

**TRINITY FIRST LUTHERAN SCHOOL  
HANDBOOK**

**Equipping Learners,  
Sharing Hope**

**2010 – 2011**

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## **PREFACE**

The purpose of this book is to acquaint parents and their children with the educational program of Trinity First Lutheran School. It sets forth our objectives and philosophy of education as well as outlining our policies of operation. We hope that it will also inspire many to make use of the various agencies of our school and to grow in grace and the knowledge of our Lord Jesus Christ.

## **STATEMENT OF PURPOSE**

Trinity First Lutheran School is an important part of the total ministry of Trinity First Lutheran Church. The school seeks to provide quality education for children and their families in a nurturing setting that is sensitive to the cultural diversity of our community and its unique needs. The program seeks to develop the child's total human potential by developing his or her talents and skills for responsible Christian living as an individual and as a member of Christ's family and our society.

## **A BRIEF HISTORY OF TRINITY FIRST LUTHERAN SCHOOL**

The members of Trinity First Lutheran Church founded Trinity First Lutheran School in 1859. With the exception of six years, during the Depression and World War II, it has continued to offer Christian education to its members as well as non-members. The importance of providing the finest "Christ-Centered" education is emphasized by the fact that although the church and school remain in a location near the downtown area, relocating was dismissed in the face of the community need.

Because of its philosophy and methodology, Trinity First has over the past 150 years expanded its area of service to beyond the immediate community. The student body represents children and families from various racial, religious and social-economic areas. All of these are combined to create a learning, working, and growing atmosphere in Christ.

## **NON-DISCRIMINATION POLICY**

Trinity First Lutheran School admits students of any race, color, national and ethnic origin to all the rights privileges, programs and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national or ethnic origin in administration of its educational policies, admissions policies, scholarship and loan programs and athletics or other school-administered programs.

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## SCHOOL HOURS

School is in session from 8:15 a.m. to 3:15 p.m. daily, Monday through Friday. Parents may bring their children to school no earlier than 8:00 a.m. Children arriving before 8:00 A.M. or remaining at school after 3:30 p.m. will be brought to our after school program (Tiger Club) at the parent's expense. *The preschool's hours are listed in the preschool handbook.*

## WHO'S WHO

### STAFF

Pastor	Rev. John Schildwachter <i>(Ext 13)</i>
Principal	Mrs. Sarah Wippich <i>(Ext 12)</i>
Ministry Assistant	Mrs. Sara Neterer <i>(Ext 10)</i>
School Secretary	Ms. Theresa Farrand <i>(Ext. 11)</i>
Food Service	Caravan Kids Catering
Lutheran Special Education Ministries	Mrs. Michelle Melde <i>(Ext. 23)</i>

### TEACHERS

Preschool	Ms. Nadine Keck <i>(Ext. 15)</i>
	Mrs. Karen Hogan <i>(Ext. 19)</i>
Preschool Aide	Ms. Natalie Kelly
Kindergarten	Mrs. Andrea Olson <i>(Ext. 21)</i>
First Grade	Ms. Sheila Rice <i>(Ext. 17)</i>
Second & Third Grade	Mrs. Terri Bentz <i>(Ext. 18)</i>
Fourth Grade	Miss Nicole Hayenga <i>(Ext. 16)</i>
Fifth & Sixth Grade	Mrs. Chrissy Tredray <i>(Ext. 22)</i>
Seventh & Eighth Grade	Ms. Melissa Thaemert <i>(Ext. 20)</i>

**This Handbook contains Guidelines.  
These Guidelines may be changed without prior notice.**

## **OBJECTIVE OF CHRISTIAN EDUCATION**

It is the objective of Christian education to help a child discover his or her salvation through faith which is in Christ Jesus, and to train him or her for Christian living. In order to fulfill this objective of education, the following objectives are our goal.

- The children will learn that God has created them and that He loves and cares for them as His own children.
- The children will grow to love their relationship with God and His Word, the Bible.
- The children will obtain an unselfish love for their classmates as well as other people.
- The children will grow to appreciate all that God has made, and to give thanks to Him for what He has done for them.
- The children will gain a basic knowledge of Christ as their Savior and Lord.

Furthermore, it is the purpose of Christian education to:

- Strengthen the influence of Christ in the home.
- Strive for excellence in education in a Christian setting.
- Share the Christian faith in the world.

**God promises:**

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

**Proverbs 22:6**

## **CURRICULUM**

### **RELIGION**

Worship Experience  
Bible Study  
Memory Work  
Luther's Small Catechism  
Church History  
Life / Values Application

### **MUSIC**

Appreciation  
Singing  
Music Theory  
Performance  
Traveling Choir

### **ART**

Appreciation  
Drawing  
Painting  
Spatial Relationships  
Crafts

### **MATHEMATICS**

Basic Math Skills  
Geometry  
Number Use  
Drill Work  
Pre-Algebra  
Problem Solving

### **GENERAL KNOWLEDGE**

Research  
Computer Skills  
Data Interpretation  
Discrimination of Information

### **SCIENCE**

General Science  
Experimentation  
Health  
Natural Science  
Physical Science  
Life Science

### **SOCIAL STUDIES**

Home-Community Living  
Geography  
Current Events  
History  
Map Skills  
Cultural Awareness  
Citizenship

### **PHYSICAL EDUCATION**

Skill Development  
Rhythmic Activities  
Group Games  
Physical Fitness

### **LANGUAGE ARTS**

Reading Readiness  
Reading  
Handwriting  
Grammar  
Spelling  
Phonics  
Creative Writing  
Punctuation  
Writing

## **SUPPORTING PROGRAMS FOR TFL SCHOOL**

### **Special Education – The Tree House**

Lutheran Special Education Ministries (LSEM) works with Trinity First to provide students with extra help in their learning. This program is an integral part of Trinity First and works with students who have been referred to the program by the parent and teacher. Trinity First and LSEM understand that some children just need an extra hand in order to move ahead academically; this program can also work with them.

Testing services are available free from Minneapolis Public Schools at the parents' request. Testing may also be available through LSEM for a fee.

More detailed program information is available for those who are interested upon request.

### **Before & After School Care Program – The Tiger Club**

The Tiger Club works to assist Trinity First School families by providing extended care to children in kindergarten through the eighth grade. The Tiger Club offers homework support as well as recreation for the children attending. Parents must register their children for this program by completing the proper form and notifying the school office. The Tiger Club will be open on all full school days or unless otherwise noted. The hours of operation are 7:00 A.M. to 8:00 A.M. and 3:15 P.M. until 5:30 P.M. A Fee schedule is available upon request. Children dropped off to school earlier than 8:00 A.M. and those not picked up after school by 3:30 P.M. will be sent to the Tiger Club and parents will be charged the cost of attending this program.

### **Family Praise and Worship**

Need a night off from cooking? The Family Praise and Worship night offers an opportunity for Christian fellowship and a satisfying meal. Our Family Praise and Worship nights are designed to be a welcoming environment that nurtures the family. Held on most Thursdays, the Family Praise and Worship time will begin at 5:30 P.M. with a supper. Following the meal all join in our worship service then a time for devotion, study, or discussion for the adults. Children are taken to activities geared toward them. Many families may find the convenience of having their children attending the Tiger Club after school until the Family Praise and Worship time begins. When you leave – homework is done, the kids are fed and you can bask in the glow of your Savior! What a night!

# **GENERAL INFORMATION ON POLICIES & PROGRAMS**

## **ADDRESS AND PHONE CHANGES**

It is mandatory that we have your current address and phone number (including beeper and cell phone) at all times. This information is especially important in cases of emergency. Please notify the school office and your child's teacher immediately upon changing your address and/or phone number(s) or if your phone has been disconnected. Please notify us if any names or numbers have changed for your child's emergency contacts as well in case you cannot be reached.

## **ADMINISTRATION OF TRINITY FIRST LUTHERAN SCHOOL**

Trinity First Lutheran School is a private elementary school maintained and supported by Trinity First Lutheran Church, a member of the Lutheran Church Missouri Synod.

The Voter's Assembly of the congregation exercises control and supervision of the school and its duly appointed School Board.

The education policies of Trinity First are established by the SchoolBoard in consultation with the Board of Parish Education of the Lutheran Church Missouri Synod.

The teachers of Trinity First are licensed by the Minnesota State Department of Education. They continue their in-service education and work to improve their skills in order to continue to be one of the most important elements in the educational process.

## ADMISSIONS POLICY AND REGISTRATION

Enrollment is open to all children. Priority is given to the children currently enrolled for a period of time before outside applications will be taken.

Class size limits will be enforced to ensure that the best possible education is available to the students and to account for the school's classroom size and teacher – student ratios.

The classroom size limits are as follows:

Kindergarten	20
First Grade	20
Second & Third Grade	20
Fourth Grade	15
Fifth & Sixth Grade	20
Seventh & Eighth Grade	20

Exceptions will only be made if all students returning register in the first month of registration and this causes the number to exceed the limit. Exceptions to admittance may be encountered due to needs of the classroom and situations which might involve a child who presents a problem for which the school is not equipped and for which the teachers have not been trained. It should be noted that Trinity First is not equipped to handle severe academic or discipline problems. This policy insures that each child will receive the best possible program and approach to education necessary for their successful intellectual, spiritual, social, and moral growth.

**Every child entering school is considered to be on a one-month probationary period regardless whether they are new or returning students.**

To enter Kindergarten, a child must be 5 years of age by September 1. Each student is encouraged to go through preschool screening prior to enrolling. Medical evaluation and immunization will be required of the kindergartners before they begin school. Any exceptions to this will be made at the discretion of the school principal and classroom teacher.

Children enrolling in grades one through eight must present their last report card as evidence of their grade standing. All official records will be transferred through the schools after parents have signed the Request – Release form provided by Trinity First. A completed application form, evidence of required immunizations, and a non-refundable registration fee of \$100.00 are necessary for admission.

## ARRIVAL AT AND DEPARTURE FROM SCHOOL

Students should not arrive at school any earlier than 8:00 a.m. (15 minutes before the start of the school day). Students arriving earlier will be sent to Tiger Club. Teachers and staff are involved in meetings and planning for the day and are not available for supervising students.

All students should be picked up from school no later than 5 minutes after the end of the school day. All students remaining after 3:30 p.m. will be sent to our after school program, The Tiger Club, at the parent's expense.

Trinity First must have *in writing* a list of people who are allowed to pick up your child from school. We will check identification if we are not familiar with the person who is to pick up your child. We also ask that parents keep us informed as to how their child will leave school each day, ie: walk home, go with friend, bus, pick up, etc.

Please do not interrupt your child's class at the close of the day to pick up your child. Please wait until his/her class is dismissed before taking your child.

*See section on **Bike Riders and Walkers and Early Dismissal** for further information*

## ATHLETICS

An invitation is made to all students who meet eligibility requirements to try out for the school teams. Trinity First is a member of the Twin Cities Lutheran Athletic Conference. Trinity First competes in the following sports (which are subject to change):

### **Girls**

basketball

### **Boys**

basketball

The main objectives stressed in our athletic program are:

- The student will recognize the human body as a gift of God to be used in His glory and a person's happiness.
- To cultivate such traits of Christian character as courage, loyalty, cooperation, self-discipline and sportsmanship.
- To gain recreational experiences and skills for a God-pleasing use of leisure time in childhood and adult life.
- To maintain mental, emotional, and physical fitness.

Participation depends on maintaining the required grade average stated by the student's teacher and playing and competing with a Christian attitude. A sport may be canceled if there are not enough players to constitute a team or if playing facilities or coaches are not available. Athletic fees are outlined in the **Fee** section of this book.

## ATTENDANCE AND ABSENCE POLICIES

Regular school attendance is important to school success. A child should miss class only during illness, family emergency, or after an incapacitating injury.

- When a student is absent, the parent should notify the school office prior to 8:30A.M.
- A note signed by the parent indicating the nature and date of the student's absence should be sent with the student upon his/her return to school.
- If the school does not receive a phone call or a written excuse, the absence will be treated as unexcused.
- No student will be admitted to school after 8:30 A.M. unless the parent signs the student into school in the office and escorts their child to the classroom.

**Truancy: Children who are absent more than seven (7) days per quarter will be reported to the proper authorities.**

Parents should weigh carefully their requests to have children excused from school. While death in the family, a student illness, or an occasional medical appointment are acceptable and understandable reasons for absence; family vacations, trips and/or non-health related absences are discouraged.

**Any student who is missing for ten (10) consecutive days without notification will be removed from enrollment at the end of the 10<sup>th</sup> day.  
*This will be enforced.***

## AUDIO / ELECTRONIC / CELLULAR EQUIPMENT

Students should not bring audio /electronic/cellular equipment (i.e.: I Pods, mp3 players, cell phones, CD players) to school. Any use of audio equipment with or without headphones is only allowed by teacher permission. Inappropriate use of audio equipment may result in its impoundment during school hours. Teachers reserve the right to hold on to the equipment until it can be given directly to the child's parent. Trinity First is not responsible for the theft of any such equipment brought to the school.

## **BIKE RIDERS AND WALKERS**

There is no objection to children riding bicycles to school as long as we receive parental permission in the form of a written note before a child begins riding his/her bike to school. It is also expected that a child wear a helmet. We strongly recommend the use of bike chains and locks. Bicycles may be put in the gated walkway next to the school's south entrance. Trinity First refuses to accept responsibility for lost or stolen bicycles on the school premises.

There is no bike riding allowed during the school day. Bike riders are to cross streets at intersections only and obey the rules of bike riding set forth by the City of Minneapolis.

Those students who will be walking to and from school must present the school office with written permission.

## **BOOKS: TEXTBOOKS AND LIBRARY BOOKS**

Textbooks are assigned to students as needed in various subject areas. Students are expected to take care of them and have them available for class every day. Students are responsible for the textbook assigned to them, and must return it in the same condition at the end of the school year. Students are encouraged to use book covers on their assigned textbooks. **No writing on the pages or defacing the book in any manner is permitted.** Parents will be assessed a book fine for such damage. Fines must also be paid as a replacement cost for any lost textbook.

Library books and other material, such as magazines and reference materials, are available for both classroom and personal use. When your child takes material home (if permitted by your child's teacher and/or the library), **your cooperation is requested** to see that it is kept in a safe place and returned promptly. Parents and students are financially responsible for damaged or lost materials.

## CARE OF PERSONAL AND SCHOOL PROPERTY

Each year students suffer loss of personal property through carelessness and/or petty theft. We ask for the cooperation of all students to help eliminate the loss of personal property. Remembering the following guidelines will help eliminate the loss of property.

- Valuable property should not be brought to the school. Students should not bring money in excess of their daily needs.
- Do not bring to school any articles which are not directly related to class work or which are hazardous to the safety of self or others. Such items, if brought to school, will be impounded and only returned to the parent.
- Mark your property. Students often lose their property by misplacing it. Having your name clearly written in permanent ink will help the finder return it to the owner.
- If someone is seen acting in a suspicious manner around property that does not belong to him/her, the incident should be reported to the teacher. This is an act of responsible citizenship and will help in the protection of your property.

**Trinity First is *not* responsible  
for any personal property brought to school**

Any damages done to church or school property will be repaired or replaced at the expense of the offender. Parents' cooperation is requested in helping to teach the children to respect church and school property, materials, furnishings, equipment and the buildings themselves.

**Cell Phones:** Students may not bring cell phones to school without the permission of the school. If permission is granted, the cell phone must be kept by the teacher during the day and will only be allowed for use per teacher direction. Trinity First is not responsible for the safety of any cell phone brought to school.

## CODE OF CONDUCT

As members of Trinity First Lutheran School, students are expected to adhere to the basic principles of Christianity as outlined in God's Word. To this end, the following is a code of behavior and a guide to create a Christian learning environment:

- Entrance to and departure from the school is to be orderly – whether outside or in the entrance.
- Loud talking or boisterous acts are out of place in and around the building.
- Willful disobedience, disrespect and defiance of authority will not be tolerated.
- Students are not to leave the school building during the school hours unless permission given from the teacher.
- Bullying or harassing behavior hurts everyone involved and will not be tolerated. Children and parents are encouraged to report this behavior and work with us to help us end such behavior.
- Cursing, poor choice of language, slander and lying are out of place in the life of a child of God.
- Smoking, use of alcoholic beverages or illegal drug usage are not permitted at all.
- Consider the feelings of others in all relationships. Work toward school unity.
- Items considered harmful to Christian Living or school policy will be confiscated.
- Cheating is out of place in the life of Christian students. Cheating may result in homework, test or grade failures.
- Pushing, hitting, kicking, return violence, etc. is never to be considered an acceptable way to handle conflicts with others. Instead we should seek help, compromise and guidance from fellow students, teachers and parents.
- Destructive behavior that brings damage to property must be paid for immediately.
- Sexual misconduct or sexual harassment is totally and unequivocally not allowed or tolerated.

As Christians, God has set high standards, which should guide our behavior. Two words, which go together, can help us: **love** and **respect**. Anything that we do should show love for Jesus and love for our neighbor.

- Our actions should show courtesy to and respect for teachers (*who represent God's authority*).
- Respect for property (*which God has given us to use or has allowed someone else to use*).
- Respect for the rights and feelings of fellow students (*who are redeemed and loved by Jesus*).

Each classroom teacher has established rules, and students disobeying these rules will be subject to disciplinary consequences. Such action is intended to teach the *reason*, the *need*, and the *importance* of obedience. When a staff member disciplines children they are done so in a forgiving, respectful and encouraging manner.

In order to have a guideline for you as parents we have set up a program that will be used once a discipline problem *has gone beyond the classroom consequences*. For more information about the program, please contact your child's teacher

**As in all areas of our school,  
Parent communication and cooperation are essential.**

## **CONTACTING YOUR CHILD'S TEACHER**

The best way to contact your child's teacher is generally by note or phone call. If you are calling your child's teacher please be prepared to leave a message on their voice mail as the teachers are not always able to take a call due to teaching, preparation time, or meetings. If you have not heard from the teacher in a reasonable amount of time, please notify the school office.

**We believe parent communication is extremely important!**

If you have something to talk to your child's teacher about that might require more than a few minutes or is very serious in nature, please contact the teacher in order to set up an appointment. Dropping by when the teacher may not be prepared or not able to give you the attention you need may only cause further frustration!

## **DETENTION**

Detention may be set up before or after school hours for dealing with student disciplinary issues such as incomplete or missing homework or infraction of school policy or classroom rules. A classroom teacher or the office staff can impose detention. The child's teacher sets detention at least one day in advance. Parents will be notified by note and/or by phone when the student is to stay late for detention. If detention is skipped or the student is removed from the detention room for rules violation, the student will have the detention time doubled or be asked to meet with the principal.

## DRESS CODE

Students at Trinity First are expected to wear our school uniform. TFL has chosen to have its pupils wear uniforms because of the many benefits they offer such as:

- Increased expectations of the students by the teacher, parents and the students themselves
- Reduction in negative comparisons between students
- Affordable way to clothe the children for the school year
- Uniforms take away the morning hassle of what to wear
- Uniforms take the job of policing a dress code away from the teachers
- Uniforms help build school pride

The following is a general listing of the uniform requirements and supplements. Shirts must be white or navy blue only; pants must be navy blue only.

### **Boys Uniforms – Required**

School Official Uniform Shirt\*  
Pants, shorts– dress, navy blue  
(no sweats/jeans)

#### *Optional:*

Spring Musical T-Shirt  
Dress shorts – navy blue  
Sweatshirts – navy blue  
Our school uniforms shirts can be purchased through our school office.

### **Girls Uniforms – Required**

School Official Uniform Shirt\*  
Navy Blue skirt, jumper or pants  
(no sweats/jeans)

#### *Optional:*

Spring Musical T-Shirt  
Sweatshirts – navy blue

***\*Our school uniforms shirts must be purchased through our school office.***

***Some Target and Sears stores have school uniform clothes. You may purchase items such as navy pants, shorts, skirts or sweaters there.***

***Please be sure to label your child's clothing.***

### **Special Notices:**

- Girls are encouraged to wear shorts under their jumper or skirt.
- Sweatshirts and sweaters must be solid navy blue – no writing, logos or patterns.

### **Uniform Guidelines:**

- Only those clothing items described on these pages may be worn.
- **All clothing must be in good repair and clean.**

- Students will be sent home if they are not dressed according to the guidelines and dress code. All students receive three (3) days of out-of-uniform warning.
- Shorts may be worn in warm weather only.
- Students will be required to wear the “required” components on specified days.
- **No sagging pants!**
- Boys in 3<sup>rd</sup> through 8<sup>th</sup> grade must wear a belt.
- **Shirts must be tucked in.** This will especially be enforced in grades 3 – 8.
- Guidelines may be revised as needed.

## EARLY DISMISSAL

An early dismissal will be granted for special circumstances involving appointments with doctors, dentists, and other times when appointments are necessary. When a student has an appointment of this nature **a note is requested from the parent.** This note must be given to the teacher before the beginning of the school day. This note should state the reason why the student is leaving, the suggested time for dismissal, and the transportation arrangement. In the event of illness during the school day, **a phone call must be made by the school to the parents and arrangements made before a student can be released.**

## EMERGENCY PREPAREDNESS

### Fire, Tornado and Safety Drills

A chart for exit procedures is placed at the door of each classroom. This chart includes the regular exit routes for fires as well as designated tornado shelters. The teacher will explain the procedures to the children and walk through regular emergency routes in practice.

Fire drills will occur approximately once per month. Tornado drills will be practiced during the months of August, April and May. Safety drill will occur 5 times per year.

If for some reason we need to evacuate our school we will use the Marie Sandvic Center or Community Emergency Services (CES).

## FEES

Trinity First charges only two fees to students: the **Registration Fee** and the **Athletic Fee.** The Registration Fee is due when the student’s application for enrollment is filed. This fee is non-refundable. The Athletic Fee is due before the season begins for a specific sport. If a child is involved in more than one sport during the school year, they are only required to pay the fee one time.

## **FIELD TRIPS**

Various opportunities for educational trips are frequently available. Parents and the principal will be notified a minimum of one week in advance of a trip. Parents need to give their consent for any field trip by signing a student's permission form which has the following information included:

- Date, departure time and approximate return time.
- Cost of trip (if any) including transportation.
- Location of the field trip.
- Parental/Guardian signature giving permission.

**If permission is NOT granted by the parent, it is expected that the parent keep their child at home until the class returns from the trip.**

## GRADES AND REPORT CARDS

The main purpose of report cards is to inform parents and students of the performance, progress and needs of the student. Report cards help cooperatively plan for future achievement and guidance. Trinity first issues report cards quarterly. Report cards will be given to parents and will not be sent home with the student.

Our grading scale is based on the following percentages for third through eighth grade:

100-98% - A+	89-87% - B+	79-77% - C+	69-67% - D+	59-lower – F
97-94% - A	86-84% - B	76-75% - C	66-64% - D	
93-90% - A-	83-80% - B-	73-70% - C-	63-60% - D-	

Grade Point Averages (GPA) will be used to award honor and merit rolls as well as track overall academic progress.

Our grading scale for kindergarten through second grade is as follows:

100-90% - E	69-60% - N	E = Excellent
89-84% - S+	59-lower% - U	S = Satisfactory
83-77% - S		N = Needs Improvement
76%-70 – S-		U = Unsatisfactory

The above scale may be used in all grade levels for subjects that are not point graded, such as art, physical education, and music.

## HALL BEHAVIOR

The school halls of Trinity First are not for loitering! Students should not be wandering in the halls at **any time**. When entering, passing and/or leaving the building, students are expected **to walk!** This is especially important in our building due to the wide age span of our students. There is a big size difference between a four year old and a thirteen year old. We need to avoid pushing, shoving and yelling in our halls. Care must be used on the stairs. Please keep to the right and use banisters to avoid accidents.

## HEALTH POLICIES

### ***When To Keep a Child Home***

A student who shows any symptoms of illness such as nausea, diarrhea, sore throat, rash, etc. should be kept home until it can be determined how serious the condition may be. This will help reduce the spread of infections throughout the school. Students who have a fever 100 degrees or higher should be kept home until his/her temperature returns to normal and stays there for 24 hours.

### ***Students Health Records***

Any health problems, such as asthma, serious allergies, a heart condition, hearing or visual problems, etc., should be reported on the student's health record. The school also should be notified of any contagious conditions such as **strep throat, lice, chicken pox, measles, etc.** so appropriate measures can be taken to protect other students.

### ***Becoming Ill During the School Day***

If a student becomes ill during the school day, he/she will be sent home as soon as we can contact the parent or an emergency contact. **It is extremely important that we have an emergency referral card that is accurate and up-to-date for each student.** We must have a way to reach a parent during the day whether it is at home, work, or through a neighbor or relative.

### ***Communicable Disease Guideline***

Through effective education, good cleaning methods, proper supervision of all teaching areas, coordination between Minneapolis Public Health Officials, the faculty and administrator, in the monitoring of programs, we will provide a healthy atmosphere for elementary students to study and grow.

Guideline:

Understanding that children infected with AIDS (and/or other infectious illnesses) need to be cared for and educated in Christian Settings. In order to provide for the welfare of all students of TFL, including the student infected with or the virus associated with a disease such as AIDS or Hepatitis, we shall follow this procedure:

- Each student reported to be infected with the disease or any such infectious disease shall be evaluated on an individual basis.
- A team composed of the parent, the student's physician, a local health dept. representative, the pastor and chaired by the principal shall conduct the evaluation.
- The team shall consider the following factors:
  - Clinical condition of the student
  - Risk of others in the classroom to the student
  - Risk of the student to others in the classroom
  - The school setting itself (psychological, social factors, etc.)

- The team shall make a recommendation to the Board of Christian Education. *(Based on current evidence, casual student contact as would occur around school children appears to pose no risk for transmission of AIDS or HTVL-III)*
- The team shall conduct a review of each case it has considered prior to the beginning of each new school year and at other times deemed appropriate by the administration.

### ***Medication***

Medication will be administered only in cases in which Trinity First has received written permission from the parent **and** the child's doctor. Any medication administered by school personnel must be in a prescription bottle, labeled by the pharmacy with the child's name, name of medication, dosage and time given. **No medication, prescription or over the counter drug will be given unless a complete Medication Consent Form is signed by the physician and parent and is given to the teacher.**

### ***Immunizations***

Minnesota State Law requires full immunizations for all school children. Keep a permanent record of immunizations and send updated information to school.

### ***Health Screening***

The purpose of health screening is to identify students with abnormalities or with problems needing further evaluation. School health screening is not meant to replace regular examinations or diagnoses. Health screening is a regular part of the overall school health program. Not every student is screened every year. Students in specific grades are screened in certain areas each year; including hearing, vision, height, weight, and scoliosis. Students who do not pass the initial screening are screened a second time, usually by the school nurse. Parents are then notified by letter of the screening results.

### ***Head Lice***

Control of head lice requires school personnel and all parents to be completely informed about lice and to cooperate fully in their elimination. At Trinity First, our policy for dealing with head lice and preventing its spread is based on the fact that *anyone* can get them. We also base our policy on the fact that their elimination requires lots of work and total cooperation.

#### **We enforce a NO NIT policy**

This means that anyone found to have head lice or nits (the eggs of head lice) will be immediately sent home and not allowed to return until they have been treated and ALL nits have been removed.

In order to prevent the spread of head lice, we require parents to make sure that their children with medium to long hair come to school in pony tails, braids, etc.

## **HOMEWORK POLICY**

Homework can be any planned extra learning, which is done without teacher supervision. Progressively, more homework is given as the child approach the upper grades. Parents are encouraged to use this as an opportunity to work with their children and get involved with their schooling. Grades for incomplete homework may decrease with the number of days taken to make up the work. If an assignment is not finished when due, time may be set aside during recess and/or after school for students to complete their work. A teacher may also give no credit for assignments not done on time.

### ***Reasons for Giving Homework***

- Homework helps to foster more independent learning
- Homework encourages students to be responsible for some preparation and practice
- Homework can bring home and school closer together, by involving and informing parents as to what students are working on in school
- Homework encourages interest, supplements and reinforces work done in school.

### ***Content of Homework***

- Homework should become an extension of school time learning
- Most tasks should be able to be performed independently by the student
- There is a balance in the type of homework given and a diversity of activities
- Types of homework which teachers may choose to assign include: required assignments; enrichment activities; writing; reading books; study/drill math and spelling; memorization of Bible verses; make-up work; unfinished work; special projects; survey/interviews; etc.

### ***Environment for Homework***

A desirable environment for study includes:

- A quiet place, free from distractions
- A comfortable desk and chair
- Good lighting
- Proper temperature and ventilation

### ***Make-Up Work***

Students are always responsible for making sure they get any class work or homework that was missed due to absence.

## **LATE HOMEWORK POLICY**

If a child accumulates late assignments the following may occur:

- 1<sup>st</sup> time -one warning
- 2<sup>nd</sup>/3<sup>rd</sup> time - student will serve detention before or after school and student will be suspended from sports.
- 4<sup>th</sup> time - special conferences with parents, may lead to expulsion

## **LOST AND FOUND**

A lost and found box will be provided during the school year. This box is located in the main church/school hallway. Any items found will be placed in this box unless they are considered valuable. Valuable items will be stored in the school office. Items will be kept in Lost and Found for a maximum of one month. After this time Trinity first may give away or dispose of any item.

Any student who finds an unclaimed item should turn it into the school office immediately. Also, if a student is missing something, he/she should check the Lost and Found box as well as notifying the school office.

## **MEAL PROGRAM**

Breakfast and lunch are offered daily through our Trinity First meal program. Breakfast consists of fortified cold cereal with milk and juice. A Nutritious and delicious lunch is catered by Caravan Kids Catering. For those choosing to participate in the food program, you will receive a bill at the end of the month for those meals your child ate. Milk is included in the meal price. Lower lactose milk available on request. Please inform us if your child has a food allergy.

For those who have not paid their bills, their children will be served an alternate meal such as: a peanut butter sandwich, milk, and possibly one other item from the current day" menu. Parents will still be accountable for these meals.

Free and reduced priced meals are offered for those families who qualify through the food and Nutrition Services of the Minnesota Department of Education. To receive this benefit, the school must receive an application form **before** meals can be counted free or reduced.

### ***Lunchroom Behavior***

- Keeping the lunchroom clean is the responsibility of each student
- Students are responsible for the cleanliness of the entire table that he/she is seated at during the meal. Students must help enforce this rule so that a few students do not end up cleaning what others have littered.
- Students should conduct themselves in a quiet manner. They are expected to practice good table manners throughout the meal.
- Students are expected to promptly follow direction given by any adult in the lunchroom.
- Adult permission must be granted before a child may leave the lunchroom to use the lavatory during meals.
- Lunchroom privileges are subject to responsible behavior on the part of the students. Abuse of these privileges could result in the loss of them.
- *Soda pop may not be purchased during meal times. The drinking of soda pop is prohibited during meal times.*

### ***Student Work Program***

Students in the 3rd through 8<sup>th</sup> grades are required to assist in the lunchroom. Two students will report to the school kitchen to assist in serving the meals, set up and assist with the tray and table clean up after meals.

This program is designed to lend a helping hand to our school while also giving the students an opportunity to participate in the daily running of our school and learn a positive work ethic by the rewards associated with these positions. In no way will we allow this program to interfere with the educational process of our students.

In the operation of the food and nutrition services, no child will be discriminated against because of race, sex, color, national origin, age or handicap. If you believe you have been discriminated against, write immediately to the Secretary of Agriculture, Washington, D.C. 20250.

## **NEWSLETTERS / FRIDAY NOTES / WRITTEN COMMUNICATION**

At Trinity First we use newsletters, Friday Notes and other notes and letters as our main form of communication with our families. These communications are not the only source of school – home contact. We encourage all our teachers **and our parents** to keep in contact through whatever ways work best for the situation.

ALL TFL students should have a **Take Home Folder** and / or a **Backpack** to bring notes home from school. Parents are strongly encouraged to check for any notes daily!

## **PARENT – COMPLAINTS AND CONCERNS**

Parents are our partners in education. When a parent has a concern, TFL wants to listen! Our goal is to keep the lines of communication open to encourage trust and shared goals. If you have a concern please follow these steps:

- The parent should first contact the teacher involved or the principal if the concern does not involve the teacher.
- If a solution is not realized, the parent should then contact the principal. A meeting will normally be held between the parent, teacher, and principal.
- If there is a misconduct report regarding a teacher or a staff member, these reports should be made directly to the principal.

## **PARENT INVOLVEMENT**

Parent involvement is vital to Trinity first Lutheran School. There are many ways to be involved. Helping on field trips or special occasions, assisting in the classroom or library, attending programs for parents and working on committees are some ideas.

***We ask families to volunteer ten or more hours per school year.***

The many talents and interests of our parents enrich Trinity first. Parents can assist with open houses and musical programs as well. Parent help is appreciated, whether one time or weekly. Volunteering is a positive way for parents to show interest in their child's school.

Trinity First may do background checks on all volunteers and staff members in order to protect the safety of our student's environment and in compliance with State Law. If you have been convicted of a crime, you are asked to go through a *personal* interview with the principal of the school before you may volunteer.

## **PARENT – TEACHER CONFERENCES**

Trinity First holds Parent – Teacher Conferences two times during the school year.

**These are mandatory meetings.**

The Conferences are a more formalized meeting in order to review your child's progress in school. The Parent – Teacher Conferences will be held after the first and third quarters. The student report cards will be handed out at this time.

Each Conference is set up for 15 minutes. Again, these meetings are NOT designed to be the primary form of home-school communication, but rather an academic progress report.

## **POP MACHINES**

Trinity First has been blessed with an athletic score board by the Pepsi-Cola Company. In return, Trinity First has agreed to sell Pepsi products through our Pepsi machine.

- Children are allowed to purchase soda pop or juice during athletic events and after school.
- No soda pop or juice may be purchased on Chapel days, normally on a Wednesday.
- Juice may be purchased for meal times as long as it does not replace the meal itself.
- Soda pop or juice may not be opened on the bus.

Trinity First staff members have been given the right to confiscate soda pop or juice purchased by students if it was opened or purchased at a time not allowed. Our teachers may stop the purchase of these beverages for their class or a student if they feel a situation warrants this.

## **PROBATION – SUSPENSION – EXPULSION Guidelines**

### ***Academic Probation***

A student who is holding a 69% or below grade average in two or more subjects will be placed on Academic Probation until the specified subject grades are above 69%. The child's teacher along with the parent and principal may make exceptions due to ability levels and effort. This probation may affect co-curricular activities.

### ***Behavioral Probation***

A student who has had repeated disciplinary issues will be placed on probation for a specified amount of time, usually until the behavior improves. Should the problem continue, the student may be referred for expulsion from school. Detention and suspension may be used as tools when working with a student who is on Behavioral Probation.

### ***Athletic Probation***

A student who is showing poor sportsmanship, missing practices and / or games or is otherwise referred for Athletic Probation may not participate in the sport for a specified amount of time. Continued problems will result in removal from the team.

### ***Tuition Probation***

Students may be suspended from school when their parent's tuition account becomes past due. Once arrangements have been made and tuition has been received, the student may return to school.

### ***Removal from Enrollment***

Unfortunately, there are times when a removal from enrollment becomes necessary. These situations are done on a case by case basis. Several factors are studied before a final decision is made by the principal. These factors are: impact on classroom, teacher time spent on the situation, likelihood of improvement and parent & student cooperation.

**All school days missed due to suspension are  
considered**

**NOT EXCUSED**

**And students may be reported to truancy  
if absences total more than ten days.**

## **PURSES, POUCHES, TOYS, ETC.**

Students are not allowed to bring purses, pouches, toys, make-up or hair care products to school without teacher permission. These items are a distraction to the learning process. These items include hand held electronic games, CD's, cell phones, etc.

Items brought to school without permission will be confiscated from the student. These items will be returned only to the parent.

## **RECESS / PLAYGROUND PERIOD**

All our students are provided a recess and/or activity period daily. Most students go outside for fifteen to thirty minutes a day. If the wind chill is below zero or if there is inclement weather students will remain indoors for this period.

**Please make sure your child is dressed appropriately  
for the weather.  
This may include boots, hats, mittens, winter coats, rain coats, etc.**

### ***Recess/Playground Safety Rules***

The following code of behavior must be followed on the playground or gym:

- Students must play safely. They must not “play fight” or roughhouse. They must not jump on or climb on fences.
- Students are expected to go outside with their class so they should be dressed appropriately. Children who are too ill to play at recess should not be in school.
- Students must promptly follow directions given by a school adult on the playground.
- Students must share playground/gym equipment.
- Students must remain within the defined playground area.
- Students must ask the teacher or aide to get a ball if it goes into the street or ask permission to get the ball themselves.
- Students must always remember to treat each other respectfully.
- Use acceptable language only.
- Students are not allowed to throw gravel, sand or snowballs.

These behavior expectations are to ensure that each child has a safe and secure play environment.

## **RETENTION Guidelines / CHECK LIST**

In an attempt to provide all students with an opportunity for success at school the following procedure for retention will be followed:

- If the situation presents itself by the end of the first quarter, the classroom teacher will notify the parents in writing of deficiencies and recommend a conference.
- Before the end of the third quarter, the classroom teacher will submit to the principal a list of the names of all students being considered for retention.
- The principal will call for a staffing of all teachers who are working with the student.
- The parents will then be notified of the results of this staffing by a meeting called by the teacher. This will be done no later than the spring conference time for grades 1-7 and May 1 for Kindergarten.
- The parent may request a meeting with the staffing team if they disagree with the decision.
- The principal or teacher will notify the parents, in writing, of the final decision of the staffing team.

Consideration shall be given to all the following areas:

- Physical, social, and emotional maturity
- Likelihood of positive impact after two years
- Capability
- Classroom performance in curriculum areas
- Attendance
- Test results
- Attitude and work habits
- Health
- Previous retention
- Parental input and preference

## **SCHOOL PICTURES**

Trinity First contracts with a professional photographer each year to take student and class pictures. Parents may purchase pictures from the photographer on their terms. Siblings may have a picture taken together.

**On Classroom Group Picture Day, all students are required to wear the required components of the uniform. Individual Picture Day will be a No Uniform Day and students may wear their regular clothes.**

## **SECURITY**

The safety of our students in and out of school is one of our highest areas of concern. To enter our building, a person must ring our doorbell and wait for the click before opening the door. All visitors must stop in the school office before going anywhere else in the building. In order to maintain the security of our students we ask your help in the following manner:

- Do not allow another person to enter the building with you if you do not know who they are. You may escort them to the Church Office if you wish, but do not leave them unattended!
- Notify the Office immediately if you see someone or something that you deem to be a possible security issue.

Introduce any and all family members and friends to the school staff if you intend for them to pick up your child from school at any time.

### **REMEMBER**

**You must always notify the school  
if you intend other persons to pick up your child**

## **SEVERE WEATHER CLOSING**

School will be closed for the following weather conditions:

- Hazardous driving conditions
- Severe cold – below 20 degrees below zero.

Notification will be made over the radio station **WCCO 830 AM, KSTP Channel 5,** and **FOX CHANNEL 9.** Since weather can be different throughout the metro area, parents should always use their discretion whether or not to send their child to school.

If severe weather should develop during the school day we may close early. In this situation parents will be called to pick up their children.

## **STUDENT FUNCTIONS**

Students attending athletic events and ALL school functions are expected to maintain the standards printed in this handbook. Christian behavior, school pride and loyalty are emphasized and must be observed. Students must attend with their parents.

## **STUDENT RECORDS**

A complete scholastic, attendance, behavior and health record is kept on each student in the school's permanent file. The primary purpose of these records is to assist school officials in providing a student with the best possible education now and in the future. Parents may gain access to their son/daughter's records by appointment made with the school office. Copies of student's records can also be obtained through the principal. When transferring in to TFL we ask that you complete and sign a *Transfer of Records* form. When leaving TFL, your child's new school will request the forwarding of your child's records from us. Tuition must be fully paid.

## **STUDENT SUPPLY LIST**

All students attending Trinity First Lutheran School are required to bring with them certain supplies for school. This might include pencils, paper, notebooks, folders, etc. It is vitally important that all the children come to school fully prepared with their supplies.

Your child will receive a student supply list from his/her teacher at the beginning of the school year. Please make sure this list is completed by the first day of school.

## STUDY SKILLS

### ***Being Organized***

#### *What to do Before Leaving for School?*

- Check to make sure you have all of your homework, books, pencils, paper, pen, etc.
- Make sure to always get a good night's sleep – a minimum of 8 hours per night.
- Allow plenty of time to get ready in the morning and to get to school.

#### *Getting Ready for Class*

- Be on time in your assigned seat.
- Take out needed materials, including textbooks and completed assignments.
- Make sure your pencils are sharpened.

#### *Before Leaving School to go Home*

- Check your assignment log to see what homework you have.
- Gather all needed books and materials you will need to do your homework.

### ***Test Preparation***

- Know what will be covered on the test.
- Know what kind of test will be given – multiple choice, true/false, essay, etc.
- Gather the materials to be reviewed – textbooks, notes, handouts, lists, etc.
- Study for a period of time over several days in order to avoid cramming.

#### *Review*

- List the topics you need to study
- Predict what the teacher will ask
- Review your class notes

#### *General Test-Taking Techniques*

- Read or listen to directions carefully
- Find out if there is a penalty for guessing; if not – attempt every question.
- Work straight through all items on the test
- Do not spend too much time on any one question
- Note the questions you are not sure of and return to them later
- Information in one question may suggest answers to other questions on the test.

### ***Special Test-Taking Techniques***

#### *Matching*

- *Read all the choices before making a decision*
- *Match those you know first*
- *Know if each item is to be used once and only once*

### *Fill in the Blanks*

- Make sure the answer fits logically and grammatically into the blanks in the sentence
- The length of the blank will sometimes tell you how long your answer will be
- Several blanks in a row could represent the number of words needed for the answer

### *True / False*

- Read the entire question before answering
- Recognize that if any part is false – the entire statement is false
- Watch for signal words – all, none, always, never, etc. which do not allow for any exceptions. Words such as generally, probably and some do allow for exceptions.

### *Multiple Choice*

- *Read the stem of the question carefully*
- *Look for clues that may signal the correct answer*
- *Use the process of elimination*
- *Always choose the best answer*

## **TARDINESS**

Trinity First students are expected to take responsibility for being on time to school. Students who enter the building after 8:15 a.m. are considered tardy. Students who accumulate more than 5 tardies per quarter will serve a detention for each accumulated tardy. Consequences may include loss of privileges if the situation continues. However, we believe parents are responsible for excessive tardiness and the school and may remove a family from enrollment if the tardiness continues.

**Any student arriving at school after 8:15 a.m.  
may not be served breakfast.**

## TELEPHONE / E-MAIL

Our school number is (612) 871-2353 or (612) 870-9487. Our e-mail address is trinityfirstschool@gmail.com. Students may be called to the telephone ONLY if an emergency arises. The office will forward messages to students.

Students are only allowed to use the school telephone in an emergency situation or with their teacher's permission.

Please understand that teachers may not be able to take a call during the school day. You may leave a message on their voice mail (page 6). If it is an emergency, call the school office (Extension 10 or 11).

## TRANSPORTATION

### ***Public School Busing***

Trinity First does provide transportation through the Minneapolis Public Schools when it fits our schedule. If you are interested, please note the following:

- A written request must be received in the school office. **Request must state the address of the drop off.**
- Parents allow approximately 2 weeks for the service to begin
- The student resides within the limited area of service for Trinity first

### ***Transportation Rules for School Activities***

For most of our field trips, Trinity First rents a bus and driver through the Minneapolis Public Schools. As in all field trips, parent-signed permission forms are required.

No TFL staff member, long-term volunteer or short-term volunteer may transport a child to or from any Trinity First Lutheran School activity without securing permission from the parents in advance.

### ***Parent Car Pools***

Trinity First is not responsible for the setting up of or arranging of car pools to or from our school. It is the parent's responsibility to make these arrangements. We strongly recommend that all parents who take part in (or allow their children to take part in) car pools to get to know the other families involved and discuss risk factors such as accident insurance, abuse issues and other safety and cost factors. We must have a written note from the families involved stating the arrangements in order to release students at the end of the day.

## TREATS AT SCHOOL

Treats, snacks, etc., are not allowed at school unless approved for special occasions. Teachers will remove food items that students have during the school time.

### ***Birthday Parties***

Trinity First welcomes the celebration of God's Gift of Life! We are happy to help you celebrate your child's birthday in school as long as **you make arrangements beforehand with your child's teacher**. A *minimum notice of one week* is appreciated. Please make sure that when you bring treats, there is enough to go around.

**Homemade treats cannot be shared, due to health concerns.**

### ***Holiday Parties***

On many holidays, your child's class may choose to have a class party. The teacher will notify you of any needs and/or assistance that are required for the party. Your helpfulness is extremely appreciated.

## TRUANCY

Minnesota State Laws require that all children, between ages of seven and sixteen, who are mentally and physically fit, attend school every day that school is in session.

- Too many absences result in requiring the family to provide medical verification.
- Too many unexcused absences (7 days), including tardies, will result in the student being referred to court for truancy. Educational neglect can also be reported to Child Protection.

**Parents should be aware  
A student who is absent for 15 or more consecutive days,  
without the school excuse granted,  
will be withdrawn from our enrollment.**

Children who miss more than forty (40) days of school throughout the school year may be referred for retention.

***Truancy: Children who are absent more than seven (7) days per quarter will be reported to the proper authorities.***

## TUITION

Trinity First Lutheran School is financially supported by the free will offerings of the members of Trinity First Lutheran Congregation, the tuition collected from its students, and the grants and donations received from other congregations, groups, and individuals.

The cost of educating each child at Trinity First is over \$6,500.00. Our tuition is \$2,000.00. This discrepancy is due to our commitment to providing an affordable Christian education to all families.

It is also due to this commitment that we also offer further assistance through a tuition application plan. Parents are asked to complete the Tuition Application Form each year and turn in income verification. Therefore our tuition program works with individually with each family to make sure we are creating an affordable plan.

We do not factor in outside scholarships or financial awards to what a family pays as long as it does not result in overpayment since no tuition collected comes close to the actual cost per student.

Re-enrollment of a child can be jeopardized if fees and tuition do not become current by August 1, following the present school year.

Tuition is generally paid on a schedule of the parent's choice: one full payment, quarterly, semi-annually, monthly.

**All families are asked to complete the tuition application form each year. If a family does not complete this form and turn in the supporting income verification the family will be charged the full tuition of \$2,000.00.**

## VISITING YOUR CHILD'S CLASSROOM

We encourage all our parents to take time to visit their child's classroom during the school year. This can give a clearer picture of the many areas of education that are presented to the children.

***We ask that you make arrangements prior to the visit with your child's teacher.***

## **VIOLENCE**

Violence is not tolerated at Trinity First Lutheran School. If a student exhibits violent behavior, he or she may be immediately expelled. We define violence as verbal or non-verbal behavior, actions or threat of actions that may cause harm to oneself or to others.

## **VISITORS**

Those who wish to visit Trinity First Lutheran School are welcome. *All visitors* to our school must stop in the School Office to receive admittance to the school. Those who wish to tour our building should make an appointment so we may escort them on the tour. It is important that visits do not interrupt the educational process of the classes or compromise the safety of the student body.

Students who wish to bring a visitor to school should ask for permission from the School Office and their teacher in advance. Due to the possible interruption of the educational process and insurance/risk issues, we do not normally allow students to bring visitors with them.

## **WEAPON**

Guns, knives, etc., are not allowed. Trinity First School may immediately expel any student who has brought a weapon to school.

## **WORSHIP AND CHAPEL SERVICES**

Christians should consider all of life as worship and praise to God. Trinity First provides students and faculty, as the body of Christ, the special privilege of weekly chapel services on Thursday and daily devotional times.

Efforts are made to have the children take an active part in the service. The message endeavors to emphasize some practical lessons in Christianity, which the children can apply in their daily lives.

Parents, relatives and friends are invited and urged to attend these services. A chapel offering is collected weekly. Each child is given an offering envelope. The offering collected is given to various Christian agencies throughout the United States and the world.

**Dear Trinity First Parent / Guardian,**

This handbook is being given to all Trinity First Lutheran School students and their families. Our intent in making the handbook available to you is to clearly state school policies and expectations.

We are asking that you read the handbook thoroughly with your children). All students will receive a copy of the handbook. The handbook will be discussed by each classroom teacher. Your cooperation in demanding that your child(ren) abide by all policies and procedures as outlined in the handbook is very important. Through the cooperation of the parent and the school we are guaranteed to have a pleasant and successful school year.

After you have read the handbook, please complete the tear-off portion below and have your son/daughter return it to his/her teacher as soon as possible. You need only submit one form per family, listing all the children in your family attending Trinity First for the 2010-2011 school year.

May the Lord richly bless you and your family this school year!

Yours in Christ,

Mrs. Wippich  
Principal

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We have read the Trinity First Lutheran School Handbook and understand all of the policies and procedures as applicable to our child(ren)

Signed \_\_\_\_\_

Date \_\_\_\_\_

Parent or Guardian of:

\_\_\_\_\_ Grade \_\_\_\_\_

\_\_\_\_\_ Grade \_\_\_\_\_

\_\_\_\_\_ Grade \_\_\_\_\_