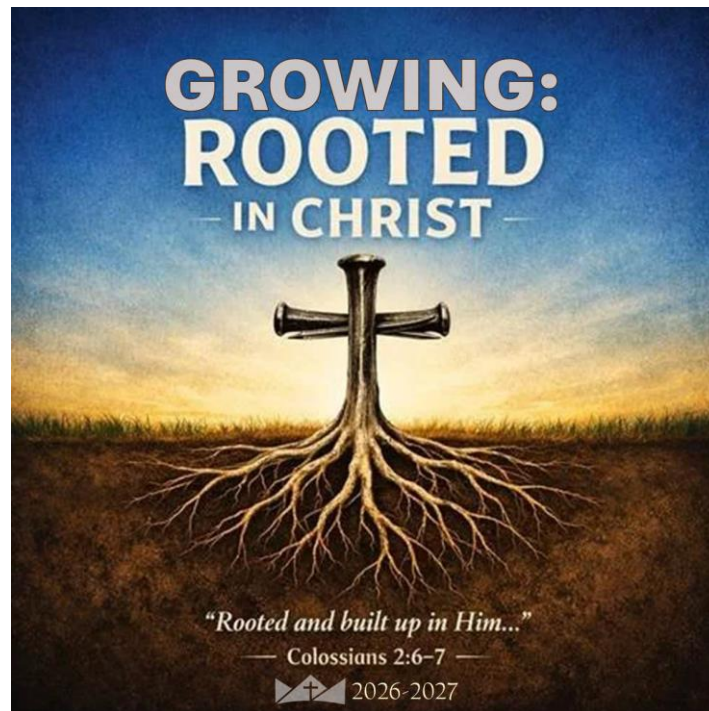


2026 – 2027

Trinity Lutheran School

Family Handbook



1122 W Central Park Ave

Davenport, IA 52804

563-322-5224

www.trinitydavenport.org

Trinity Lutheran School

Our vision:

Crowned with Christ's forgiveness, we nurture continuous growth in scripture, faith, and knowledge while proclaiming the path to life now and for eternity.

TLS Mission Statement

To equip and nourish each person with God's Word and truth, inspiring them to make a lasting impact in the world today while looking forward to eternity. Here, we pursue excellence – cultivating a community grounded in God's grace and knowledge.

Our Guiding Pillars:

C – Commitment to excellence in Christ-centered education

R – Resilience through faith and knowledge

O – Opportunities for spiritual and academic growth

W – Wisdom to live and lead with grace

N – Nurturing the next generation of servant leaders

Unique Attributes

- Welcoming Education: At Trinity Lutheran School, we welcome the children of our community to learn in a close-knit environment where everyone can learn and live the faith and become equipped to succeed in the world.
- Spiritual Foundation: We believe that the Holy Spirit creates faith and nurtures the development of our community's children.
- Lifelong Skills for Success: We equip children for success in life and to be servant leaders.

Objectives

As a member of God's Kingdom living on earth, a child is connected through several important relationships. These include a relationship with God and their God-given abilities, with other people, and with all of God's creation (nature). A Christian teacher understands these connections and supports parents in helping the child grow within them. These relationships also serve as a meaningful foundation for setting short-term goals for the child's development.

The Child's Relationship with God: The goal is for the child to grow in...

1. An increasing knowledge of the Triune God, a deeper trust in Jesus Christ as the Savior from sin, and a life that reflects worship, faith, and spiritual growth.
2. A growing understanding of the Bible as the Word of Life, including the ability to distinguish between Law and Gospel, apply God's Word to everyday life, and value the blessings of Holy Baptism and the Lord's Supper.
3. An understanding of the church as the body of Christ—its purpose, role, and responsibilities—and a desire to take part actively and faithfully in its life and mission.

The Child's Relationship Using Their God-Given Abilities: The goal is for the child to...

1. Grow in faith and develop the attitudes, behaviors, and spiritual maturity needed to live as a child of God. (*Spiritual development*)
2. Understand and take responsibility for caring for one's body—its health, safety, and physical activity. (*Physical development*)
3. Build skills in logical, scientific, and creative thinking; gain knowledge and communication abilities; and learn key elements of one's cultural heritage. (*Mental development*)
4. Develop the social skills necessary to live effectively, cooperatively, and creatively with others. (*Social development*)
5. Understand and manage emotions, find security and identity through faith in God and trust in Christ, and show Christian love to all people. (*Emotional development*)
6. Appreciate the beauty in nature and the arts and express himself through various artistic forms. (*Aesthetic development*)

The Child's Relationship with Other People: The child will demonstrate...

1. Respect for all people and recognize every person as a creation of God, treating others with respect and kindness.
2. Honor for parents and family and see parents as God's appointed caregivers and values one's role in the family, understanding that Christ is the ultimate head of the home.
3. Christian social responsibility and learn how to work well with others and demonstrates responsibility in social situations according to Christian values.
4. Compassion, generosity, and care about both the spiritual and physical needs of others, actively shares time, skills, and resources to help and witness to them.
5. Respect for authority and community and understand that government is ordained by God and embraces the duties and privileges of citizenship at every level—from local to global.
6. Godly discernment and develop the wisdom to make decisions that align with God's will, recognizing the difference between living in the world and not being of it.

The Child's Relationship with Nature: The child will...

1. Understand that God is the Creator, Ruler, and Preserver of nature.
2. Thank and praise God for the gift of nature.
3. Develop knowledge, conduct, and attitudes needed to understand, use and care of God's gifts in nature.
4. Willingly use nature to glorify God and serve people.

Chosen, Growing, Proclaiming, Crowned



Welcome to Trinity Lutheran Church and School (TLCS)

Our Foundation of Faith and Learning

At Trinity Lutheran Church and School (TLCS), we believe that education is about far more than academics. It's about shaping the whole child—mind, body, and spirit—for both this life and eternity. As a ministry of Trinity Lutheran Church, TLCS operates as a religious non-profit organization affiliated with The Lutheran Church—Missouri Synod (LCMS).

The LCMS is a mission-oriented, Bible-based denomination that confesses the historic Christian faith in the Triune God—Father, Son, and Holy Spirit. Member congregations, while diverse in many ways, share a unified belief in Jesus Christ as taught in Holy Scripture, and affirm the Lutheran Confessions as a faithful and accurate interpretation of biblical doctrine.

While LCMS congregations are self-governing, they voluntarily choose to be part of the Synod and agree to honor and uphold the decisions made by it. The Constitution and Bylaws of the LCMS provide guidance for the teaching, supervision, and practice of member congregations and church workers. Each congregation operates under its own constitution and bylaws, tailored to local needs and circumstances, which are reviewed and approved through their district affiliation.

TLCS is a member of the Iowa District East, and our policies and decisions are governed by the Constitution and Bylaws of TLCS, which reflect both our local context and our commitment to Scriptural truth. A copy of these governing documents is available upon request.

We follow the LCMS teaching that the ultimate purpose of education is not only to prepare children for the future in this world, but also to lead them to the saving knowledge of Jesus Christ. As 2 Timothy 3:15 says, “...*the Holy Scriptures are able to make you wise for salvation through faith in Christ Jesus.*”

At TLCS, you can expect:

- **A Christ-centered** environment where students grow in faith as well as in knowledge.
- **Christian values** woven into every subject, helping students see God's hand in all areas of life and learning.
- **Caring teachers and staff** who model Christian living and guide students with love and grace.
- **A strong partnership with you**, the parent, as we work together to nurture your child's faith, character, and academic success.

We are honored to support your family in raising children who love God, love others, and are equipped to serve in His world.

Our Fundamental Beliefs

We believe we are saved by grace (it's God's free gift) through faith alone, not by our works. We believe that Jesus Christ is our Lord and Savior. Jesus was truly human and the Son of God. We believe in the three universal creeds of the Christian faith and that the 10 Commandments express the proper shape of Christian life. We believe there is one God who is the Father, the Son, and the Holy Spirit. We believe that all the Old and New Testaments are the inspired and inerrant Word of God. This does not exhaust the extent of our beliefs. The Holy Scripture itself, as the inspired and infallible Word of God as interpreted by the Book of Concord: The Confessions of the Evangelical Lutheran Church speaks with final authority concerning salvation, truth, morality, and the proper conduct of mankind, is the sole and final source of all that we believe. For purposes of TLCS's faith, doctrine, practice, policy, and discipline, the Senior Pastor is the ChurchSchool's final interpretive authority on the application of our fundamental beliefs.

Our Statement on the Sanctity of Human Life

At Trinity Lutheran Church and School (TLCS), we believe that every person is a unique creation of God, wonderfully and immutably made either male or female (Psalm 139:14). The two distinct, complementary genders together reflect the image and nature of God, as revealed in Scripture (Genesis 1:26–27). We believe that rejecting one's biological sex is ultimately a rejection of the image of God within that person.

We also uphold the biblical definition of marriage as the union of one man and one woman, joined together in a single, exclusive, lifelong covenant, as described in Genesis 2:18–25. Sexual intimacy is a gift from God and is to be expressed only within the bounds of such a marriage relationship (1 Corinthians 6:18; 7:2–5; Hebrews 13:4).

Therefore, we believe that God has commanded that no intimate sexual activity be engaged in outside of a marriage between a man and a woman. We believe that any form of sexual immorality—including but not limited to adultery, fornication, homosexual or bisexual behavior, incest, bestiality, and the use of pornography—is sinful and contrary to God's design (Matthew 15:18–20; 1 Corinthians 6:9–10).

To preserve the integrity of TLCS as a Christian ministry and to serve as a biblical role model to our members, students, and the broader community, we believe it is essential that all employees and volunteers of Trinity Lutheran Church and School agree to and abide by this statement on gender, marriage, and sexuality (Matthew 5:16; Philippians 2:14–16; 1 Thessalonians 5:22).

At the same time, we affirm that God offers grace, redemption, and restoration to all who confess their sin and seek His mercy through Jesus Christ (Acts 3:19–21; Romans 10:9–10; 1 Corinthians 6:9–11). Every person is loved by God and must be treated with compassion, kindness, respect, and dignity (Mark 12:28–31; Luke 6:31). While we uphold God's truth, we categorically reject hateful or harassing behavior toward any individual as inconsistent with the love and character of Christ.

Policies

Nondiscrimination Policy

Trinity Lutheran School admits students of any race, color, gender, national or ethnic origin, socioeconomic status, or disability to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. Furthermore, it does not discriminate in the administration of its educational policies, admissions policies, scholarship and loan programs, and athletic and other school-administered programs. (NOTE: Equal opportunity in programs on the basis of religion, sexual orientation, or gender identity does not apply to accredited nonpublic schools when such qualifications are related to those of a bona fide religious purpose. All aspects of our education program will be in accordance with God's Word, the Lutheran Confessions, and the constitution and by-laws of The Lutheran Church-Missouri Synod.)

Church Attendance Policy

The goals of this policy are to encourage parents to do all they can in example and conduct to support the Christian education of their child, to encourage regular use of God's means of grace (the Word and Sacraments) for Christian growth of families, and to support the continuing excellence of Christian education at Trinity Lutheran School.

Membership in a Christian congregation is a privilege that involves and requires commitments. God committed Himself to save us from sin and death through the life, death, and rising of Jesus, and commits Himself to our ongoing care and support. We, in turn, commit ourselves to His worship and service, and to the fulfillment of His will, including the love of our neighbors, the Godly raising of our children, and the active and personal support of the mission to make disciples of all nations.

Therefore, the constitution of Trinity Lutheran Church includes as duties of members:

- Section 4.2.3 Diligently hear the Word of God and frequently partake of the Lord's Supper.
- Section 4.2.7 Exercise faithful stewardship of God's gifts of time, talent, and material wealth and put aside a portion of the money that God has given to support all that the congregations has made its concern, and in general to assist in bearing all its burdens.

Whether a family is a member of TLC, another Christian congregation in the community, or not involved in a fellowship of faith; we at Trinity want to assist the family to come into a closer relationship with God. The mission mandate of TLC makes clear that this community of faith is focused on equipping and encouraging the home to be alive in Christ. Our prayer is that people will have faith in the one true God. We will remind those who are members at Trinity that in order for parents to be equipped to share faith with their children, they must first have an active and growing faith themselves. We believe that being with fellow believers and sharing in the Word, Sacraments, and Christian fellowship is the best way to nurture this personal faith. Trinity as a congregation

invests substantial resources into providing faith-based education to children. We are prayerful that this investment will pay eternal dividends. Given what we know about the power of the example of parents, as a congregation, we (i.e. pastors, elders, staff, and fellow members) will express our concern in Christian love if a member family is not participating in the worship and fellowship that takes place in our congregation.

Enrollment Policy

Trinity Lutheran School is open to families who are supportive of our philosophy, objectives, and statements of beliefs. The purpose of this policy is to establish a system for acceptance and enrollment into Trinity that is consistent with the school's mission of providing a Christian education to the children of our congregation and other children of the community. Trinity Lutheran School will admit students based on its nondiscrimination policy. **Enrollment fees are non-refundable.**

Class Size

Kindergarten through fourth grade classes shall be limited to 22 students. Fifth through eighth grade classes shall be limited to 24 students. This number may be increased with administrator and teacher approval under special circumstances and when the additional enrollment is determined to be manageable for that particular class. Preschool classes shall be limited in size based on the State of Iowa/Health and Human Services licensing requirements.

Age Requirements

A child must be 4 years old on or before September 15 for that school year to enroll in the preschool program.

A child must be 5 years old on or before September 15 for that school year to enroll in kindergarten.

Entrance Screening

All families enrolling in kindergarten through eighth grade will begin the enrollment process with an education consultation with an administrator. Generally, students entering preschool will not undergo specific screening. New students entering kindergarten will take an informal assessment with a teacher to determine developmental readiness. New students entering first through eighth grade will be required to take an entrance screening to help determine readiness and status for entering Trinity Lutheran School

Enrollment Factors

Administration will use certain factors to determine the enrollment of new students. These factors/priorities are as follows:

- All grade levels – priority will be given to students whose parents express a desire for Christ-centered education for their families.
- Preschool
 - 1st priority – TLCS members
 - 2nd priority – Children who have an older sibling already enrolled at Trinity

- 3rd priority – Sister LCMS congregation members
- 4th priority – families from the general public
- Kindergarten – 8th Grade
 - 1st priority (kindergarten only) – TLCS members and students who have been enrolled in our preschool program
 - 2nd priority – Children who have an older sibling already enrolled at Trinity
 - 3rd priority – Sister LCMS congregation members
 - 4th priority – families from the general public

Applicant Pool

When applications exceed available space, applicants will be placed in an applicant pool (waiting pool). If a student is accepted for enrollment and the family changes their mind, the student will be removed from the applicant pool. A new application and fee must be submitted for future consideration.

Termination of Enrollment

Any student may be dropped from enrollment for the following reasons:

- Persistence of an un-Christian attitude or behavior
- Disciplinary problems
- Academic concerns, including our inability to meet the educational needs of the student
- Non-payment of fees
- Lack of support for our Christian education program
- Lack of developmental or academic readiness through approved testing procedures
- Lack of school attendance
- Staffing or facility constraints

All new students at TLS will be conditionally enrolled for the first quarter of their first year. Any student who has academic needs that Trinity cannot meet or exhibits behaviors that are consistently disruptive to the learning environment will be asked to leave during the first quarter. Consistent behavioral issues that arise after the first quarter will be dealt with according to the policies and procedures outlined in this handbook.

Annual Re-enrollment

TLS uses continuous enrollment, meaning that your student will continue to be enrolled at Trinity unless you “opt out.” TLS will assume that every student enrolled in the current year will return for the next year and subsequent years, unless we are notified.

We will notify you of the date you will be assessed any applicable fees and charges for the 2027-2028 school year. The official “opt out” period will be established in January/February 2027 which will coincide with the school enrollment period. The following was signed by all parents when they first enrolled their K-8 student at TLS:

By signing this enrollment contract, I agree that my student is enrolled continuously in Trinity Lutheran until such time that I provide written notice of intent to withdraw from the school or the student graduates. I understand that my payment plan will be automatically renewed each year along with any applicable enrollment fees and that I will be billed for the upcoming school year unless I give written notice of my student's withdrawal. Should I withdraw my student, I will be responsible for paying the prorated amount of tuition based on my student's days attended at school.

Tuition, Fees, Financial Assistance & FACTS Tuition Management

Trinity assesses tuition to cover the cost to educate. While most tuition and fees will be covered by Educational Savings Accounts (ESAs), financial assistance can be sought to aid families who desire to have their children attend TLS but genuinely cannot afford to do so on their own.

Educational Savings Accounts (ESAs)

In 2023, the state of Iowa passed the Student First Education Savings Accounts Act, providing Education Savings Accounts for qualified families. Funds are granted to students to cover school tuition and fees. Parents who want to take advantage of the ESA will need to apply every year. Once a student is granted an ESA, they are assured of eligibility provided the parent completes the annual application. Information regarding ESAs may be found on the Iowa Department of Education website [ESAs](#).

Trinity will assess all tuition through the ESA account. In July, if a student is in grades 6-8, the Outdoor Education fee will be added to the fall tuition. In December, if a student participates in band or athletics, the respective fee will be added to the spring semester ESA payment. At this time, ESAs will not be available for PE uniforms.

ESA Application

Families are responsible for applying for the ESA through the Odyssey website: [Odyssey](#). Once the application is approved, families must choose their school, verify their tuition, and approve any charges that are due to TLS. Odyssey will send payments from the student's electronic wallet to Trinity in the fall and spring. Trinity will then apply the payment to your tuition on FACTS. Please contact the school if you have questions regarding the ESA application and approval process and how it impacts your FACTS account.

Iowa Lutheran School Tuition Organization (STO) Assistance

ILSTO is a financial aid which may provide assistance to reduce tuition costs to Iowa residents. Families are encouraged to apply for STO in the spring, prior to the spring deadline. Grant decisions are made in the spring by the ILSTO board.

Currently enrolled families seeking assistance must fill out an STO application by the April deadline that is published in school communications. No exceptions can be made to this deadline. Families will be notified if they are qualified for assistance and what level of assistance they will receive. STO decisions are made by the ILSTO board, not TLS.

Trinity Lutheran Financial Assistance

If a family does not qualify for an ESA or STO, Trinity Lutheran may provide assistance through scholarships. Parents must apply through FACTS Grant and Aid (a fee applies to this application). A committee will review the application and determine the amount of financial assistance.

FACTS General Information

All families have a FACTS account from which they may access financial information. All financial balances are in the “Financial” tab on FACTS Family Portal. From this portal, you may access account balances, pay outstanding invoices, fund hot lunch and Shining Stars accounts, review transactions, and print payment summaries for income tax returns.

Payment Plans

Trinity offers multiple payment plans for tuition and fees for families not receiving an ESA, ranging from a one-time payment due in August to monthly payments. Please contact the Business Office with any questions you have regarding your tuition payment plan. Specific payment policies, including NSF late charges, are outlined when you enroll in the payment plan. Adjustments to your payment schedule must be emailed or called into the Business Office at least 2 business days prior to your scheduled payment. Again, please contact the Business Office with any questions.

Pre-Pay Accounts

Hot lunch and Shining Stars accounts are considered “pre-pay accounts” and must be funded before charges are assessed. Pre-payment may be completed online through FACTS on the Family Portal or by cash/check brought to the school office. TLS expects these accounts to be funded at all times. When your hot lunch or Shining Stars account falls below zero, you will receive an email notice from FACTS. ESA dollars will not cover hot lunches or Shining Stars charges.

If your lunch account has a negative balance, extra milk and extras will not be allowed. We also reserve the right to deny child care service if your account balance becomes delinquent. To make payment arrangements for Shining Stars, please contact Shining Stars Director, Emily Merritt at emily.merritt@trinitydavenport.org.

Incidental Billing

TLS will use FACTS “Incidental Billing” to create invoices periodically throughout the year for charges such as field trips, PE uniforms, or other school related expenses. You will receive an invoice via email; from there, you may pay directly from the invoice or access your FACTS account through the Family Portal to make a payment. The payment due date will be on the invoice.

Non-Sufficient Funds

For any payments returned for Non-Sufficient Funds, FACTS will assess an additional fee of \$30. Please see FACTS for more information.

To avoid any possible NSF and FACTS fees, please phone or email the Business Office at least 2 days prior to a scheduled payment, including incidental invoices, if you need to reschedule

payment. To verify that the Business Office received the request, a confirmation email will be sent to you via FACTS when a change occurs on your payment plan.

If you need to make a change and the Business Office is not open, please call 1-866-441-4637 to speak to a FACTS Customer Service Representative. Their office is open 24 hours a day/7 days a week. They can assist you with your agreement.

Trinity reserves the right to assess a late fee in addition to the FACTS Returned Payment Fee if the payment is not made or re-scheduled with the Business Office.

Delinquent Tuition

If a family misses a tuition payment due to Non-Sufficient Funds (NSF), FACTS will notify the family via email and the payment will be rescheduled 15 days from the missed payment. FACTS will assess NSF fees to be paid by the family.

If a family misses a second payment, FACTS will again notify the family via email, and the payment will again be rescheduled 15 days from the 2nd missed payment. Trinity may contact the family to discuss payment arrangements for this missed payment. FACTS will assess NSF fees to be paid by the family.

If the family misses the payment for the third time, the payment would be considered “unresolved” and payment will be due in the Business Office. Families will be notified that they have 10 school days to make payment arrangements with Trinity. If payment arrangements are not made by the end of the 10-day grace period, TLS reserves the right to exclude the child from class until the payments are brought current or payment arrangements are made.

Any outstanding tuition balance that remains at the end of the school year must be paid in full before the student will be allowed to begin school the following year.

The administration and School Ministry Team at TLS will make every attempt to assist families who have unusual and challenging circumstances that arise during the year. Good communication will assist all parties in making sure that their needs are met. We have a common goal: the Christ-centered education of children. With good communication, we can cooperatively work to ensure that this goal is met for all who desire it.

Withdrawals

If you fund your tuition with ESA dollars, and you should withdraw from TLS, Trinity will not prorate or refund tuition or any school fees paid with those dollars, including outdoor ed, athletics fees and band. Special arrangements may be made if tuition was not paid with ESA dollars. All school expenses such as hot lunch, Shining Stars, and incidental billing will need to be paid in full prior to the last full day. Refunds will be granted for balances over \$10 in the hot lunch or Shining Stars accounts. Trinity will issue a refund check with 30 days of withdrawal.

Attendance Policy

Daily attendance is required for all students and is essential to obtaining all the learning opportunities provided by Trinity's educational programs. Attendance is compulsory under Iowa Code 299.1A. Repeated absences and tardiness not only impedes an individual's studies but also interferes with the instruction of students who are at school daily and on time. While it is possible for an absent student to make up the schoolwork missed, it is impossible to recreate all the activities, demonstrations, and interactions that occur during a school day. Regular attendance and being well prepared for class make school success more likely. These habits also prepare students to become productive citizens. Senate File 2435 sets the threshold for a student to be considered chronically absent or truant. It also provides steps public schools and accredited non-public schools must follow to address what is considered exempt and non-exempt. If your child is enrolled in the SWVPP or is enrolled in Kindergarten-Eighth Grade at Trinity, this policy applies.

Tardy students not only affect their own studies but also interfere with the progress of those students who are prompt. Tardiness also creates obvious interruption and confusion for all class members. Tardiness interrupts the teacher who is leading instruction. Every 6 unexcused tardies will result in a half-day absence and every 12 unexcused tardies will result in a full day absence for attendance purposes.

The following reasons for absence from school are considered exempt:

- Personal illness beyond four days or accident requiring hospital admission or planned medical treatment and requires a doctor's note
- Death or serious injury/illness in the immediate family or household
- Recognized religious observances which have been given prior approval by school administration
- Medical/dental appointments which cannot be made other than during school time and require a doctor's note
- IEP/504 Plan that restricts attendance

Please note, excused absences and unexcused absences are used to calculate the total number of days missed. As allowed by Iowa Code and Trinity processes, a Trinity student may have four health related absences (4 days) per semester without providing documentation from a doctor's office. Any health-related absences beyond the four days per semester or that are three or more consecutive days absent, may require a physician's statement verifying the illness, the necessity for absence from school, and the date the student can return to school to avoid these absences counting toward the absence threshold.

All other absences not described above, including tardiness (unless accompanied by a note from a medical professional stating a student was at an appointment prior to coming to school), shall be unexcused. It is the responsibility of the parents to call the school office **before 8:00am** to inform the school of a student's absence and the reason for the absence. **Please call or email Nicole**

Gabriel nicole.gabriel@trinitydavenport.org. The school office can be reached at 563.322.5224 and a message should be left if you call before 7:15am when the office opens. If a phone call is not received by 8:00am, the school office staff will attempt to contact the parents of an unexcused student to verify the security of the student. Students who are absent due to illness must arrive at school by 11:00 a.m. to be eligible to participate in any school activity that day.

For attendance purposes, **students who are not in their classroom at 7:35am** are considered tardy and must pick up a tardy slip from the front door receptionist. These tardies will count toward the attendance policy. Students who arrive on a late bus are not considered tardy.

Chronic Absenteeism/Excessive Tardies

Parents will receive email notification when their child reaches the 10% absent threshold (4 days/quarter or 8 days/semester) per grading period. This means your child is chronically absent from learning. When a student misses 15% of instructional days in a grading period (6 days/quarter or 12 days/semester), parents will receive a letter in the mail, and the parents and students will need to meet with school personnel to create an attendance plan at a School Engagement Meeting. When a student reaches 20% of instructional days absent (8 days/quarter or 16 days/semester), they are considered truant. These students may/will be reported to the Scott County Attorney's office. Truancy requires another School Engagement Meeting with school personnel and may result in being unenrolled at Trinity Lutheran School.

Excessive tardies will follow similar guidelines as chronic absenteeism, up to and including letters, meetings with school staff, and attendance contracts. Parents will be notified via email at three unexcused tardies, at six unexcused tardies a letter may be mailed to the home, and the parents and student may need to meet with school personnel to discuss an attendance plan. The student will be marked a half-day absence. At 12 unexcused tardies, the student will be marked a full-day absence. Every six tardies is a half-day absence. These absences count toward the chronic absenteeism policy.

Trips and Vacations

Planned trips and vacations are expected to coincide with school vacation periods on the school calendar. If it is absolutely necessary for a child to be absent from school because of a planned trip or family vacation, the parent should inform the school office and classroom teacher. The teacher will not prepare work in advance of a trip. Any missed work/assignments will be communicated along with the due date of missed work upon return to school. **Family trips and vacations do count toward the attendance policy.** If a family is leaving the country for a couple of weeks, parents must speak with a school administrator. The family may need to have enrollment paused while out of the country and resumed upon return.

Hot Lunch

Free and Reduced Lunch

Parents may apply for free and reduced lunches based on financial need. The application for free and reduced meals must be submitted annually. If a family qualified in the previous year, the application is “grandfathered” for the first 30 school days or until a new application is processed. After that point, if a new application is not submitted, the free or reduced status will be removed pending a new application. Applications are available in the school office or on our website. Completed applications must be returned to the school office. **Please remember that extra entrees and extra milk are not covered by free/reduced pricing and will be billed to the student account.**

USDA Nondiscrimination Statement (Revised 2-15-23)

All FNS nutrition assistance programs, State or local agencies, and their subrecipients, must post the following Nondiscrimination Statement:

In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity.

Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotope, American Sign Language), should contact the responsible state or local agency that administers the program or USDA’s TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.

To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at: <https://www.usda.gov/sites/default/files/documents/ad-3027.pdf>, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant’s name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by:

1. Mail:
U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, DC 20250-9410; or
2. Fax:
(833) 256-1665 or (202) 690-7442; or
3. Email:
program.intake@usda.gov

This institution is an equal opportunity provider.

Iowa Nondiscrimination Statement (Revised 7-1-25)

It is the policy of this CNP provider not to discriminate on the basis of race, creed, color, sex, sexual orientation, national origin, disability, age, or religion in its programs, activities, or employment practices as required by the Iowa Code section 216.6, 216.7, and 216.9. If you have questions or grievances related to compliance with this policy by this CNP Provider, please contact the Iowa Civil Rights Commission, 6200 Park Ave Suite 100, Des Moines, IA 50321-1270; phone number 515-281-4121 or 1-800-457-4416; website: <https://icrc.iowa.gov/>.

Lunch/Milk/Snacks

A hot lunch, which includes milk is available Monday – Friday. Students may also bring a cold lunch from home and purchase milk, if desired. It is not possible to provide refrigeration, heating, or hot water for students bringing cold lunches.

Parents wishing their children to order milk or an extra entrée are to deposit funds in their hot lunch/milk account through the FACTS Family Portal. When funds become low, FACTS will send an email reminder to fund the account. Payments should be made through the Family Portal. Students will be provided with an ID that will be used to record payments for daily lunches. There is a \$5.00 fee to replace lost cards.

Students eat lunch in Trinity Hall (the church basement). Should you choose to bring lunch for your child at midday, it should be left with the receptionist just prior to their lunch period. Please do not arrive with lunch past your child's lunch period. Fast food may not be delivered to the school or brought into the cafeteria for your child. Pop is not allowed for student consumption in the lunchroom. Specific lunch times for each grade are shared with families prior to the beginning of the school year.

Snacks may be allowed in class at the discretion of the teacher. If allowed, snacks should be nutritious in nature. High sugar foods such as pop, candy, snack cakes, etc. should be avoided as they interfere with a student's ability to focus while at school.

The pop machine outside the Fellowship Hall is available to students after 3:30PM. It is not available before, during, or directly after school.

Negative/Unpaid Balances

Families will be notified of an outstanding negative balance once the hot lunch account reaches \$0.01. Families will be notified by electronic communications at first; emails, calls, and/or letters will be sent out if families do not deposit funds into their account. The School Principal or his designee will coordinate communications with families to resolve the matter of significant unpaid charges. Any negative balance will be carried over to the following school year. These negative balances must be paid in full prior to the school year starting as part of the school registration process. Trinity Lutheran reserves the right to turn over to the School Ministry Team for discussion of taking any reasonable action, including legal action, to collect the balance due in any student's account.

Wellness Policy

Trinity Lutheran School is committed to helping every student grow academically and thrive physically and emotionally. We believe that good nutrition and regular physical activity support learning and healthy development.

To support a healthy school environment, we:

- Promote lifelong wellness habits by encouraging healthy food choices and daily physical activity throughout the school day—not just in the classroom.
- Serve high-quality meals that focus on fruits, vegetables, whole grains, and low-fat options, while avoiding reliance on high-fat or low-nutrient foods.
- Ensure dignity and access by making free and reduced-price meals available discreetly to eligible students through secure, non-identifiable systems.
- Encourage healthy celebrations and snacks by supporting food and beverage options that align with national nutrition guidelines.
- Support nutrition education and activity across the curriculum to help students understand and make healthy choices.
- Maintain a Wellness Committee with representatives from parents, students, staff, and the school board. This group meets regularly to monitor and improve our wellness efforts and reports to the SMT annually.

Our commitment to student wellness is part of our mission to care for the whole child—mind, body, and spirit.

Student Information

Student Directory Information

Student directory information, which includes parent and student names and contact information, will be available within the school to all authorized personnel. If a family does not want its contact information published, they must notify school administration in writing. Families have access to the student directory through the FACTS SIS Family Portal. Hard copies will be available upon request.

This information will be available to TLCS organizations and will not share this directory information with any other entities for the purpose of solicitation.

Student Records/Access

A student's personal records, which include but are not limited to the student's cumulative folder and its contents, any records stored electronically, the student's emergency information card, and the student's health records, are the property of TLS. Trinity reserves the right to administer access to and transportation of these records. Trinity manages student records in accordance with the Family Educational Rights and Privacy Act (FERPA).

Access to student records shall be limited to authorized school personnel, authorized representatives of appropriate government agencies, and the student's parents or guardians. In all other cases, personal records can be viewed only upon receipt of written permission from the parents/guardians of the student. People wishing to view records must contact a school administrator to make arrangements.

A copy of a student's personal records will be sent to another school upon receipt of a parent or guardian's authorized request or upon a request for records from another school.

Student Photos

Teachers and other staff members may take photos of students while at school. These photos may be shared on social media or other promotional materials. Trinity will not include the full names of any students. Generally, we don't even include a first name. If you do not want your child's image to be shared in these ways, a written request must be made to the school principal (joel.kilgus@trinitydavenport.org).

Addressing the School Ministry Team (SMT)

Anyone may submit correspondence to the School Ministry Team. All correspondence is read at the meetings and entered into the official minutes. A SMT mailbox is located next to the church offices. The name, address, and telephone number of the correspondent must be included. This should only be done when direct communication with the appropriate individual has not brought resolution to a concern. Should the SMT feel that the matter falls under the area of their oversight, it may choose to place the matter on a later agenda for attention. Alternatively, the matter may be directed to school administrators for attention.

The SMT functions mostly as an advisory committee for school administration. In this role, the team generally makes recommendations to the Leadership Council and the Board of Directors. The team does desire to hear the voices of parents. So, several times each year the SMT will host Parent Forums to share information and to hear comments and suggestions from parents. Concerns related to teachers must be addressed as outlined below.

SMT reserves the right to disassociate itself from, and force the withdrawal of, any student in those cases where the parent/guardian(s) act(s) in a threatening, intimidating, inappropriate, or disruptive manner or in a manner that seriously violates our operating principles or threatens the functional climate of the school. In other words, the school reserves the right to ask any family to leave who interrupts the education, climate, and operating principles or refuses to cooperate with teachers, administrators, and/or SMT at Trinity Lutheran School.

Parent/Teacher Concerns

All members/parents are encouraged to discuss their concerns with the party involved. Following the guidelines of Matthew 18, a parent who has a concern should:

1. Make an appointment to meet with the teacher involved. Teachers are not available during the school day. Please contact them to meet at a mutually agreeable time. It is generally a good idea to allow a 24-hour period before meeting with a teacher.
2. If no resolution occurs, please inform the teacher of your intention to meet with the principal. Then make an appointment to meet with the principal regarding your concerns.
3. If no resolution occurs, it will be necessary to have a meeting with the teacher, principal, and parent together. The principal will help make this appointment.
4. If, still, no resolution has been achieved, you may put your concern into writing and explain what further resolution you feel is necessary. Please address this to the Chairperson of the School Ministry Team. This concern is then placed into the SMT mailbox outside the church offices.
5. If the SMT chairperson believes that there are extenuating circumstances, your concern will be placed on the agenda of the next meeting. You will be notified when it will be taken under advisement. Normally, the SMT will not address matters of parental concern, making it the principal's responsibility to address and resolve such matters.

Concerns should be directed to the individuals specifically involved at each step before sharing information with participants at the next step. Our goal is to do what is best for children. It is in the best interest of all if we always approach situations so problems might be solved, rather than ignored or enlarged. It is also our wish that your concern is not shared with other teachers or parents. We hope these steps will help resolve matters by providing a scripturally sound way to proceed.

Student Health Services

When a student becomes ill or injured at school, the teacher or another school employee will notify the parents as soon as possible after these individuals are aware of the incident. The school, while not responsible for medical treatment of an ill or injured student, will have authorized school personnel present to administer emergency and/or minor first aid if possible.

An ill or injured student will be turned over to the care of the parent, the parent's designee, or qualified medical personnel as quickly as possible. In the case of injury, the staff member most directly involved will create an incident report in FACTS SIS and email it to the parents/guardians.

Counseling Services

Trinity has partnered with Lutheran Family Services (LFS) to provide services to our students. More information will be shared closer to the start of school.

Scott County Health Department

Students are required to be in good health, as certified by their physician, prior to their admission at Trinity. The SMT retains the authority to deny enrollment if the student has not complied with the minimum immunization requirements as stated by the Iowa Department of Health and Human Services and to require at any time a certification of good health for any student.

Further health services provided by the school are as follows:

1. Reporting communicable diseases
2. Reporting and maintaining student immunization records
3. Reporting child abuse/neglect as observed by certified personnel
4. Providing hazardous chemical disclosure

Parents are expected to cooperate with the school to carry out this program.

Medication Policy

Any prescription medication that is to be given at school to a child by a teacher or staff member who has been trained in medication administration, must be sent to school with the original prescription label on the container. In addition, **a Prescription Medication Form signed by the prescribing doctor and the parent must be turned into the school office before medications will be administered.** Children who use inhalers for asthma must have a signed Asthma Action Plan on file from the prescribing doctor. Older children who can self-administer their inhaler must have an inhaler form on file for them to self-administer. These inhalers may be kept in the child's locker. All other prescription medications are kept secured in the school office.

Students with allergies that require an EpiPen, must have a signed Allergy Action Plan from the doctor with their EpiPen. The child's teacher will keep the form and EpiPen with them at all times.

Over the counter medication (e.g. eye drops, Tylenol, Advil, cough drops, ointments) will also require a medication administration form to be completed by the parent/guardian. Parental instructions should be included with the OTC medication. These instructions should include:

1. Time the medication is to be given
2. How medication is to be given
3. How the medication is to be given (mouth, eye, etc.)

Communicable Disease

The term "communicable disease" is defined by the Iowa Department of Health and Human Services as an infectious or contagious disease spread from person to person or animal to person. Children with infectious diseases must remain at home and their illness reported to the school office.

If a child has a temperature, he/she must remain at home until fever free for 24 hours without medication. DO NOT send children to school with a fever. If a child is vomiting or has diarrhea, they must remain at home until they are symptom and fever free for 24 hours without medication.

Aids Policy

Children:

- A student diagnosed with AIDS or the AIDS virus (HIV) who is receiving medical attention can attend classes in an unrestricted setting. Siblings of an infected student can attend school with no restrictions.
- An alternate, more restrictive, educational plan will be established if the infected student becomes too ill to attend school, or if there is an increase in the likelihood of viral transmission. This plan will be developed by the student's physician, parent/guardian, public health personnel, and those associated with the educational setting on a case-by-case basis.

School Employees:

- Each employee must be physically and mentally able to perform his or her duties and responsibilities and must be free of any condition or disease which may be detrimental to the health and safety of students or fellow employees as determined by a physician.
- Each instance will be handled on a case-by-case basis. The school physician/consultant along with the employee's physician will determine if the employee is fit for service without risk of transmission. The administration will act on the advice of the health professional and make the final decision on continued employment.

Immunizations

Iowa law requires certain immunizations before a child can attend school.

- DPT (diphtheria, pertussis, and tetanus)
- Measles
- Rubella
- Varicella

Provisional enrollment can be obtained if the child has begun immunizations and has received one dose of each of the required immunizations.

All preschoolers are required to have:

- 3 DPT immunizations
- 3 Polio vaccines
- MMR immunizations before entering preschool

Boosters for polio and DPT are not required until a child begins kindergarten but may be given any time after the age of four. Seventh grade students are required to have meningococcal vaccine and TDaP booster.

Lead Testing & Dental Screening Laws

Iowa requires evidence of a blood lead test when children enter school (i.e., before the age of 6 and provided to the elementary school in which the child is enrolling.

Parents or guardians of elementary school children will be required to provide evidence of a dental screening done no earlier than age three.

Academics

Trinity Lutheran School operates as an alternative to public education. It is a place where a sound, challenging, and enriching curriculum surpassing state standards is taught amid a loving Christian environment. We are not in competition with the public schools, but rather similarly provide for the academic needs of students while intentionally allowing our Christian faith to influence everything we do. We meet spiritual needs that are not part of the educational aims of public schools.

Curriculum

TLS is fully recognized and accredited by both the Iowa Department of Education and National Lutheran Schools Accreditation. We receive the services, as allowed to a non-public school, of the Mississippi Bend Area Education Agency (MBAEA/AEA).

MBAEA provides speech therapy, hearing testing, and an educational consultant to students as determined necessary.

The school faculty is constantly striving to secure and employ the most efficient methods and media for instruction through continued study, faculty professional development, and conferences. We integrate into our curriculum the Holy Bible and the sharing of our faith in Jesus Christ as our Savior from sin, based on approved curricular materials. Bible study and application of faith to life are part of the daily curriculum, and all other subjects are taught from a Christian perspective.

The curriculum comprises the following subject areas: religion, memory, reading, spelling, language/grammar/writing, handwriting, music/band, social studies, science, mathematics, art, computers/technology, social emotional learning, and physical education. Career education and global awareness are infused into various areas of study.

Computers/Technology

Our students use various technological tools to enhance learning. Internet use is carefully supervised, and proper moral use of technology is taught. Filtering software assists us in keeping inappropriate information from our students. Students and parents must sign an acceptable use agreement form prior to the beginning of the school year. There are consequences for misuse of school technology. See the Acceptable Use Handbook for more information.

Physical Education

Students in kindergarten through eighth grade are required to participate in physical education classes. Our school maintains a program of physical education classes and recess periods. Gym shoes are required for each student to keep in their locker at school. Students will be excused from PE when a written request is made by the parent or guardian. If a student will not participate for more than one week, a doctor's note is required. The doctor's note should include when the student is able to resume PE classes.

Students in 6th-8th grade must have an official physical education outfit that is purchased through TLS. Please label all PE clothing and shoes with the student's name.

Health education is part of the physical education curriculum. The goal is to help protect, improve, and maintain physical, emotional, and social well-being.

Parents who object to instruction by classroom teachers in human growth and development and sexuality may file a written request that the student be excused from the instruction.

Music

We believe that music is a gift from God and is a powerful tool for learning. All students at TLS have general classroom music. In addition, classroom teachers may include learning hymn and Bible songs in religion or using jingles or catchy tunes to help learn other content. Other music opportunities include:

- **Band**

Students in grades 5-8 may participate in our band program.

Fifth grade students participate in beginning band. Sixth grade has a band and concert band is comprised of seventh and eighth grade students.

There is a band fee of \$150 for the year.

In addition to the two whole band sessions each week, each student also receives a small group or private lesson.

Performances occur throughout the year, including several concerts. Students receive a grade for participation which includes lessons, whole band rehearsals, and performances.

- **Classroom Choirs**

Students meet once a week to practice songs which are sung in church as part of a weekend worship service at Trinity or for chapel.

Student choirs also have annual concert performances.

Students receive a grade based on participation and performance attendance which is part of the general music grade.

Library

Library time is scheduled each week for all classes. Our teacher librarian reads to the students and assists them in finding reading material suitable to their interests. Books may be checked out for one week at a time. Charges are assessed for lost or damaged books and are invoiced through FACTS.

Volunteer help is always needed and appreciated in the library. Volunteers help restack books, add new books, and assist in other ways. If you are interested, please contact Ms. Ralfs (lori.ralfs@trinitydavenport.org).

Chapel

Most Wednesday mornings students attend a brief worship service in the church sanctuary. Chapel consists of songs of praise, prayer time, and a brief message. Preschool and kindergarten attend chapel at 7:55. Grades 1-8 have assigned chapel families for their 8:30 worship. Offering is gathered at each of these chapel services and forwarded to pre-designated causes and missions.

Assessment

It is our concern that each individual student's achievements correspond to the ability of the child. This is partially determined using standardized tests. The MAP Growth (Measures of Academic Progress) Tests are given to grades 1-8 in the fall, winter and spring. The ISASP is given to students in grades 3-8 in the spring.

Promotion & Retention

Students will be promoted to the next grade level at the end of each school year based on the student's achievement, age, maturity, emotional needs, and social adjustment. The recommendation to retain a student will be determined on the judgement of the teachers, administration, and parents.

Graduation Requirements

Students must successfully complete all courses required for graduation as determined by the School Ministry Team (SMT). This includes passing each grade level from 1 through 8 and fulfilling all course requirements established by both the Iowa Department of Education and the SMT.

Resource Room & Title I

TLS has a Resource Room for students who need support in the areas of reading and math. Students must be deemed eligible to use the services provided in the Resource Room. TLS also has a Title I teacher who provides support to qualified students in reading and math.

Assignments

Assignments are important because they positively influence academic preparation. In many cases, they consist of work that could be completed during the school day. In other instances, assignments are designed to be continued and completed at home. They also give parents the

opportunity to monitor their child's progress, observe study habits, and offer encouragement and support.

We also place special emphasis on religious memory work. In addition to providing a solid foundation in Christian doctrine, these memory selections offer comfort in times of sorrow and reassurance in moments of danger. There may be daily assignments. Ask your child what he or she is studying, show genuine interest by listening to them recite their assigned selection, and offer encouragement and support in understanding the value of this memory work.

It is difficult to set a standard rule for time students should spend on homework, as there is significant variation both across grade levels and among individual children within the same grade. If children in grades 1–3 are consistently spending more than 45 minutes on schoolwork each night, it may be a good idea for parents to contact the teacher. Likewise, if students in grades 4–8 are regularly spending more than 90 minutes per night on assignments, it may be time to evaluate study habits, time management during the school day, and involvement in extracurricular activities. On the other hand, if a student never seems to have any homework, that may also warrant further inquiry. Open communication and a strong partnership between home and school are essential to ensure that homework remains a meaningful and beneficial experience for each student.

We encourage parents to assist their students by providing a quiet place to study, adequate time to study and encouragement in their work. We remind parents that part of the learning experience is for students to accept responsibility for completing assignments. Student assignments should not be completed by parents.

Assignment Objectives

1. To stimulate voluntary effort, initiative, independence, responsibility, and self-direction
2. To help students develop an appropriate balance between work and play
3. To enrich the school experience through meaningful, related home activities
4. To reinforce learning by providing necessary practice, integration, and application of skills

Missing or Late Work

Assignments not turned in on the due date will be considered late. Students are asked to solve the problem in a timely manner. If the work is turned in before the end of the school day, there is no consequence. Students are then given until the next morning to complete the work at a 10% grade reduction. Work turned in after the 24-hour grace period will receive a zero in the gradebook.

Make-Up Work

Students who are absent from school will have one day to complete any missed work. For example, if a student is absent on Monday and returns to school on Tuesday, any missed assignments from Monday are due on Wednesday. Teachers may provide an alternative due date as needed. It is the student's responsibility to get the missing work from the teacher(s).

Report Cards

Student progress is reported through quarterly report cards and parent-teacher conferences held in the fall and winter. These conferences give parents the opportunity to personally discuss their child's progress with the teacher and better understand the implications of the report card grades. This approach fosters a deeper understanding of each student's strengths and areas for improvement, as well as strategies for supporting academic growth. Parents can also monitor their child's progress at any time by logging into FACTS SIS, our student information system. Additionally, parents are encouraged to schedule meetings with teachers after school, as needed, to address any academic concerns.

Enrichment Opportunities

TLS challenges its students to go beyond the basic curriculum in a variety of areas. The goal is to work with the God-given talents and abilities of the whole child and help each individual student to work to their greatest potential. The following opportunities enrich our Christian education:

- Field trips
- Junior Achievement
- Visiting Artists
- Student Council (gr. 5-8)
- Spelling Bee (gr. 3-8)
- Outdoor Education (Middle School)
- Symphony Day (gr. 4-5)
- Field Day
- Lutheran Junior Honor Association – (gr. 5-8) by invitation only; must have a cumulative GPA of 3.5 as posted in FACTS/Renweb and complete an application that is reviewed by the faculty panel who determines membership

Extracurricular Opportunities

We are always looking to expand our extracurricular offerings. Currently, the following opportunities are available:

- After School Choir (gr. 3-8)
- STEAM Club (gr. 1-4)
- Drama Club (grade levels TBD, new in 25-26)
- Middle School Play
- Battle of the Books (gr. 4-6)
- Athletics
 - Cross Country – boys and girls (gr. 5-8)
 - Co-Ed Soccer (gr. 5-8)
 - Volleyball – girls (gr. 5-8)
 - Flag Football – boys (gr. 5-8)
 - Basketball – boys and girls (gr. 5-8)
 - Track – boys and girls (gr. 3-8)

Our athletes compete against other Lutheran and Christian schools in the Iowa District East Conference and participate in the Catholic League (Davenport Diocese). To help ensure the success of our programs, all parents of athletes are required to volunteer by working concessions, ticket taking, keeping the scorebook, or running the clock. The athletic directors (Jason Specht and Tim Leibold) oversee the athletics program at TLS. An athletics handbook is distributed annually to all families with student athletes.



Procedures & Other Information

School Hours

School begins promptly at 7:35 and finishes at 2:35. Preschool will be dismissed at 2:20 to help with traffic flow in the upper lot. There are days marked on the school calendar as early dismissal days along with the busing availability those days. Please note that during the school day, the gates across the blacktop parking lot next to the playground will be closed for the safety of our students. They will remain shut until Shining Stars closes at 5pm.

Morning Drop Off

First, and foremost, the only doors students should be dropped off at are the main entrance of the school and the gym entrance - the north wing entrance is not a drop-off spot.

To keep our students and families safe, we have the following procedures in place:

1. Please be respectful of other drivers, students, and staff directing traffic.
2. Please drive slowly and carefully while in the parking lots. Children are present and can be unpredictable.
3. Families drop off at the door of their youngest student.
4. Third grade students may not enter the cottages from the parking lot. Please do not move or walk around the stanchions to drop off your child.

Gym Doors (Fifth – Eighth Grades and Bus Riders)

Students may be dropped off as early as 7:10 for entrance at the gym doors. A staff member will be present to provide supervision until 7:15 when students may enter their classrooms. **DO NOT** drop children off before 7:10 at the gym doors. Students who arrive at 7:10 have the following expectations:

- No loitering is allowed in the restrooms.
- Students are not allowed in the locker rooms or gym before the start of the school day.
- Students are expected to converse with others at a controlled level.
- Students are expected to keep their hands, feet and backpacks to themselves.
- Students may not eat while waiting to be dismissed.
- Any student who does not follow the rules will lose the privilege of being dropped off early.

Gym door entrance from **7:15-7:30** is for students in grades 5-8 and bus riders. Buses use the upper lane closest to the school. All other vehicles are to use the first entrance to enter the parking lot and proceed to the middle lane/middle level to drop off by the stairs leading up to the gym doors. Vehicles are to exit using the exit on the middle level. Students are required to use the steps and crosswalk by the gym doors. They may not use the hill or driving lanes. Parents who wish to enter the building should **NOT** park at these doors to enter. Please use the main entrance to the school

and park in the main/upper lot. Gym doors lock at 7:30. Students who arrive at 7:30 or after will need to go to the main school entrance.

West Central Park Entrance/Main School Entrance

Currently, morning drop-off at the school main entrance includes two lanes of traffic. The lane closest to the school will be the only drop-off lane. The other lane will be for through traffic only (please use caution and drive slow in this lane).

In the drop-off lane, we ask that you pull up to the church doors before allowing students in your vehicle to exit. Students should exit the right-side of the vehicle - the side closest to the school. This will ensure students are not crossing lanes of cars, and they will be able to walk on the sidewalk to the main doors.

Parents wanting to walk their child into the school should enter through the north wing door entrance.

Students arriving at school after 7:30 a.m. - the north wing and gym doors lock at 7:30 a.m. - must enter through the main school doors and check in with the office.

After School Procedures

Bus riders, day care vans, and Tots to Teens riders are dismissed from class at 2:20 to be checked in at the gym doors. Buses will be loaded as they arrive to ease traffic congestion.

Preschool students are dismissed at 2:20 and are required to be picked up at the North Doors. The students will remain outside (weather permitting) in the supervised waiting area until their ride has parked, and an adult has walked up to the waiting area to pick up their preschooler. The waiting area is not for active play. Drivers are to park in the northeast parking lot in the area in front of the basketball hoops. Any preschoolers not picked up by 2:30 will be taken to the school office or to the church narthex to meet up with their siblings.

Kindergarten – 8th Grade are dismissed at 2:30 and will be walked to their assigned dismissal door by teachers. Each family will receive signs to place in the front window of the vehicle picking up. This helps facilitate a speedier pick up. Families who carpool must choose the family name to be used for the group for the entire year and exit from the same set of doors.

- **Families with last names beginning A-L:** Dismiss from the church doors. All students walking home will exit through these doors. Parents will follow the traffic flow as indicated on the map shared with families. Drivers will remain in their vehicles. Staff in the parking lot will notify staff in the building that a family's ride has arrived. Once a family's name has been called, children will exit and follow the directions of the outside staff to enter their vehicles safely.
- **Families with last names beginning M-Z:** Dismiss from the gym doors. Parents are to enter the parking lot, following the signs and arrows, and pull into a parking spot.

The upper lane is reserved for bus, day care van, and Tots to Teens pick up only. Outside staff will notify staff inside that a family's vehicle is parked in the lot. Students will exit the gym door and proceed down the steps to the parking levels following the directions of staff. Children are not allowed to run at any time and must use the crosswalks. Please obey the stop sign held by the staff member to ensure safety for our students.

Students are NOT allowed to exit through the Main Doors or the playground doors. Third grade students may not be picked up from the cottages.

Late Pick Up

Staff will wait at the dismissal doors until 2:50. At 2:50, children who have not been picked up will be taken to the school office for the school secretary to call parents. If a child is picked up late more than two times in a quarter, all incidents for the remainder of the year will result in a charge to the parent of \$1 for every minute after 2:50. This fee will be charged to the family's FACTS account.

Other Dismissal Notes

Teachers are not responsible for students after school unless they are participating in a school activity or receiving after school help from a teacher. Any time students are under the supervision of school faculty or staff, students will not be allowed to leave the school grounds unless accompanied by their parent/guardian or have written permission from their parent/guardian.

The playground is off limits after school unless they are adult supervised and Shining Stars students are not out there.

Traffic in Inclement Weather

During inclement weather, it may become necessary to modify our drop off and pick up procedures. This may include a closure or modification related to the use of "the hill" at the Marquette St. (gym door) entrance. We will notify parents using Text Alerts, email, and/or voice message) regarding any changes.

This may mean that only buses are allowed to use the Marquette St. entrance. We may also have to close this entrance entirely. This means ALL car riders will exit out the church doors and buses, day care vans, and Tots to Teens will utilize the main school doors. If this occurs, please do not stop your vehicle in front of the main doors and follow the directions of staff members located in the parking lot.

Communication

Communication between the school, parents, and students is essential for successful growth. The usual forms of communication are listed below.

1. Tiger Talks – Prior to the school year, teachers meet with families to open the communication door in a positive and caring way.

2. School Communication – weekly newsletter (emailed) and other emails to keep families up to date on what is happening at TLCS.
3. Classroom Communication – Many teachers utilize weekly newsletters to keep families aware of what is happening in their classrooms.
4. Emails – Teachers and staff have published email addresses. Parents are encouraged to utilize this method.
5. Parents are welcome to visit the classroom. Please arrange time with the classroom teacher in advance to avoid disruption of tests. Do not expect the teacher to stop to talk with you; working with their students is always the first priority.

Visitors During the Day/Volunteers

Parent participation (volunteers) and support is needed and valued at TLS. Parents who wish to volunteer are welcome to do so. However, parents must first contact the classroom teacher to plan for volunteering. In addition to volunteering in classrooms, volunteers also help with special events, class parties, etc. Volunteers go through a screening process and will be expected to follow child safety protocols.

If you come to the school during the day, please enter through door 1E. You will need to check in with the receptionist. Please bring a photo ID so you can be entered into our Raptor Visitor Program. This will print out a badge that you will need to wear while in the building. Before leaving through the main doors, please sign out of the system. After you are entered into the system, you won't need to bring your photo ID with you, and you will be able to sign in and out on the kiosk that will print a badge for you.

Fundraising

SMT approves all fundraising activities of the school.

SCRIP

The SCRIP program is an excellent fundraising program. By regularly participating, you can reduce your tuition or other school charges and support the school. Specifically, buying SCRIP means buying gift certificates and gift cards that you can spend as cash at many local stores and merchants, even online in many cases. Using SCRIP costs you no extra money. For example, \$50 of Kohl's SCRIP costs you \$50, and buys you \$50 of merchandise. Schools like TLS can buy the SCRIP at a discount, so by selling to you at face values, a profit is generated on each and every dollar. Those profits add up. The profits benefit families directly in reduced costs. The school also benefits as profits are used to purchase needed equipment and improvements.

Shining Stars

Shining Stars is the extended day program for Trinity students. Hours of operation are from 2:30-5:00PM. On early out days, the program will begin at school dismissal. Teachers and Shining Stars staff ensure that students get to the Shining Stars classroom. Please be aware that individuals who pick up students may be asked to show identification. Parents must keep their authorized pick-up

list current. Shining Stars closes promptly at 5:00PM. Please note, if Shining Stars fees are not paid in a timely manner, the family will not be allowed to continue using these services. All school rules apply while students are in Shining Stars.

For more information on how to enroll your family or for a copy of the Shining Stars Handbook, please contact Shining Stars Director, Emily Merritt (emily.merritt@trinitydavenport.org).

Field Trips

Permission slips signed by parent/guardians are required for all field trips. Permission may be given electronically or with a paper copy. Please make sure to return the permission slip on time. If we do not have the signed permission slip, we cannot allow your child to leave campus.

Verbal permission to attend a field trip is not allowed. Arrangements will be made for your child to remain in another supervised location, or you may be asked to keep your child home that day, depending on the length of the field trip.

Field trip fees, if any, are invoiced through FACTS Tuition Management.

Due to safety and insurance considerations, buses will be the only means of transporting students for field trips. The transportation cost is figured into the total cost per child for the field trip.

Telephone

We discourage the use of the school office telephone by students except in emergency situations (illness, forgotten lunch, etc.). Setting up a playdate/going home with a friend is not considered an emergency. Your help in making those arrangements prior to coming to school is appreciated. Students must have a signed hall pass from a teacher to have permission to make phone calls from the school office. Students are not allowed to use the telephones in classrooms or other areas of the building under any circumstance.

Party Invitations

Please send party invitations by mail, email, or via phone call unless the entire class is invited. Please consider the impact you will have on class dynamics if you invite most of the class, but exclude just a few.

Money

Unless a teacher is specifically collecting money for a specific purpose (such as a book order), money is to be dropped off at the school office. Most school fees are invoiced and collected through FACTS.

Expectations & Rules for Student Conduct

Core Beliefs

Each student is a unique individual with special personal, social, and educational needs. As a result, every disciplinary situation is different in nature. Consequences for misbehavior provide the best learning value when matched to the individual student and situation. The likelihood that children learn from their mistakes increases dramatically when they see a reasonable connection between their behavior and the resulting consequences.

TLS staff is dedicated to following a set of core beliefs that provide a framework for dealing with student discipline. Our staff encourages parents to bring concerns and questions to us in the event that we operate in ways that appear to be inconsistent with these core beliefs. The beliefs outline the professional actions and attitudes of all staff members in our school. Generally, we expect students to conduct themselves in a manner that reflects the Christian values of TLCS as established in the Bible.

Hebrews 12:11 For the moment all discipline seems painful rather than pleasant, but later it yields the peaceful fruit of righteousness to those who have been trained by it. (ESV)

Proverbs 22:6 Train up a child in the way he should go; even when he is old he will not depart from it. (ESV)

The School Ministry Team (SMT) has established policies for safety and security and has set penalties for violation of these standards. These policies address the safety and security of both students and staff. They are not up for interpretation or revision.

The rules and expectations along with consequences are designed to meet the following goals:

1. Maintain an orderly school environment.
2. Maintain optimal learning opportunities for students. School facilities and classrooms must be free of behaviors that interfere with teaching and learning.
3. Help students develop skills and behaviors necessary for healthy social interaction, both present and future.
4. Help students learn how their decisions affect the quality of their lives and others.
5. Help students develop responsibility and character.

Trinity Lutheran School Rules

1. Treat others with the same respect with you are treated by adults in this school.
2. Your actions, dress, possessions, etc., may not cause a problem for you or anyone else.

Problem actions include, but are not limited to:

- Disrespectful words or actions towards others, including adults or other students, including profanity and class disruption.
- Physical fighting includes pushing, shoving, hitting, kicking, punching and the like.
- Cheating, lying, and stealing.
- Any actions using Chromebooks, iPads, or any other electronic devices that have not been directed by a teacher, as per the Technology Acceptable Use Policy.
- Student cell phone use while at school; other personal electronic devices, INCLUDING Smart Watches, should be left at home.
- Refusing to follow directions.
- Talking about subjects that make others uncomfortable.
- Public displays of affection.
- Destroying or vandalizing school property or property that belongs to others.
- Toys brought to school without teacher approval.
- Chewing gum on school property.

Every attempt will be made to maintain the dignity and self-respect of both the student and the teacher. Students will be guided and expected to solve their problems, or the ones they create, without creating problems for anyone else. If students cannot solve the problem or choose not to, staff members will impose an appropriate consequence. The consequence will depend on the student or students involved and the situation. Staff members will use their best judgment based on the information they have at the time.

Students will be given opportunities to make decisions and live with the consequences, be they positive or negative. Misbehavior will be handled with natural or logical consequences instead of punishment whenever possible. Misbehavior will be viewed as an opportunity for individual problem solving and preparation for the real world as opposed to a personal attack on school or staff.

Students are encouraged to request a due process meeting whenever consequences appear to be unfair. This is a time for concerned individuals to meet and share information related to the situation in question. In the event that this discussion provides additional information that sheds a different light on the situation, or shows the consequences to be unfair, the consequences may be changed or eliminated to better fit the unique situation. School problems will be handled by school personnel. Criminal activity will be referred to the proper authorities.

Trinity Lutheran School reserves the right to search desks, lockers, and other areas, including personal property if reasonable cause has been established that indicates a student may have a dangerous and/or illegal item in their possession on school grounds.

Dress Code

At Trinity, one of our main goals is to teach the children to live their faith. This includes how we present ourselves through our dress. We have the following expectations regarding our students' dress:

- Clothing is to be neat, free from fraying or holes and modest in fit (length and tightness).
- Skirts, dresses, and shorts must be no more than four inches above the top of the kneecap when standing.
- No skin is to be exposed between the top of the shoulders with the exception of the arms. Tank tops, spaghetti straps, halter tops, crop tops, and the like are not to be worn at school.
- Shirts are allowed to have God-pleasing pictures and messages on them.
- Shoes are to have backs or back straps and may not have heels more than one inch high.
- Girls are to wear shorts or leggings under skirts and dresses that fully cover underwear.
- Hair is to be one of the four natural hair colors.
- Make up and accessories are not to cause a distraction or issue for students or teachers.
- Outerwear, hoods, and hats are not to be worn in school.
- If a student will be playing in the snow, he/she must wear a hat, gloves or mittens, snow pants, boots, and coat. Otherwise, he/she will be required to play on the blacktop.

Chapel Dress Code

- Students are to wear non-denim dress pants or dress shorts, skirts or dresses.
- Students are to wear shirts, sweaters, or sweatshirts with no pictures or writing on them.

When a student has a dress code issue, they will be guided by our staff in a loving and respectful way to solve the problem before attending/returning to the classroom. The staff will guide students to solve dress issues in a way that encourages personal responsibility and without anger or lectures. Staff may refer students to the office where students can change into appropriate clothing or contact the parents for help in getting appropriate clothing to school. When a student has a chronic issue with dress, the parents will be contacted to assist in correcting the problem.

Safety & Security Policies

Possession and Distribution of Alcohol, Tobacco, Drugs/Drug Paraphernalia

These activities are not tolerated or permitted on school premises.

- 1st Offense – 3 day suspension
- Any other occurrence will result in expulsion.

Acts or Threats of Violence, Harassment (including Racism) and/or Bullying

Trinity Lutheran School prohibits harassment, bullying, hazing or any other victimization of students or staff based on any of the following actual or perceived traits or characteristics, including but not limited to: race, color, national origin, ethnicity, sex, disability, sexual orientation, religion, or any other reason that is contrary to the teachings of Holy Scripture. Harassment and bullying of students and employees are against federal, state and local policy, and will not be tolerated. Bullying and harassment of students and employees by students, school employees, parents, and volunteers who have direct contact with students and employees will not be tolerated. Harassment and bullying means any electronic, written, verbal, or physical act or conduct toward a student or TLCS staff member which is based on the above actual or perceived characteristics or traits and which creates an objectively hostile school environment that meets one or more of the following criteria:

1. Places the student or employee in reasonable fear of harm to person or property.
2. Has a substantially detrimental effect on the person's physical or mental health.
3. Has the effect of substantially interfering with the student's academic performance or staff member's ability to do their job.
4. Has the effect of substantially interfering with the student's ability to participate in or benefit from the services, activities, privileges provided by a school.

This policy is in effect while students or employees are on property within the jurisdiction of the SMT; while on school owned or school operated vehicles; while attending or engaged in school sponsored activities; and while away from school grounds if the misconduct directly affects the good order, efficient management and welfare of the school. Students are taught the following rules and are expected to follow them:

1. We will not bully others.
2. We will help other students who are bullied.
3. We will include students who are left out.
4. If we know someone is being bullied, we will tell an adult at school and an adult at home.

Trinity Lutheran School will promptly and reasonably investigate allegations of bullying or harassment. School administration will be responsible for handling all complaints regarding student-to-student harassment and threats or acts of violence. If a student is found to be in violation of this policy, the student shall be disciplined by appropriate measures up to and including suspension and expulsion.

The consequences for general bullying are as follows:

- First Offense – Parental contact via phone and a detention
- Second Offense – Two-day ISS and meeting with parents

- Third Offense – Out of school suspension (OSS) for a minimum of three days and a meeting with parents; SMT will be informed of the third offense and may ask to meet with the parents
- Fourth Offense – Expulsion from Trinity Lutheran School

Consequences for Acts or Threats of Violence and Harassment (including racism)

Disciplinary measures include, but are not limited to suspension, probation, and expulsion.

Decisions on consequences will be made based on age of the student and severity of the offence.

Because the staff and school have concern for the child and wish to maintain good parent-teacher rapport, the administration will report a serious breach of discipline to the parent or guardian as soon as possible.

Definitions:

1. Suspension means either an in-school suspension or out-of-school suspension, and a restriction from activities. An in-school suspension means the student will attend school but will be temporarily isolated from one or more classes while under supervision. The student may not attend school activities or may not participate in a contest or extracurricular activities. An in-school suspension shall not exceed ten days. An out-of-school suspension means the student is removed from the school environment, which includes school classes and activities. An out-of-school suspension will not exceed ten days.

2. Probation means a student is given a conditional suspension not to exceed ten school days, in addition to being warned and/or punished for misconduct. The conditional suspension shall mean the student must meet the conditions and terms for suspension of the penalty. Failure of the student to meet these conditions and terms shall invoke the penalty temporarily suspended. Academic probation can be for a longer duration of time than ten days.

3. Expulsion means the removal of a student from the school environment. Expulsion of a student must be recommended to and be reviewed by the School Ministry Team. Parents may appeal an expulsion decision to the School Ministry Team.

The goal of all discipline at Trinity Lutheran School shall be to assist students to realize sinful behavior, repent of their sins, and to be forgiven and restored. Any consequence given for these offences will include a return to class plan that includes the student reflecting on the behavior.

If a school employee is accused of a violation of this policy, a trained Level 1 Investigator will determine if the accusation is founded. If the accusation is confirmed, the employee shall be disciplined by appropriate measures up to and including termination. If after an investigation a school volunteer is found to be in violation of this policy, the volunteer shall be subject to appropriate measures up to and including, exclusion from school grounds. “Volunteer” means an individual who has regular, significant contact with students.

Acts or Threats of Sexual Harassment

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

Any person who promptly, reasonably, and in good faith reports an incident of bullying or harassment, including sexual harassment, under this policy to the administration or Level 1 Investigator, shall be immune from civil or criminal liability relating to such report and to the person's participation in any administrative, judicial, or other proceeding relating to the report. Individuals who knowingly file a false complaint may be subject to appropriate disciplinary action.

Retaliation against any person because the person has filed a bullying or harassment complaint or assisted or participated in a harassment investigation, is also prohibited. Individuals who knowingly file false harassment complaints, and any person who gives false statements in an investigation, shall be subject to discipline by appropriate measures, as shall any person who is found to have retaliated against another in violation of this policy. Any student found to have retaliated in violation of this policy shall be subject to measures up to and including suspension and expulsion. Our Level 1 investigators are Kari Smith kari.smith@trinitydavenport.org or (563) 210-5122 and Brian Horning brian.horning@trinitydavenport.org or (231) 622-1430.

Any school employee found to have retaliated in violation of this policy shall be subject to measures up to and including termination of employment. Any school volunteer found to have retaliated in violation of this policy shall be subject to measures up to and including exclusion from school grounds.

Possession or Use of Weapons or Dangerous Articles

"If a student is found to be in possession of a dangerous weapon, the weapon will be confiscated, and parents or guardians will be notified of the incident. Confiscation of weapons or dangerous objects shall also be reported to law enforcement officials, and the students will be subject to disciplinary action including suspension or expulsion.

Students bringing a weapon or dangerous object to school shall be expelled for not less than twelve months. However, the Administrator shall have the authority to recommend this expulsion requirement to be modified for a student on a case by case basis, in accordance with the requirements of Iowa Code 280.21B and the Iowa Acts, H.F. 528 paragraph 23.

Dangerous weapons shall be defined according to 702.7 and 724.1 of the Iowa Code. (Examples include: pistols, revolvers, knives, shotguns, bombs, etc.)

As allowed by Federal and State law (Iowa State Code 724.4B) the Administrator may authorize dangerous weapons on school grounds, including but not limited to educational programs or displays. It shall be the responsibility of the Administrator to develop administrative procedures regarding this policy." (SMT Policy Handbook, Trinity Lutheran Church School)

Treatment of School Property

We expect that textbooks, desks, Chromebooks, and other school equipment used by students will receive normal wear. However, the repair or replacement cost for willfully or carelessly damaging or destroying school property will be charged to the student's FACTS account.

Cellular Phones/Wireless Devices

If parents permit their student to bring a cell phone to school, the device must be turned off and given to their homeroom teacher to hold until the end of the day. If a student is found to be using their cell phone between 7:10AM – 2:50PM, the device will be taken from them. The device will need to be picked up from the school office by a parent during the hours of 7:15AM-3:30PM. Appropriate consequences will be applied. Smart Watches and other electronic devices should be left at home. Students using Smart Watches or other electronic devices shall incur the same consequences as indicated for cell phones.

Social Media Policy & Guidelines

Trinity Lutheran School students are held in the highest regard and are seen as Christian role models in the community. As Christian leaders, students have the responsibility to always portray themselves and the school in a Christian manner. Facebook, Twitter, Instagram, Discord, Snapchat and other social media sites and apps are used by most students. Inappropriate material posted and found by third parties affects the perception of the student and TLS. Examples of inappropriate and offensive behaviors concerning participation in online communities may include but are not limited to depictions or presentations of the photos, videos, comments or posts showing the personal use of alcohol, drugs, or tobacco. No photos, videos, or comments that are of a sexual nature are acceptable. This includes links to websites containing inappropriate material. No pictures, videos, comments or posts that condone drug-related activity are acceptable. This includes but is not limited to images that portray the use of drugs and drug paraphernalia. Content that is unsportsmanlike, derogatory, demeaning or threatening towards any other individual or entity will be subject to disciplinary action. Posts may not depict or encourage unacceptable, violent, or illegal activities. This includes hazing, sexual harassment/assault, gambling, discrimination, fighting, vandalism, academic dishonesty, and underage drinking.

Most social media sites have a minimum age of 13 to open an account. These restrictions exist for the safety of your child. Please refer to this article on Net Nanny for additional information regarding age-appropriate social media and online safety:

<https://www.netnanny.com/blog/the-importance-of-social-media-age-restrictions/>

Parent/Student Contract: to be turned at Tiger Talks.

I have received a copy of the Family Handbook. I understand and accept the policies, procedures and rules in this Family Handbook.

Student Name: _____

Grade/Teacher _____

Student Name: _____

Grade/Teacher _____

Student Name: _____

Grade/Teacher _____

Student Name: _____

Grade/Teacher _____

Student Name: _____

Grade/Teacher _____

Student Name: _____

Grade/Teacher _____

Parent Name: _____

Parent Signature: _____

Date: _____