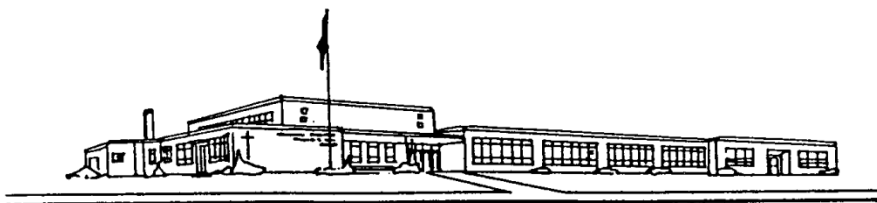


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ADMISSION POLICY

Trinity Lutheran School admits students of any race, sex, color, nationality, and ethnic origin to all the rights, privileges, progress, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, sex, color, nationality, and ethnic origin in administration of its educational policies and athletic or other school administered programs.



HISTORY

Trinity Lutheran Church was founded on August 24, 1884. The congregation began its school in November 1884, and has operated ever since. The existing church building was built and dedicated in 1929. The school building was dedicated on June 23, 1957. It consisted of seven classrooms, an office, the gymnasium, a kitchen and cafeteria, shower rooms for students, and lavatories for staff and students. In August of 1978, Trinity Lutheran School completed an addition of three classrooms and library. In 1971, a ninth grade was added to the K-8 program. The pre-kindergarten was added in 1974. In 1987, the ninth grade was dropped as Cedar Rapids Community School District program went to a four-year high school. Additional remodeling, including the addition of eight classrooms and expansion of the kitchen, took place in 1997.

ADMINISTRATION

Trinity Lutheran School is owned and operated by all members of Trinity Lutheran Church. Final authority in all decisions of policy and property is vested in the Voters' Assembly. The Board of Christian School is elected by the Voters' Assembly. The Board, along with the pastors and principal, administer the affairs of the school. Board members may include representatives of area LCMS Congregations.

EDUCATIONAL PHILOSOPHY OF TRINITY LUTHERAN SCHOOL

Mission Statement

"To Know Christ, To Make Christ Known through Education."

Philosophy

Trinity Lutheran School exists to provide the opportunity for children to develop and grow faithfully in the Lord Jesus Christ, by the power of the Holy Spirit. Classroom environments are Christ centered, and children are taught a greater love for God and other human beings.

A true and complete education is one which meets the physical, emotional, intellectual, social and spiritual needs of the child. Trinity Lutheran School, as an extension of the family, is concerned for the whole child. The school's goal is to help each student become a faithful member of the Body of Christ and a responsible citizen in the community.

ENTRANCE REQUIREMENTS

Trinity Lutheran School has a twofold purpose:

- a. Nurturing children of our congregation, and
- b. Community outreach.

Parents who desire to have their child attend Trinity Lutheran School must fill out an application for admission through the school office. The principal will review such applications.

Applications for enrollment are accepted in the following order: (BCS Policy # 5.23)

- Children who are members of Trinity and LCMS Churches;
- Children who are un-churched (or mission prospects);
- Children who are members of other area Lutheran churches;
- Children who are members of other Christian denominations.

Entering **Preschool 3 year-old class**

- Must be 3 years old on or before September 15 and toilet trained.

Entering **Preschool 4 year-old class**

- Must be 4 years old on or before September 15 and toilet trained.

Entering **Alternative Kindergarten 4 year-old class**

- Must be 5 years old on or before December 15 and toilet trained.

Entering **Kindergarten**

- Must be 5 years old on or before September 15

Trinity Lutheran School follows state law in this requirement.

Children interested in enrollment and admission to Trinity Lutheran School must adhere to the following guidelines:

1. An application is filled out and application fees (\$20) are paid.
2. Receipt of current report card and, when applicable, current standardized test results. Report card and standardized test results will be reviewed to help ascertain child's skill level.
3. Written permission is given by the parent for the principal to contact the current school to get background information. Child must be in good standing at current school.
4. Successful results on an academic screening.
5. The principal will meet the family.
6. Upon completion of steps 1-5, the student may be considered for admittance. The principal, who will inform the family of the decision made concerning enrollment, makes the final decision.
7. All new students are on probation for the first nine weeks.

GOALS OF TRINITY LUTHERAN SCHOOL

Short-term and long-term goals for the educational program shall be established annually by the Board of Christian School. These goals shall reflect the results of the need assessment, recommendations of the School Advisory Committee, recommendations from the principal and staff, and changes in the law.

These goals shall be in keeping with those of Trinity Lutheran School, which are as follows:

- I. To provide instruction in God's Word, as we understand it from the Lutheran Confessions, enabling pupils:
 - A. To find in Jesus Christ an all-sufficient Savior.
 - B. To grow in love for their Savior and express this love in everyday experiences with others.
 - C. To know and respond to God's will for His people on Earth.

- II. To aid the Christian home by:
 - A. Training children in the virtues of Christian obedience, church life, and citizenship.
 - B. Assisting parents in meeting the varied challenges of guiding children.

- III. To help in developing for the community and nation citizens who:
 - A. Recognize that all governmental authority comes from God.
 - B. Will use their talents in His service.
 - C. Find obedience of law and participation in civic affairs beneficial to society.

- VI. To provide the best academic training possible so that pupils:
 - A. Are provided with the necessary academic foundation to succeed in higher education.

- V. To be a vital mission arm of Trinity Lutheran Church. As such, to consistently strive to improve the school's excellence, and actively promote its growth as we offer quality Christian education to the community of Cedar Rapids, Iowa, so that the Kingdom of God may grow. (Voters' Assembly – March 26, 1990)

PARENT RESPONSIBILITIES, PARTICIPATION AND COOPERATION

The parents and school cooperate as a team in the teaching of children. It is important that parents understand and support the principles on which Trinity Lutheran School is founded, and strive to develop these in their own children. Therefore, parents are encouraged to:

1. Attend church regularly with their children.
2. Participate in Bible classes while their children attend Sunday school.
3. Conduct regular family devotions at home.
4. Provide their children with adequate time and a proper workspace in which to complete homework.
5. Cooperate in maintaining the school schedule pertaining to arrival and departure.
6. Participate in parent-teacher conferences.
7. Participate in Parent-Teacher League meetings and activities.
8. Make prompt payment of all fees.

PARENT-TEACHER CONFERENCES

Report cards are handed out at the end of each quarter of the school year. Parent-teacher conferences are held at the end of the first and second quarters to discuss student progress. Other conferences may be arranged at any time by a parent or teacher. Progress reports are sent home every three weeks.

PARENT-TEACHER LEAGUE (PTL)

The Trinity Lutheran Parent-Teacher League is an organization of parents and teachers working for the common good of the school. Regular meetings and activities are conducted. The PTL publishes the schedule in its handbook, on the website, and on the PTL bulletin board. The PTL is of tremendous help to the school and provides another avenue of parent-teacher communication. All parents are encouraged to join and participate in its functions.

ARRIVAL AND DEPARTURE

School doors will open at 8:05 A.M. at which time students will be allowed to go to their classrooms. Classes begin at 8:15 A.M. and dismiss at 3:15 P.M. Students are to immediately head outside after dismissal, unless they are participating in a scheduled activity. Students are expected to wait outside with the supervising teachers until they are picked up. No students will be allowed to wait anywhere else inside the school (gym, cafeteria, computer lab, library, etc.) unless they have a scheduled appointment with a teacher. Students are to leave school grounds by 3:30 P.M. Supervision is available through the Extended Care program before 8:05 AM and after 3:15 P.M. Children not picked up by 3:30 PM will be required to go to Extended Care. Fees will be charged for this service.

When dropping off or picking up your child in front of the school, please do not leave your vehicle unattended. If you must leave your vehicle, please park it in either the church parking lot (north of the school) or in the school parking lot (east of the school). Also, for safety, if you are picking up or dropping off your child in front of the school, make certain that they enter and exit your vehicle on the passenger side of the vehicle.

EXTENDED CARE

Any child enrolled in Trinity Lutheran School may make use of the Extended Care program. The hours of operation include: any day school is in session, including scheduled half days, and most days school is on break. Days that Extended Care is not available are listed in the Trinity Childcare Services informational packet available at the school office or in the Extended Care room.

| | | |
|-----------------------|--------------|-----------|
| Before School: | 6:30 A.M. - | 8:05 A.M. |
| After School: | 3:15 P.M. - | 6:00 P.M. |
| Early Dismissal Days: | 12:00 P.M. - | 6:00 P.M. |

For further details and fee information, contact the TLS Childcare Director or the school office.

PRESCHOOL DAYCARE

Any child enrolled in Trinity Lutheran School's preschool or alternative kindergarten classes may use the Preschool Daycare services. The daycare hours of operation are:

| | |
|---------------|-------------------|
| Monday-Friday | 6:30 AM - 6:00 PM |
|---------------|-------------------|

For further details and fee information, contact the TLS Childcare Director or school office.

TELEPHONE CALLS

Students are allowed to use the school telephone only in case of an emergency. Forgotten assignments, books, musical instrument, or after school plans do not constitute an emergency. Students must have permission from their teacher to use the phone. Classes will not be interrupted for calls to teachers or students. The secretary will gladly take a message and notify the teacher or student as soon as feasible.

Cell phones are not to be used during school hours and must be kept in lockers and turned off. Failure to do so will result in the phone being confiscated for the duration of the day, and must be picked up by a parent at the end of the school day. Cell phones may only be used after school hours, outside of the school building.

CURRICULUM

Trinity Lutheran School complies with the teaching requirements of the State of Iowa, the Lutheran Church-Missouri Synod, Iowa District East, and Trinity Lutheran Church. Listed below are subjects taught at Trinity Lutheran School.

| | | | |
|-------------------|----------------------|--------------------|---------------------------|
| <u>Religion</u> | <u>Language Arts</u> | <u>Mathematics</u> | <u>Social Studies</u> |
| Bible Study | English | General Math | History |
| Bible History | Literature | Algebra | Citizenship |
| Church History | Reading | | Current Events |
| Memory Work | Spelling | | Geography |
| Lutheran Doctrine | Writing | | Traffic Safety |
| | | | |
| <u>Science</u> | <u>The Arts</u> | <u>Technology</u> | <u>Physical Education</u> |
| General Science | Art | Computer Literacy | Fitness |
| Earth Science | Band | Keyboarding | Sports |
| Physical Science | Choir | Word Processing | Teamwork |
| Health | Music | IPads | |
| | | Mobi | |
| | | Mimio | |

ACADEMICS

Students are expected to show an interest in school and are to do their best in their schoolwork. This can be accomplished through daily attendance, paying attention in class, using study time wisely, and completing all homework assignments thoroughly. Teachers will work with the students and give special attention to those who are having difficulty with specific lessons.

Homework - Assigning homework is an instructional responsibility of the classroom teacher.

Work brought home by students is to:

1. Provide additional drill and practice in newly learned concepts.
2. Complete unfinished classroom assignments.
3. Develop the ability to do research work.
4. Prepare for tests.
5. Encourage reading for personal enjoyment.

Honor Roll - Students in grades 5-8 who achieve high standards academically will be recognized at the end of each quarter. The Honor Roll will be determined by a grading scale and based on all subjects listed on the Progress Report. Students achieving a grade point average of 3.33 to 3.66 will be on the regular Honor Roll. Those achieving a GPA of 3.67 or higher will be named to the Principal's List Honor Roll. Names will be published at the end of each quarter and students will receive certificates for their outstanding achievement.

| <u>Percentage</u> | <u>Grade</u> | <u>GPA</u> |
|-------------------|--------------|------------|
| 100 | A+ | 4.33 |
| 94-99 | A | 4.00 |
| 92-93 | A- | 3.67 |
| 90-91 | B+ | 3.33 |
| 84-89 | B | 3.00 |
| 82-83 | B - | 2.67 |
| | | |

| <u>Percentage</u> | <u>Grade</u> | <u>GPA</u> |
|-------------------|--------------|------------|
| 80-81 | C+ | 2.33 |
| 74-79 | C | 2.00 |
| 72-73 | C - | 1.67 |
| 70-71 | D+ | 1.33 |
| 64-69 | D | 1.00 |
| 62-63 | D - | 0.67 |
| 0-61 | F | 0.00 |

Academic Probation

Students in grades 3-8 who receive an “F” or two “D’s” in their subjects over a given three week grading period will be placed on academic probation. They will be required to attend an after school study period. Students involved in sports activities must follow academic requirements for participation as outlined in the Athletic Handbook.

Testing

Students in grades 1-8 are given Standardized Tests every year. When the results become available they are sent home with the student. Parents may make an appointment with the classroom teacher to discuss these results.

Bring Your Own Device (BYOD)
Student and Parent User Agreement

Section I: Rationale

The goal for Trinity Lutheran School’s Bring Your Own Device (BYOD) program is to create a technology rich 21st century learning environment for our students. Through the BYOD program, students will be able to apply and develop employability skills, including written and oral communication, collaboration, problem-solving, critical thinking and digital literacy.

Section II: Overview

Beginning August 23, 2018 students in grades 6-8 must provide their own device. We strongly recommend that students have an Apple iPad 2017 or higher at school daily. Families do have the option to provide a device that works similarly to the iPad and includes the equivalent apps. Families choosing to use a device other than an iPad must understand that teachers may not be able to troubleshoot those devices and some assignments may be more challenging if the device does not support the applications being used. Cell phones are not an acceptable device. Students without their own device may or may not have access to a school device. Students must adhere to all school policies and procedures, including those listed below. Any violation of the following policies will result in consequences mentioned below.

Section III: Bring Your Own Device Policy and Procedures

- A. **Acceptable Use Policy** - Students are to follow the Technology Moral and Ethical Use Policy of Trinity Lutheran School. This policy must be signed by both parent and student prior to the use of technology and the TLS Network.
- B. **TLS Network** - TLS makes no guarantee that the network will be up and running 100% of the time. Use of the wireless network is entirely at the risk of the user, and Trinity Lutheran School is not responsible for any loss of information that may arise from the use of the wireless connection, or for any loss, injury, or damages resulting from the use of the wireless connection. All users of the TLS Network are bound by the school's Technology Moral and Ethical Use Policy.
- C. **Safety, Security, and Damages** - Students are responsible for the security of their own devices. There will always be a risk of damage when at school. It is recommended that protective cases be used or other custom touches to protect and distinguish one's device from others. Devices must remain in the student's possession at all times; either in class or locked in the locker. Trinity Lutheran School is not liable for any device damaged at school.
- D. **Classroom Use** - It is required that students bring their device to school fully charged each day. A fully charged device should have enough battery life to complete a normal school day. Devices will be used at school only for educational activities. They will not be allowed for use during free time activities. If students leave their device at home or if they have lost technology privileges, they are responsible for getting the course work completed as if they had their device present.

- E. **Software on the Device** - A list of the required school apps will be provided at the beginning of each school year. In the event that a new app is needed during the school year, an official note will be sent home with the required information. Students may also have apps and music for personal use on their device, however, that content will not be utilized at school. Students are required to install all available updates for their school apps and iOS to keep the device up to date.

Section IV: Consequences

| Occurrence | Confiscation | Loss of Technology Privilege | Consequence |
|---------------|--|------------------------------|-----------------|
| 1st Violation | By teacher for the remainder of the day | For the remainder of the day | Written Warning |
| 2nd Violation | Submitted to administration for parent pick-up | For a full school day | Behavior Notice |
| 3rd Violation | Submitted to administration for parent pick-up | For a one-week period | Referral |
| 4th Violation | Submitted to administration for parent pick-up | For a three-week period | Referral |

Please note, any severe violation of the BYOD agreement may result in a higher consequence and will be handled on a case by case basis.

RECESS

Students will go outside for recess unless they have written permission from their parents to stay inside, or choose to go to study hall. Teachers may require students to stay inside for recess. Students are to remain on school property during recess. If a ball goes into the street, students must have permission from a teacher to retrieve it.

SCHOOL PICTURES

School pictures will be taken early in the school year and are available for purchase.

HOT LUNCH PROGRAM

Students may participate in the hot lunch program or provide their own cold lunch. A hot lunch includes one milk. A twenty (20) meal hot lunch ticket is available for purchase. Extra milk may be purchased with a milk ticket (or .40). Applications for free and reduced lunch are available at registration and throughout the school year. ***Any dietary concerns or food allergies should be documented with a note from a physician and given to the food service manager.***

PHYSICAL EDUCATION

All students participate in the physical education program at Trinity Lutheran School. PE classes will provide a wide range of movement and motor skill development activities. Parents should be aware of the following:

1. Student must have a pair of non-marking tennis shoes designated for indoor gym class and recess use only. Students should keep this pair of shoes at school. No street shoes are permitted on the gym floor.
2. Students in grades 4-8 must change into gym clothes. Students must wear **blue, gold, or white** shorts, (There may be no writing on the seat of the shorts.), a **blue, gold or white** t-shirt (Any **blue, gold or white** TRINITY t-shirt is acceptable.), and **black, blue, gold or white** socks. *Please encourage your child to bring a clean pair of socks to change into after gym class.*
3. Gym lockers will be assigned to students in grades 5-8.
4. Students in grades 5-8 who have an extended medical excuse for PE will be assigned alternative work in accordance with state standards.
5. Students in grades 5-8 who miss physical education classes must make up the missed classes.

DRESS CODE

Trinity Lutheran School Dress Code

The dress code of Trinity Lutheran School strives to reflect Christian modesty and neatness while avoiding clothing trends and fads. It is expected that parents/guardians will send their students to school dressed in compliance with the approved dress code. Final interpretation of the dress code is reserved to the administration.

Approved Attire: K through 8th grade

This is the approved attire for students in Kindergarten through 8th Grade during school hours on Monday through Friday, including chapel days.

Pants, shorts, skirts, skorts, or capris – must be khaki, navy blue, or school color plaid.

Jumpers – must be khaki, navy blue, or school color plaid. A dress code approved polo shirt or a solid color turtle neck in blue, gold/yellow, or white may be worn under an approved jumper.

Dresses – Polo-shirt dresses in blue, gold/yellow, or white, and navy or khaki jumpers, are the only dresses that can be worn.

Shirts – must be solid color, short or long sleeve, polo shirts in blue, gold/yellow or white. A long sleeve solid color t-shirt in blue, gold/yellow or white with no writing on the sleeves or shirt may be worn underneath a dress code approved polo shirt.

Sweaters – must be crew neck, v-neck, cardigan, zip up or button up cardigan in solid blue, gold/yellow, or white only. A solid color turtle neck in blue, gold/yellow or white may be worn underneath a dress code approved sweater. A dress code approved polo shirt may also be worn underneath a sweater.

Trinity sweatshirts/Trinity Athletic Jackets – are allowed in grey, gold, blue, and white. All other sweatshirts must be plain blue, gold or white and may not have any logos on them. If a Trinity sweatshirt is worn and a student wants to remove it, they must be wearing a dress code approved polo shirt underneath.

Related Rules:

Shorts, skirts, skorts, jumpers, and dresses must be at least long enough to reach the middle finger length when the student is standing with his or her hands at his or her side. Shorts may only be worn during the time period of Day Light Savings Time. Tights or leggings must be worn with dresses during the time period when shorts are not allowed.

Shoes— Socks and closed toe shoes are required. Dress sandals with backs may be worn with socks, but athletic-type sandals and “flip-flops” are not permitted. Military boots are not permitted.

Hats— Hats, caps, and other head coverings are not permitted in the classroom.

Hair— Hair is to be neat and well groomed. No extreme hairstyles. No extreme hair colors.

Earrings— Earrings may be worn only by females. Earrings must be in good taste. No other body piercing rings may be worn.

School hours— Student dress code is intended for school hours only. After school and weekend activities taking place at Trinity will not be subject to the dress code.

Variations— Variations from the dress code for medical conditions will be allowed as approved by the Principal.

Enforcement— Dress code enforcement begins at home. Parents can greatly assist the learning process by ensuring that staff members can devote their energies to teaching instead of managing dress code issues.

- Teachers will discuss dress code concerns with the individual student and expect self-correction. Teachers will contact a parent/guardian for repeated dress code violations. Severe violations of the dress code policy will require immediate correction either by changing into school-supplied clothes or calling a parent/guardian to provide dress code appropriate clothing. Demerits may be applied for dress code violations in grades 5-8, as determined by staff.
- Even with a dress code policy, there will be judgment calls on areas such as hair and jewelry. The school administration will make those decisions and greatly appreciate student and parent support. In most cases, a gentle reminder to the student will solve the problem.

WORSHIP LIFE

Church Attendance:

Teachers take church and Sunday school attendance each week. They will follow the schedule of Trinity Lutheran Church services. Attendance is reported on report cards. Teachers are to contact families with poor attendance to encourage them to worship more regularly. Church attendance is also recorded on the quarterly summary of attendance and grades, which is submitted to the school office. Families are encouraged to attend church together and to participate in Sunday school and Bible classes weekly.

Chapel:

Every Wednesday, the student body participates in a worship service held at the church. This chapel service begins at 8:30 AM. Parents and friends are welcome to join in worship. Offerings will be collected at all chapel services and given to a different Christian ministry each quarter.

Choir:

Choir is a required class for students in third, fourth, fifth, sixth, seventh and eighth grade. There are also multiple sections of choir, and are divided according to grade. Choir is where we build on the foundation of the early years of general music.

ATTENDANCE

1. **Regular attendance** is very important in order to achieve success in school. Students without absences or tardiness will be recognized at the end of each quarter. Certificates will be presented.
2. **When students must miss school**, one of their parents is to call or email the school office and notify the secretary. Doctor and dental appointments should be arranged outside of the school day whenever possible. When this cannot be avoided and is known in advance, the teacher should be notified. Students will not be permitted off the school grounds without the written consent of one of their parents. Work missed is due the number of days equivalent to the time lost (for example; 2 days out – work is due 2 days after return).
3. **Children who miss an extended amount of time** for an illness should be under a physician's care. Before a child returns to the classroom after 6 or more consecutive school days of absence, the physician should certify that the child is able to return. This certification is to be given to the school secretary or principal.
4. **If a child is going to be absent** for 6 or more consecutive days for a reason other than illness, it will be necessary for the parent to meet with the principal prior to the absence to discuss the reason for the absence.
5. **Children who miss more than 22 days** of school during the year (excused and unexcused combined) may be retained. This is the equivalent of missing an entire month of school. The teacher and the principal will evaluate the child's progress and make a final determination. The absences alone are sufficient cause for retention.
6. **Students who have more than 22 or more days of unexcused** absences are considered truant and are subject to the Iowa truancy laws.
7. **Excused absences are those which are unavoidable, as in the case of illness or death in the family.** For an absence to be excused, the parent must call the school office each morning of an absence due to illness. A note or phone call by a parent to the office in case of a death is necessary for the absence to be excused. Prearranged absences, as in the case of a family vacation, may be excused if approved by the principal prior to the absence.
Unexcused absences may include the following:
 - No phone call or explanation
 - Invalid reason for absence
 - Absence which was not prearranged

8. **Both excused and unexcused absences will be recorded on the report card** and will count against perfect attendance. This includes excused doctor and dentist appointments during the school day. Students with unexcused absences may not make up missed tests.
9. **Vacation trips** during the school year are strongly discouraged. Parents are expected to talk to the principal before all trips. Such absences adversely affect the quality of a child's education. If a trip must be taken, the school office and classroom teachers must be notified and the requirements for a prearranged absence must be met. After the trip, it is the child's responsibility to make up all missed work. Teachers are not expected to prepare assignments in advance for completion during a vacation trip. Work missed is due the number of days equivalent to the time lost (for example: 2 days out - work due 2 days after return).
10. **Students in grades 6-8 who are tardy 3 times in a quarter will serve a detention.** Three additional tardy slips in a given quarter will result in another detention. A tardy is neither excused nor unexcused. Students are marked tardy if they are not in the room for the start of school. Teachers may mark students tardy if they do not have their materials in the classroom for the start of a class and have to go to their locker. Students may also be marked tardy if there is an unnecessary delay in returning to class following PE, music, or some other activity. Students tardy at the beginning of the day are required to stop at the office upon arriving so that their names can be removed from the absentee list. Any tardy disqualifies a student from perfect attendance recognition.
11. **Participation in after-school activities** - In order to participate in an activity that occurs after school hours, a student must be in school by 11:30 AM. If a child is too sick to be in school for the **ENTIRE** day, then the child should remain at home in the afternoon and evening and rest so that the child will be able to attend school the following day.

Under certain conditions a child would be allowed to be absent from school and still participate in the after-school activities. Examples of such conditions would be:

- a. A previously scheduled appointment
- b. Attendance at a family funeral, wedding, or special testing.

In cases such as these, parents need to contact the principal or athletic director at least one day ahead of time, in order to be able to participate in the activity. The above does not apply to events in which the teacher or the school requires the students' attendance, i.e., operettas or concerts.

Student Check Out Procedure (BCS policy #5.25)

The parent/guardian must sign and date a release form in the school office. The release authorization comes from the office secretary. The parent/guardian must present the form to the teacher who can then dismiss the child. In order to protect the child, the teachers will not release children to anyone who does not have the release authorization.

STUDENT DISCIPLINE

An integral component of discipline is the Gospel of Jesus Christ. The Law accuses, pointing out our sinfulness. The Gospel forgives. Within the philosophy of Christian education, a child needs to experience the forgiveness of his/her teacher and be reassured of Christ's forgiveness.

Student conduct and attitude at Trinity is expected to be of the highest Christian quality both in school and when involved in co-curricular and extracurricular activities.

Students are expected to conduct themselves in a manner consistent with the school's philosophy and goals and serve as ambassadors for the school.

Except for cases of extreme misconduct, procedures for school discipline noted below will be implemented.

EARLY CHILDHOOD

Preschool through second grade classes will utilize the following color coded system:

A white **behavior notice** will be used for but not limited to misbehaviors such as:

- Not following directions
- Talking at inappropriate times
- Not keeping hands to one's self
- Running in the hall
- Bouncing balls in the hall way
- Playing in the bathroom
- Throwing rubber on the playground

The notice will be sent home for parents to sign and return. If notice is not returned, the classroom teacher will follow up with a phone call to the parents.

A **yellow behavior notice** will be used for but not limited to misbehaviors such as:

- Calling others names
- Putting others down
- Lying
- Throwing toys or other items in the classroom
- Cheating

A student receiving a yellow behavior notice will visit the principal and explain why a yellow behavior notice was received.

The notice will be sent home for parents to sign and return. If notice is not returned, the classroom teacher will follow up with a phone call to the parents.

A **pink behavior notice** will be used for but not limited to misbehaviors such as:

- Speaking to a teacher disrespectfully
- Using inappropriate language
- Making threats
- Hitting, kicking, or pushing other students
- Destruction of property
- Stealing

A student receiving a pink behavior notice will visit the principal and explain why a pink behavior notice was received.

The notice will be sent home for parents to sign and return. The classroom teacher will follow up with a phone call to the parents or set up a meeting to discuss the incident.

Students that continually misbehave despite receiving behavior notices may be suspended from school.

UPPER ELEMENTARY

Third through fifth grade classes will utilize the following Behavior Notice / Referral system:

Behavior Notices will be given for basic rule infractions. A notice will be sent home for parents to sign and return. If the notice is not returned, the classroom teacher will follow up with the parents. Consequences appropriate to the infraction will be served.

Behavior Notices will be used for, but not limited to:

- Classroom disruptions
- Hallway misbehaviors
- Bathroom misbehaviors
- Lunchroom misbehaviors
- Recess misbehaviors

Students receiving five behavior notices in a given academic quarter will serve an after school detention from 3:15 p.m. until 4:00 p.m.

Referrals will be given for extreme misbehaviors and rule infractions. A referral slip will be sent home, the student will visit the principal, and the teacher will make a phone call to the parent. A referral will result in an after school detention. As highly visible representatives of Trinity, students who participate in extracurricular activities and who receive a referral may not participate in the next extracurricular contest; e.g., sports game, First Tech Challenge meet.

Referrals will be used for, but not limited to:

- Speaking to a teacher disrespectfully
- Repetitive classroom disruptions
- Verbal attacks
- Inappropriate language
- Physical violence
- Destructive behavior

Students that continually misbehave despite receiving behavior notices and/or referrals may be suspended from school.

MIDDLE SCHOOL

Sixth through eighth grade classes will utilize the following Behavior Notice / Referral system:

Behavior Notices will be given for basic rule infractions. A notice will be sent home for parents to sign and return. If the notice is not returned, the classroom teacher will follow up with the parent. Consequences appropriate to the infraction will be served. Students receiving three behavior notices in a given academic quarter will serve an after school detention from 3:15 p.m. until 4:00 p.m.

Behavior Notices will be used for, but not limited to:

- Classroom misbehaviors
- Hallway misbehaviors
- Recess misbehaviors

Referrals will be given for extreme misbehaviors and rule infractions. A referral slip will be sent home, the student will visit the principal, and the teacher will make a phone call to the parent. A referral results in a detention. As highly visible representatives of Trinity, students who participate in extracurricular activities and who receive a referral may not participate in the next extracurricular contest; e.g., sports game, First Tech Challenge meet.

Referrals will be used for, but not limited to:

- Speaking disrespectfully to a teacher
- Repetitive classroom misbehavior
- Verbal attacks
- Inappropriate language
- Physical violence
- Destructive behavior

Continued misconduct may result in a suspension from class for a designated period of time as determined by the principal. Suspensions may be in-school or out-of-school. (In-school suspensions may be utilized only if appropriate supervision is available). Suspensions generally last 3-5 days. All work must be completed but will be penalized as late according to the classroom teacher's procedure for late work. Before issuing an out of school suspension, the principal will meet with the teacher and the student. The principal will contact parents and explain the reasons for the suspension.

Before returning to class, the child and parent will meet with the principal. Students returning from suspension are on probation for the remainder of the school year.

Any further extreme misconduct results in an immediate suspension from school pending a meeting with the Board of Christian School to determine whether or not the child will be expelled. This meeting will be held at such time as Board members are reasonably able to assemble. The decision of the Board of Christian School is final.

Serious offenses are identified and handled as follows:

Weapons - The possession of weapons is handled according to state law. Violators are expelled from school and the incident is reported to the appropriate law enforcement agency. The possession of lookalike items result in a suspension from school pending a hearing before the Board of Christian School.

Tobacco, alcohol, and controlled substances - Possession or use results in a suspension from school pending a hearing before the Board of Christian School. An incident involving alcohol or controlled substances may be reported to the appropriate law enforcement agency.

Violent, destructive, and seriously disruptive behavior will result in immediate removal from class or other activity in which the student is involved. The principal will investigate the incident, talk with parents, child, and teacher, and determine what additional action, if any, is necessary.

Sexual harassment includes any inappropriate behavior of a sexual nature whether physical or verbal. Any behavior which embarrasses a student and has sexual connotations or calls attention to the student's sexuality in a demeaning or un-Christian manner will not be tolerated. The victim, the victim's parents, or any observer may file sexual harassment complaints. The school will act in the following way to immediately and deliberately halt the harassment:

First offenses result in a referral. The principal or teacher will inform the child that the offense constitutes sexual harassment and explain it. The child will apologize to the victim. The child is informed that another act of sexual harassment will result in a hearing before the Board of Christian School to decide upon continued enrollment. The child's parents are notified. The victim's parents will be notified of the incident and of the action taken by the school. If, in the opinion of the principal and classroom teacher, the incident is extremely offensive (e.g., fondling, indecent exposure, etc.), the principal may suspend the student pending a Board of Christian School hearing to determine the enrollment status of the offender.

A second offense will result in immediate suspension from school until such time as the Board of Christian School is able to conduct a hearing to determine the enrollment status of the offender.

A third offense results in expulsion.

Any act of sexual harassment, which might involve criminal penalties, will be referred to the appropriate law enforcement agency for further investigation.

ANTI BULLYING AND HARASSMENT POLICY

Let the words of my mouth and the meditation of my heart Be acceptable in Your sight, O Lord, my strength and my redeemer. (Ps 19.14)

Know this, my beloved brothers: let every person be quick to hear, slow to speak, slow to anger; for the anger of man does not produce the righteousness of God.

—[James 1:19-20](#)

Trinity Lutheran School (TLS) is committed to providing a Christian learning environment to include a safe and civil atmosphere for all students and employees, which will allow all members of the TLS Community to be treated with dignity and respect. We as the Board of Christian Education (BCE) at TLS will take the necessary disciplinary action based on any perceived or actual harassing/bullying behaviors that are exhibited by our students, staff or volunteers.

TLS School Board policy prohibits harassment, bullying, hazing and any other targeting of students, based on any of the following actual or perceived traits, which may include but are not limited to: age, color, creed, national origin, religion, race, gender, family marital status, sexual orientation, gender identity, physical attributes, disability, ancestry, political affiliations or biases, socio-economic status, or parental relationships.

The policy is in effect while students or employees are on the property within the jurisdiction of the (BCE). This includes buses, gymnasiums, and locker rooms, play grounds, any school activity or school sponsored event, and while away from school grounds if misconduct directly affects the school district. This policy also includes cyber bullying, which is the use of any electronic device (computer, text messaging, paging and prank phone calls) to engage in any conduct covered by this policy.

Harassment and Bullying means any electronic, verbal or physical act or conduct toward a student which is based on any actual or perceived trait or characteristic of the student and which creates an objectively hostile school environment that meets one of the following conditions.

- Places a student in reasonable fear of harm to the student's person or property;
- Has a substantially detrimental effect on the student's physical or mental health;
- Has the effect of substantially interfering with the student's academic performance;
- Has any other effect of substantially interfering with the student's ability to participate in or benefit from services, activities, or privileges offered by TLS.

Harassment and bullying may include, but are not limited to, the following behaviors and circumstances:

- Verbal, nonverbal, physical or written harassment, bullying, hazing, or other victimization that has the purpose or effect of causing injury, discomfort, fear, or suffering to the victim;
- Repeated remarks of a demeaning nature that have the purpose or effect of causing injury, discomfort, fear, or suffering to the victim;
- Implied or explicit threats concerning one's grades, achievements, property, etc. that have the purpose or effect of causing injury, discomfort, fear, or suffering to the victim;
- Demeaning jokes, stories, or activities directed at the student that have the purpose or effect of causing injury, discomfort, fear, or suffering to the victim; and/or
- Unreasonable interference with a student's performance or creation of an intimidating, offensive, or hostile learning environment.

Sexual harassment means unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature when:

- Submission to the conduct is made either implicitly or explicitly a term or condition of the student's education or benefits;
- A student's submission to or rejection of the conduct is used by a school employee as the basis for academic decisions affecting that student; or

- The conduct has the purpose or effect of substantially interfering with the student's academic performance by creating an intimidating, hostile, or offensive education environment.

In situations between students and school officials, faculty, staff, or volunteers who have direct contact with students, bullying and harassment may also include the following behaviors:

- Requiring that a student submit to bullying or harassment by another student, either explicitly or implicitly, as a term or condition of the targeted student's education or participation in school programs or activities; and/or
- Requiring submission to or rejection of such conduct as a basis for decisions affecting the student.

Any person who promptly, reasonably, and in good faith reports an incident of bullying or harassment under this policy to a school official, shall be immune from civil or criminal liability relating to such report and to the person's participation in any administrative, judicial, or other proceeding relating to the report. Individuals who knowingly file a false complaint may be subject to appropriate disciplinary action.

Retaliation against a person because the person has filed a bullying or harassment complaint or assisted or participated in a harassment investigation or proceeding, is prohibited. An individual who knowingly files a false harassment complaint and a person who gives false statements in an investigation shall be subject to discipline by appropriate measures, as shall a person who is found to have retaliated against another in violation of this policy. A student found to have retaliated in violation of this policy shall be subject to measures up to, and including, suspension and expulsion. A school employee found to have retaliated in violation of this policy shall be subject to measures up to, and including, termination of employment. A school volunteer found to have retaliated in violation of this policy shall be subject to measures up to, and including, exclusion from school grounds.

Trinity Lutheran School is a Christian-based, private state-accredited school. This policy covers bullying and harassing conduct and is not intended to affect TLS's Christian-based curriculum. TLS will continue to teach according to the Lutheran doctrine.

Let all bitterness and wrath and anger and clamor and slander be put away from you, along with all malice. Be kind to one another, tenderhearted, forgiving one another, as God in Christ forgave you. —[Ephesians 4:26-27, 31-32](#)

HEALTH SERVICES

For any Christian, the body is the temple of the Holy Spirit. Therefore, Christianity and health measures naturally go hand in hand, and are taught throughout the grades.

Physical and dental examinations, as well as immunizations, are mandatory for children entering kindergarten and pre-kindergarten, and all new students. All fifth through eighth grade students participating in sports are required to have a physical exam prior to the season. Physical exams are required for all new students entering Trinity Lutheran School.

Trinity Lutheran School does not have a nurse on staff, but has the availability of local registered nurses. These nurses offer their services when needed. Students who feel ill or are hurt during the day should talk to their teacher who will decide on an appropriate action. The secretary will notify parents if a student must be sent home due to sickness or injury. **A student should be free of a fever, vomiting, and diarrhea for twenty-four hours before returning to school.**

The school secretary takes care of minor first aid needs and all student medication. The State of Iowa requires a note from the doctor before any medication (prescription or nonprescription) may be administered. **This includes aspirin, acetaminophen products, or any over-the-counter medication.**

HEARING SCREENING

Hearing Screening: Grant Wood Area Education Agency (GWAEA) screens all students in Alternative Kindergarten (AK), kindergarten, and grades 1, 2, and 5. Students in the Early Learning Program with IEP's will be screened. Students in grades 3, 4, middle, and high school, who are new to the school, that don't have a documented hearing test, and some students with a history of known hearing loss will also be tested. Follow up testing may occur periodically if previous hearing test results were not within normal limits. Parent/guardians not wishing their child's hearing tested should notify the school office in writing at the beginning of the year. Parents/guardians with concerns about their child's hearing should contact the school office.

FIRE AND TORNADO DRILLS

Several times during the school year, fire and tornado drills will be conducted. During a drill, students are to walk quietly to assigned places and remain there until the all-clear signal is given.

CLASS OUTINGS AND FIELD TRIPS

It is the policy of Trinity Lutheran School to allow each class to participate in educational experiences outside the classroom. These will include both educational and recreational activities utilizing bus and/or parent drivers. Iowa Law states that all students under the age of 6 must be in a child restraint seat (not a seat belt), when traveling in a car or van. All trips must have the approval of the principal. Students will **not** be allowed to leave school premises without a signed official School Consent Form.

LIBRARY

Trinity Lutheran School students have the opportunity to use the school library at least once per week. They have access to age appropriate books, magazines, DVD's, and research materials. Students are expected to develop good library habits: keeping books clean, dry, and free of damage and returning materials on or before the date. Below are policies to help keep our library running smoothly.

OVERDUE BOOKS:

If an overdue book is returned within one week after it is due, no fine is charged. **ONCE AN ITEM IS ONE WEEK OVERDUE, A FINE OF TEN CENTS PER DAY, PER ITEM IS CHARGED.** Students are allowed to check out new library materials once all overdue items are returned and fines are paid.

DAMAGED ITEMS:

If a book is damaged while in the student's possession, please send a note of explanation with the book when it is returned. Include any pieces of the book that are torn. If a book is in need of repair from normal use, PLEASE DO NOT MEND IT. Simply Send a note with the book mentioning the repair needed. The librarians have mending materials, that are more effective than most household tapes and glues.

LOST LIBRARY ITEMS:

Charges for lost items include replacement cost plus a processing fee. Items are considered lost if the student is certain of the fact or if the item has been overdue for six weeks. If you pay the lost fee and then return the item within the current school year, the lost fee will be refunded minus an overdue fine. The average cost of a new hardback book is \$15. It is important that child and day care providers are instructed to keep school bags closed and in a safe place when away from school or home. This will prevent loss of costly materials.

SCHOOL CANCELLATION

Board policy directs that the principal of Trinity Lutheran School will make the determination to close school, have a late start, or dismiss early due to inclement weather or any other emergency. Trinity Lutheran School will have its own listing in all media announcements and ***will not be included*** in the "Cedar Rapids Public and Parochial" school listing. Trinity weather, announcements will be made on KCRG, KWVL, and KGAN.

In the event of an unscheduled closing, all scheduled extra-curricular activities will be cancelled; i.e., sports, practices, Lego League, band lessons, computer lab.

CONFLICT RESOLUTION PROCEDURE

There may be a time during the school year that you have a strong concern regarding the school, a teacher, or a child. The Christian procedure for dealing with such concerns is outlined in Matthew 18:15ff. Speak first with the person involved; most often the concern will be resolved at this time. Should it not be, the second step is to speak with the principal, who may in turn present your concern to the Board of Christian Education for consideration. The approach of first telling other people, who are not involved with the problem, violates the Eighth Commandment and does not help resolve the conflict.

CRISIS PLAN

Trinity Lutheran School's Crisis Plan is set up to aid the staff in the management of a crisis situation. This plan is based on the belief that the best way to respond to a crisis is to prepare before it occurs. The plan consists of five parts:

- An evacuation**
- If 911 is called**
- If 911 is not called**
- An in-school lock-down**
- The community disaster plan**

The plan is located in a crisis bag near the entrance of each classroom. It also contains class rosters, some emergency supplies, and nametag identification of each student. Each teacher is responsible for knowing the plan and knowing what they are to do if a crisis occurs.

LINN COUNTY RADIOLOGICAL EMERGENCY RESPONSE PLAN

A plan exists for the evacuation of our students in the event that an accident at the Duane Arnold nuclear facility results in the release of radioactive material. There are two possible evacuation orders. One is selective - evacuating only limited, specific areas. The other is a general evacuation order.

Under the selective evacuation, our students would be transported immediately to Lakeview Elementary School in Solon using buses provided by Linn County as well as by staff vehicles. Radio announcements will advise parents of the temporary relocation. Students may be picked up at the relocation site by parents. Any students not picked up by 4:30 PM (providing that a general evacuation has not been ordered), will be returned to the school, and where necessary, transported home. Directions to Lakeview Elementary are as follows:

To Solon:

Take I-380 south.-Take Exit 16, 30 East to Mt. Vernon.
Exit off 30 East to W6E to Ely.
Continue on W6E through Ely to Route 382.
Turn left on 382 and continue into Solon.

To Lakeview Elementary:

Lakeview Elementary is located on North Chabal Street, the first street to your right in Solon (coming from Ely).

A selective evacuation **may not** include all the schools in Cedar Rapids. Trinity is in sub-area 24. Radio announcements will provide the necessary information. Please do not call the school, as our phones will be needed to communicate with emergency personnel. In the event of a general evacuation being declared, children will be moved from the temporary center in Solon to a permanent relocation center at North Scott High School in Eldridge. Eldridge is near Davenport on Highway 61, north of I-80. Again, parents will be notified by radio announcements regarding the location of the children. Parents are to join their children at the relocation center in Eldridge.

Different schools and care centers have different relocation centers. It is likely that high school children will be in an entirely different location.

The Duane Arnold Energy Center has an excellent safety record. The likelihood of these evacuations ever being ordered is small. The safety of our children is paramount. Please be familiar with this plan in the event that something of this nature might occur.

INVESTIGATING ALLEGATIONS OF ABUSE BY SCHOOL EMPLOYEES

It is the policy of Trinity Lutheran School that school employees not commit acts of physical or sexual abuse, including inappropriate and intentional sexual behavior, toward students. Any school employee who commits such acts is subject to disciplinary sanctions up to and including discharge.

It is the policy of Trinity Lutheran School to respond promptly to allegations of abuse of students by school employees by investigating or arranging for full investigation of any allegation, and to do so in a reasonably prudent manner. The processing of a complaint or allegation will be handled confidentially to the maximum extent possible. All employees are required to assist in the investigation when requested to provide information, and to maintain the confidentiality of the reporting and investigating process. All public and non-public schools are required each year to appoint a Level I Investigator and alternate(s) to investigate complaints regarding abuse of students by school employees and volunteers under Iowa Code Chapter 280, Section 280.17.

Trinity Lutheran School's designated Level I Investigator is Mark Mueller. The alternate is Josie Hester.

Trinity Lutheran School will arrange for or contract with a trained, experienced professional to serve as the level-two investigator. The level-one investigator and alternate are provided training in the conducting of an investigation at the expense of the school.

The Board of Christian School of Trinity Lutheran School shall determine the rules and procedures for charging and investigating allegations of abuse in accordance with the rules adopted by the State Board of Education