

Trinity Lutheran School

2007/2008 Student Handbook

The School Day

School begins at 8:20 a.m., and ends at 3:20 p.m. Students will be admitted to the building at 8:05 a.m. Those arriving before 7:55 a.m., are encouraged to go to the Rainbow Room. This is a safe place provided for your children. We are not responsible for the students outside before 7:55 a.m.

We urge you to pick up your children as soon as possible after dismissal. Grades 4-8 are to wait at the west entrance, and Grades K-3 are to wait at the east entrance. Students remaining after 3:40 p.m., are encouraged to go to the Rainbow Room, unless otherwise directed by their teacher. We are not responsible for students remaining outside after 3:40 p.m. Participants in after-school activities are expected to leave for home immediately after their activities have ended. Teachers will be in the building until 3:45 p.m., unless they have another obligation.

Attendance Policy

1. All children that are not present in their classroom at 8:20 a.m. are tardy and will be registered on the absent list.
2. This list will be sent to the secretary's office. All attendance will be recorded and tracked through this office.
3. All children arriving after 8:20 a.m. will be required to check in at the office before being admitted to class. They will be issued a pass to enter the classroom. A child arriving after 10 a.m. will be counted absent for 1/2 day.
4. Any child that needs to leave the building before school is dismissed for the day and must be excused through the office. The person coming to pick up the child must sign the child out in the office and must also sign the child in when they return. A child leaving before 1:15 and not returning will be counted absent for a 1/2 day.
5. A child will not be dismissed from the classroom until the office has notified the teacher that someone is here to pick them up.

School Attendance

In accordance with the laws of the State of Nebraska, all pupils are held to regular and punctual attendance. If your child is to be absent, please call the school between 8:00 and 8:30 a.m. If your child is sick, please do not send him/her to school. In case of absence due to prolonged illness or contagious disease, the child shall present a doctor's permit to re-enter school. Any child who accumulates 20 or more absences in a given school year will be considered for retention, depending on academic growth or other circumstances. The Board of School Ministry will make the final decision.

Church and Sunday School Attendance

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

Chapel Service

We also have a weekly chapel service for the students on Wednesdays in the church. We invite parents to join us. Offerings are taken and sent to mission projects. The tentative list for this year is as follows:

<u>Month</u>	<u>Mission Project</u>
August / September	China Mercy Ministry
October	Making blankets for Nursing Homes
November	Bilingual New Testament
December	Penny Times
January	Food for food pantry
February	Hearts for Jesus
March	By Kids for Kids- Uganda
April	Sudanese House
May	HLHS

Noon Lunch Period

There are three lunch shifts:

<u>Grades</u>	<u>Lunch Time</u>	<u>Class Resumes:</u>
1-2	11:05-11:30 a.m.	12:00 p.m.
3-5	11:50-12:15 p.m.	12:35 p.m.
6-8	12:30-12:50 p.m.	1:10 p.m.

Lunches are \$1.90 per day, including milk. Milk for milk break or sack lunches is 25¢ per carton. Both chocolate and white milk are available. (Adult lunches are \$2.10.)

The government has a "No Competitive Foods Policy" since we are in the Hot Lunch Program. No lunches are allowed in the lunchroom for students or adults that were prepared at a commercial restaurant or fast food service (McDonalds, Burger King, a convenience store, etc.)

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

Pupils who go home for lunch are not to return to the school grounds until their class has been dismissed from the lunchroom.

School Closing in Inclement Weather

In case of inclement weather, school closing announcements will be broadcast over KRG1 (1430 AM), KSYZ (107.7 FM) and KROA (95.7 FM). In addition, we will broadcast on NTV Ch. 13, KHAS Ch. 5, and KOLN/KGIN Ch. 10/11. Closings can also be found at www.ksyz.com and www.kolnkgin.com. We will not necessarily follow the pattern of the city schools, since our students live throughout the city and in the rural areas and we must consider the safety of all students. If you feel it is necessary to take your child out of school during inclement or severe weather, please contact the school office and they will notify your child.

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

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

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

We are requesting that parents express any concerns they have about their child or the school to the child's teacher.

In the event that these concerns are still present after discussion with the teacher we request that they be expressed to the principal. The principal may then request a meeting with the principal, the teacher and the parent. If concerns are still present after addressing them with the teacher and the principal, then they should be made known in writing to the chairman of the Board of School Ministry.

Health Guidelines from the Health Department

- Fever: No child with a temperature over 100 degrees should be sent to school. Do not allow child to return to school until he has been free of fever for 24 hours.
- Vomiting: If vomiting occurs, keep your child home until he can keep his food down for 24 hours.
- Diarrhea: A child with diarrhea should be kept home.
- Rash: A rash may be the first sign of one of childhood's many illnesses, such as measles or chicken pox. Do not send a child with a rash to school until your doctor has said that it is safe to do so.
- Cold: A child with a "mild" cold but otherwise feeling well may go to school. A child with a "heavy" cold and a deep or hacking cough belongs home in bed even though he has no fever.
- Sore throat: If your child complains of a sore throat and has no other symptoms, he may go to school. If white spots can be seen in the back of the throat or if fever is present, keep him home and call your doctor.
- Toothache: Contact your dentist.
- Earache: Consult your doctor without delay.
- Headache: A child whose only complaint is headache usually need not be kept home.

Prescription & Non-Prescription Medication

The school is not allowed to give students over the counter medication. If a student brings any medication from home, they must bring it in the original prescription container along with a note from the parent explaining the reason for the medication. Medications will be kept in the office.

School Music Groups

The following groups will participate in choir activities during the year: Kindergarten and grade 1, grades 2-3, grades 4-5, and grades 6-8. We strongly encourage you to have your child present when his/her choir sings. If you are not able to have your child there, please send a note to Mr. Hesterman.

School Band

The band (Grades 5-8) is under the direction of Mr. Hesterman. A fee for the band will be charged to each student to maintain the program.

Telephone

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

Search of Property

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

The Snackbox

The Snackbox in the Rainbow Room is only for people in the Rainbow Club.

Trinity Athletics

The following interscholastic activities are offered to 7th and 8th grade students:

GIRLS: Volleyball, Basketball, Track, Softball

BOYS: Basketball, Track, Softball

The purpose of the athletic program is to achieve the following goals:

- To do all to the glory of God. Good sportsmanship is required on and off the field and court.
- To develop the individual skills of each student for participation in athletics at Trinity, on future teams, and in recreational sports.
- To win games:
 - "A" teams will attempt to win all games, and substitutes will be used in order to achieve this goal. Substitutes will also be used when the outcome of the game is obvious to the coaches.
 - "B" teams will attempt to win all games, using all the players on the roster.

Student Insurance

Student accident insurance is optional. If you are an insurance holder and your child is injured, please notify the school office immediately to fill out the necessary insurance forms.

Student Appearance

Students and parents should remember that clothing and manner of dress can be a powerful witness, both positively and negatively. Therefore, school dress should be conservative in nature and respectful to our Lord, the school and the community. Students should appear modest, neat and clean at all times. Clothing should be clean, hemmed and in good repair. Not all fashions are appropriate for school. Clothing and manner of dress should not be distracting or disruptive to the learning process. We ask that parents check their child's dress before he/she leaves for school in the morning. Also, what is appropriate for a child of kindergarten or first grade may not be appropriate for the older children and vice-versa.

Following are some examples of what is and is not acceptable:

- Clothing or jewelry that has or implies profane or vulgar language, alcohol, tobacco, drugs, or anti-Christian philosophies will not be permitted.
- Boys are not allowed to wear earrings. Tattoos must be covered.

- As part of good etiquette, caps/hats will be removed upon entering the church or school or arriving at the lockers. Caps will remain off until the individual is leaving the building.
- Since weekly chapel is a special opportunity for the children to worship, we strongly encourage better attire on Wednesdays than others.
- The following are not permitted: bare midriffs, mesh tops, tank tops, compression shorts, flannel pants, skin-tight clothing, cutoffs, saggy-baggy shorts or pants. Sweat pants are acceptable for Kindergarten-grade 3 only.

The following apply especially to grades 4-8:

- All dresses and skirts of 4th-8th graders must be at least fingertip length.
- Shorts must be plainly visible in the front and the back or the shirt must be tucked in.

This listing is not all-inclusive.

School Discipline Policy

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

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

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

Specific Rules

The following behavior is not acceptable:

- Disrespect to staff, fellow students, other adults.
- Loitering, running, punching, shoving, and rude or boisterous behavior.
- Throwing snowballs, baseballs or other harmful objects on the school grounds.
- Improper use of personal or school property.
- Entering the gym or class areas when they are not open for student use.
- Misbehavior in the lunchroom, chapel or playground.
- Not showing responsibility and proper behavior during emergency procedures, such as fire drills or severe weather drills.
- Use of gum, candy, etc.
- Riding bicycles or skateboards on the playground during the school day.
- Students are not to use cell phones or pagers during school hours. Cell phones and pagers are to be kept in the students' book bag and need to be turned off.

Specific Rules Consequences

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

Serious Infractions

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

Serious Infractions Consequences

In cases of serious problems with students, the following steps will be taken. (The severity of the incident will determine what "first step" will be taken.)

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

Student Detention

If a teacher feels that a student's behavior requires a detention, a note is given to the student. Wednesdays are detention days. Three detention notes per quarter will result in a parent conference.

Student Drug, Alcohol & Tobacco Policy

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

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

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

Weapons Policy

The possession of any item that could inflict bodily harm to another person is not permitted at school or any school function, unless it is being used for a teacher assigned project. This includes firearms, knives, brass knuckles, chains, other sharp or pointed objects, etc.

Internet Rules

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

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

Photo Release

Photographs and videos are frequently taken of the students throughout the school year as a record of the year's activities.

These pictures may be used on school bulletin boards, in the school newsletter, in promotional brochures, on the school website: triluthschool.org, etc. When any picture of a student appears on the website there will not be any personal identification of the student by name.

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

Your consent form is on file in the school office.

Wellness Policy Purpose and Goals

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

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

Nutrition Education Goals

Nutritional education topics will be included within the health education program that is taught at each grade level at Trinity. These topics can include:

- The benefits of healthy eating, the Food Guide Pyramid, Dietary Guidelines for Americans, understanding calories, healthy breakfast, diet and disease, healthy snacks, serving sizes, essential nutrients, nutritional deficiencies, the use and misuse of dietary supplements, and safe food preparation, handling, and storage.
- Planning a healthy meal, understanding and using food labels, and critically evaluating nutrition information and commercial food advertising.
- Assessing the student's personal eating habits, setting goals for improvements, and establishing methods to achieve those goals.

Nutritional education activities should be interactive, stress the benefits of healthy eating, be age and/or developmentally appropriate, and be presented in a way so that it teaches the students the skills that they will need to adopt healthy eating behaviors.

The Wellness Committee shall assess and revise the school's nutrition education program for accuracy and completeness, balance, and consistency with Trinity's goals and standards.

School staff are encouraged to model healthy eating behaviors.

The school's food service program should be coordinated with the nutrition instruction if practicable. The school cafeteria provides an opportunity for students to apply the skills that they have learned in the classroom, so there should be coordination between the cafeteria staff and teachers.

Physical Activity Goals

- Physical education classes and physical activity opportunities will be available for all students daily throughout the school year before school, during school, or after school.
- Students will spend at least 50 percent of physical education class time participating in moderate to vigorous physical activity.
- All students will have daily-supervised recess (preferably outdoors) where teachers should encourage moderate to vigorous physical activity verbally and through the provision of space and equipment.
- Trinity will discourage extended periods (i.e. periods of two or more hours) of inactivity. When activities, such as mandatory school-wide testing, make it necessary for students to remain indoors for long periods of time, students

should have periodic breaks during which they should be encouraged to stand and be moderately active.

- Trinity will offer extracurricular physical activity programs to the extent practicable. Trinity, as appropriate, will offer interscholastic sports programs to the extent practicable for grades 7-8.
- After school child care and enrichment programs should provide and verbally encourage daily periods of moderate to vigorous physical activity for all participants. These programs should also provide the necessary space and equipment for these activities.
- The physical activity and education program should expose students to a wide variety of physical activities, teach physical skills to help maintain health and fitness, and individualize the intensity of activities as needed.
- Trinity will conduct fitness assessments at least one time per year. Assessment results will be used to assist students to understand their level of health and fitness, to create fitness goals and plans, and to monitor student progress.

Dining Environment and Student Wellness

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

Mealtimes and Student Wellness

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

Nutrition Guidelines for Food Served on School Campus

- The goal to Trinity is to provide students with foods that promote student health and reduce childhood obesity. In order to best accomplish this goal, the district shall offer food programs that, at a minimum, satisfy the nutritional requirements established by local, state, and federal statutes and regulations such as the USDA's National School Lunch and Breakfast Program and the dietary Guidelines for Americans.
- Trinity's food program shall operate in accordance with the National School Lunch Act of 1996 as amended and all applicable laws and regulations of the State of Nebraska.

- Trinity encourages the consumption of nutrient dense foods such as whole grains, fresh fruits, vegetables, and low-fat dairy products.
- Foods of “minimal nutritional value” as defined by 7 CFD 210.11(2) should not be served anywhere a reimbursable meal is served, sold or eaten. These foods include carbonated beverages, water ices, chewing gum, hard candies, jellies and gums, marshmallow candies, fondant, licorice, spun candy and candy coated popcorn.
- Foods and beverages that have one of the following listed as the first ingredient should not be sold to students on school grounds during regular school hours: sugar, corn syrup, shortening, lard, or their equivalent.
- School menus should be prepared with input from students, parents, and school personnel.
- School personnel shall periodically review menus to ensure that they meet USDA guidelines.
- Trinity will share information about the nutritional content of meals with parents and student upon request.
- Trinity will provide educational materials to parents and students on the value of providing healthy treats for classroom celebrations through classroom instruction and the parent newsletter.

Wellness Committee

The school shall create a Wellness committee to monitor and review this policy and if necessary, make recommendations for revision to the Board of School Ministry. The committee also will serve as a resource for implementing this policy. These members shall be appointed by the administrator and should include parents, students, employees of the school’s food program, members of the board, school administrator, teachers, health professionals, and/or other interested members of the community.

Monitoring and Policy Review

The administrator shall be responsible for ensuring compliance with this policy. School food service staff will ensure compliance with nutrition policies within school food service areas and will report on this matter to the administrator.

Date Approved: **XXXXXX**

Legal Reference: Child Nutrition and WIC Reauthorization Act of 2004, Section 204 of Public Law 108-265 (June 30, 2004).