

CONTENTS

Mission 2
 Philosophy 2-3
 Faculty 4
 Staff 4
 Board of School Ministry 5
 School Calendar 6
 Parent Teacher League 7
 Student Council 7
 General Information and Rules 8-13
 Anti-Bullying Policy 14-15
 Student Dress & Appearance 16-19
 School Discipline Policy 20-21
 Student Drug, Alcohol & Tobacco Policy 22
 Weapons Policy 22
 Technology Rules 23
 Photo Release 24
 Wellness Policy 25-28
 Field Trips 28
 Cel Phone Policy 29
 Grading Scale 30
 Teacher Phone Extensions 31

Address: 208 W 13th
 Grand Island, NE 68801
 Phone: 382-5274
 Fax: 389-2418
 School Website: www.tlsgi.org

Lift high the cross of Jesus Christ, teaching and caring for
 all.

THE MISSION

Lift high the cross of Jesus Christ, teaching & caring for all.

THE PHILOSOPHY

Trinity Lutheran School Philosophy

Trinity Lutheran School has been established to assist parents in the Christian training of their children. *“Train up a child in the way he should go, and when he is old he will not depart from it.” Proverbs 22:6* **We strive to minister to the whole child in the light of God’s grace for each child, with a proper distinction of Law and Gospel, that all may acknowledge their sinfulness and their need for a Savior.** *“All have sinned and fall short of the glory of God.” Romans 3:23* **The Holy Spirit is the One who calls, gathers, enlightens, and sanctifies each child.** *Explanation of the Third Article of the Apostles’ Creed.* **The school is an avenue to carry out Christ’s Great Commission to share the Gospel throughout the world.** *“Go and make disciples of all nations, baptizing them in the name of the Father and of the Son and of the Holy Spirit.” Matthew 28:19* **Through the work of the Holy Spirit, the faculty and staff are instruments to equip families to share Christ and the gift of salvation.**

Our primary educational responsibility is to help each child grow in the knowledge of the Lord, mature in this faith and respond by sharing Christ’s love with others. *“Grow in the knowledge of God.” Colossians 1:10* *“Keep on loving each other as brothers.” Hebrews 13:1* **We strive to accomplish this through Bible study, modeling Christ-like behavior, and the integrating of God’s Word in all areas of instruction.**

As we prepare children for living as Christian citizens, it is necessary that they develop academically in the areas of language arts, math, social sciences, natural sciences and technology. We strive for the most effective means of instruction in these academic areas. *“Whatever you do, do it all to the glory of God.” I Corinthians 10:31*

As Christians, we believe that our bodies are the temples of the Holy Spirit. *“Do you not know that your body is the temple of the Holy Spirit?” I Corinthians 6:19* **We need to care for this body physically as well as spiritually. The physical education programs are provided to develop healthy bodies through activities, health instruction, and Christian sportsmanship.**

Children also need to experience the aesthetic beauty of God’s world. *“They will speak of the glorious splendor of your majesty and I will meditate on your wonderful works.” Psalm 145:5* **Through music, art, and drama, children learn to appreciate the beauty around them.** *“He has made everything beautiful in his time. “ Ecc. 3:11* **We continually strive for ways to expand their knowledge of or their appreciation for the arts.**

Acknowledging the importance of social and emotional health, we encourage Christian interaction throughout the day and seek opportunities to help children develop skills needed to insure healthy relationships and emotional well-being. *“The fruit of the Spirit is love, joy, peace, patience, kindness, goodness, faithfulness, gentleness and self-control.” Galatians 5: 22-23*

Total Christian education encompasses all areas of a child’s development. It is an involvement of the whole child – a chosen and redeemed possession of Christ. *“You know that you were not redeemed with perishable things such as silver and gold...but with the precious blood of Christ.” I Peter 1:18-19*

FACULTY

Principal
Mr. Andy Rathe

Teachers

Grade 7 / 8 Homeroom
Mr. Jonathan Danek

Grade 2
Mrs. Connie Hiegel

Grade 6 Homeroom
Mr. David Bremer

Grade 1
Mrs. Kristen Laurent

Grade 5 Homeroom
Mrs. Tami Chandler

Kindergarten
Ms. Barb Sheeks
Mrs. Michelle Dotson

Grade 4
Mrs. Linda Ahrens

Pre-Kindergarten
Mrs. Dawn Stacy

Grade 3
Ms. Cassie Stara

Music & Band
Ms. Naomi Ristvedt

STAFF

School Secretaries

Mrs. Carol Messersmith
Mrs. Dawn Eastin

School Nurse

Mrs. Betty Seim

Hot Lunch Cooks

Mrs. Joy Gilbert
Mrs. Maureen Shuda

Custodian

Mr. Candelario Yucute
Mr. Orlando Nunez

RAINBOW CLUB STAFF

Telephone: 382-4323

Director - Mrs. Rebecca Bazan

CHURCHES

Trinity Lutheran Church	212 W. 12th - 01	382-0753
Rev. Adam Snoberger	1817 W John -03	382-0753
Grace Lutheran Church	545 E. Memorial Dr.	382-1190
Rev. Daniel Bremer	537 E Memorial -01	390-5186
Peace Lutheran Church	1710 N. North Rd -03	384-5673
Rev. Luke Biggs	Rev. Carl Eliason	Rev. Michael Reiners
Cristo Cordero de Dios	512 E. 2nd -01	389-4611

BOARD OF SCHOOL MINISTRY

Bill Alberts	Tim Bell (P)
Jesse Bartels(G)	Henry Rathjen
Lola Hoover	Mandy Kelm
Brent Peterson	Brock Smith

SCHOOL CALENDAR

Aug. 12	School begins @ 8:05 - 2:00 dismissal
Aug. 23	Picture Day
Aug. 31-Sept. 10	MAP Testing
Sept. 1	2 p.m. dismissal - Teacher meeting
Sept. 6	NO SCHOOL - Labor Day
Oct. 1	NO SCHOOL - Teacher Inservice
Oct. 6	2 p.m. dismissal - Teacher meeting
Oct. 7	Noon Dismissal - Parent/Teacher Conf. 1-8 pm
Oct. 8	NO SCHOOL
Oct. 15	End of 1st Quarter
Oct. 21 & 22	NO SCHOOL—NETA Conferences
Nov. 3	2 p.m. dismissal - Teacher meeting
Nov. 24- 26	NO SCHOOL - THANKSGIVING BREAK
Dec. 1	2 p.m. dismissal - Teacher meetings
Dec. 17	End of 2nd quarter 2:00 Dismissal
Dec. 20- Jan 2	NO SCHOOL - CHRISTMAS BREAK
Jan. 3	School resumes
Jan. 5	2 p.m. dismissal - Teacher meeting
Jan. 17	NO SCHOOL—Martin Luther King Jr. Day
Jan. 23– 28	National Lutheran School's Week
Jan. 28	NO SCHOOL
Feb. 2	2 p.m. dismissal - Teacher meeting
Feb. 10	Noon Dismissal - Parent Teacher Conferences 1 - 8 p.m.
Feb. 11	NO SCHOOL
Feb. 2	2 p.m. dismissal - Teacher meeting
Mar. 4	End of 3rd quarter
Mar. 7-11	NO SCHOOL Spring Break (7th & 8th potential snow days)
Mar. 28 - Apr. 1	MAP Testing
Apr. 6	2 p.m. dismissal - Teacher meeting
April 14– 18	Easter Break
Apr. 22	NO SCHOOL - Teacher workday for Color Run
Apr. 23	Color Run
May 4	2 p.m. dismissal - Teacher meetings
May 18	8th grade graduation
May 19	Last day of school Dismiss @ 11 a.m.

PTL

The PTL provides the students at Trinity Lutheran with supplementary funds. Following are the officers for the group.

President.....	Karen Johnsen
Vice-President	Henry Rathjen
Secretary	Kendra Lemburg
Treasurer	Mandy Kelm
Teacher Rep	Connie Hiegel

This group of parents supports school activities in various ways. They receive income through the concession stand at sports events, the Harvest of Harmony Parade, a basketball tournament and various fund raisers. It financially encourages various student groups at school such as sports teams, the band, the choirs, speech and MATHCOUNTS.

This group offers support to the parents, teachers, and students through educational workshops and family fun activities. It finances the expenses of the Heritage Activities program at Stuhr Museum, some of the bus expenses, and other needed equipment and activities at school.

STUDENT COUNCIL

About the TLS Student Council

The Student Council is a service organization. It provides opportunities for members to develop leadership skills as they organize service projects for the school and community, hold fundraisers, and coordinate activities to promote school spirit and Christian fellowship. The council also provides for exchange of ideas among the faculty and student body.

Who Can Participate?

The Student Council will consist of students in Grades 6-8. The size of the group will depend upon the number of applicants with a maximum of nine members. Those interested in becoming members must complete an application. The applicants will be review by the school faculty after which the selections will be made and announced.

Benefits of Participating

Students should consider Student Council because it helps to build character, leadership, decision-making, organization skills and responsibility.

GENERAL INFORMATION

The School Day

School begins at 8:05 a.m. and ends at 3:20 p.m. Those arriving before 7:40 a.m. are to go to the Rainbow Room. Students arriving between 7:40 and 7:50 a.m. are to go to the gym. These are a safe places provided for your children.

We urge you to pick up your children as soon as possible after dismissal. All grades will be dismissed at the west entrance. Students remaining after 3:40 p.m. are encouraged to go to the Rainbow Room, unless otherwise directed by their teacher. We are not responsible for students remaining outside after 3:40 p.m. Participants in after-school activities are expected to leave for home immediately after their activities have ended. Teachers will be in the building until 3:45 p.m. unless they have another obligation. We realize that it is, at times, necessary to change the after school pick-up arrangements you have made with your child/ren. If this is the case, the custodial parent must call the school to make these changes and we will notify your child and his/her teacher of the change of plans.

Drop Off / Pick Up Procedure

Enter the parking lot from the middle driveway and stop along the sidewalk in front of the school. Students are to be picked up curb side. Your child should not get in your vehicle until you are along the sidewalk. If you wish to park in the middle of the lot, you must come and get your child and escort them back across traffic to your vehicle.

Attendance Policy

1. All children that are not present in their classroom at 8:05 a.m. are tardy and will be registered on the absent list.
2. All attendance will be recorded and tracked through the office.
3. All children arriving after 8:05 a.m. will be required to check in at the office before being admitted to class. They will be issued a pass to enter the classroom. A child arriving after 9:15 a.m. will be counted absent for 1/2 day. A child leaving before 2:15 p.m. and not returning will be counted absent for 1/2 day. If a child is absent from the building for more than 70 minutes, they are also considered absent for 1/2 day.

4. Any child that needs to leave the building before school is dismissed for the day must be excused through the office. The person coming to pick up the child must sign the child out at the office and must in turn sign the child in when they return.
5. A child will not be dismissed from the classroom until the office has notified the teacher that someone is here to pick them up.
6. If you know that your child will be absent, please let the school office and his/her teacher know ahead of time.

In accordance with the laws of the State of Nebraska, all students are held to regular and punctual attendance. If your child is to be absent, please call the school between 7:45 and 8:15 a.m. If your child is sick, please do not send him/her to school. In case of absence due to prolonged illness or contagious disease, the child shall present a doctor's permit to re-enter school.

Any child who accumulates 20 or more absences in a given school year will be considered for retention, depending on academic growth or other circumstances. The final decision will be made by the Board of School Ministry.

Tardy Policy

In accordance with the laws of the State of Nebraska, all pupils are held to regular and punctual attendance. Arriving at school on time is necessary for the success of your student. A student that arrives after the 8:05 bell rings and is not in their classroom is considered tardy. When a child has 3 tardies in a quarter, the parent will be notified. After a child has five tardies in one quarter, they will be recorded with one absence for that quarter. An additional five tardies in the same quarter will result in another absence recorded for that quarter.

Tardies will not be counted toward an absence if the student has an early morning appointment, (i.e. dentist, doctor, etc.) or at the discretion of the principal in case of inclement weather.

Noon Lunch Period

There are three lunch shifts:

	Lunch Time:
Grades K-2	11:25- 11:50 a.m.
Grades 3-5	12:15-12:35 p.m.
Grades 6-8	11:50 - 12:20 p.m.

Lunches are \$2.50 per day, including milk. Milk for milk break or sack lunches is 40¢ per carton. Both chocolate and white milk are available. (Adult lunches are \$3.85) Parents are welcome to come and eat with their child. We ask that you let the office know by 10:00 a.m. if you wish to have a hot lunch. We also ask that you do not bring in “fast-food” for your child.

In accordance with Federal law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age or disability.

To file a complaint of discrimination, write USDA, Director, Office or Civil Rights, 1400 Independence Ave., S.W., Washington, D.C. 20250-9410, or call (866) 9992 (voice) or (800) 877-8339 (TTY) or (800) 845-6136 (Spanish). USDA is an equal opportunity provider and employer.

Students are asked to show proper table manners while eating meals. Since part of the hot lunch program is to develop good nutrition habits, students are not to bring pop with their noon sack lunches. Students are expected to play outside after eating their lunches. Please dress them according to the weather. If a child must stay in, we must be notified of the reason by the parent.

Church and Sunday School Attendance

Since the religious instruction and program of the school are an integral part of congregational life, it is necessary that all families attend church services and Sunday School faithfully. *“I was glad when they said unto me, ‘Let us go into the House of the Lord.’”*
Psalm 122:1

School Closing in Inclement Weather

In case of inclement weather, school closing announcements will be broadcast on Fast Direct, via text message through Fast Direct and Facebook. We will also broadcast over KRGI (1430 AM), KSYZ (107.7 FM) and KROA (95.7 FM). In addition we will broadcast on NTV, Ch. 13. We will not necessarily follow the pattern of the city schools, since our students live throughout the city and in the rural areas, and we must consider the safety of all students. We respect a parent’s decision to take his/her child out

of school during inclement or severe weather.

Chapel Service

We have a weekly chapel service for the students on Wednesdays in the church, that begins at 8:20 a.m. On the 2nd Wednesday of the month the Pre-K through 2nd grade will have a separate chapel. We invite parents to join us. Offerings are collected in the classrooms and sent to mission projects.

Grievance Policy (according to Matt. 18:15-20)

It is the desire of the Board of School Ministry and the faculty of the school to provide the best and most complete Christian education for all the children who attend Trinity. Communication between parents and teachers is extremely valuable and important. Support from parents helps us to provide a great Christian education.

We all sin and fall short of the glory of God but together we can become stronger and more like Christ in our attitudes.

The Board of School Ministry requests that parents express any classroom concerns they may have to the child's teacher. In the event that concerns are still present after discussion with the teacher, we request these concerns be expressed to the principal. The principal may then arrange to meet with the teacher and the parent. If concerns are still present after addressing them with the teacher and the principal, then they should be made known in writing to the chairman of the Board of School Ministry.

Health Guidelines from the Health Dept.

Fever: No child with a temperature over 100 degrees should be sent to school. **Do not** allow child to return to school until he has been free of fever for 24 hours and kept home until temperature is normal for 8 hours without fever reducing medication.

Vomiting: If vomiting occurs, keep your child home until student has kept food down for 24 hours.

Diarrhea: A child with diarrhea should be kept home.

Rash: A rash may be the first sign of one of childhood's many illnesses, such as measles or chicken pox. Do not send a child with a rash to school until your doctor has said that it is safe to do so.

Cold: A child with a “mild” cold but otherwise feeling well may go to school. A child with a “heavy” cold and a deep or hacking cough belongs home in bed even though he has no fever.

Sore throat: If your child complains of a sore throat and has no other symptoms, he may go to school. If white spots can be seen in

the back of the throat or if fever is present, keep him home and call your doctor.

Toothache: Contact your dentist.

Earache: Consult your doctor without delay.

Headache: A child whose only complaint is headache usually need not be kept home.

School Nurse Availability: The school nurse is here Monday-Thursday 1:45-3:20 p.m. August through April.

Prescription & Non-Prescription Medication

All prescription and non-prescription medications for students must be administered through the office. The only exception will be inhalers that may be kept with the student as long as the necessary paperwork is on file.

Prescription medication: All prescription medication must be in the container in which it was purchased, and the name of the medication, the dosage and the times to be given, and the physician’s name must be printed on the container.

Over-the counter Medication: All nonprescription medication such as Tylenol, cough medicine, decongestants, etc. must be provided by the parent, must be in the original container and must be accompanied with parent instructions for administration.

Prescribed Treatment: Treatments should be described on a written prescription from the physician.

All medication should be taken to the school’s office and stored there throughout the day. Empty medication containers can be sent home with the child. All containers containing meds must be picked up by the parent. In addition, no medication will be administered without a completed form in the office including parent/guardian signature.

The school will not provide over-the-counter medications to students. We will protect each child’s privacy and no other students will know they are receiving medication in the office unless the student divulges this information himself/herself.

School Music Groups

The following groups will participate in choir activities during the year: Grades 6-8, grades 3-5 and Kindergarten-2nd grade. We strongly encourage you to have your child present when his/her choir sings. If you are not able to have your child there, please send a note to music teacher.

School Band

Two bands (Grade 5 and Grades 6-8) and hand bells is under the direction of the music teacher.

Telephone

If you need to contact a teacher or student, please call the office and leave a message, rather than have the individual come to the phone. Emergencies are exceptions. We will have your call returned as soon as possible. Students use the school phone only when authorized by a teacher or coach.

Search of Property

The teachers retain the right to search students' belongings at any time.

Trinity Athletics

The following activities are offered through Trinity Lutheran Church Club Teams to 6th, 7th and 8th grade students:

GIRLS: Volleyball, Basketball, Track

BOYS: Basketball, Track

Students are given a Athletic Handbook at the beginning of each season.

Anti-Bullying Policy

Trinity Lutheran School seeks to provide a safe and healthy learning and work environment for all students and staff. The entire school community is expected to conduct itself in a Christian manner using Jesus Christ as the model for behavior. "A new command I give you, love one another. As I have loved you, so you must love one another." (John 13:34) Our goal is to teach positive behavior by promoting mutual respect, acceptance and dignity toward others. We will actively and consistently redirect harassing or aggressive behavior.

Definition:

Bullying is the intentional and repeated intimidation and/or manipulation via real or threatened infliction of physical and/or psychological harm by one or more persons directed toward another person(s). These actions are contrary to the teaching of Christ, our Savior, and are not acceptable at Trinity Lutheran School, on any school or church property or during any school event at any location. The school will take necessary disciplinary action as outlined in the discipline procedure section.

Intimidation: Intimidation can include any one or more forms of bullying meant to frighten or to make someone afraid or fearful for their safety, of participating in school activities or social rejection.

Manipulation: Manipulation can include any one or more forms of bullying meant to treat someone unfairly for one's own purpose.

Common Types of Bullying: (not all inclusive)

Physical Bullying:

This is any behavior that inflicts bodily harm to another person or harms their property. Physical Bullying includes but is not limited to, pushing, shoving, hitting, kicking, spitting, or poking another; defacing property; stealing; knocking property out of another student's possession.

Verbal Bullying:

This is any behavior that causes harm to another's self-esteem. Verbal Bullying includes but is not limited to, name calling, insults, put downs, rude and/or racist remarks, spreading rumors, threatening gestures or threats of any kind.

Social and Emotional Bullying:

This is the direct or indirect manipulation that harms one's acceptance in social circles. Social Bullying includes but is not limited to; gossiping, embarrassing another person, spreading rumors, setting up another person to look foolish or to take blame, ethnic slurs, public humiliation, exclusion from a group, rumor mongering, manipulation of social order to achieve rejection of the victim and threatening with isolation by a peer group.

Written Bullying:

This is the use of the written word to harm or harass another person. Written Bullying includes but is not limited to, passing notes where content is intended to harm or harass, writing harmful slurs on walls, lockers, bathroom stalls or other public places, writing on another person or their clothing or belongings, giving inappropriate (violent, sexual, malicious, etc.) notes or pictures in any medium (magazine, cell phone, internet, etc.).

Electronic Bullying:

This is any form of listed bullying that is done by electronic means. Electronic Bullying includes but is not limited to computer (email, Facebook, Twitter, Snap Chat etc., any other social networking, messaging, or picture site etc.) and cellphone (texting, pictures, and video etc.). Other devices would be any recording type of device (camera, camcorder, cellphone, etc.) or any other device that could be used to transmit a bullying message.

Reactive Bullying:

This is the behavior of one who has been bullied and becomes aggressive, showing hot tempered reactions, provoking others, and fighting back and then claiming self-defense.

If you have concerns about bullying please talk to the classroom teacher or ask the office for a bullying report form.

STUDENT DRESS AND APPEARANCE

Trinity Lutheran School believes that a student standardized dress code reflects the mission to “Lift High the Cross of Jesus Christ, Teaching and Caring for All.” The standardized dress code will reflect our mission in the following ways:

- Promoting a sense of unity and belonging within a student body that reflects the unity we have in Jesus Christ.
- Defining and providing guidance for modest and non-distracting student appearance within the school.
- Reducing clothing related conflict and stress within the homes of our students, at school, and among peers.
- Promoting a positive image to our congregations, to the community, and to potential students and their parents.
- Emphasizing that school is a place of work, and people dress differently for work than they do for other aspects of life.
- Promoting a school climate and atmosphere conducive to the educational process.

The dress code guidelines apply to every school day. Any exceptions for special dress up days or school events will be published in advance and approved by the principal.

Guidelines for GIRLS

- ◆ Acceptable outfits are solid khaki, black, navy or denim pants/jeans, capris, shorts, skirts, skorts, or jumpers. All clothing may be purchased at the store of your choice or online.
 - Skirts, jumpers or dresses (any solid color except for white) must be no shorter than 3 inches above the top of the knee. Leggings may be worn ONLY under the skirt. The skirt must be at the regulation length event with the leggings.
 - No holes, rips, or tears are allowed in any garment.
 - No sweatpants, athletic pants, warm-ups, or leggings may be worn. Leggings may be worn ONLY under a skirt, jumper, or dress.
 - Solid color cardigans or jean jackets may be worn.

- ◆ Solid colored belts may be worn with pants and shorts.
- ◆ Solid colored shirts (any SOLID color except for white) in short-sleeve t-shirt or dress shirt, long-sleeve t-shirt or dress shirt, polo, sweatshirt, or hoodie are permitted. ALL shirts must have sleeve. Small corner brand logos are permitted. This applies to all shirts worn underneath other shirts such as a hoodie, sweatshirt, jumper, etc.
- ◆ Trinity Lutheran School Spirit Wear, Heartland Lutheran Spirit Wear, and Lutheran-sponsored athletic events may be worn on any day. This includes team shirts for Trinity sports and activities.
- ◆ SHOES: Closed-toe shoes should be worn (without lights). The options may include tennis shoes, boots, and dress shoes. Sandals with backs may be worn April 1 through November 1.
- ◆ Undergarments should not be visible, and midriffs must be covered.
- ◆ Only solid colored tights/leggings are allowed under a jumper or skirt.
- ◆ JEWELRY: Girls may wear pierced jewelry in their ears only. Other simple jewelry may be worn, but it should not be in the style of a costume or become a distraction.
- ◆ HAIR: Hair must be clean and neat. Hairstyles should not be distracting, and only natural hair colors are permitted. Hair accessories should not be in the style of a costume (no cat ears, mouse ears, etc).
- ◆ TATTOOS: No tattoos will be permitted or must be covered when at school.

Guidelines for BOYS

- ◆ Acceptable outfits are solid khaki, black, navy, or denim pants/jeans or shorts. All clothing may be purchased at the store of your choice or online.
 - Shorts MUST be no shorter than 3 inches above the top of the knee. Athletic shorts may not be worn.
 - No holes, rips, or tears are allowed in any garment
 - No sweatpants, athletic pants, warn-ups, or leggings may be worn.
 - Solid color jean jackets may be worn.
- ◆ Solid colored belts may be worn with pants and shorts.
- ◆ Solid colored shirts (any SOLID color except for white) in short-sleeve t-shirt or dress shirt, long-sleeve t-shirt or dress shirt, polo, sweatshirt, or hoodie are permitted. ALL shirts

- ◆ must have a sleeve. Small corner brand logos are permitted. This applies to all shirts worn underneath other shirts such as a hoodie, sweatshirt, etc.
- ◆ Trinity Lutheran School Spirit Wear, Heartland Lutheran Spirit Wear, and Lutheran-sponsored athletic events may be worn on any day. This includes team shirts for Trinity sports and activities.
- ◆ SHOES: Closed-toe shoes should be worn (without lights). The options may include tennis shoes, boots, and dress shoes. Sandals with backs may be worn April 1 through November 1.
- ◆ Undergarments should not be visible, and midriffs must be covered.
- ◆ JEWELRY: Girls may wear pierced jewelry in their ears only. Other simple jewelry may be worn, but it should not be in the style of a costume or become a distraction.
- ◆ HAIR: Hair must be clean and neat. Hairstyles should not be distracting, and only natural hair colors are permitted. Hair accessories should not be in the style of a costume (no cat ears, mouse ears, etc).
- ◆ TATTOOS: No tattoos will be permitted or must be covered when at school.

DRESS CODE ENFORCEMENT

- ◆ School administration and classroom teachers have the right to make any judgements necessary to assure compliance with the stated dress code.
- ◆ School administration reserve the right to reject any article or accessory worn to school by the students if the article is deemed inappropriate or does not conform to the dress code standard. When students wear clothing that does not comply with the established dress code, school administration reserves the right to remove the student from class. A parent may be called to bring appropriate clothing to school before the student will be allowed back in the classroom.
 - First Offense - Student will receive a dress code violation form that must be signed by a parent and returned. Parent may be contacted to bring a change of clothing to school.
 - Second Offense - Student will receive a dress code violation form that must be signed by a parent and returned. Parents will be contacted to bring a change of clothing to school.

- Third Offense - Parent contacted to bring a change of clothing Student receives a detention.
- Fourth Offense - Parent contacted to bring a change of clothing and will have a conference with the principal. Student receives a detention.
- Fifth Offense - Parent contacted to bring a change of clothing, conference with principal, and in-school suspension for 1/2 day.
- Sixth Offense - Parent contacted to bring a change of clothing, conference with principal, and full day of in-school suspension.
- Beyond these methods of disciplines could result in an out of school suspension.

Acceptable



Not Acceptable



SCHOOL DISCIPLINE POLICY

A Christian school operates on the premise that we are fellow redeemed children of God; that we have forgiveness in Jesus Christ; and that we live in a community of believers. However, we are still sinners. It is therefore necessary to outline a discipline policy to operate at Trinity. This policy must operate in the balance of Law and Gospel according to Scripture.

At Trinity Lutheran School we believe that every child has the right to an excellent Christian learning environment. Parental support of our discipline policy and management of the school is expected. Therefore:

1. All students respect themselves, adults, fellow students and property.
2. A purpose of our school is to put Christian teaching into practice.
3. Children need to develop responsibility (self-discipline).
4. When problems arise, there will be consequences and there will be forgiveness.
5. All discipline needs to be as consistent as possible.

Specific Rules

The following behavior is not acceptable:

1. Disrespect to staff, fellow students, other adults.
2. Behavior with the intent to harm. i.e. loitering, running, punching, shoving, and rude or boisterous behavior.
3. Throwing snowballs, baseballs or other harmful objects on the school grounds.
4. Improper use of personal or school property.
5. Entering the gym or class areas when they are not open for student use.
6. Not showing responsibility and proper behavior during emergency procedures, such as fire drills or severe weather drills.
7. Use of gum, candy etc.
8. Riding bicycles or skateboards on the playground during the school day.

Consequences

- Reminder by a teacher
- Apology
- Discipline as determined by teacher in keeping with the infraction OR
- Detention after school
- Continued violations may result in further discipline.

Serious Infractions

1. Use of obscene, profane or vulgar language, gestures or items.
2. Insubordination toward any staff member, substitute or student teacher.
3. Forgery of notes.
4. Defacing or damaging school property.
5. Threatening, intimidating or hurting another student.

Consequences

In cases of serious problems with students, the following steps will be taken. The severity of the incident will determine what action will be taken.

A conference with:

- Teacher and student
- Teacher and/or principal with student.
- Teacher and/or principal with parent and student.
- Teacher, principal, parent with student:
suspension (Suspension may be either at home or in school, at the discretion of the school).
- Teacher, principal, parent and Board of School Ministry representative with student.
- Expulsion, with the right of appeal to the Board of School Ministry.
- Pastoral participation at the discretion of teacher/
principal / parent.

Student Detention

If a teacher feels that a student's behavior requires a detention, a note is given to the student. Detentions will be served on Wednesday unless it is the 1st Wednesday of the month. Then detention will be served on Thursday. Three detention notes per quarter will result in a parent conference.

STUDENT DRUG, ALCOHOL AND TOBACCO POLICY

Trinity Lutheran School maintains that the use of illicit drugs and the unlawful possession or use of alcohol or tobacco is wrong and harmful. Therefore, it shall be the policy of Trinity Lutheran School to absolutely prohibit the unlawful possession, use or distribution of illicit drugs, alcohol or tobacco on school premises or at any part of the school's activities. This shall include such unlawful possession, use, or distribution of illicit drugs, alcohol and tobacco by any student of the school during regular school hours or after school activities on or off school premises. Compliance with this policy is mandatory. Consequences for the violation of this policy will be as follows:

- a. A meeting of the student with the parent and principal. This will result in suspension or expulsion, with the right of appeal to the Board of School Ministry.
- b. The Law Enforcement authorities may also be notified of the violation.

The school will also provide educational instruction on the prevention of drug use. The school will maintain a list of drug, alcohol and tobacco counseling and rehabilitation services available to students. Completion of such a program may be mandatory in order to return to the school classroom.

WEAPONS POLICY

The possession of any item that could inflict bodily harm to another person is not permitted at school or any school function, unless it is being used for a teacher-assigned project. This includes firearms, knives, sharp objects, and/or any item that resembles a weapon or could be used as a weapon. Individuals having a concealed carry permit are not allowed to bring the weapon into the school building. The weapon must be locked inside the glove box, trunk, or other compartment of the owner's vehicle prior to the permit holder exiting the vehicle and entering the school.

TECHNOLOGY RULES

Students using Trinity Lutheran School's equipment for the Internet or other network services must follow these rules:

1. All use of the Internet or other network services must be in support of education or research and consistent with Trinity's policies and objectives and Christian principles.
2. Students must have their teacher's permission to use the Internet or other services.
3. Students must follow all copyright laws.
4. Students may not use their personal (home) e-mail account on Trinity's computers.
5. Students will not place their or other's last names, addresses or telephone numbers on any Internet service.
6. Using the network for illegal activity is not allowed.
7. Using the network to access obscene or pornographic materials is not allowed.
8. Using the network for commercial or for-profit purposes is not allowed, including product advertisement. This also includes buying, selling and bartering, including but not limited to the use of credit cards.
9. Damaging any computer equipment, information or online service is not allowed.
10. Trying to view restricted information or networks is not allowed.
11. Using the Internet or other services to harass other users or to send materials likely to be offensive or objectionable to other people is not allowed.
12. Intentionally spreading a virus or other destructive piece of software is prohibited.
13. Usage, which is objectionable, negative, defamatory, or contrary to Christian practices, is prohibited.
14. A student is not allowed to represent himself/herself as Trinity Lutheran School.
15. Any problems or violations of these rules are to be reported to a teacher.
16. All students in grades K-8 will be charged an annual technology fee.



PHOTO RELEASE

Photographs and videos of the students are frequently taken throughout the school year as a record of the year's activities. These pictures may be used on school bulletin boards, in the school newsletter, in promotional brochures, on the school website: www.tlsgj.org, etc. When any picture of a student appears on the website there will not be any personal identification of the student by name.

Furthermore, these photographs and / or videos shall be the property of Trinity Lutheran School, which has the right to duplicate, reproduce and make other uses as Trinity Lutheran School deems necessary.

Your consent form is on file in the school office.

We enjoy having parents join us for lunch, field trips, class parties and other activities. If you are attending these events and are taking pictures, please do not post pictures of other students on Facebook and other social media. Not all parents have signed the photo release and we respect their decision to protect their child/ren in this way. When you post pictures of students at school activities, without knowing if the release has been signed, you are not helping us protect these children. Thank you for being respectful of each parent's decision.

Wellness Policy

Purpose and Goals

Trinity Lutheran School desires to promote healthy students and healthy living by supporting good nutrition, nutrition education and regular physical activity. The school strives to promote student health and reduce childhood obesity. We will achieve the goals of this policy by:

- A. Involving parents, students, board members, administrator, teachers, health professionals, and other interested members of the community in the development, monitoring, and review of this policy.
- B. Developing goals for nutrition education, physical activity, and other school-based activities that are designed to promote student wellness.
- C. Providing nutrition guidelines for all foods available at school during the school day.

Nutrition Education Goals

- A. Nutrition education topics will be included within the health education program that is taught at each grade level at Trinity. These topics can include:
 1. The benefits of healthy eating, understanding calories, healthy breakfast, diet and disease, healthy snacks, serving sizes, essential nutrients, nutritional deficiencies, the use and misuse of dietary supplements, and safe food preparation, handling, and storage:
 2. Planning a healthy meal, understanding and using food labels, and critically evaluating nutrition information and commercial food advertising;
 3. Assessing the student's personal eating habits, setting goals for improvements, and establishing methods to achieve those goals.
- B. Nutritional education activities should be interactive, stress the benefits of healthy eating, be age and/or developmentally appropriate, and be presented in a way so that it teaches the students the skills that they will need to adopt healthy eating behaviors.
- C. The Wellness Committee shall assess and revise the school's nutrition education program for accuracy and completeness, balance, and consistency with Trinity's goals and standards.

- D. School staff are encouraged to model healthy eating behaviors.
- E. The school's food service program should be coordinated with the nutrition instruction if practicable.

Physical Activity Goals

- A. Physical education classes and physical activity opportunities will be available for all students daily throughout the school year before school, during school, or after school. Students will spend at least 50 percent of physical education class time participating in moderate to vigorous physical activity.
- B. All students will have daily supervised recess, preferably outdoors, during which teachers should encourage moderate to vigorous physical activity verbally and through the provision of space and equipment.
- C. Trinity will discourage extended periods (i.e. periods of two or more hours) of inactivity. When activities, such as mandatory school-wide testing, make it necessary for students to remain indoors for long periods of time, students should have periodic breaks during which they should be encouraged to stand and be moderately active.
- D. Trinity will offer extracurricular physical activity programs to the extent practicable. Trinity Lutheran Church will offer interscholastic sports programs to the extent practicable for grades 5-8.
- E. After school child care and enrichment programs should provide and verbally encourage daily periods of moderate to vigorous physical activity for all participants. These programs should also provide the necessary space and equipment for these activities.
- F. The physical activity and education program should expose students to a wide variety of physical activities, teach physical skills to help maintain health and fitness, and individualize the intensity of activities as needed.
- G. Trinity will conduct fitness assessments at least one time per year. Assessment results will be used to assist students to understand their level of health and fitness, to create fitness goals and plans, and to monitor student progress.

Other School-based Activities Designed to Promote Student Wellness

- A. Dining Environment
 - 1. Trinity Lutheran School will provide a clean, safe, enjoyable meal environment for students.

2. Trinity will provide enough space and serving areas to ensure all students have access to school meals with minimum wait time.
3. We will have drinking fountains or other accommodations available so that students can get water at meals and throughout the day. Students are permitted to have water bottles in the classroom.
4. We will encourage all students to participate in school meal programs.
5. We will make every effort to eliminate any social stigma attached to and prevent the overt identification of students who are eligible for free and reduced-price school meals.
6. Students will be encouraged to wash and/or sanitize their hands before they eat meals or snacks.

B. Mealtimes

1. Trinity will ensure an adequate time for students to eat meals and socialize with friends by providing at least 15 minutes after being seated to eat lunch.
2. Lunch will be scheduled as near to the middle of the school day as possible.
3. Tutoring and club or organizational meetings or activities should not be scheduled during mealtimes unless students may eat during such activities.
4. Reasonable steps should be taken to accommodate the tooth brushing regimens of students with special oral health needs such as orthodontia or high tooth decay risk.

Nutrition Guidelines for Food Served on School Campus

- A. The goal to Trinity is to provide students with foods that promote student health and reduce childhood obesity. In order to best accomplish this goal, the district shall offer food programs that, at a minimum, satisfy the nutritional requirements established by local, state, and federal statutes and regulations.
- B. Trinity's food program shall operate in accordance with the USDA regulations as amended and all applicable laws and regulations of the State of Nebraska.
- C. Trinity encourages the consumption of nutrient dense foods such as whole grains, fresh fruits, vegetables, and low-fat dairy products.
- D. Foods of "minimal nutritional value" will not be served anywhere a reimbursable meal is served, sold or eaten. These foods include carbonated beverages, water ices, chewing gum, hard candies, jellies and gums, marshmallow

candies, fondant, licorice, spun candy and candy coated popcorn.

- E. Foods and beverages that have one of the following listed as the first ingredient should not be sold to students on school grounds during regular school hours: sugar, corn syrup, shortening, lard, or their equivalent.
- F. School menus should be prepared with input from students, parents, and school personnel.
- G. School personnel shall periodically review menus to ensure that they meet USDA guidelines.
- H. Trinity will share information about the nutritional content of meals with parents and student upon request.
- I. Trinity will provide educational materials to parents and students on the value of providing healthy treats for classroom celebrations through classroom instruction and the parent newsletter.
- J. Concession will not be available within 30 minutes of school day ending.

Monitoring and Policy Review

This policy will be reviewed by the professional staff of Trinity Lutheran School on an annual basis. The administrator shall be responsible for ensuring compliance with this policy. School food service staff will ensure compliance with nutrition policies within school food service areas and will report on this matter to the administrator. **Date Approved: July 1, 2021**

FIELD TRIPS

Field trips are used by the teacher as an alternative way to educate the students by giving them a chance to experience a topic off campus. While intended to be a “fun” way to educate the students, it is also an educational opportunity that the students cannot receive in the classroom. For some field trips, chaperones are needed and wanted to allow the students the greatest chance of learning. The teacher will notify parents of what chaperones are needed. However, the parent needs to understand that it is an educational opportunity and he/she is there solely to supervise and maintain order so ALL children can learn. The parent MUST follow the direction of the teacher in order to maximize the education for the students.

Cell Phone Policy

Trinity Lutheran School understands that some students may need to have cell phone or similar device (e.g. cell phone watch, tablet) due to certain family circumstances such as entering an empty house after school or for communication regarding after-school sports activities. In these cases, permission from the principal must be granted. Parents and students are required to sign a permission form at the beginning of the school year that applies to all cell phones and similar devices that a student may bring to school.

- NO Student may have the cell phone on his/her person throughout the school day.
- Cell phones MUST remain OFF and in the school office during the school day (7:50am-3:20pm)
- The student may not use the cell phone for calling or texting parents during the school day unless given special permission by the school staff.
- The school is not responsible for missing or damaged cell phones.
- If a student is found to be using a cell phone or if it becomes apparent that a cell phone has been used during the school day, it will be confiscated and remain in the school office until picked up by a parent. The student's permission to keep the cell phone in the school building may then be suspended for the rest of the school year.

GRADING SCALE

Grades K-2

A - Advanced	95% - 100%
P - Proficient	80% - 94%
D - Developing	65% - 79%
B - Beginning	Below 64%

Grades 3-8

1	94-100
2	85-93
3	75-84
4	66-74
5	0-65

TEACHER PHONE EXTENSIONS

If you wish to leave a message with your child's teacher after school hours, please call the school at 382-5274 and follow the message instructions.

	Ext. #
Ahrens, Linda (Gr. 4)	212
Bremer, David (Gr. 6)	206
Chandler, Tami (Gr. 5)	315
Danek, Jonathan (Gr. 7 & 8)	208
Dotson, Michelle (Gr. 2)	218
Hiegel, Connie (Gr. 2)	221
Laurent, Kristen (Gr. 1)	219
Leiss, Kevin (Gym)	207
Rathe, Andy (Principal)	203
Ristvedt, Naomi (Music/Choir)	235
Sheeks, Barbara (Kdg)	220
Stacy, Dawn (Pre-K)	214
Stara, Cassie (Gr. 3)	211
Rainbow Room	223

