



TRINITY LUTHERAN ACADEMY

PARENT & STUDENT HANDBOOK

2022-2023



**TRINITY LUTHERAN
ACADEMY**

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Vision

Trinity is recognized by the community for fostering students who demonstrate; critical thinking, problem solving, individual responsibility, personal integrity, and standing publicly in their faith through words and actions.

Mission Statement

Trinity Lutheran Academy provides Christ-centered training in God's Word integrated with excellence in education.

Philosophy

As an educational arm of Trinity Lutheran Church, Trinity Lutheran Academy seeks to guide and assist parents in the education and nurture of the children at Trinity Lutheran Church. Trinity Lutheran Academy serves families by assisting parents to carry out their parental responsibilities in Christian education. We promote a close relationship between school, home and congregation. We encourage parents to provide the primary training of their children, to have family devotions, and to take their children to weekly worship services. The school exists as a secondary partner in the Christian and overall training of the children.

Since Trinity Lutheran Academy is part of the community of St. George, Utah, we also seek to provide this opportunity to other parents in the community. Thus all children regardless of their membership or religion will be given an opportunity to be a part of Trinity Lutheran School.

Trinity Lutheran Academy holds high, yet appropriate, expectations for its students and also believes that all students need to be successful. Students need to be both challenged and helped toward success. Appropriate evaluation of student performance, both formal and informal, occurs before, during and after teaching.

Trinity Lutheran Academy seeks to develop the basic skills of learning; thinking; solving problems, making value judgments and decisions; and respecting self, others, and property. Our school also teaches students how to apply concepts such as individual responsibility, the common good, salvation by grace alone, and living "by faith in the Son of God who loved me and gave Himself for me" (Gal. 2:20.)

Guided and empowered by the Holy Spirit, Trinity Lutheran Academy provides Christ-centered training in God's Word integrated with excellence in education. The central purpose of our school is to nurture each child's faith in Jesus Christ as Savior and to equip each child to live in and to bear witness to that faith.

The teachers and staff of Trinity personally and publicly bear witness to their faith in Jesus Christ. Teachers and students daily study His Word as found in the Bible and taught through the Lutheran Confessions. God's law is taught without apology. The Gospel of God's forgiveness through His Son, Jesus Christ, is taught with joy daily, and relationships are based upon the Gospel and forgiveness.

Parent/Guardian and Student Signature Page

As a condition of your child's enrollment at Trinity Lutheran Academy, the parent and child are committed to adhere to the rules, regulations, policies, and procedures of the Parent/Student Handbook. Although as a practical matter it is impossible to provide clear, concise, and complete guidance on each and every issue that may arise, this handbook has been created so that the goals and the Christian culture of the school are communicated to each family. It is in the spirit of your commitment to enroll your child at Trinity, that you and your child will familiarize yourselves with the content of this handbook. Trinity Lutheran School reserves the right to modify, amend, change, addend, append any or all of this handbook in any fashion whatsoever at any time in its sole and absolute discretion.

I hereby acknowledge the receipt of the Parent/Student Handbook and agree to the commitment set forth above and in the Parent/Student Handbook for the 2022-2023 school year.

Student's Printed Name

Student's Printed Name

Student's Printed Name

Parent/Guardian Signature

Parent/Guardian Signature

Date

Please fill in your child(ren)'s name(s), sign, and return this page to the school office.

2022-2023 School Year Fee Schedule

Registration Fees:	\$320 (paid in full prior to acceptance)
Tuition:	\$5,600 - Full-day PreK through 7th (Payment schedule available) Special incentives are available of payment in full \$400/month - PreK—1/2 day program
After School Care:	\$7.00 per hour (there are no 1/2 hour rates) \$12.00 per hour after 5:30
Lunch:	\$3.90 for hot lunch** \$0.50 for milk* * **subject to change
Late Payment Fee:	\$20.00 + (15%/month after 30 days)
Returned Check Fee:	\$25.00 plus amount of check (15%/month after 30 days)
Very Important Person (VIP) volunteer hours:	25 hours per family (or a \$10.00 per hour)

* Special activities fees apply for special events throughout the year.

TRINITY LUTHERAN ACADEMY

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The purpose of this handbook is to acquaint the parents and children of the Trinity Lutheran Academy with our policies and practices enabling the faculty and staff to offer a quality Christian education. It is important for parents to discuss the various items with their children so that all may know the policies and practices of the school. Policies and practices are subject to change, and notice will be given in advance when this takes place.

Non-Discriminatory Policy

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

Administration

Trinity Lutheran Academy is owned and operated by all the members of Trinity Lutheran Church. The church is a member of the Lutheran Church - Missouri Synod; Rocky Mountain District. The Board of Education, elected by the congregation, is charged with the objective of carrying out the objectives of the school program as set down by the congregation. All matters of school policy are decided by the Board of Education. The policies of the Board of Education are carried out by the Principal, who supervises the daily operation of the school.

Accreditation

Trinity Lutheran School is fully accredited by National Lutheran Schools' Accreditation. All teachers are certified by the state of Utah.

Order of Acceptance for Admission

First: Students currently enrolled in Kindergarten - 7th grade whose parents are members of Trinity Lutheran Church.

Second: Students currently enrolled whose parents are not members of Trinity Lutheran Church.

Third: New students to Trinity whose parents are members of Trinity Lutheran Church.

Fourth: New students to Trinity whose parents are members of other Missouri-Synod Lutheran churches with no school and families from the community at large.

Waiting List:

Students are enrolled from a waiting list based upon the date the registration fee is paid.

Kindergarten: New Students enrolling in Kindergarten will not be accepted until May 31st unless they have also pre-registered for 1st grade. Acceptance letters will be sent on May 31st. This does not apply to families with siblings already enrolled at Trinity.

Trinity Community Council

The Trinity Lutheran Community Council consists of all church and community member and the parents and guardians of the students that attend the school. The purpose of the CC is to support the students, teachers, and fellow parents by means of educational, physical, spiritual, and prayerful assistance; and social gatherings and interactions through volunteer work; monetary donations; or participation in fund-raising activities.

Trinity Lutheran Academy VIP (Very Important Participation) Program

Trinity Lutheran School believes that parent participation in their child's school life is crucial to their child's success. The Community Council has put together the VIP program to encourage parents to participate in the enhancement of each child's education at Trinity Lutheran School. The goal of this program is not to give you something else to do, but to give your child the best possible education. Our hope is that you will find the more you put into your child's life, the more you will get out of it.

- Each family will be required to contribute 25 VIP hours or an annual contribution of \$250.
- Hours may be completed by parents, guardians, grandparents, or other approved adults.
- Hours completed may be from the list provided, classroom activities (including driving for field trips), TCC activities, and/or other office approved projects.
- Hours must be submitted by parents to the school office for credit.
- VIP hours may be done at school or at home depending on the project or activity.
- All VIP activities may be rounded to the nearest hour.

Parental Concerns/Grievance

Please seek guidance from Scriptures (Matthew 18) when dealing with grievances. Parents, teachers, and administration are encouraged to discuss concerns person-to-person if they have questions or concerns about lessons, expectations, procedures, discipline, and conduct. This contact is best done in person vs. through email or phone. If you wish to speak with your child's teacher, please make an appointment so you may have privacy, time, and the full attention of the teacher. If the concern cannot be resolved, please consult the principal to help resolve the conflict. At all times, we want to remember that we are all working for the single purpose of serving God and the children of our school.

Special Treats

Special treats brought to school need to include all children of a child's classroom or the whole school if shared at lunch. Special treats need to be brought in individual serving portions with all necessary serving utensils included. Parents need to be aware that students in our school may have nut allergies and/or lactose intolerant. If the treat brought has nuts in it or dairy products, these children will be left out of the special treat. Expectations of staff preparing or serving the treat will take away from your child's education as staff are taken away from their normally assigned duties. Your help and understanding of the above procedure is appreciated.

Before and After School Drop off/Pick Up

With the high number of vehicles in the parking lot before and after school, strict procedures have been developed to ensure the safety of every child. The staff has developed a system to make sure all students are accounted for at the end of the day and to ensure the safety of each child. This system involves making sure that the children go to a designated area and stay there until their legal guardian picks them up (in locum parentus). **Students will not be released to anyone other than adult persons who have been identified by the legal guardian as having permission to pick up that child. This permission must be communicated to the school staff ahead of time.**

Students are not allowed to re-enter the building unless a parent accompanies them. This ensures that no child will be injured in the building and that no property is damaged. Please make sure you accompany your child if they need to re-enter the building.

Students may be dropped off and picked up at the back door drive thru. They may also be dropped off and picked up at the front entrance by **parking your car in a parking stall**. Please ensure you escort your primary age children to and from the building if you are using the front entrance.

Students arriving prior to 8:15 a.m. will need to wait outside the building. The doors will remain locked until 8:15 a.m. Students not picked up by 3:45 p.m. (12:15 p.m. on half days and 1:15 on Fridays) will be placed in after-school care. Regular after-school care rates will apply. These time restrictions will enable teachers to have time to adequately prepare for your child's education.

Please drive slowly through our parking lot. Your extra seconds could save a life.

School Management System—Fast Direct

Trinity Lutheran School uses a web based school management system for maintaining tuition, all fees, volunteer hours, grades, grade cards, and classroom calendars. All families will have an account set up for them where their child's grade card can be viewed along with any statements regarding your account with Trinity. You can also pay your bill on Fastdirect. Please see the school office for registration information if you do not have one already.

www.fastdir.com/trinitystgeorge

To be eligible for enrollment, a student and his or her parents must comply with the following.

- The student will accept training in the teachings of the Christian faith as taken from the Bible as well as from Luther's Small Catechism.
- Parents and students will be interviewed by the principal.
- A copy of the student's most recent report card and standardized tests from his/her previous school will be given to Trinity Lutheran School.
- **Pupils to be enrolled in kindergarten must be five years old by September 1st of that year. Pre-K students must be 4 by September 1st of the year of enrollment.** A copy of the student's birth certificate will be required as proof of age.
- State health requirements must be met. This includes a record of current required immunizations or a certificate of exemption from the state health department.
- Grade placement will be based upon recommendation of the student's previous school. However, Trinity reserves the right within the first six weeks following admission to place the student in the next lower or higher grade. Such action will only take place after consultation with the parents, teacher, and principal.
- The conduct of the student will reflect behavior as outlined in the Discipline Policy of Trinity Lutheran Academy. All students admitted will be subject to a one month probationary period.

School Day

Trinity Lutheran Academy will begin promptly at 8:30 a.m. and dismiss at 3:30 p.m. School dismisses at 1:00 on Fridays. The school calendar begins in mid-August and ends in late May. Students should not be dropped off at school prior to 8:15 a.m. and should be picked up no later than 3:45 p.m. School doors will remain locked until 8:15 a.m. After school care is available.

After-School Care

After-school care is provided at an additional charge from 3:30 pm until 5:30 pm Monday through Thursday (1:00-5:30 on Fridays) on school days. It is also available on 1/2 days of school starting at 12:00 noon. Parents using the after-school program will need to fill out an after-school agreement form. After-school pick up is done in the lunch room through the back doors. For the safety of the children, it is important that those picking up students go into the lunch room and sign out the child. Please see fee schedules for rates.

All students using after-school care will have an agreement form filled out and on file with the school. Students will not be released to any person not listed on the agreement form.

Tuition and Fees

The enrollment application will be accepted with a \$320 registration fee. The registration fee is refundable only if another child is enrolled in your child's place. All previous accounts must be paid in full by June 1st prior to the enrollment year before enrollment can be fully accepted.

For current tuition rates, check with the office or look on our web site. Tuition can be paid in 10 or 12 monthly payments. The first payment for the 12-month plan is due on the first business day of June prior to the school year the child (ren) is/are enrolled. The first payment for the 10-month plan is due on the first business day of August prior to the school year the child(ren) is/are enrolled. All late fees apply to the 10 and 12 month plan.

All tuition and fees are to be paid by the first business day of the month and are past due on the 10th. Unless a just cause is given in advance, a late fee of \$20.00 will be charged if the account has a balance due on the 10th. A \$25.00 handling fee will be charged for any returned checks. Accounts that are 60 days past due will be turned over to the Financial Aid Committee for further action. **Mastercard, Visa, and Discover are accepted**

Hot Lunch and Milk Service

A hot lunch and milk service are available at an additional cost. Calendars are distributed a month in advance, and pre-ordering and pre-payment are required for lunches purchased. For students choosing to bring their own lunch, a milk service is provided at an additional cost.

There are no microwave or food heating facilities available to students. Due to the limited space for refrigeration, students are not allowed to use refrigerators at school for lunch storage. Please make sure that "sack" lunches come to school properly insulated and ready to eat.

Trinity's hot lunch program is an optional service.

Call in all absences by 8:45 am on the day of the absence to avoid charges for lunch.

Homework

Homework is a very important part of Trinity's educational program. Homework serves two functions. First, it helps establish a link for the student's studies at school to the home. Secondly, it helps the student develop good study habits for their secondary education. Homework will be assigned, along with memory work, at all grade levels. All homework amounts will vary depending on the grade level. (A general rule of thumb is 10 minutes times the grade level they are in with a max of 45 min.) If parents feel that their child is having problems with homework, please contact the teacher.

Curriculum/Texts

While all textbooks are approved so that we meet state and regional standards of accreditation, our curriculum is presented in the light of God's Holy Word. Trinity's core curriculum guidelines meet or exceed the Utah State Curriculum. A well integrated course of Bible study, doctrine, and memory work are required of every student.

School Visits

In order to make the students feel comfortable on the first day of school, we require students and parents to attend a school visit prior to the first day of school. You and your child will have the opportunity to visit with the classroom teacher about the upcoming school year and discuss any questions or concerns about your child's education at Trinity.

Grades/ Parent-Teacher Conferences

Report cards are issued each Trimester. They will be available for viewing on FastDirect one business days following the end of each trimester. Parent-Teacher conferences are held in the middle of first and third trimester. Parents or guardians are required to attend each conference.

Chapel Services

Chapel Services conducted by the pastor of Trinity Lutheran Church are held each Wednesday morning at 8:40 am. All students are required to attend. Parents and congregational members are also invited.

Church and Sunday School Attendance

The foundation for a Christian life is Jesus Christ and the home. The school's purpose is to aid the home, not replace it. The child who has grown up in a Christian environment rooted in God's Word, will be prepared to live a Christian life. Therefore, Trinity Lutheran School encourages regular attendance at church, Sunday School, and Bible Class.

Field Trips

Field trips play an important role in the academic program at Trinity. All students are required to participate in class field trips. Parents are notified of the date, time, location, and means of transportation for all class field trips. Written permission is required for all field trips. All students will travel on field trips with the class when using the school bus. Parents may choose to transport their child only in lieu of the bus.

Red logo shirts are required to be worn on all field trips.

Emergency Closing or Evacuation

In the event that Trinity needs to close school, all parents will be notified via the phone tree using the current number we have on file. We will also use Fastdirect to send text messages to the number we have on record. Please make sure the school office has your current phone numbers. If the Washington County schools are closed due to weather, Trinity will also close.

In the case of a disaster at school when the school building has been considered unsafe, students will be moved to the Pine View Shopping Plaza to the east of the school.

Birthday Invitations

Birthday party invitations need to be sent through the mail unless every child in a child's class is to receive an invitation. The school should not be used as a means to distribute invitations if there is a chance that someone may feel "left out" because they are not receiving an invitation that others are.

Please see page 12 guidelines on bringing treats to school.

Nuisance Items, Toys, and Gum

Many nuisance items and toys brought to school can distract from the educational environment in the classroom. They can also be damaged or broken. Students are asked that all nuisance items and toys not be brought to school. **Gum is not allowed on school grounds at anytime.**

Pets and Animals

Due to the nature of allergies of some children and for the safety of all children, **pets are not allowed on campus at anytime.** All pets must remain in vehicles if brought before and after school. Please get permission from the classroom teacher if the pet is used for show and tell. They must be leashed or caged during the presentation upon approval from the classroom teacher.

Telephone/Cell Phone Use

The telephone is used for the church and school to conduct its daily operations. Personal telephone calls by students will not be permitted. If parents need to reach their child at school, a message will be taken and given to the child. The child will be allowed to return an emergency call at an appropriate time.

Cell phone/Smart device use by students during school hours is prohibited. Smart devices that are in use or not packed in a backpack or purse will be taken away and returned to the parent at the end of the day. Students in possession of a smart device must have it in the off position between the hours of 8:15 am and 3:45 pm.

Weapons of any type are not allowed!

Weapons of any type are not allowed on school property at any time. This is not limited to, but includes guns, knives (of any kind), clubs, and chains. Any weapon brought to school will be confiscated and the child's parents will be notified. Toy weapons are also included as they are included in the *Nuisance Item, Toys, and Gum* policy.

Social Media Usage

Whereas social media (Facebook, etc...) communication takes place outside of school, content that interferes with the educational process at school will be dealt with as if it took place at school. To prevent potential conflicts, please make sure you monitor your child's social media usage.

Attendance

Excused absences are considered those that are due to illness, death in the family, required court appearance, or others approved by the principal in advance. All other absences will be considered unexcused. Students with over 10% absence (18 days) per year fall under review for possible retention. The school may also refer potential truancies to the Washington County School District officials.

Parents must assume total responsibility for taking children out of school when taking trips, vacations, fulfilling appointments, or for other reasons of short or long term absences. Homework in advance of a trip may **not** be available. All work will be made available upon return from a trip. It is the responsibility of the student and the parent to initiate a request for make-up work. Teachers will cooperate with families in the completion of make-up work; however, due to the nature of some assignments, an alternative assignment may be assigned. **Makeup work will not be available prior to 3:30 pm on the day of the absence.** Homework for unexcused absences cannot be made up.

Call in all absences by 8:45 am on the day of the absence to avoid charges for lunch.

Tardies

After 5 tardies in a trimester the student and parents will be notified of the concern by either the student's teacher or a school administrator. Beginning with the 10th time a student is tardy during a trimester, the student will be required to attend one half-hour of after school tutoring for each and every subsequent day they are tardy during the remainder of the trimester. Students will not be allowed to participate in after school activities on those days. The purpose of the after school tutoring will be to allow the student to make up for lost time in the classroom. After school rates apply.

Discipline

Discipline is based on a recognition of the power of the Gospel to change the heart, and the power of the Law to prepare the heart for the Gospel. Obedience to the administration, teachers, staff, and regulations is required.

In a Christian school, we have the advantage of drawing on the Scriptures for guidance and can appeal to our children's spiritual insights to motivate them to appropriate behavior. In all dealings with others, including teacher-pupil relationships, love and concern is the main objective.

The administration and teachers will handle most minor infractions in the classroom with Christian love. In any case in which the teacher is unable to obtain desirable behavior from the pupil, the parents will be notified. The principal will become involved if the problem continues. If a desired change doesn't occur, Trinity Lutheran School reserves the right to terminate a student's enrollment.

Suspension/Expulsion

The principal shall have the authority to place a student on disciplinary probation or to suspend a student from attendance at Trinity Lutheran Academy. The period of suspension shall not exceed ten school days. Expulsion of a student shall take place as an action of the Board of Education. The principal shall present evidence to support their recommendation for expulsion in a meeting at which parents or guardians and the student shall be present.

Medications

In compliance with Utah State Law, any child that needs medication during the course of the school day may receive the medication only if the following guidelines are followed by the parent or guardian.

- The child's parent or guardian must sign a permission form, to be filed in the school office, for the dispensing of prescription or non-prescription drugs. The permission form must state that an official of Trinity Lutheran School may give the named child medication.
- For the administration of prescription drugs the child's parent or guardian must also file a doctor's consent form that states dosage, time, and duration of the medication that is given. This form must be signed by the child's doctor or practitioner.
- All medications and forms must be brought to the school office where it is to be kept in a locked cabinet.
- Medications given to students and not turned into the office will be taken from the student and the parents or guardian will be contacted.

Dress Code

The Board of Education requires that personal dress and hygiene do not distract from the education process and that it represents the school appropriately. Trinity Lutheran School has a uniform dress code in place. Please see the *Uniform Policy* page for detailed information. The basic guideline is to be neat, clean, and modest.

Hair is to be a natural color, neat, clean, and well trimmed.

Decorative hair accessories that become a nuisance in the school are not allowed.

Pants and shorts must be worn around the waist and close fitting.

Pictures and wording on clothing should not be in conflict with educational and religious purposes of the school.

Shirts and tops must be able to be tucked in and may be required to be tucked in.

Clothing must cover all underwear.

Gang related clothing, styles, or accessories will not be allowed.

Shoes must allow students to participate in physical education and recess activities without creating a safety hazard for the student or other students.

Hats are not to be worn in the building.

For the safety of the children, earrings, necklaces, and loose fitting bracelets will not be allowed to be worn during recess nor Physical Education. Accessories that distract the educational environment will not be permitted.

Students are not allowed to alter or add to any part of the school uniform. (ie: decorative buttons, labels, or pins)

Teachers will discuss dress code concerns with the individual student and expect self-correction. Should a problem continue, parents will be notified. Inappropriate dress will require an immediate change of clothing.

The **uniform dress policy** is required for all students in Pre-Kindergarten through 8th grade. The clothing provides a variety of items and colors, in a brand reasonably priced at multiple local stores.

School apparel must be from a **uniform** collection of any of the following merchants as well as independent retailers that work with the school on providing uniforms. Clothing that "looks" close to uniform collection item is not acceptable.

Land's End -School collection, JC Penney, Target, Wal-Mart carry: French Toast, @Class, & Faded Glory

THE CLOTHING CAN BE WORN IN ANY REASONABLE COMBINATION OF ITEMS AND COLORS, AS LONG AS THE ITEMS ARE FROM THE SPECIFIC LIST AND IN THE COLORS APPROVED.

Top colors are limited to solid red, navy, or white.

- All tops must have **collars**.
- Polo shirts, dress shirts /blouses, and turtle neck shirts cannot have any designs, logos, or decorations except for the Trinity Lutheran School logo.
- All tops may be long sleeve or short sleeve. Sleeveless tops are not permitted.

Pants, shorts, skorts, skirts are limited to solid khaki and navy. (tan, brown, or off-white are not khaki)

- Colored trim, lettering, decoration, and attachments are **not allowed**. Skin-tight pants/leggings are not allowed to be worn as pants.

Sweatshirts and sweaters are allowed as long as they have **no** design, logo, decoration, or colored edging and are of the approved color for tops.

- Official logo school sweatshirts and sweaters are the only exception. No hoods

Outside jackets and coats are not required to follow the uniform dress code, but **cannot** be worn in classrooms or other indoor rooms at any time.

Girls' skirts, skorts, and jumpers are required to be of modest length, no more than 3 inches above the knee and no more than 4 inches below the knee. Shorts worn under a skirt cannot be visible.

Girls and boys shorts also have to be of moderate length, covering no less than approximately 1/2 of the thigh and not extending below the knee. All clothing with a waistband must be worn at the waist.

Shoes/Footwear can be of any kind, as long as they are securely fastened over the top of the foot **and** over the heel of the foot with laces, Velcro, elastic strap, or buckled strap.

- Flip flops, opened heeled sandals are not permitted.
- Socks, hose, or tights are required to be worn.

Belts must be plain and of vinyl or leather construction. Belts can be navy, black, or brown as appropriate to the clothing. Belt buckles cannot have designs or logos.

Friday's are designated school spirit days and all Trinity logo spirit wear may be worn in place of the school uniform. Spirit wear guidelines are provided on a separate sheet.

Students dressed in clothing that is not in compliance with the uniform dress policy will be required to call a parent to request appropriate clothing be brought to the school as soon as possible. For the first two incidences, the student will be allowed to return to the classroom until the clothing arrives. For a third or later incidence, the administrator has the discretion to have the student excluded from the classroom until a parent arrives with appropriate clothing, and student and parent meet with the administrator.