

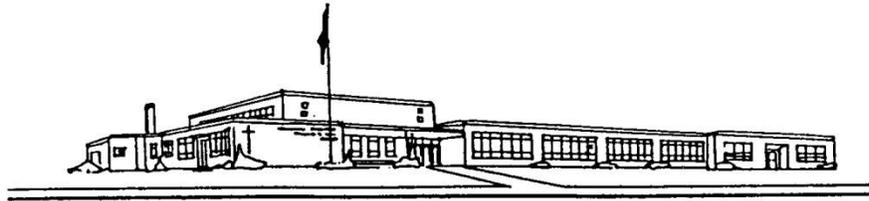
## TABLE OF CONTENTS

1	Table of Contents
2	Admissions Nondiscrimination Policy
2	History
2	Administration
3	Educational Philosophy of Trinity Lutheran School
4	Core Values
5	Entrance Requirements
6	Goals of Trinity Lutheran School
7	Parent Responsibilities, Participation, and Cooperation
7	Parent-Teacher Conferences
7	Parent-Teacher League (PTL)
7	Arrival and Departure
8	Extended Care/Summer Academy/TECA-Trinity Early Childhood Academy
8	Telephone Calls
9	Curriculum
10	Academics
11	School Owned Device
18	Recess
18	School Pictures
18	Hot Lunch Program
18	Physical Education
19	Dress Code
21	Worship Life
21	Attendance
23	Student Discipline
26	Anti Bullying and Harassment Policy
29	Health Services
29	Hearing Screening
29	Fire, Tornado, ALICE Drills
29	Class Outings and Field Trips
30	Library
30	School Cancellation
30	Conflict Resolution Procedure
31	Crisis Plan
31	Investigating Allegations of Abuse by School Employees

Revised and edited August 16, 2022

## 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 the 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 and cafeteria, took place in 1997. Trinity's preschool and early childhood program became Trinity Early Childhood Academy (TECA) in August 2021.

## **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 Voter's 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 + Grow in Christ + Make Christ Known***

**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.

**Purpose**

At Trinity Lutheran School our students discover and develop their unique individual abilities and talents and become confident, responsible, and compassionate leaders who are "equipped to do the work God has planned in advance for them to do." (Ephesians 2:10)

At Trinity Lutheran School we:

- Share Christ's love through words and actions.
- Provide a caring and supportive community.
- Pursue academic excellence.
- Partner with parents to nurture each child's unique gifts.

## Core Values

- The personal qualities that are most important that are exhibited in one's behavior
- The foundation on which one bases choices and how a person conducts oneself
- How we live our life. What we think, say, and do.

### **Respectful (1 Peter 2:17 / Romans 12:10)**

- Being thoughtful as to how one's actions affect others
- Treating others as important people
- Using good manners
- Following school rules

### **Responsible (Micah 6:8 / Galatians 6:5)**

- Being accountable for one's actions
- Fulfilling expectations set by the school and the classroom teacher

### **Strong Work Ethic (Colossians 3:23 / Ephesians 2:10)**

- Using one's God given abilities to do one's best
- Embraces challenges (Doesn't quit)

### **Integrity (Romans 12:2 / Philippians 4:8)**

- Doing the right thing even when no one is watching
- Honest and truthful

### **Compassion (Matthew 22:39 / Ephesians 4:32)**

- Really, really caring about others

### **Gratitude (Psalm 107:1 / 1 Thessalonians 5:16-18)**

- Being very thankful



## 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 **First Steps**

- Must be 12 months of age

Entering **Get Set**

- This is a Preschool-Prep class, entrance determined at time of application

Entering **Preschool 4 year-old class**

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

Entering **Kindergarten Prep**

- 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 K-8 enrollment and admission to Trinity Lutheran School must follow these guidelines:

1. Fill out an application and pay the application fee.
2. Submit a 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. The principal will contact the current school to get background information. The child must be in good standing at current school.
4. The student must achieve successful results on an academic screening.
5. The principal will meet with 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.

### Enrollment and Registration Information for TECA

Classroom Placement Process:

TECA takes a non-traditional approach to classroom placement. Our goal is to create an optimum learning environment that supports the discovery and development of unique individual abilities and talents. Instead

of using school birthday guidelines for placement, TECA maintains a 6 - 12-month age span in each classroom. This process ensures your child:

- a. Received developmentally appropriate instruction based on individual strengths and needs,
- b. Interacts with peers progressing through similar developmental milestones,
- c. Develops a positive self-image.

While we understand that parents have preferences for certain placements, this approach keeps every child's long-term success in mind.

Admission: Enrollment status and/or classroom placement will be communicated 3-5 business days after the completed application and paperwork is submitted.

## **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 Strategic Growth Planning 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.
- IV. 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.  
(Voter's 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. Parent teacher conferences are held at the end of the first quarter 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. All parents are encouraged to join and participate in its functions.

## **ARRIVAL AND DEPARTURE**

School doors will open at 8:00 AM at which time students will be allowed to go to their classrooms. Classes begin at 8:15 AM and dismiss at 3:15 PM. 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. Students are to leave school grounds by 3:30 PM. Supervision is available through Extended Care program before 8:00 AM and after 3:15 PM. Children not picked up by 3:30 PM will be required to go to Extended Care. Fees will be charged for this service. 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.

If you must leave your vehicle, when dropping off or picking up your child, 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

School age (k-8<sup>th</sup>) students enrolled in Trinity Lutheran School may enroll in 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 AM – 8:00 AM
After School:	3:15 PM – 5:30 PM
Early Dismissal Days:	12:00 PM – 5:30 PM

For further details and fee information, contact the Early Childhood Director of the school office.

## SUMMER ACADEMY

Parents' work schedules do not stop during the summer and Trinity recognized the need for summer childcare several years ago and started offering Summer Academy. The program is Monday-Friday, 6:30 am – 5:30 pm, and open to the community, school age program.

## TECA – TRINITY EARLY CHILDHOOD ACADEMY

Trinity has benefited from a strong preschool program for over thirty years. Approximately twelve years ago, we added a childcare component to assist families needing full-time care for three-five-year olds. In 2020 we expanded the offerings and adopted a new name/logo. TECA now serves twelve-month olds– five-year olds with full-time care and academic offerings.

The purpose of TECA is to help our students discover and develop their unique individual abilities and talents and become confident, responsible and compassionate leaders who are “equipped to do the work God has planned in advance for them to do.” (Ephesians 2:10). TECA and our Kindergarten – Eighth grade students share the same purpose.

## 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. Cell phones and “smart watches” will be collected every morning by the homeroom teacher. They will be returned to students outside at dismissal time.

Cell phones and “smart watches” that are used by students during the school day will be confiscated for the duration of the day and must be picked up by a parent at the end of the school day.

Violations of the cell phone will result in the following:

- First Offense: Behavior Notice
- Second Offense: Referral
- Third Offense: Referral or possible suspension

## CURRICULUM: K-8

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.

### Religion

Bible Study  
Bible History  
Church History  
Memory Work  
Lutheran Doctrine

### Language Arts

English  
Literature  
Reading  
Spelling  
Writing

### Mathematics

General Math  
Algebra

### Social Studies

History  
Citizenship  
Current Events  
Geography

### Science

Life Science  
Earth Science  
Physical Science  
Health and Wellness

### The Arts

Art  
Band  
Choir  
Music

### Technology

Computer Literacy  
Keyboarding  
Word Processing

### Physical Education

Fitness  
Modified Sports Games  
Recreational Activities

## CURRICULUM: TECA

**First Steps (12 month – 24 month)-** The teachers build positive relationships through a dependable, nurturing environment. Children are provided a stimulating classroom environment, milestone-based curriculum, and educational experiences that promote early learning and social skill development.

**Get Set (24 month – 3 year)-** Children in this classroom are learning the skills for “how” to become independent. Children learn to work with others, follow directions, self-regulate, follow directions, follow routines, and develop self-help skills. Social and intellectual growth occurs through individual child experiences – using, doing, trying things.

**Preschool (four-year old)-** Designed as an interactive learning community, children focus on building independence using hands-on experiences and play based learning. This program provides the material and experiences to develop critical thinkers and problem solvers using science, technology, engineering, and math.

**Kindergarten Prep-** Children build skills vital to success in kindergarten, gain respect for others, and develop a strong sense of confidence. This program provides the materials and experiences to develop critical thinkers and problem solvers using science, technology, engineering, and math. Kindergarten Prep and Kindergarten curriculum and programming is consistent, with both teachers working collaboratively throughout the year, for a successful transition into kindergarten and beyond.

## 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 Honor Roll. Students will receive certificates for their outstanding achievement.

**Principal's List** – Students in grades 5-8 who achieve high standards academically will be recognized at the end of each quarter. The Principal's List will be determined by a grading scale and based on all subjects listed on the Progress Report. Students achieving a grade point average of 3.67 or above will be on the Principal's List. Students will receive certificates for their outstanding achievement.

<u>Percentage</u>	<u>Grade</u>	<u>GPA</u>	<u>Percentage</u>	<u>Grade</u>	<u>GPA</u>
100	A+	4.33	80-81	C+	2.33
94-99	A	4.00	74-79	C	2.00
92-93	A-	3.67	72-73	C-	1.67
90-91	B+	3.33	70-71	D+	1.33
84-89	B	3.00	64-69	D	1.00
82-83	B-	2.67	62-63	D-	0.67
			0-61	F	0.00

### **Academic Probation**

Students in grades 3-8 who receive an “F” of 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 sport activities must follow academic requirements for participation as outlined in the Athletic Handbook.

## **School Owned Device STUDENT DEVICE USE AGREEMENT**

Please read this entire section carefully.

This agreement is made effective upon receipt of a device, between Trinity Lutheran School (TLS), the student receiving a device ("Student"), and his/her parent(s) or legal guardian ("Parent"). The Student and Parent(s), in consideration of being provided with a device, software, and related materials (the "Device" or the "Technology") for use while a student is at Trinity Lutheran School, hereby agree as follows:

### **1. Equipment:**

1.1 Ownership: The school retains sole right of ownership of the Technology and grants permission to the Student to use the Technology according to the guidelines set forth in this document and the school's policies, regulations, and procedures governing the use of technology. The administrative and teaching staff retain the right to collect and/or inspect the Technology at any time, including via electronic remote access and to alter, add, or delete installed software or hardware. Students who are no longer enrolled at the school are required to return Technology to the school. Failure to do so will result in the Technology being rendered inoperable and may result in the school filing a police report for theft.

1.2 Equipment Provided: For purposes of this agreement, Technology is the student computing device and any accessories identified. The school will retain records of the serial numbers and other means of identification of provided Technology. The Student must use Student issued credentials (username and password) when using Technology.

1.3 Substitution of Equipment: In the event Technology that is issued to the Student is inoperable, the Technology may be repaired or replaced by the school; however, the school does not guarantee that a substitution will be available and/or issued. This agreement applies to all substitute Technology issued to the Student. The Student may not keep broken Technology and may not avoid using Technology due to loss or damage.

1.4 Responsibility for Electronic Data: The Student is solely responsible for any non-school installed software or applications, and for any data stored on the Technology. It is the sole responsibility of the Student to backup such data as necessary. The school does not accept responsibility for any software, applications or data the student stores on the Technology.

### **2. Damage or Loss of Equipment**

2.1 Responsibility for Damage: The Student is responsible for maintaining a 100% working Device at all times. The Student shall use reasonable care to ensure that the Device is not damaged. Refer to the *Standards for Proper Care* document for a description of expected care.

In the event of damage not covered by the warranty, the Student and Parent will be billed a fine according to the following schedule:

First incident – up to \$50

Second incident – up to \$100

Third incident – up to full cost of repair or replacement

The School reserves the right to charge the Student and Parent the full cost for repair or replacement when damage occurs due to gross negligence as determined by administration. Examples of gross negligence include, but are not limited to:

- Leaving equipment unattended and unlocked. This includes damage or loss resulting from an unattended and unlocked device while at school. (See the Standards for Proper Care document for definitions of “attended,” “unattended,” and “locked.”)
- Lending equipment to others other than one’s parents/guardians.
- Using equipment in an unsafe environment.
- Using the equipment in an unsafe manner. (See the Standards for Proper Care document for guidelines of proper use.)

## 2.2 Responsibility for Loss:

In the event the Device is lost or stolen, the Student and Parent may be billed the full cost of replacement. Stolen devices (requires a police report) may be covered by School’s insurance.

2.3 Actions Required in the Event of Damage or Loss: Report the problem immediately to the homeroom teacher. If the Device is stolen or vandalized while not at TLS or at a TLS sponsored event, the Parent/Guardian shall file a police report.

2.5 Technical Support and Repair: The School will make technical support, maintenance and repair available.

## 3. Legal and Ethical Use Policies

3.1 Monitoring: The School may monitor the use of the Technology using a variety of methods, including but not limited to electronic remote access, to assure compliance with the School’s policies, regulations, and procedures governing the use of technology. The School will not monitor student activity via the built-in camera on the device.

3.2 Acceptable Use: All aspects of the School’s policies, regulations, and procedures governing the use of technology will apply to the use of the Technology. See *Technology Moral and Ethical Use Policy*.

3.3 File-sharing and File-sharing Programs: The installation and/or use of any Internet-based file-sharing tools by a student is explicitly prohibited. File-sharing programs and protocols may not be used to facilitate the sharing of copyrighted material (music, video, and images). Examples of such sites are Bit Torrent sites or any other sites/applications that share unlicensed content. Individuals with legitimate, school-related needs to use these tools may seek prior approval from the School administration.

3.4 Use of Built-in Camera: Students may not record or photograph any person (both student and staff) without first getting explicitly expressed consent.

3.5 Allowable Customizations: Students are permitted to alter or add files to customize the assigned Technology to their own working styles (i.e., background screens, default fonts, and other system enhancements).

### **Technology Moral and Ethical Use Policy**

Students will be held responsible for their actions and activity while using technology at Trinity Lutheran School.

1. Technology will be used in ways consistent with our school philosophy and the Christian faith we profess.

2. Technology may not be used to harm other people.

Examples: harassing or degrading messages.

Bearing false witness or spreading rumors.

Posting anonymous messages or personal communications without the original author's consent.

3. Students may not interfere with another person's work.

Examples: Degrading or disrupting equipment, software, or system performance. Vandalizing the files of others. Changing system settings, using obscene or inappropriate file names.

4. Students will store files only as directed and approved by the teacher.

5. Students may not snoop in other's files (invading privacy of others).

6. Technology may not be used to steal. (At TLS we teach and follow the Copyright Law, Title 17, U.S. Code)

Examples: Violation of copyrights or other contracts. Using the work of others and calling it your own.

7. Students may not use the resources of others without permission

8. Technology resources may be used only with the teacher's permission.

9. Teachers may review student's files at any time.

10. Students may not load any software or files into school devices.

11. Students in grades 6-8 will be assigned a school email that is to be used only for school purposes.

### **STANDARDS FOR PROPER DEVICE CARE**

This document is an important addendum to the Student Device Program Acknowledgement Form. Read it carefully prior to signing. You are expected to follow all the specific guidelines listed in this document and take any additional common-sense precautions to protect your assigned Device. Loss or damage resulting in failure to abide by the details below may result in full-financial responsibility. Read the electronic manual that comes with the device.

Following the manufacturer's advice and the standards below will lead to a Device that will run smoothly and serve as a reliable, useful and enjoyable tool. Student Responsibilities:

- Treat this equipment with care.
- Bring the Device and charging unit to school during every school day. (If you forget them, substitutes will NOT be provided.)
- Keep the Device either secured (i.e., home or other secure place where others do not have access) or attended (with you or within your sight) at all times. Keep the Device stored in a secure place (i.e., locked in the locker room or other suitable place) when you cannot directly monitor it. For example, during athletic events, games, practices and trips, store the Device in a secure place assigned by your coach/sponsor and arrange to return to school to retrieve it after the activity. Devices left in bags and backpacks, or in unattended classrooms are considered "unattended". Unattended and unlocked equipment, if stolen – even at school – will be your full financial responsibility.

- Avoid use in situations that are conducive to loss or damage. For example, never leave Devices in the gym, in a locker room, on playing fields or in other areas where it could be damaged or stolen. Avoid storing the Device in a car other than a locked trunk. Avoid leaving the Device in environments with excessively hot or cold temperatures.
- Do not let anyone use the Device other than your parents or guardians. Loss or damage that occurs when anyone else is using your assigned Device will be your responsibility.
- Adhere to TLS' Student Device Use Policy at all times and in all locations. When in doubt about acceptable use, ask the teacher, building technical contact (GWAEA), or building administrator.
- Back up your data. Never consider any electronic information safe when stored on only one device.
- Read and follow general maintenance alerts from school technology personnel.

### **How to Handle Problems**

- Promptly, report any problems to your classroom teacher.
- Do not force anything (e.g., connections, popped-off keys, etc.) Seek help instead.
- When in doubt, ask for help.

### **General Care**

- Do not attempt to remove or change the physical structure of the Device, including the keys, screen cover or casing without proper assistance. Doing so will void the warranty, and families will be responsible for 100% of the repair or replacement cost.
- Do not remove or interfere with the serial number or any identification placed on the device.
- Do not do anything to the Device that will permanently alter it in any way.
- Keep the equipment clean. For example, don't eat or drink while using the Device.

### **Carrying the Device**

- Always completely close the lid even for short distances. Sleep mode is sufficient – there is little reason to actually shut-down the device other than on an airplane or during extended days of inactivity.
- Always store the Device in the provided device case. Note: do not store anything (e.g., cords, papers or pens/pencils) in the area within the device case designed for the Device other than the Device itself as this may damage the screen.
- We recommend that you carry the device inside your normal school pack. The device case was chosen expressly for this purpose. Simply slide the Device in and out while leaving the case within the school pack. Do not overstuff your pack – extreme pressure on the device can cause permanent damage to the screen and other components.
- Do not grab and squeeze the Device, as this can damage the screen and other components.

### **Screen Care**

- Screens are particularly sensitive to damage from excessive pressure. The Device screen can be easily damaged if proper care is not taken.
- Clean the screen with a soft, dry anti-static cloth or with a screen cleaner designed specifically for LCD type screens.
- Never leave any object on the keyboard. Pens or pencils left on the keyboard are guaranteed to crack the screen when the lid is closed.

### **Battery Life and Charging**

- Arrive to school each day with a fully charged battery. Establish a routine at home whereby each evening you leave your Device charging overnight.
- Avoid using the charger in any situation where you or another is likely to trip over the cord. Do not let the battery completely drain. Immediately shutdown if you are unable to connect to the charger.
- Close the lid of the Device when it is not in use, in order to save battery life and protect the screen.

### **Personal Health and Safety**

- Avoid extended use of the Device resting directly on your lap. The bottom of the device can generate significant heat and therefore cause temporary or permanent injury. Use a barrier – such as a book or devices made specifically for this purpose – when working on your lap. Also, avoid lap-based computing while connected to the power adapter as this will significantly increase heat production.
- Avoid lengthy use involving repetitive tasks (such as typing and use of the track-pad). Take frequent breaks as well as alter your physical position (typing while standing, sitting, leaning, etc.) to minimize discomfort. If possible, set up a workstation at home with an external keyboard and mouse that allows you to situate the screen at eye-level and keyboard at lap-level.
- Read the safety warnings included in the user guide.

### **STUDENT DEVICE USE AND CONDUCT POLICY**

Students shall only engage in appropriate, ethical, and legal utilization of the School's technology, network systems, and internet access consistent with TLS's school philosophy and the faith we profess. Student instruction on digital citizenship standards which includes safe, ethical, and responsible use of the Internet will be defined and taught within TLS's curriculum.

The following rules provide guidance to students for the appropriate use of the School's technology, network systems and internet access. Inappropriate use and/or access will result in the restriction and/or termination of the privilege of access to and use of the school's technology, network systems, and internet access and may result in further discipline for students up to and including expulsion and/or other legal action (see discipline chart below). The School's administration, in coordination with the Board of Christian School, will determine what constitutes inappropriate use and their decision will be final.

### **Consequence Chart**

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

Inappropriate use includes, but is not limited to:

- Uses which violate any local, state or federal statute or regulation.
- Creating, accessing, uploading, downloading, transmitting or distributing pornographic, obscene, profane, abusive, threatening, sexually explicit or otherwise inappropriate material, or material encouraging or promoting discrimination towards individuals or groups of individuals based upon a legally protected trait or characteristic.
- Uses which violate copyright laws or otherwise misuse of the intellectual property of another individual or organization.
- Accessing another individual's materials, information, or files without authorization (authority).
- Any unauthorized access or malicious attempts to damage hardware/software or networks, circumvent or disable security protocols, or to destroy the data of another user, including creating, loading or intentionally introducing viruses.
- Altering the operation of computing devices as set by the network administrator.
- Using computing devices, data network or Internet for commercial purposes, or personal purposes which interfere with learning, or other purposes not consistent with the educational objectives of the District.
- Using the system to communicate, publish or display defamatory materials, rumors, disparaging portrayals or any other information which is known to be false or misleading.

- Harassing, insulting, or threatening harm or embarrassment of others.
- Swearing or using vulgarities or any other inappropriate language.
- Disseminating or soliciting sexually oriented messages or images.
- Disabling, circumventing or attempting to disable or circumvent filtering software.
- Unauthorized transmitting of personal credit card information or other personal identification information.
- Invading the privacy of individuals without authorization.
- Failing to follow School's policy while using computing devices, data networks or accessing the Internet; or failing to follow any other policies or guidelines established by TLS's administration and failure to follow instructions of classroom teachers and technology support personnel.

Individuals should not allow anyone else to use their assigned login credentials or passwords to access or use the School's computing devices, data network information systems or the Internet. Users are responsible for the security of their own e-mail, device and data network access. Users will be held responsible for any misuse of their computing device, e-mail or data network access by themselves or by others when the user has failed to follow appropriate security measures.

All users will routinely change passwords when required or directed by system administrators. Staff will assist students with password changes as needed. Users determined to be security risk may have access restrictions applied.

### **Disclaimer**

TLS does not have control of the information on the Internet or incoming email. TLS will provide Internet content filtering both onsite and off. However, no filter is perfect. All filters have vulnerabilities that maybe exploited by individuals who are actively and intently dedicated to breaching them. Sites accessible via the Internet may contain material that is defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, illegal or otherwise inconsistent with the mission of Trinity Lutheran Church and School.

While TLS's intent is to make Internet access available for educational goals and objectives, account holders will have the ability to access other materials as well. At TLS, we expect students to obey the Student Device Use Policy when using the Internet. Students found in violation of the policy will be disciplined. In addition, TLS account holders take full responsibility for their access to TLS's network resources and the Internet. Specifically, TLS makes no warranties with respect to school network resources nor does it take responsibility for:

1. The content of any advice or information received by an account holder;
2. The costs, liability or damages incurred as a result of access to school network resources or the Internet; any consequences of service interruptions.

## RECESS

The physical and social benefits of recess are valued; therefore, we provide recess breaks throughout a day/week for all age groups. Students will always have adult/teacher supervision at recess and will remain on Trinity owned property. In the event a ball, or other piece of equipment, goes off the property (i.e. in the street) students must have permission from an adult supervisor or 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. Funds may be submitted by parents to be placed into a student's hot lunch account. Extra milk may be purchased with a milk ticket. 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 spacial awareness, movement concept, skill development, refinement and application 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 3-8 must change into PE clothes. Students must wear royal blue shorts (There may be no writing on the seat of the shorts.) and a gold Trinity t-shirt.
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: Kindergarten through 8<sup>th</sup> grade**

This is the approved attire for students in Kindergarten through 8<sup>th</sup> Grade during school hours Monday through Friday.

Pants, **Bermuda 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 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 and Trinity Athletic jackets are allowed in grey, gold, yellow, blue, or white. **Solid colored sweatshirts in blue, gold, yellow, or white with a small logo are allowed.** If a sweatshirt is worn the student must be wearing a dress code approved polo shirt underneath.

#### **Related Rules:**

Polo shirts with hems, sweaters, and sweatshirts are not required to be tucked in.

**Bermuda shorts**, skirts, skorts, jumpers, and dresses must be longer than 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.

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

**Leggings must be non-patterned. Acceptable legging colors are navy blue, royal blue, gold, yellow, and white.**

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

**Novelty headbands and tierras may not be worn.**

Hair— Hair is to be neat and well groomed. No extreme hairstyles. **Hair color must be in the natural spectrum of hair colors.**

Earrings—**Only stud earrings may be worn and only by females. No more than two earrings may be worn in each ear.** Earrings must be in good taste. No other body piercing rings may be worn.

Spirit days/Casual days/Special days—the school administration may declare spirit days, casual days, or special dress days when exceptions to the dress code will be allowed. Students not dressing according to the approved exceptions will be required to follow the normal dress code.

School hours—the 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 **3-8**, as determined by the 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.

Trinity is now a preferred school through the Lands' End uniform program. This program allows parents to purchase dress code items that have been approved specifically by Trinity and these items can be purchased with the school logo. Trinity will also benefit from receiving a percentage of the net uniform sales. Trinity families are encouraged, but not required to purchase dress code items through Lands' End.

Parents may purchase items directly from Lands' End at [www.landsend.com/school](http://www.landsend.com/school). Trinity's preferred school number is 900131384. Sales and promotions are periodically offered and the school office will inform families when these are available.

PTL sponsors a free clothing exchange in August, early November, and again in early March.

How it works:

- During clothing exchange periods.
- You may take any clothing you wish without obligation.
- If you have school dress code clothing articles to donate, we ask that they be clean and in good repair.

## 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 Kindergarten through 8<sup>th</sup> grade. There are multiple sections of choir that are divided according to the grade students are in. Choir is where we build on the foundation of the early years of general music. Trinity Lutheran School choirs occasionally sing at Trinity Lutheran Church.

## 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/guardians 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 school office and 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, due to absence, is due the number of days equivalent to the time lost (for example; 2 days absent – work is due 2 days after return to school).
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 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. 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 for the forgiveness of his/her teacher and be reassured of Christ's forgiveness.

Student contact 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.

### **LOWER ELEMENTARY**

Kindergarten 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 other 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 3:20 PM until 4:00 PM.

**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 3:20 PM until 4:00 PM.

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

Continues 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 reason 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 reports to the appropriate law enforcement agency. The possession of lookalike items will 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 offense results 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. The Board of Christian School (BCS) 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 BCS. This includes gymnasiums, locker rooms, play ground, any school activity or school sponsored event and while away from school grounds if misconduct occurs during a school activity. This policy also includes cyber bullying, which is the use of any electronic device 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 purpose or effect of causing injury, discomfort, fear, or suffering to the victim;
- Implied or explicit threats concerning one's grades, achievement, 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 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 files 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.

Physicals, 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. All seventh and eighth grade students participating in sports are required to submit a completed concussion form as required by Iowa Code Section 280.13C. 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. **Aspirin and acetaminophen products require an authorization form signed by a parent or legal guardian.**

## HEARING SCREENING

**Hearing Screening:** Grant Wood Area Education Agency (GWAEA) screens all students in Kindergarten Prep, kindergarten, and grades 1, 2, and 5. Students in the Early Learning Program with IEPs will be screened. Students in grades 3, 4, and middle 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 to be 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 or may contact GWAEA to schedule a hearing test at any time, (319)399-6700.

## FIRE, TORNADO, AND ALICE DRILLS

Several times during the school year, fire, tornado and ALICE 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 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 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 due 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 needs repair from normal use. PLEASE DO NOT MEND IT. Simply send a note with the book mentioning the repair needed. The librarian has 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 items has been overdue for six weeks. 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 of Christian School 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, KWWL, and KGAN.

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

## CONFLICT RESOLUTION PROCEDURE

There may be a time during the school year that a parent has 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. If a reunification plan is implemented, families will reconnect with their student(s) at King of Kings Lutheran Church, 3275 N. Center Point Rd, Cedar Rapids.

## **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 Jeff Nance.

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.