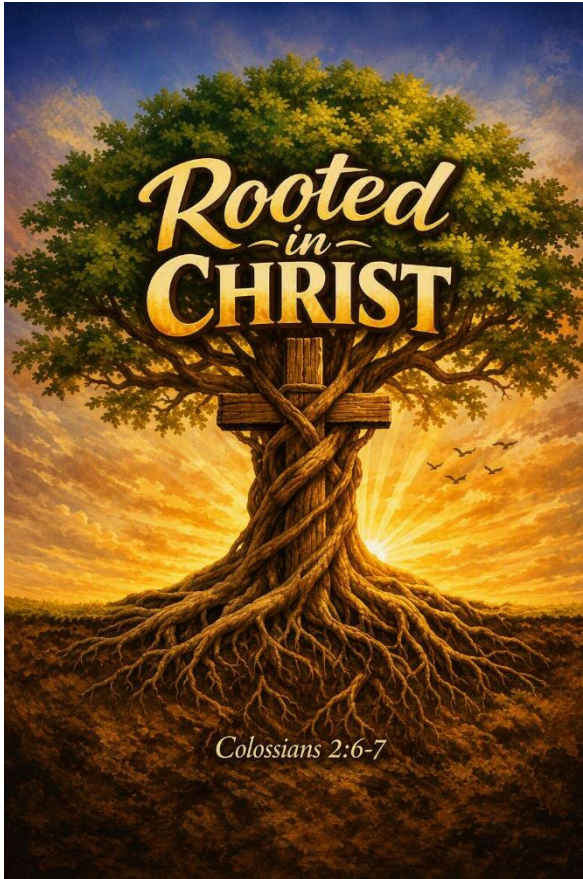


Trinity Lutheran School

Parent & Student Handbook

2026-2027



"So then, just as you received Christ Jesus as Lord, continue to live your lives in Him, rooted and built up in Him, strengthened in the faith as you were taught, and overflowing with thankfulness."

Colossians 2:6-7

PHILOSOPHY ON CHRISTIAN EDUCATION

Trinity Lutheran Church believes that Christian education is an essential function of the church. Since its early history, Trinity Lutheran School has been an extension of the mission and ministry of the congregation.

The ascending Savior charged His church, “teach them to observe all that I have commanded you.” Matthew 28:20

Therefore, Trinity Lutheran School exists to provide Christian education in partnership with parents which will:

1. Rely on Scripture as the inerrant Word of God and the Lutheran Confessions as a summary of Christian doctrine, with Jesus Christ at the center of all knowledge.
2. Provide opportunities to speak of God’s love to one another, to witness to their Lord by dealing with one another in love and forgiveness, and reach out in love to others in the community.
3. Understand that the Word of God is the source of our curriculum, flowing across all aspects of learning, so that students may integrate faith into life and be equipped to live a life of Christian love.
4. Give attention to spiritual, moral, intellectual, civic, and social values basic to the unique needs of the school’s children and of their culture.
5. Make all learning relevant to life while focusing on the development of the whole child.

BELIEF STATEMENTS

1. God has revealed Himself as three persons: Father, Son, and Holy Spirit, as confirmed by Holy Scripture and confessed in the Apostles', Nicene, and Athanasian Creeds.
2. Holy Scripture teaches that the fear of the Lord is the beginning of knowledge. Therefore, our model of education and learning is primarily based upon the Bible, since all wisdom and truth flows from God.
3. The Confessions of the Evangelical Lutheran Church further explain Holy Scripture and guide our teaching and practice.
4. God has instructed parents to teach their children, and parents have entrusted teaching to our care. Trinity Lutheran School exists to train children up in the way they should go.
5. All teaching and practice of Trinity Lutheran School shall strive to conform to the teachings of the Holy Scripture, and our learning environment will be Christ-centered.
6. Each child can be a servant of Christ in both church and state.
7. God has uniquely blessed every person with certain gifts, and each child has the ability to use these gifts in God-pleasing ways.

MISSION STATEMENT

The mission of Trinity Lutheran School, in partnership with parents and the LCMS (Lutheran Church-Missouri Synod) congregation, is to provide a Christ-centered educational program which ministers to the needs of the “whole child” in nurturing them to live in service to God and man.

ORGANIZATION

History

The first report of a school at Trinity is found in the record of 1872. At the time Pastor Endres taught school in his home. In 1875 the first school building was erected. It served Trinity for 42 years, then in 1917 the old church was converted into a two-room school. This served Trinity's educational needs until 1956 when the present building was dedicated.

Beginning with the 1968 school year an inter-parish agreement was established between the St. Paul congregation of rural Boone and Trinity. From 1968-1989 the school was known as Trinity-St. Paul and children from the St. Paul congregation were bussed into Trinity. In January of 1989 St. Paul voted to discontinue the inter-parish agreement. The school is now under the direct administration of Trinity Lutheran Church and is once again known as Trinity Lutheran School.

Today our school is a witness to the commitment of Trinity Lutheran Church to provide a wholesome Christ-centered education to the children of Trinity congregation and the surrounding community.

Administration

Policies for operating the school shall be determined by the Board of Day School Administration of Trinity Lutheran Church. The Pastors and Principal shall serve as ex officio members of the board.

The Board of Day School Administration shall hold monthly meetings and shall report to the Parish Planning Council and Voters' Assembly. The organization of the board shall be effected annually at its first meeting after new officers have been elected and qualified.

Pastor

The Pastor of Trinity, a shepherd of the flock, is responsible for the spiritual welfare of the children. He, together with the Principal, leads the children in weekly chapel services, instructs confirmands, advises the Board of Day School Administration, and works with the Principal in developing and evaluating the program.

Principal

The Principal is responsible to the Board of Day School Administration for the supervision of the teachers and the school curriculum. It is his/her task to implement the policies of the Board of Day School Administration, so that the school will function in an orderly manner.

Teachers

Together with the Principal, the teachers are directly engaged in presenting to our students the tools they will need to follow their Savior and to be good Christian citizens here on earth. Together with the parents, the teacher endeavors to guide the child to the development of his/her God-given talents.

Leaders

Only such members who are faithful in church and communion attendance are to be granted the privilege of being leaders in our school or leaders in any of our organizations.

PARENTS'/GUARDIANS' ROLE IN SCHOOL

Parental influence and attitude largely determine a child's outlook. Helpful and concerned parents greatly assist the smooth functioning of the classroom. Following are a few suggestions on how parents can help improve the attitude their children have about school:

- Make going to school a pleasurable experience. Parental enthusiasm will help the child to be enthusiastic.
- Have complete confidence in your child's teacher and let your child know you have this confidence.
- Never discuss the teacher, classmates, church, or school negatively in the presence of your child.
- Send your child off to school with a good healthy breakfast.
- If your child has a fever or symptoms of an illness keep him/her home from school. Contact the school when your child will be absent for the day.
- Put your child's name on his/her coats, boots, personal belongings, and school supplies.
- Be interested in what your children bring home from school; it is important to them.
- Make every effort to attend special school occasions.
- Parents and guardians are encouraged to attend all Parent-Teacher League (PTL) meetings and participate in all PTL activities.
- Parents and guardians are encouraged to attend weekly chapel on Wednesdays at 8:15 AM.
- If parents have any questions, misunderstandings, or grievances with their child's teacher, make arrangements at a proper time to discuss these with the teacher. Usually difficulties can be quickly and easily corrected when following the advice of our Savior in Matthew 18, "If your brother sins against you, go and show his fault just between the two of you."
- Attend worship services as a family at every opportunity. God does build our faith as we participate in His Word.
- Pray for the students, teachers, pastors, staff, school, and yourselves. Col. 4:2-3 "Continue steadfastly in prayer,

being watchful in it with thanksgiving, and pray for us also, that God may open to us a door for the Word.”

APPLICATION AND ADMISSION

Trinity Lutheran School is an LCMS parochial school ministering as an educational outreach of Trinity Lutheran Church. Trinity Lutheran School is open to families who desire a Christ-centered education and are willing to support the beliefs, mission, and practices of the Church and School.

Upon contacting the school, the admissions process includes the following steps:

- The Principal will contact prospective families, share school beliefs and expectations, provide basic information, and schedule a tour.
- An admissions packet is provided to families, including the application form, school beliefs and purpose, parent-school partnership expectations, student expectations, and a letter of recommendation.
- Students will visit for a day in the classroom, and parents will attend morning devotions that day. A classroom visit does not ensure acceptance.
- Parents and children will meet with Trinity’s Principal and Pastor to ensure Trinity is able to meet the educational needs of the student.
- The Pastor will review the differences between Trinity and other school settings and will review the parent partnership expectations and student participation expectations.
- Parents will attend the required mentorship program night with the Pastor.

Parent Partnership Expectations: Parents must review and accept the philosophy and policies of Trinity Lutheran School, support the Christian instruction and discipline of the school, ensure student participation in religion classes, memory work, chapel, and confirmation instruction as applicable, and support student participation in Sunday services and other church/school activities.

Student Expectations and Participation: All students are required to participate in the school's religion curriculum, including memory work and confirmation instruction as applicable, and to participate in church/school activities as directed.

Following the pastoral meeting, and after the Pastor is satisfied that the prospective parents understand and agree to abide by Trinity Lutheran Church and School's partnership expectations and requirements, the Pastor and Principal have final authority to approve a family to continue the enrollment process.

Required Enrollment Documentation: All new students, unless previously enrolled in Trinity preschool, must provide an application for admission, birth certificate, immunization records, physician's health statement, emergency contact and medical authorization forms, and academic transcripts and report cards for first grade and above.

Placement and Student Readiness: Trinity Lutheran School reserves the right to determine final grade placement based on academic readiness and developmental needs, require academic screening when deemed necessary, deny admission if the school is unable to adequately meet the educational needs of the student, and accept students contingent on verification

of good standing at their previous school and demonstrated readiness to perform at grade level.

Admissions Priority: Priority for admission from a waiting list is given in the following order:

1. students who have attended Trinity Lutheran School through the prior year;
2. children of active members of Trinity Lutheran Church;
3. siblings of currently enrolled students;
4. children of members of other LCMS congregations; and
5. any child of parents who desire an LCMS Christ-centered education and meet the admissions requirements.

Final Admission Review: The Principal and teachers review previous school records, final grade placement, and academic placement testing when necessary.

Final Admission Decision: The Principal administers final admissions decisions in accordance with this policy. A prospective student or parent who disagrees with the Principal's admission decision may submit a written petition, stating the reasons, to the Board of Day School Administration. The School Board's decision will be final. New students are admitted on a one-quarter probationary period.

Non-Discrimination Policy: Trinity Lutheran School admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally made available to students at the school. Trinity Lutheran School does not discriminate on the basis of race, color, national and ethnic origin in administration of educational policies, athletic, scholarship, and other school-administered programs.

Students with Special Needs: In accordance with applicable law, Trinity Lutheran School will work with families to evaluate and determine reasonable accommodations for students with special needs. Admission is contingent upon the school's ability to meet those needs within its available resources.

CLASS SIZE AND ENROLLMENT MANAGEMENT

To preserve educational quality and maintain an effective learning environment, Trinity Lutheran School uses an enrollment management process and class-size limits to provide the Principal maximum flexibility in managing class size and achieving strong learning outcomes.

Enrollment Management Process: Students who have attended Trinity Lutheran School through the prior school year must submit a written notice of intent to continue as a full-time student for the coming school year any time prior to April 1 of the current year to be guaranteed a seat for the coming school year.

Throughout April, Trinity Lutheran School will accept admission of students according to admissions priority as defined above.

After May 1, the school enters the open enrollment period. Students who have completed the admissions process will be admitted on a first-come, first-served basis. Applicants seeking enrollment in a class that has reached its maximum enrollment will be added to a waiting list and notified if an opening becomes available.

NOTICE OF NONDISCRIMINATION

It shall be the policy of Trinity Lutheran School that, in the admission of students, employment of personnel, and operation of athletic programs and other school administered programs, the school shall follow practices that do not discriminate on the basis of sex, race, national origin, or disability as defined in Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act. Participation in educational programs and extracurricular activities shall be in compliance with Title 6 and Title 9 of Educational Amendments of 1972.

EDUCATION FEES

Textbooks, workbooks, testing, new technology, physical education equipment, art materials, paper, and other supplies are provided by the annual Book and Supply Fee. The Board of Day School Administration sets these fees annually. The Book and Supply Fee is a qualified expense that may be paid by a student's ESA account. The 2026-2027 Book and Supply Fee is included in the base tuition fee.

TUITION POLICY

A tuition fee is charged to all students attending Trinity Lutheran School. This tuition fee is set by the Board of Day School Administration each year and is used to help defray some of the total cost of education for each student.

All previous accounts must be paid in full prior to registration for the student to remain enrolled at Trinity Lutheran School. Notification of delinquent accounts will be sent prior to registration.

TUITION ASSISTANCE

A scholarship and/or fee reduction may be requested by either member or non-member families. Requests must be made in writing to Trinity Lutheran School by August 1 for the next school year. Fee reduction forms are available from the school office.

Educational Savings Accounts (ESA) are available in Iowa. Families should review current guidelines and apply for the ESA if eligible. Contact the school office for more information regarding ESA use for qualified school expenses.

TUITION PAYMENTS

Tuition payment is made through automatic withdrawal. Forms are signed at the time of registration. All previous accounts must be paid in full prior to registration for the student to remain enrolled at Trinity Lutheran School. Notification of delinquent accounts will be sent prior to registration. If tuition payments become more than two months overdue and arrangements have not been made to develop a payment plan, the student will not be allowed to continue enrollment.

CHURCH ATTENDANCE

Family worship attendance is an integral part of a child's development. We encourage all families to prioritize weekly worship attendance. Teachers will record church and Sunday school attendance each week.

When a person becomes a member of Trinity Lutheran Church, they pledge themselves to regular (every Thursday or Sunday) church attendance. The following Scripture passages indicate what we are to do:

“Remember the Sabbath day by keeping it holy.” (Exodus 20:8)

“They devoted themselves to the apostles’ teaching and to the fellowship, to the breaking of bread and to prayer.” (Acts 2:42)

“Let us not give up meeting together as some are in the habit of doing, but let us encourage one another ...” (Hebrews 10:25)

Non-Trinity Lutheran Church members are encouraged to regularly worship at their own church or house of worship. Regular worship is a benefit which helps students be successful. If you do not have a place to worship, we encourage you to join us at Trinity Lutheran Church or find a place to worship the Triune God.

SCHOOL ATTENDANCE

Regular and punctual attendance is expected at Trinity Lutheran School. Punctuality is one of the Christian virtues emphasized at Trinity. Students must report to their homeroom at or before the 8:10 AM bell to be considered on time. Teachers will record tardiness on the student’s report card.

The State of Iowa requires each able child to attend school from ages 6-16. Students are expected to be on time unless a parent contacts the school office by note or by phone. The first bell means students are to go directly to their classrooms. The second bell begins the school day. Students are marked tardy if they are not in their classrooms by 8:10 AM.

ABSENCE

Parents are responsible for the student’s regular attendance. Parents must contact the school each day, or for each period of time, their child will be absent. If no notification is given, the school will attempt to contact parents. In cases of contagious

disease, parents must notify the school of the nature of the illness.

Excused absences include student illness, family emergencies, bad weather, necessary medical and dental appointments, and school-sponsored or approved activities. Excused absences are usually those which cannot be avoided. Any other exception must be discussed with the teacher prior to the day the student will be absent from school.

For absences, students are responsible for making arrangements to complete all assigned work. If possible, arrangements should be made to pick up missed work on the day of the absence. If an absence can be foreseen, arrangements for make-up work should be made in advance. Teachers will allow two school days for make-up work for each school day missed. Loss of credit may result if make-up work is not submitted promptly.

A student in K – 10th grade is recorded present if he or she is in school for five or more hours of the school day. The lunch break will be used to determine half-day attendance. Preschool students are recorded present if they are in school for two or more hours of the school day.

TRUANCY

Truancy is the act of being absent from school or from class for any reason deemed unacceptable by the administration. According to Iowa Code, the determination of whether an absence is excused is made by the school, not by the parent.

Truant absences may include, but are not limited to, oversleeping, shopping, hunting, getting a driver's license, senior pictures, hair appointments, concerts, a parent oversleeping, repeated vacations, chores, excessive mental

health days, or other absences determined unacceptable by the administration.

Students absent due to a documented medical condition will have their cases reviewed on an individual basis. A doctor's note documenting the student's condition must accompany any absence consisting of three or more consecutive days.

Continued truancy may result in legal action taken against parents by the county attorney as mandated by state law. It may also result in discipline up to and including expulsion from Trinity Lutheran School.

BEFORE SCHOOL

Children should not arrive before 8:00 AM. If a student must arrive before 8:00 AM (doors will be unlocked at 7:45 AM), they will go directly to the parish hall and wait quietly until the 8:00 AM bell rings. If weather permits, students should be dropped off at the grassy area next to the playground for Walking Club.

When the 8:00 bell rings, students should go directly to their classrooms. The K - 10th grade class schedule is 8:10 AM-3:05 PM. Please be respectful of where you park on 12th Street (North entrance) and Boone Street (East entrance) to allow neighbors to enter or exit their driveways as needed.

AFTER SCHOOL

All children are to leave within a reasonable time after their classes are dismissed unless they have special permission from their teacher. A teacher will be on duty until 3:25 PM for supervision. Parents should arrange for their child to be picked up within that time. When the ride arrives, the guardian should

come to the North doors. No balls or other school equipment is to be used after school without permission from a teacher.

BAD WEATHER

In case of bad weather, Trinity Lutheran School will close when the Boone Public Schools close.

PARENT VISITATIONS

While parents are always welcome in our classrooms, we would ask that you notify the teacher(s) the day prior to the visit in order to prevent the visitor, unless so desired, from spending time sitting through a morning or afternoon of testing, etc. Special visitation days may be scheduled when parents will be encouraged to visit. All visitors must register by a check-in/out procedure through the school office.

For the safety of students and staff, school doors remain locked during the school day, and visitor access is granted through the school's monitored entry process. Visitors must not ask students to open doors or provide access to the building.

HOME VISITS

Teachers will contact families to schedule a home visit before the beginning of the school year. This gives families and teachers an opportunity to become acquainted before the start of the school year.

CURRICULUM

Trinity Lutheran School is accredited by the National Lutheran School Accreditation through the Lutheran Church-Missouri Synod. Our curriculum follows Integrating the Faith, curriculum guidelines established by the Lutheran Church-

Missouri Synod, to permeate the total curriculum with Christian teachings and values.

A Christ-centered approach to education affords students the opportunity to grow in their faith as well as prepare them to be useful citizens in today’s society. Teachers use a wide variety of teaching methods, groupings, and technology to assist students in the learning process. Opportunity is given for students with special needs as well as special abilities to meet their potential.

GRADING SCALE

100-99A+	84-82 C+	<64 F
98-96 A	81-78 C	
95-94 A-	77-75 C-	
93-91 B+	74-72 D+	
90-88 B	71-68 D	
87-85 B-	67-65 D-	

TESTING PROGRAM

The Iowa Assessments are administered to 3rd - 10th grades each year. This measures the academic achievement of each child and compares it with state and national averages. The test enables a teacher to determine a child’s weak and strong academic areas and thus is able to give needed individual help. School-wide results are used to evaluate current curriculum.

FAST/CBM (Formative Assessment System for Teachers) assessments are administered in grades K – 6th grade in the Fall, Winter, and Spring. Assessment results are reviewed by teaching staff and a Heartland AEA Reading Consultant. Results of this review assist in planning reading instruction for students in these grades to help build up their reading skills. K - 8th grade math skills development and progress is assessed using

Curriculum Based Measurement (CBM) in the Fall, Winter and Spring.

MASTER RECORDS

A cumulative file and a permanent record will be kept for each student enrolled. The cumulative file is forwarded to the student's next school. A copy of the permanent record is kept on file at Trinity Lutheran School. Both the cumulative file and the permanent record are available to the child's parents or guardian. Consent is not required for Trinity Lutheran School professional staff to see a student's record; however, all information will be kept confidential. All other persons must have permission from the child's parent or guardian before access to the student's records is permitted.

Trinity Lutheran School complies with the Family Educational Rights and Privacy Act (FERPA). Parents or eligible students have the right to inspect and review education records, request correction of records they believe are inaccurate or misleading, and control disclosure of personally identifiable information from education records except where FERPA permits disclosure without consent.

FERPA permits disclosure without consent in certain circumstances, including to school officials with legitimate educational interest; other schools to which a student is transferring; specified officials for audit or evaluation purposes; appropriate parties in connection with financial aid; organizations conducting certain studies for or on behalf of the school; accrediting organizations; to comply with a judicial order or lawfully issued subpoena; appropriate officials in cases of health and safety emergencies; and state and local authorities within a juvenile justice system pursuant to specific state law.

Schools may disclose directory information without consent, such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. Parents and eligible students will be notified of directory information and given a reasonable amount of time to request that the school not disclose directory information about them.

ACADEMIC PROGRESS REPORTING

Trinity Lutheran School utilizes JMC as our online Student Management System. JMC allows parents and students to track their progress throughout the school year. Report cards are issued after each nine-week period. A parent-teacher conference is scheduled at the end of the first and third nine-week period. Through this means, a more complete understanding of the child's academic, social, and spiritual growth is obtained for the parents as well as the teachers. Special conferences with the teachers are encouraged when necessary.

In addition to the quarterly report cards, we send home mid-quarter reports halfway through each quarter to keep parents, teachers, and students abreast of the progress being made at that time. We ask that parents review, sign, and return all progress reports within three days.

ACADEMIC PROGRESS

Students are expected to apply reasonable effort toward their academic responsibilities, complete assigned work in a timely manner, and demonstrate progress consistent with their ability and grade-level expectations. When academic concerns are identified, a remediation plan will be implemented, interventions will be documented, and teachers will communicate concerns with parents in a timely manner. If interventions do not result in adequate improvement, the

situation may be escalated to the Principal and reviewed for student fit or continued enrollment. The Board of Day School Administration retains final authority regarding continued enrollment.

HONOR ROLL

Students in 3rd – 10th grade who achieve a grade point average of 3.5 or higher, based on a 4.0 grade point average system, for the quarter will qualify for the Trinity Lutheran School Honor Roll. Students who achieve a 3.2 to 3.49 will receive honorable mention. Subjects included for honor roll and honorable mention consideration are English, reading, religion, mathematics, social studies, and science. Names of students who achieve honor roll or honorable mention may be published in the church newsletter, graduation service, and school-sponsored social media.

GOEPPINGER AWARD

The Goeppinger Award may be given to students in 3rd – 10th grade based on the highest academic achievements, with teachers using their discretion as to how many awards are presented for each grade. Students will be recognized at the closing worship service.

ACADEMIC AWARD

Additional academic and character-related awards may be given at the closing worship and graduation service, including individual classroom awards, the Goeppinger Award, Delta Kappa Gamma Award, and President's Education Awards as applicable.

MEDICATIONS

According to state law, no medicines of any kind, prescription or over-the-counter, will be given to a child without written permission from the child's doctor or parent. A special form is available from the school office. All medication will be administered by personnel who have been certified.

Medication must be brought to school in the original pharmacy or manufacturer container. The student's name, medication, dosage, frequency or time of administration, and any refrigeration requirement must be clearly identified.

- Inhalers may be kept in the student's possession only when the required parent/doctor release form is on file. All other medications will be kept in the office.
- Only school employees who have been certified to dispense medications will administer medication.
- Students are responsible for asking for medications at the proper time. For activities outside the building, the child's teacher will have the medication in his or her possession when appropriate.

HEALTH

- Health services provided by the school include vision screening for preschool by the Lions Club and hearing screening for kindergarten through fifth grade by AEA.
- Trinity Lutheran School follows CDC guidelines on diseases requiring exclusion from school.
- Students with a fever greater than 100°F, without fever-reducing medicine, must remain at home until they have been fever-free for 24 hours without fever-reducing medicine before returning to class.

At registration, parents and guardians must complete emergency contact and physician information. In an emergency, school staff will provide first aid, notify parents or emergency contacts, arrange appropriate transportation, and complete accident documentation. For serious injuries, the student may be transported to the hospital, and parents and the family doctor will be notified as appropriate.

BLOOD BORNE PATHOGENS

A complete policy is kept on file in the office. Anyone interested is welcome to go to the office and read the file.

IMMUNIZATION RECORDS

All students are required by state law to be immunized for varicella/chicken pox, DPT, polio, measles, and rubella. Parents are expected to comply with state standards. By law, a child who has not met the minimum immunization standards will not be admitted to school. Provisions are made for parents completing the IDPH Certificate of Immunization Exemption—Religious Exemption. A special health form must be completed for each student before entering school.

FIRE AND TORNADO DRILLS

Fire and tornado drills are held periodically. All teachers shall have evacuation procedures posted in the classroom.

CHAPEL SERVICES

Parents are welcome to join the entire school as we worship together each Wednesday at 8:15AM. (During Advent and Lent the services may be held at an alternate time.) Mission projects are adopted for the school year by the faculty.

MEMORY WORK

Portions of Scripture and Luther's Small Catechism are assigned as memory work for students in each grade. This is a regular part of the school curriculum and there will be no deviation of the memory work assigned.

5-8TH GRADE CONFIRMATION CLASS

Children who receive their entire schooling at Trinity Lutheran School are well grounded in the fundamental doctrine of the Lutheran Church-Missouri Synod, and have received adequate instruction for communicant membership into our congregation. The chief parts of Lutheran doctrine are reviewed in 7th - 8th grades. All children, whether their parents are members of our church or not, will receive this instruction which is taught by the Pastor or Principal of Trinity Lutheran School. These classes are designed to confirm the children in their faith and to prepare them to live their lives for their Savior. After completion of the course, 8th grade members will publicly confirm their faith.

PARENT TEACHER LEAGUE

All parents who have their children enrolled in Trinity Lutheran School are invited to be members of the Parent-Teacher League. The PTL promotes communication and understanding between home and school while participating in service projects benefiting the educational program.

FACULTY DEVOTIONS AND MEETINGS

Faculty devotions are held each morning from 7:30 - 7:45. The faculty meets throughout the school year for in-service and other meetings are scheduled as necessary.

CONDUCT IN SCHOOL

As Christians, God has set high standards which should guide our behavior. Two words which go together can help us. They are LOVE and RESPECT. Anything that I do should show my love for Jesus and my love for my neighbor. My actions should show respect for my teachers (who represent God's authority), respect for property (which God has given me to use or has allowed someone else its use), and respect for the rights and feelings of my fellow students (who are redeemed and loved by Jesus).

The purpose of discipline at Trinity Lutheran School is to establish a clear, consistent, and Christ-centered framework for student behavior, discipline, and accountability. Discipline is intended to promote Christian conduct, protect the learning environment, and ensure the safety and well-being of all students.

Teachers are responsible for maintaining proper classroom discipline and fostering Christian behavior. Teachers will enforce school rules consistently, establish classroom expectations, use appropriate positive reinforcement, and address misbehavior when it occurs. Students may be referred to the Principal after reasonable classroom interventions, except in cases of serious offenses.

STUDENT EXPECTATIONS FOR CONDUCT AND CLASSROOM BEHAVIOR

Students are expected to conduct themselves in a Christ-centered, respectful, and safe manner throughout the school day. This includes using appropriate sound levels for each area of the building, following door safety expectations, and

honoring classroom rules that support learning, responsibility, thoughtfulness, and safety.

Sound Levels: Students are expected to use the appropriate sound level for each area of the school.

Level	Description	Locations
0	Silent	Sanctuary
1	Whisper	Narthex; Parish Hall during school; Sanctuary; Hallways
2	Inside Voice	Restrooms; North Door Inside; Lunch Area; Parish Hall before school
3	Speak Loudly	North Door Outside
4	Outside Voice	Outdoors / Playground

Door Safety: Students must not open the door for anyone and must not prop doors open. For the safety of our students and staff, visitors should not ask students to let them into the building. Visitors must ring the doorbell inside the southwest portico doors and wait for staff assistance.

Classroom Expectations: As a child of God, each student is expected to be responsible, thoughtful, and safe.

- **Responsible:** I will focus, put forth my best effort, and help keep the classroom clean.
- **Thoughtful:** I will use the appropriate voice level, respect the learning of others, encourage others, and show kindness, love, and forgiveness.
- **Safe:** I will keep my body and objects to myself, tell a teacher if anything is wrong, and use supplies and classroom items appropriately.

CLASSROOM

Your classroom is your home here at school, and you want to take care of it. You should keep your desks neat and clean.

Loud and disturbing noise and show-off behavior is out of place. Throwing objects, running, and shoving can be dangerous to others. Books and other objects should not be placed in the aisles nor under desks. No food, candy, or gum is permitted during school or after school activities unless a student has received permission from their teacher or supervisor. No cell phones, toys, games, are permitted during school unless the student has obtained the teacher's permission in advance. You are expected to clean up after yourself.

RESTROOMS

They are to be used only for the purpose for which they are designed, not as a play area or meeting place.

HALLWAYS

Loud noise and certain actions like bouncing balls, etc. are disturbing to other classes. There should be no running or loitering in the halls. When using the stairways, always use the right side. There are no cuts at the drinking fountain or playing with water.

PLAYGROUND RULES

The playground area includes the parking lot west of the school, the grass area adjacent to it, and the gravel equipment area. Students must stay in this area during recess time. When a ball or other object leaves this area, please tell the supervising teacher. Students in 4th – 8th grades may retrieve a ball, or other objects, with teacher permission.

Whatever equipment a student brings out, he or she is responsible for ensuring it is brought back into the building. When the end of the recess bell rings, students should line up by classrooms at the south door and follow line basics as they enter the building.

In cold weather, please make sure that you have your child/children's gloves, hat, and boots marked. All children are expected to go outside unless they have a written note from a parent. Children will not be allowed on the snow piles without boots and snow pants. If the wind chill factor is below 0°F, students will not go outside.

General Rules

- No skateboarding, roller blading, or bicycle riding.
- Pulling clothes, tackling, wrestling, or pulling onto the ground is prohibited.
- Keep the gravel on the ground.
- Use God-pleasing language and gestures.
- Stay away from parked cars.
- Stay off the fence; use the gate.
- Immediately line up when the bell rings.
- Hold playground equipment while in line.

Swings

- One student at a time on the swings.
- Twisting chains is prohibited.
- Standing on swings is prohibited.
- Swing straight.
- Jumping off swings is prohibited.
- Using the toddler swing is prohibited.

Slide

- Slide down feet first.
- Do not put gravel on the slide.
- One person goes down the slide at a time.
- No more than two people may be on the ladder at a time.
- Go down the slide right away and move away from the mat.

The preschool structure is for students in preschool through kindergarten. When preschool children are outside, this structure is off limits to all other classes.

Consequence for failing to follow rules: Students will be given a verbal warning, if behavior does not change they may be asked to remain on the wall for the remainder of the recess.

OUT-OF-SCHOOL

Students are expected to represent Trinity Lutheran School well even when they are not in school. This is especially true when they represent the school during academic or athletic events.

RIDING THE BUS

Our bus students are transported by the Boone Public School District or Boone County Transportation. These students, as Christians, are expected to obey all rules and set a good example for our school. Students constantly disobeying the bus rules can be expected to lose their bus privilege. Students are dismissed to catch the bus and should go directly to the North Parish Hall doors and wait quietly for the bus. Students may wait indoors during inclement weather.

DISCIPLINE POLICY

Student behavior is classified into three levels of offenses:

1. **Level 1 – Minor Offenses:** Examples include disruptive behavior, failure to follow classroom rules, minor disrespect, incomplete work, or lack of effort. These are handled at the classroom level.
2. **Level 2 – Major Offenses:** Examples include repeated Level 1 offenses, defiance of authority, disrespect toward staff, ongoing classroom disruption, and non-violent bullying or harassment. Three Level 1 offenses within a semester are considered one Level 2 offense for purposes of disciplinary progression.
3. **Level 3 – Serious Offenses:** Serious offenses include, but are not limited to, physical violence or fighting, threats or intimidation, destructive behavior toward property, severe or repeated bullying, sexual misconduct, possession or use of alcohol, drugs, tobacco, or vaping products, possession of weapons, and possession, access, distribution, or viewing of pornography or other inappropriate or sexually explicit media. Serious offenses require immediate administrative action.

Level 3 serious offenses are not subject to the standard disciplinary progression and will be handled immediately. The school may remove the student from the environment, notify parents, document the incident, notify authorities when appropriate, and notify the Board of Day School Administration within one school day.

If a Level 3 serious offense presents a safety concern, the student may be required to be evaluated by a qualified professional and provide written clearance before returning. Readmittance following a serious offense requires administrative review and,

where appropriate, Board of Day School Administration awareness or direction.

DETENTION

Detention may be used as a consequence for misbehavior. Parents will be informed and must make transportation arrangements when detention occurs before or after school.

OFFICE DISCIPLINE PLAN

1. **First offense/office referral:** Parent contact and one-hour detention.
2. **Second offense:** Conference with student, parent, teacher, and Principal; multiple detentions; and discussion of behavior improvement.
3. **Third offense:** One-day in-school suspension.
4. **Fourth offense:** Out-of-school suspension of up to three days.
5. **Fifth offense:** Recommendation for expulsion with Board of Day School Administration review required.

The disciplinary progression will be followed as written. Any deviation must be based on the severity of the offense, documented, and communicated to the Board of Day School Administration when applicable. Escalation to the Board may occur before the fifth offense when required by policy.

Disciplinary consequences are tracked on a semester basis for purposes of discipline progression. Student behavior records are maintained for the duration of the student's enrollment for evaluating patterns of conduct, response to intervention, and continued enrollment.

The following events require escalation to the Principal and Board of Day School Administration awareness: any Level 3 serious offense, three Level 2 major offenses within a school year, two suspensions within a school year, or ongoing behavioral issues shown by repeated documented incidents and failure to respond to prior interventions.

When escalation thresholds are met, the student will be evaluated for continued enrollment based on the pattern of behavior, severity of incidents, response to intervention, and impact on the school environment. The Board of Day School Administration retains final authority regarding continued enrollment, alternative placement, or expulsion.

USE OR POSSESSION OF ALCOHOL OR UNPRESCRIBED CONTROLLED SUBSTANCE

Use or possession of tobacco, vaping products, alcohol, or controlled substances is prohibited and is considered a Level 3 serious offense. If a violation occurs, items will be confiscated, parents will be notified immediately, appropriate authorities will be notified, and an out-of-school suspension will be imposed. A first offense results in an out-of-school suspension of five school days, as determined based on the circumstances of the violation. Repeat violations will result in a recommendation for expulsion and formal review by the Board of Day School Administration.

WEAPONS

Possession of firearms, ammunition or weapons is prohibited and is considered a Level 3 serious offense. Upon violation, any firearm, ammunition or weapon will be confiscated, appropriate authorities and parents will be notified immediately, and the Board of Day School Administration will be notified within one

school day. The student will be immediately suspended from school and recommended for expulsion in accordance with applicable law and school policy. The Board of Day School Administration will review the incident and determine final disciplinary action, including expulsion, modified penalty where permitted, or conditions for return if applicable.

PRESERVATION OF ORDER / REASONABLE PHYSICAL FORCE

Reasonable physical force may be used upon a student, with or without advance notice, when such force is deemed essential by a reasonable person for self-defense, preservation of order, to quell a disturbance threatening others, to protect school property, or for the protection of others located on school property.

The student's parents shall be given an explanation of the reasonable physical force. The incident will be documented and placed in the student's permanent record.

HOT LUNCH

All students at Trinity Lutheran School will either take part in the hot lunch program, eat with a parent or someone designated by the parent off premises, or bring a sack lunch. If there is a medical reason that restricts a child's diet, a doctor's excuse must be on file in the school office.

Parents are also charged for extra milk that students drink over the allotted one carton included with their meal. Preschool students are also served milk during their class day, and this milk fee is paid at registration in August.

LUNCH PROGRAM POLICY

If families need assistance with payment of hot lunch or milk fees, applications are available from the school office for free milk and free or reduced lunch. Applications will be approved or rejected by the Principal. Parents may appeal this decision to the Board of Day School Administration. All hot lunch fees are to be paid by the end of the school term.

- **Negative Account Balances:** The school will make reasonable efforts to notify families when meal account balances are low. The school will also make reasonable efforts to collect unpaid meal charges classified as delinquent debt and will coordinate communications with families to resolve unpaid charges.
- **Account Balance Notification:** Families will be notified by email of an outstanding negative balance once the balance reaches \$30.00. Negative balances of more than \$60.00 that are not paid prior to the end of the school year will be turned over to the Principal or the Principal's designee for collection.

LUNCH ROOM

As Christian stewards, students are encouraged not to waste or play with food. All students are encouraged to drink their milk, try everything, and finish at least one item. Students may not exchange, give, or share food with other students. Each student is responsible for cleaning up the area where he or she eats and for scraping his or her tray.

ASSIGNMENTS

Students are given an opportunity in school to complete most of their assignments. In cases where students seem to bring home what seems an unreasonable amount of homework, parents should arrange to discuss this with the teacher.

Parents may use JMC to keep current on student academic performance.

LATE ASSIGNMENTS

Please encourage your child to complete assignments. An assignment is considered late when it is not turned in as specified by the teacher. One letter grade reduction will be given on each day that the assignment is not complete. The student will complete the assignment, even though credit may not be given.

NOTES TO PARENTS

Communication between school and home is essential to keep parents informed about school events, field trips, athletic events, fund raising projects, etc. The school has designated **Thursday as note day. Each Thursday, search your child's book bag or ask to see the school note for that week. Parents may request to have weekly newsletters emailed.**

Sometimes there will not be any need for communication and other times notes may be sent home on another day if communication is necessary.

FIELD TRIPS

Field trips are considered part of the curriculum of the school because they contribute directly to the teaching of the child. In all cases, students will be prepared for field trips in advance. A written explanation of the event will be sent home before the

date of the trip. Parents are required to complete the RSVP on the Trinity Lutheran School (TLS) App to give permission for their child to attend. Verbal permission is not sufficient.

When a volunteer driver transports students to a school event, all parents and guardians must comply with Iowa state laws regarding child restraint systems. Parents are responsible for providing an appropriate child restraint system for each child on the day of the event.

All students in preschool – 1st grade must use a well-maintained child restraint system, such as a car seat or booster seat, installed according to the manufacturer's instructions.

All students must use a seat belt during transportation. For students in 2nd grade and older, a booster seat or child seat belt is required for passengers ages 6 to 11, depending on height and weight, until they reach 4 feet 9 inches tall.

Non-compliance with this policy will result in parents being prohibited from having their child transported to school events by volunteer drivers. Student safety is the prime concern. This policy aligns with Iowa Code Section 321.446.

PARENT TRANSPORTATION

Parents who volunteer to drive for field trips or athletic events on behalf of the school are a valued asset. To help ensure a safe, comfortable, and enjoyable experience for both driver and student, the following guidelines are to be followed by all coaches, parents, teachers, students, and volunteer drivers.

1. Driver assignments will be made as necessary.
2. Drivers must be at least 21 years old and must provide proof of insurance showing liability coverage of \$100,000 each accident and \$300,000 whole liability.
3. A driver's license and proof of insurance must be on file in the school office before driving for any trip.
4. Drivers will require riders to use all seat belts available and comply with all air bag and child-restraint regulations, with no exceptions.
5. Students are to remain seated, keeping hands, feet, and objects to themselves.
6. Students are to ride quietly, listen to the driver and/or coaches/chaperones, and respect their directions.
7. In the event of any problem with a student during transportation, the Athletic Director, Principal, teacher, or appropriate school supervisor will be notified.
8. Beginning with the 2026-2027 school year, Trinity requires all field trip drivers and chaperones to complete and pass a criminal background check to ensure student safety.

SCHOOL DRESS

The clothing we wear is part of the Christian witness we share with one another and with the community. Out of love and respect for others, to honor the Lord Jesus Christ, and to promote a positive learning environment, students of Trinity Lutheran School are expected to dress in a manner that reflects Christian values, modesty, good taste, and respect for the educational mission of the school.

Students are expected to be dressed appropriately while at school and whenever they represent Trinity Lutheran School at school-sponsored activities, events, or field trips. The dress code

does not govern approved school-issued athletic uniforms; however, coaches, advisors, and school personnel may establish additional dress requirements consistent with the spirit and expectations of this policy.

Clothes are to be clean, in good repair, and appropriate for the weather. Students and families are encouraged to consider whether their appearance is pleasing and honoring to God, reflects Christian modesty and respect for others, avoids drawing undue attention or distracting others from learning, and complies with the school's dress code.

The following items are not permitted:

- Clothing, accessories, or images that advertise, promote, depict, or reference drugs, alcohol, tobacco, vaping products, satanic symbolism, skull and crossbones, profanity, violence, or other messages contrary to Christian values.
- Clothing that is torn, frayed, patched, excessively worn, sloppy, or otherwise not in good repair.
- Clothing worn inside-out.
- Clothing that exposes undergarments.
- Clothing that reveals the midriff, cleavage, bare shoulders, or excessively exposes the body.
- Spaghetti-strap tops, halter tops, cut-off shirts, or similar garments.
- Excessively tight, transparent, or revealing clothing.
- Wallet chains.
- Pajamas.

Shorts, dresses, and skirts are permitted provided they maintain Christian modesty and are of appropriate length. As a general

guideline, shorts, dresses, and skirts shall extend to at least mid-thigh, approximately midway between the hip and the knee.

Jewelry, Piercings, and Tattoos: Visible tattoos and writing or drawings on the body are not permitted. Excessive jewelry is not permitted. Earrings must be modest and in good taste. Tongue, eyebrow, septum, or other facial and body piercings are not permitted. Covering such piercings with bandages or other materials does not exempt a student from this requirement.

Head Coverings: Hats, caps, bandanas, hoods, sunglasses, and other head coverings may not be worn inside the school building during the school day, including before- and after-school activities. Exceptions may be approved by the administration for medical or other legitimate reasons.

Chapel Day Attire: Wednesday is Chapel Day. Students and families are expected to recognize the special nature of chapel worship by selecting attire that is especially neat, respectful, and appropriate for worship and Christian fellowship.

Administrative Authority and Enforcement: Because styles and trends continually change, it is impossible to anticipate every situation. Trinity Lutheran School reserves the right to determine the appropriateness of any clothing, accessory, hairstyle, or appearance concern not specifically addressed in this policy. The administration has final authority in interpreting and enforcing the dress code.

Students who violate the dress code may be required to change into appropriate clothing, call home for replacement clothing, or wear school-provided attire for the remainder of the day. Repeated violations may result in disciplinary action, including

parent conferences and other corrective measures deemed appropriate by the administration. The dress code is in effect from the time a student arrives on campus until the student departs for the day, as well as at all school-sanctioned activities.

STUDENT COUNCIL

Members of the 7th and 8th grades are elected to president, vice president, secretary, and treasurer. The student council plans special events, fun days, fundraisers, educational and service projects for the school year.

CHOIR

As part of the regular course of study in music, students are divided into various choirs by grade level. The choirs take turns singing praise to God at Sunday worship services, mid-week worship services, chapel and other special events. We encourage each choir member to be present whenever the choir sings, unless excused for a valid reason. When possible, the excuse should be given before singing time.

BAND

Instruction of band instruments may begin in the 5th grade. These lessons and band rehearsals are held in cooperation with the Boone Community Schools. STUDENTS need to take home instruments and be prepared on band rehearsal days.

Attendance is required; lack of attendance may result in dismissal from the program.

MUSICAL AND CHRISTMAS SERVICE

One of the highlights of our year is the all-school musical. This gives our students an opportunity to develop their talents. The entire school (K-10) takes part in this production in one way or another. Our school also prepares a Christmas service for the

school families each December. This gives us a chance to share the Gospel message in a meaningful way. Since the Christmas service is a worship setting, flash photography is not to be used during the worship. Students are expected to dress up for the Christmas service.

PHYSICAL EDUCATION

A program of physical education is part of the regular curriculum. During the warm months, scheduled outdoor periods are used for body development and learning and improving on skills. During inclement weather, the parish hall may be used. Students do not need special gym clothes, but tennis shoes should be worn especially for indoor activities. Tennis shoes must be worn by all students on P.E. days. Flip-flops, sandals or slip-on shoes, including 'Crocs' are not permitted. Extra shoes may be stored in the classrooms.

ATHLETICS

Soccer, volleyball, basketball, and cheerleading, are presently offered at Trinity Lutheran School. Students in 5th-8th grades may participate in these various sports. Practices will take place outside school hours. Students are responsible for arranging transportation home after the practices. Parents are asked to drive to away games and tournaments. All students involved must have a sports physical.

- Soccer is co-educational.
- Volleyball and basketball have separate teams for boys and girls.
- Cheerleading includes one squad of upper graders.

We compete against area Lutheran schools in Iowa District West and each season ends with a District Tournament. A field day is held each spring for all children in K – 8th grades.

Students must have a “C” average in their studies with no failing grade in the core subjects in order to participate in these sports. If a student does not meet grade standards, he or she may not participate in activities until the next midterm report or quarterly report card shows their grades to be at or above standards. Students whose behavior and attitude are uncooperative may also be denied participation. Students and parents must read the athletic handbook and sign the agreement of participation. Our team members should remember that they are representing Trinity Lutheran School and that they are Christ’s representatives. Their behavior should reflect these expectations.

Students in 7th and 8th grades also have the opportunity to participate with the Boone Middle School athletic program. Sports include: swimming, cross country, football, wrestling, and track. Information will be sent home announcing the date for organizational meetings.

Iowa Athletic Association states that the Book of Control Policy grants permission for a private school to participate with the public school sports program provided there is no program offered within the private school. No program offered means any time within the year.

BICYCLES

Bicycles are to be placed in the bicycle rack southwest of the school entrance. Bicycles are not to be ridden on the school grounds. After a child arrives at school in the morning, his/her bicycle is to be put into the rack and left there until the end of

the school day unless special permission has been granted by a teacher or the Principal.

TELEPHONE USE

Use of the school telephone is for school business and emergency situations, such as situations that could not effectively be handled after the child returns home or prior to the student's arrival at school.

Students cannot make calls without permission from the teacher. We reserve the right to refuse the use of the phone to students who do not have a good reason to use it. Only the phones in the school office may be used by students. The phone in the classrooms may be used only with teacher permission.

ELECTRONIC COMMUNICATION DEVICES (ECDs) POLICY

Parents who need to communicate with their children are encouraged to do so through the school office. In order to maintain a focused and productive learning environment, communication via Electronic Communication Devices (ECDs) during the school day is prohibited. This includes cell phones, smartwatches, iPads, tablets, and similar devices.

The following guidelines apply:

- Students are not permitted to use ECDs for communication purposes during school hours, including texting, calling, or accessing messaging applications.
- All ECDs must be kept in the student's locker or backpack and turned off during school hours to prevent disruptions in the classroom or school activities.
- Smartwatches may be worn only when placed in school mode or airplane mode.

- Any notifications or alerts received on smartwatches during school hours will result in removal of the watch and placement in the student's locker or backpack.
- Students may not interact with a smartwatch for entertainment purposes, including games or other applications.

ECDs can serve as useful tools; however, to ensure that all students can concentrate on their studies, students are expected to refrain from using them to communicate during the school day. Students are encouraged to leave ECDs at home. These items, along with any other personal belongings brought to school, are the responsibility of the student. The school assumes no responsibility for lost, stolen, or damaged personal property. Students who do not comply with this policy will have their devices confiscated, and devices will only be returned to a parent or guardian.

LIBRARY

Our library contains a collection of books both for reading enjoyment and for research projects. Books are purchased with funds from individual donations. The library is staffed by volunteers. A \$10 fine will be assessed for any lost books.

TREATS IN THE CLASSROOM

Snacks and special treats may be offered to students for holiday parties, teacher birthdays, student birthdays, or other classroom occasions. Parents and teachers may provide store-bought, individually wrapped treats or homemade treats if desired. Please be aware of any food allergies within your child's classroom.

ANTI-BULLYING POLICY

A Statement of Faith

At Trinity Lutheran Church and School we acknowledge that children have been entrusted to our care. With that care comes the responsibility of providing a safe environment so that physical, social, emotional, intellectual, and spiritual growth can take place. The mandate to care for one another comes from our Lord Jesus. Jesus commands us to love God and to love one another.

Jesus replied: "‘Love the Lord your God with all your heart and with all your soul and with all your mind.’ This is the first and greatest commandment. And the second is like it: ‘Love your neighbor as yourself.’" Matthew 22:37-39

At the heart of following Jesus’ command is a commitment by the faculty and staff of Trinity Lutheran Church and School to model the love that Jesus has shown to us, to validate the pain caused by bullying behaviors, and to take immediate action in stopping bullying behaviors.

We acknowledge that sin is a part of our human condition. One manifestation of sin is that of bullying behavior(s). Because of the grace shown to us in Christ Jesus, we embrace a conflict resolution model that emphasizes accepting responsibility for our actions and forgiving one another.

If we confess our sins, he is faithful and just and will forgive us our sins and purify us from all unrighteousness. 1 John 1:9

Bear with each other and forgive whatever grievances you may have against one another. Forgive as the Lord forgave you. Colossians 3:13

Bullying – A Definition

Bullying is aggressive behavior by any individual, including faculty, staff, administration, students, volunteers, parents, visitors, or others, that is intentional and involves an imbalance of power or strength. Typically, it is repeated over time. An individual who is being bullied has a hard time defending himself or herself.

This policy applies to bullying that creates an objectively hostile school environment.

Bullying can take many forms:

- Physical bullying, such as hitting or punching
- Verbal bullying, such as teasing or name-calling
- Nonverbal or emotional bullying, such as intimidation using gestures or social exclusion
- Cyberbullying or bullying through note writing, such as sending insulting messages by email or sending insulting notes to others in the classroom

Reference: stopbullying.gov

Bullying Misconceptions

Misconceptions regarding bullying behavior create problems in providing a safe environment and in restoring peace to the classroom. We are committed to naming bullying for what it is and to avoiding the excuses that are often given for bullying behavior(s).

Excuses:

- Bullying is a normal part of growing up, a life stage that everyone needs to live through.

- Bullying has no serious consequences.
- Those who are bullied “ask for it” or are simply getting what they deserve.
- Bullying only involves physical attacks.
- Adult intervention causes bullying to escalate.
- Individuals can resolve bullying problems on their own.
- Students who bully have a fixed bullying personality; in reality, they are often victims of bullying themselves.
- Students who bully have an overly strong self-concept; in reality, bullying often grows out of fear and insecurity.

Impact of Bullying

The presence of bullying has a broad range of effects on the learning environment and on relationships. We acknowledge the effects of bullying and are committed to being aware of the results of bullying behavior(s).

- The stress of bullying interferes with a student’s or individual’s ability to engage in daily activities and learning.
- The stress of bullying can cause depression, loneliness, low self-esteem, health issues and concerns, and in extreme cases, thoughts of suicide.
- The stress of bullying can cause fear of going to school or related activities, fear of being in locations such as the bathroom or at recess, and fear of riding the school bus or participating in a carpool.
- Those who bully can develop serious antisocial and violent behavior patterns, including frequent fights, involvement in vandalism, smoking and drinking, truancy, and use of weapons.

- Bullying affects witnesses by creating a climate of fear and intimidation and ultimately affecting the learning environment.

Reference: stopbullying.gov

Sexual Harassment

Because Trinity Lutheran School is committed to an environment in which all individuals are treated with respect, harassment of any type - including sexual, ethnic, or gender - will not be tolerated. Individuals (faculty, staff, administration, students, volunteers, parents, visitors, etc.) who believe they have been subjected to harassment should contact the Principal. If the Principal is involved in the complaint the Board of Day School Administration should be contacted. Please call the school office for phone numbers.

What is sexual harassment?

Sexual harassment is any unwelcome sexual advances, request for sexual favors, and other verbal, physical, and non-physical conduct of a sexual nature. Sexual harassment may take many forms including:

- Physical: touching, brushing against a body, gestures, or leering
- Verbal: sexual jokes, talk of a sexual nature, whistling, insulting or suggestive comments, comments on body parts, or comments on sexual performance
- Written: pictures, notes, jokes of a sexual nature, sexually explicit cartoons or pictures, notes, or letters about another person
- Cyber: emails, chat room misuse, text messaging, call abuse, camera misuse, or video misuse

The preceding examples of sexual harassment are not all inclusive. It is not possible to list all of the additional circumstances and behaviors that may constitute sexual harassment, bullying or other inappropriate conduct that will not be tolerated. If you feel that you have been harassed, please talk to the appropriate staff member. False reports or retaliation for harassment, intimidation or bullying also constitutes violation of this policy.

Process and Penalty

All reported incidents of harassment will be investigated. If an individual or employee is found to be in violation of the policy the following outcomes are possible:

- Counseling may be given in an attempt to change the individual's behavior.
- Detentions
- Suspensions
- Referral to a law enforcement agency
- Notification of parents or appropriate supervisors
- In cases of serious bullying or sexual harassment, incidents will be recorded and placed in the permanent record of the individual.
- Removal from Trinity Lutheran School

Reporting

Suspected incidents of harassment and bullying should be reported to the Principal within 24 hours. The Principal is responsible for receiving reports and ensuring that the Anti-Harassment/Anti-Bullying Policy is implemented.

Investigation

Incidents of bullying and harassment will be investigated by the Principal and his or her designee. Investigators will consider the totality of the circumstances presented in determining whether

conduct objectively constitutes harassment or bullying under this policy.

Consequences for Violators

Individuals responsible for conduct in violation of this policy will be subject to consequences and remedial action. The sanctioning guidelines of the Office Discipline Plan apply to student violations of this policy.

Publication

This policy shall be published in the faculty handbook, the parent/student handbook, and the Board of Day School Administration Policy Manual.

DUE PROCESS (GRIEVANCES)

In dealing with grievances, Trinity Lutheran School follows the words of Matthew 18:15-19.

Concerns should first be addressed directly with the individual involved in a respectful, timely manner consistent with Christian conduct. If the concern is not resolved, it should be brought to the Principal, who will acknowledge the concern within two school days, investigate and respond within five school days, and document the concern and actions taken. If the issue is not resolved at the administrative level, the concern may be brought in writing to the Board of Day School Administration. Concerns may be brought directly to the Board when they involve alleged failure by the Principal to enforce policy, administrative inaction or delay, significant discipline, student safety, student placement, repeated unresolved issues, or a potential conflict of interest. The Board of Day School Administration retains final authority in all grievance matters.