financial aid and offer cutting edge technology. Accreditation agencies and potential donors consider participation and results of an annual fund campaign to be key indicators in determining their support of an organization. We need every family to participate to provide the best possible educational opportunities for our students.

Gala

Trinity Klein Lutheran School hosts a Spring Gala. The gala is a time of fellowship, fun, and an opportunity to raise needed event funds for the school. This event is held off campus and requires the participation of families to make it a success.

Corporate Sponsorships

Our generous corporate sponsors demonstrate their support of students and education at Trinity Klein Lutheran School and we want to make sure you are recognized in return. Corporate Sponsorship offers your company, corporation, or organization a unique advantage with communication platforms that promise to reach hundreds of school and early childhood families throughout the school year and summer months. Enrolled families, former students, church members and visitors will be able to see your support of Trinity Klein Lutheran School.

Regardless of the plan you select, every dollar goes directly toward programs and projects that support Trinity Klein Lutheran School as we strive to create disciples for Christ who Worship, Grow, Serve, and Go. 2018-2019 Corporate Sponsorships will conclude August 1st 2019.

To learn more about our Corporate Sponsorship program, call or email Erika Alman, Director of Development at almane@trinitykelin.org or call 281-376-5810.

Trinity Lutheran Church and School

A Covenant of Understanding with Parents Whose Children Attend Trinity Lutheran School

Preliminary Comments

Because of our affiliation with The Lutheran—Missouri Synod, Trinity Klein Lutheran Church & School takes upon ourselves certain “givens” in our understanding of faith and life. We believe that all statements, policies, and procedures of the Lutheran Church must be Christ centered, biblically based, and in concert with both the Great Commission (*Go and make disciples of all nations.* Matthew 28:16-20) and the Great Command (*A new command I give you: Love one another.* John 13:34) given to us by our Lord Jesus Christ.

With those non- negotiable principles solidly in place, we gladly face the challenges that come to those who bring the Holy Son of God to a sin filled world and thankfully communicate that the Purpose Statement of this congregation is: *“To help people see, believe and receive Jesus and to serve Him with their lives.”*

The Congregation’s Beliefs

Trinity Klein Lutheran Church & School believes that all children benefit from a Christian education. Following Jesus’ direction in Mark 10:14, “Let the little children come to me, and do not hinder them, for the kingdom of God belongs to such as these,” we promise to provide this education to the best of our ability--God enabling and empowering us to do so.

Trinity Klein Lutheran Church & School recognizes that the home is the God-ordained primary source of student learning and living. Therefore, we believe that the highest and most enduring benefits are achieved when parents, their children, and the school are devoted to the same beliefs and ideals of Christian faith and life and when they work together to accomplish them.

To that end, we promise that our pastors, teachers and staff will teach, embody, and live in a manner consistent with the Christ-centered, biblically-based beliefs of Trinity Klein Lutheran Church.

We understand that not all families whom we serve in our preschool and school share our faith or desire to live the lifestyles to which we believe our Lord saves and calls us. However, we believe that the opportunity to minister to the children of these families is of paramount importance and an integral part of our reason for being. Therefore, we welcome children from these families as God’s gifts to us. We are listing below our fundamental beliefs as Lutheran Christians so that it will be clear if there is a difference between what children are instructed in church and home.

Our beliefs include but are not limited to:

- God is the creator of all things. As part of creation, God created human beings in His own image, both male and female. (Genesis 1,2)
- The Bible is God's infallible and inerrant Word and the means by which we come to faith in the Triune God (1 Timothy 3:16)
- Jesus is our Savior and the only way to heaven. He came to earth to restore our separation from God caused by sin. As both God and man, he lived a perfect life, suffered, died on a cross and was resurrected so we can have forgiveness of our sins, peace with God and life eternal. (John 3:16)
- Saving faith is a gift brought to us through the Holy Spirit. It is not our working or decision; it is God's. (Ephesians 2:8,9)
- The Ten Commandments reveal God's will to us regarding our relationships between God and Man and our relationships with each other. No one keeps God's Law perfectly, so we all depend on his undeserved grace. (Matthew 22:37-39; Romans 3:23; Ephesians 2:8,9)
- For freedom Christ has set us free; therefore we do not burden people's consciences with issues God has neither commanded nor forbidden in his Word. (Galatians 5:1)
- God's people respond to his love by worshipping him regularly and supporting the church with their time, talents and treasure. (Exodus 20:8, Acts 2:42,46; Ephesians 2:10; 2 Corinthians 9:7-15)
- Marriage is a life-long relationship between a man and a woman. We believe in Abstinence before marriage and fidelity in marriage. (Mark 10: 6-9).
- We affirm Holy Scripture when it declares that because of our sinful desires people have and do exchange natural relations between men and women for unnatural ones. (Romans 1:24-27). Also, attempting to alter God's plan in His creation of the male or female is against God's will and leads to the un-natural. (Deuteronomy 22:5)
- Furthermore we affirm the words of Scripture that declare to all of us in this sinful world that; "You have no excuse, you who pass judgment on someone else, for at whatever point you judge the other, you are condemning yourself, because you who pass judgment do the same things." (Romans 2:1-3)
- Sanctity is to be afforded to human life, which begins at conception and is valued throughout all stages and conditions—including those who are in the womb, disabled, or elderly. (Jeremiah 1:5; Acts 17:25)

The sacraments are to be administered in accordance with God's Word. We believe in infant baptism and in Christ's real presence in Holy Communion. (Acts 8: 28, Acts 2:38-39, Matthew 26:26,28; 1 Corinthians 11: 23-24)

Again, we understand that not all our families share our beliefs and may live in ways that are not in full harmony with these beliefs. However responding to Christ's desire for all people, including ourselves, to come to an ever deepening and growing knowledge of the Son of God, we welcome the opportunity to minister to these families and make all the resources of the church, including dialog and prayer with our pastors, available to all families whose children attend Trinity Klein Lutheran School.

Covenant Commitments Expected of our School Families

- When differences between the beliefs of the church and families exist, families acknowledge that the church will not compromise our biblically-based teachings, whether the subject is religion, science, ethics, sex education, or any other topic.
- Families agree to not promote behavior or doctrinal positions contrary to the confession of Trinity Klein Lutheran Church and School at any school function or at any event to which Trinity Klein Lutheran Church and School students are invited.
- Families who have differences with these doctrinal and moral issues agree to communicate their concerns in personal dialog with our pastor(s) as opposed to involving themselves in conversations with other school families in ways that could lead to division and disruption in our school community.
- Families who fail to honor this covenant will be called upon to meet with designated leaders of Trinity Klein Lutheran Church & School. The outcome of this meeting may result in the family being directed to withdraw their child(ren) from enrollment at Trinity Klein Lutheran School.

Community Representation

A fundamental expectation of those who are a part of the Trinity Klein Lutheran School family is that all students, parents, and staff members will represent Jesus and respect the mission of Trinity Klein to reach the tens of thousands for Christ at all times at all times, not just during school hours. As representatives of Jesus and Trinity Klein, we each hold the responsibility to safeguard the reputation and public perception of the school and refrain from any activity that would cast a negative light on Trinity Klein or cause someone to question the authenticity of the Savior we represent. Examples of such activities include, but are not limited to:

- Any display of inappropriate content, any negative reference by name, or any disparaging remark about Trinity Klein or anyone affiliated with Trinity Klein on personal internet blog sites (public or private), Facebook, Twitter, or other social media.

- Participation in any group or organization whose reputation is not above reproach.

Individuals are not authorized to use the school name, logo, insignias of Trinity Klein on social media sites or any other public forum, in any manner that would appear to be sponsored by Trinity Klein, without prior permission from the Head of School.

Trinity Klein will guard the reputation of the school and individual persons affiliated with the School by implementing appropriate discipline for behavior in violation of this policy.

This Covenant is entered into on this date: _____

Parent's/Guardian's Signature _____

Print Name _____

Parent's/Guardian's Signature _____

Print Name _____

In the name of the Father and of the Son and of the Holy Spirit. Amen.