

TRINITY LUTHERAN SCHOOL



Grades K – 8

Parent/Student Handbook

2021 - 2022

40 W. Nicholai Street, Hicksville, NY 11801

www.TrinityLI.org

MISSION STATEMENT

Trinity Lutheran School – where Christian values and academic excellence prepare children, motivated by their faith and love of Christ, to live productive lives in service to others.

Trinity Lutheran School is chartered by the State of New York, accredited by the National Lutheran Schools Accreditation and the Middle States Association of Colleges and Schools. It is a member of the Lutheran Schools Association of Metropolitan New York, a chapter of the National Junior Honor Society, Tri-M Music Honor Society, and National Spanish Honor Society.

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

EARLY CHILDHOOD CENTER GRADES

Toddler (2 year olds), Nursery (3 year olds), Pre-Kindergarten (4 Year olds)

PRIMARY GRADES

Kindergarten, First, & Second

INTERMEDIATE GRADES

Third, Fourth, & Fifth

MIDDLE SCHOOL GRADES

Sixth, Seventh, & Eighth

COMMUNICATION PROTOCOL

Timely communication between students and faculty and between parents and faculty is fundamental to enhancing student achievement and maintaining positive and productive relationships. Communications are best handled between those who are directly involved and are most knowledgeable about or responsible for a specific issue. In the event that concerns are not resolved with appropriate teachers, parents should contact the principal.

The following list describes appropriate communication sequences:

Instructional Issues

Classroom Teacher
Principal/Asst. Principal
Pastor

Special Education Issues

Classroom Teacher
Learning Center Teacher
Principal/Asst. Principal
Pastor

Athletic Issues

Coach
Director of Athletics
Principal/Asst. Principal
Pastor

Transportation

Please call your local
School District (Trinity
Administrative Assistant
Can Provide Guidance)

After School Activities

Program Director
Principal/Asst. Principal
Pastor

School Hours 8:00-3:00
Administration 7:30 AM -- 3:30 PM (516) 931-2211
Church Office Hours 10:00 - 4:00 PM (516) 931-2225

GENERAL INFORMATION

Admission

Trinity Lutheran School seeks to enroll and retain students of high academic and personal potential who exhibit a desire to achieve success in a competitive and challenging academic program. Entrance tests, records from previous schools, recommendations, and a personal interview are required for the application process to Trinity. Admission is granted to qualified students regardless of race, creed, or national origin.

New students will undergo an academic and behavioral performance review at the end of their first trimester of attendance. The Principal will assess whether or not the student is a good fit for the school community and a determination will be made as to whether the student can remain at Trinity.

Parents must apply for re-enrollment each year in order for a student to be considered for acceptance the following school year. Re-enrollment or continued enrollment may be denied a student at any time if Trinity concludes that the actions of the student or parent make a positive and constructive relationship impossible or otherwise interferes with Trinity's accomplishment of its educational purpose.

Arrival/Dismissal

Arrival: School and classroom doors open at 8:00 am. Admission prior to 8:00 am is allowed only by prior arrangement with a member of the faculty or staff. Parents may not accompany their child to the classroom without prior permission. If a parent wishes to speak to a teacher, we encourage them to make an appointment. The front office staff is available if a child needs assistance or if a parent needs to send a message to a teacher. Parents are responsible for all arrangements concerning transportation. Children who live within a fifteen-mile radius of Trinity are entitled to be transported to school by bus. Application for transportation must be made to the local school district by their deadline, usually April 1.

Dismissal: Parental permission is required if a child is to be dismissed in a manner other than what he or she usually does (e.g. – a parent is picking the child up whereas he or she normally takes the bus). **Please send a note with the student beforehand; otherwise, the student will be dismissed in the usual manner.** In the event of an emergency, a call may be made to the school office to advise of a change in dismissal. Parents must notify the school office in advance before a child may be released to anyone other than the parent or another authorized person.

ATTENDANCE POLICY

Every student is expected to be present during the entire school session. If the student does not attend school, an excuse, signed by the parent/guardian, must be given to the school office for each absence for the purpose of documentation and records. Excused absences include those caused by illness, a death in the family, or as a result of medical care. Parents are requested to call the school attendance line before 8:00 AM (516-931-2211 option 8). Please note, an absent note is required even in cases where a call has been made to the school. If the office is not notified by 8:45 AM, the parent will be called.

Absences and latenesses are deemed excused or unexcused according to the instruction of the attendance register approved by the New York State Department of Education. The absences and latenesses, excused or unexcused, are part of the permanent legal record and are recorded on the report card. Please be aware that high schools consider excessive absences and latenesses seriously when accepting new students.

After-School Activities

Trinity offers a variety of after-school activities for students. Students may only stay after school for a scheduled and supervised activity and with the written consent of the parent. Transportation home is the responsibility of the parents and should take place as soon as the activity is over. Musical and drama performances, honor society inductions, etc. are held in the evening.

- ✓ Students absent from school for any reason may not participate in any Trinity on-site or off-site activity in the afternoon or evening the day of their absence (including a student serving in-school or home suspension).
- ✓ Students may not leave school early to “prepare” for a Trinity after-school or evening activity.
- ✓ Students are to be picked up immediately following the end of the after school activity. If a student is 10 minutes late being picked up, he/she will be sent to PLUS.
- ✓ Students picked up late twice, will no longer be able to participate in the activity.

PLUS (Playing & Learning Under Supervision)

The PLUS program is available from 3:00 – 6:00 pm for students in Kindergarten - grade 8. The program is in session every full school day. PLUS will not be in session when school dismisses at noon, during school holidays and recesses, or when school is cancelled for any reason. The program includes time for homework, play and physical activities, snack, projects, and computer use. The students will occasionally be spectators at athletic events being held in the school.

Students who have homework assignments, including studying, will have the opportunity to complete their work and have their assignments checked by the PLUS staff.

Students may not return to their classroom to retrieve forgotten items.

Students must follow school rules at all times.

Students in grades K-8 who are not involved in an organized school activity and who remain at school after 3:15 pm will be required to attend PLUS and the parents will be responsible to pay the PLUS fee upon picking up the student. To avoid a fee for PLUS, parents must pick up their child by 3:15 pm. For your child’s protection and safety, there is no choice as to whether to attend PLUS after 3:15 pm.

The cost for participation in the PLUS program is outlined in the PLUS brochure. **Students must be picked up by 6:00 pm.** There will be a charge of \$1.00 for every minute or fraction thereof that the student and PLUS staff must wait past 6:00 pm. Habitual tardiness in picking a student up may result in the student being dropped from the PLUS program.

Bus Safety

Guaranteeing and maintaining the safety of students on the bus requires the cooperation of the parent, bus driver, the school district, and the transportation company. Expectations for behavior on the school bus are the same as those at school. Demerits will be given for inappropriate behavior on the bus. Bus drivers are instructed to make a written report of any behavior problem or unsafe activity on the bus. A letter with a copy of the report is sent by the school office to the parents. The bus company, school district, or Principal has the right to suspend a student from being transported if the safety of other students is at risk.

Riders are expected to

- Board and disembark in an orderly manner.
- Respect and obey the bus driver.
- Respect other riders.
- Stay seated and wear a safety belt while the bus is in motion.
- Speak in a normal tone of voice and use appropriate language.
- Refrain from eating or drinking unless given permission by the bus driver.

Chapel Worship

Each week, all students in Kindergarten through grade 8 worship together with the faculty and staff. Chapel Service is generally held on Wednesday at 8:25 am. Parents, families, and friends are encouraged to share this experience and are always welcome to join us. Offerings received at Chapel Service are directed to assist organizations chosen by the school community. Students with dress down privileges are not allowed to dress down on Chapel day.

Class Trips, Events, and Activities

Class trips, events, and activities are scheduled throughout the school year and are coordinated to enhance the classroom curriculum. All students are expected to attend scheduled trips, events, and activities since they have been deemed to be supportive of the curriculum. Non-attendance will be considered an unexcused absence from school. (No accommodation will be made for a student to attend school when their class is on a trip.) Permission slips with details and expenses will be sent home well in advance. Students must wear the school uniform unless otherwise instructed in writing. A limited number of parents may be asked to accompany the class to chaperone. Unless otherwise specified, siblings are not permitted to attend class trips, events, or activities. A student who exhibits persistent discipline problems may be prohibited from attending class trips, events, or activities. Due to Covid, off campus trips are suspended until further notice. However, virtual trips will be taken.

Classroom/Homeroom Assignments

Students are assigned to a classroom/homeroom based on teacher recommendation and administrative guidelines. Requests for a particular class, teacher, or homeroom will not be accepted.

Emergency Cards

Each school year, a Trinity Emergency Card must be completed and signed by the parent for each student so that we have access to telephone numbers and authorized contacts in case of illness, accident, or other emergency. It is important that if information changes, families must inform the office.

Emergency Drills

Fire and Lock-down drills will be held in accordance with New York State guidelines. Students are expected to follow the faculty and staff's directions. During Lock-down drills, all entry doors remain closed and locked and no one may enter the building.

Inclement Weather

If a school day is cancelled due to inclement weather, a Robo call will be sent out to all families home and cell phones. In addition, Trinity Lutheran Hicksville will be added to the list that Channel 12 news scrolls across the bottom of the TV screen. Parents can also view the list on News12.com. You do not have to be an Optimum customer to view the list on News12.com. (Note: Trinity will not necessarily close when the Hicksville School District is closed).

Lockers

Lockers are the property of Trinity Lutheran School and are loaned to the students in grades 6 - 8 for the purpose of storing clothing, books, and school supplies. As with all school property, they are not to be marred, abused, or defaced in any way. A teacher or administrator may open any locker if deemed necessary for the welfare and safety of students. Trinity cannot be responsible for personal property stored in the lockers, and for this reason, students are advised not to bring expensive items into school.

Lost Articles

Trinity Lutheran School is not responsible for stolen, lost or damaged items of any source.

Medical Information

Trinity Lutheran School maintains compliance with New York State requirements for health exams and immunizations. Records of physical examination and immunization are required for all new Trinity students. Physical examination forms and notification of immunization requirements will be provided to families annually. Students will not be allowed to attend school if proof of examinations or exemption of immunizations are not submitted when required.

Please inform our school nurse of anything concerning the general health of your child, such as vision or hearing problems, allergies, etc. All injuries, whether sustained in or out of school, should also be brought to the attention of the school nurse.

The Health Office will notify a parent in instances of illness or injury to a student. Our facilities cannot accommodate extended care of a child. Parents must arrange for the child to be picked up promptly.

Parents will be notified in writing of any contagious condition occurring among their child's school population.

Medication can only be administered by the school nurse, and only when a written doctor's note and written parental permission to administer medication is received. The medication must be in the original bottle or container, and will be kept in the Health Office. According to New York State Law, no child is allowed to carry or take prescribed or over-the-counter medication (including cough drops) in school.

PTFA - Parent Teacher Friends Association

The PTFA is an organization that aids in the growth and development of the school through various fundraising efforts and other activities. Every family has membership and is encouraged to participate.

Publicity Policy

Trinity students may be photographed or recorded for the purpose of positive school communication and publicity. Parents and/or guardians wishing to exclude their child(ren) from publicity-related photos or recordings must submit their written request to the school office. Requests need to be submitted at the beginning of each school year.

Snack/Lunch

Snacks: Students in Kindergarten and first grade are provided with snacks as part of their school fees. In all other grades and classes, students may be allowed to eat snacks they have brought at the teacher's discretion. Snacks are to be low-sugar items that are easy to eat neatly and quietly.

Note: Birthday celebrations must be scheduled and coordinated with the homeroom teacher. All such treats must be dropped off at the school office at the time that has been agreed upon with the teacher. Classroom teachers will individually inform parents of any allergy specifications. During times of Covid, all treats must be pre-packaged for each child.

Lunch: Companionship shared during lunch period is an important facet of social growth and encourages development of healthy social behaviors. Students are expected to keep the lunchroom clean, cleaning their area after eating and depositing trash in proper receptacles. Students must conduct themselves in an appropriate manner, use good manners, and respectfully listen to and follow directions. Students failing to comply with the lunchroom rules and procedures will receive a verbal warning. Further misbehavior may result in re-assigned seats or removal from the cafeteria..

Students have the choice to purchase or to bring lunch. Lunches for purchase must be pre-ordered. Monday through Thursday lunches are to be ordered on a monthly basis. Friday pizza lunch must be prepaid on or before Thursday of each week. Students may not bring lunches requiring microwaving or heating.

Textbooks

Textbooks will be delivered directly to Trinity Lutheran from Textbook Central, a book depository that all the school districts are using. The exceptions are those students who live in Suffolk county and use Eastern Suffolk BOCES and students in the Sewanhaka and Farmingdale school districts which do not participate in Textbook Central. Student names and year are to be written into each of the books that are being loaned to each student. Damaged and lost textbooks are the responsibility of the student and parents. Students in grades 6-8 must store all textbooks in their assigned lockers. All students in grades 2-8 are required to maintain an Assignment Planner that will be provided to them from the PTFA, and use it on a daily basis.

Transcripts

Upon receipt of a signed request from a parent, a student's academic and health records will be released to another school. Trinity personnel may respond to a request from the school for further clarification regarding academic, psychological, health, and behavioral issues. **Transcripts/student records/Report Cards will not be released until all financial obligations are satisfied.**

Visitors

All visitors must make an appointment to visit the school and must report to the school office before entering the building. During times of Covid, appointments are limited to 1 to 2 guests.

COMPUTER USE

The use of computers at Trinity Lutheran School is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. Appropriate use includes research for class projects, the completion of class assignments, and other teacher directed activities. Students at Trinity may use the school's computers to access the Internet through Optimum Online. To use school computers and to gain this access, students must review the Computer Use Policy with their parents and both must sign the form of agreement. Persons who use Trinity's equipment are expected to conform to the policies, to read, understand and obey the rules, and to maintain high ethical standards. The following actions are not allowed: 1) damaging computers, computer systems, or computer networks, 2) destroying data of another user, 3) violating copyright laws, 4) using a personal account to access the Internet at school, 5) intentionally wasting limited resources, 6) uploading or creating computer viruses, and 7) accessing others' accounts or using others' passwords. Violations may result in a loss of access as well as other disciplinary action. In addition there will be financial responsibility if hardware or software is damaged.

Internet Rules

Trinity has taken precautions to restrict access to controversial materials. Trinity's Broadband Internet Connection has filters to block inappropriate sites that students might access. Students are responsible for good behavior on school computers just as they are in the classroom or hallway. General school rules apply. Computers are provided for students to conduct research and complete lessons. Communication with others will be permitted only with supervision. Access to the Internet is given to students who agree to act in a considerate and responsible manner. Access is a privilege granted by Trinity – not an automatic right. Access requires responsibility. Individual users of the school computers are responsible for their behavior and communication. It is presumed that users will comply with school standards and will honor the agreements they have signed. Beyond the clarification of such standards, the school is not responsible for restricting, monitoring, or controlling the communications of the individuals utilizing the computers.

Internet Guidelines

In addition to the inappropriate behaviors listed above, also included are these ground rules for use of the World Wide Web; 1) Personal information such as address, telephone number, parent's work address or telephone number, or the name and location of our school are not to be given out without permission. 2) Chat areas are not to be entered. 3) Questionnaires are not to be filled out without permission from a teacher. 4) Order forms to purchase something are not to be filled out. 5) If a student arrives at a site that is offensive to Christians, the "BACK" button is to be used to leave the site and a report is to be immediately made to the teacher in charge. 6) Programs may not be downloaded without permission. 7) Students may not impersonate someone else by logging in with a username and password that is not theirs.

DRESS CODE

The dress code at Trinity Lutheran School is intended to demonstrate that learning is a serious enterprise. In choosing to attend Trinity, parents implicitly acknowledge a willingness to comply with all dress code regulations. Parents are expected to support and emphasize these policies with their children.

All uniform components for grades K-8 must be from *Land's End* unless otherwise noted: . Ordering can be done by phone at 1-800-469-2222 or online at www.Landsend.com/school. Our school code is 9000-9649-6. Trinity will receive credit for the order.

Girls Grades K-3

Navy jumper solid with logo
Plain front chino shorts in navy
Plain front chino slacks in navy
Polo Shirts Red or white, long or short sleeve with logo
Short or long sleeve white peter pan collared shirt.
Navy or red cardigan sweater with logo
White turtleneck to be worn under a shirt
Belt from any source, black or navy
Socks, tights, or ankle length leggings from any source, black, navy or white
Shoes from any source, black heel not to exceed 1" in height or
Black or white sneakers from any source

Girls Grades 4 and 5

Box pleat skirt in navy
Short or long sleeve white oxford shirt
Polo Shirts Red or white, long or short sleeve with logo
Plain front chino shorts in navy
Plain front chino slacks in navy
Navy or red v neck vest with logo
Navy or red v neck sweater with logo
White turtleneck to be worn under a shirt
Belt from any source, black or navy
Socks, tights, or ankle length leggings from any source, black, navy or white
Shoes from any source, black heel not to exceed 1" in height or
Black or white sneakers from any source

Boys Grade K-5

Polo Shirts Red or White with logo
Oxford Shirt (white 4th & 5th grade)
Plain front chino shorts in navy
Plain front chino slacks in navy (iron knee)
Navy or Red cardigan sweater (kindergarten -grade 3) with logo
Navy or red v neck vest (4th and 5th grade) with logo
Navy or red v neck sweater (4th and 5th grade) with logo
White turtleneck to be worn under a shirt
Belt from any source, black or navy
Socks from any source: black, navy, or white ankle or crew
Shoes from any source, black heel not to exceed 1" in height or black or white sneakers from any source

Middle School Grade 6-8

Polo shirts Red or White, long or short sleeve (incoming 6th graders will need logos on their polo shirts).
Plain or pleated chino slacks or shorts, Black or Khaki
Skirts – A-line or pleated with side buckle, Black or Khaki (Skirts must be knee length)
Sweatshirt – Heather Grey or Red with logo
Sweaters – Grey or Red Cardigan
Vest – Grey or Red V-Neck vest
Turtleneck to be worn under shirt – Red or White
Shoes from any source- Black or Brown Penny Loafers or Docksidors or black or white sneakers
Belt from any source, Black, Brown, Beige (plain, undecorated. No oversized buckles)
Socks/tights/leggings – from any source – Black, Brown, Navy, White, Beige

Gym

Grades 5-8

Boys red mesh gym shorts

Girls red mesh gym shorts

Girls short or long sleeve essential tee in gray or Red

Boys short or long sleeve essential tee in gray or red

Boys sweatpants in gray or red

Girls sweatpants in gray or red

Notes for all grades:

Trinity Lutheran School maintains the right to decide what is appropriate. Because certain “fads” may come into style that is not consistent with the mission of Trinity, it may be necessary to revise the uniform code accordingly during the school year.

- Clothing should fit well, be clean, pressed, and in good repair.
- All clothing must be labeled inside with the student’s name. Personal items must be labeled as well. Gym shirts and shorts must be clearly marked on the outside lower left hand corner with the student’s last name. Gym bags must also have the student’s last name on the outside. No other markings or modifications to the gym uniform will be allowed.
- Hosiery (socks, tights, ankle-length leggings, or stockings for girls) must be worn and must be a solid color as listed above. Patterned hosiery is not allowed.
- Pants and shorts should be worn at the waist. Shorts may not be longer than at the base of the knee, or shorter than two inches above the knee.
- Skirts may not be shorter than two inches above the knee.
- Long sleeve shirts may not be worn under short sleeve shirts. Shirts worn under the uniform shirt must be a solid color the same color as the uniform shirt, with no writing or graphics.
- The crew sweatshirt, uniform sweater, must be worn with a uniform shirt or turtleneck underneath and may not be excessively large or modified in any way.
- All head coverings must be removed prior to entering the building.

Body Art such as drawings, writing, or permanent or temporary tattoos is not allowed.

Hair must be neat, clean, and not impair vision. Hair styles must be within traditional parameters – that is, styles such as spiked hair, “rat tails”, patterns shaved into the hair, etc. are not permitted. Hair styles are identified as unacceptable by the Principal on a case by case basis. Hair must be the student’s natural color. Hair accessories must complement the uniform. Boys’ hair must be shorter than the top of the shirt collar.

Jewelry is always to be in good taste and appropriate for school. Boys may not wear earrings. Girls’ earrings are not to be larger than one inch in both diameter and length. Large chains or bracelets, facial piercing, nose rings, collar necklaces, and multi-finger rings are not permitted. Expensive jewelry should not be worn. All jewelry, including earrings, must be removed for gym.

Make-up (including lipstick) must be subtle and in natural or light shades.

Non-uniform days are occasionally scheduled during the year. Students may wear only what is designated for that day and clothing should always be appropriate for a school setting.

Outer clothing (i.e., jackets, non-school sweatshirts, non-school sweaters, etc.) may not be worn in addition to or in place of the prescribed uniform during the school day. Boots worn to and from school are to be exchanged for shoes once they arrive at school. Caps and all other head coverings must be removed upon entering the building. Sunglasses are not to be worn in school.

Dress Code Enforcement Policy

Should a student be dressed improperly, a parent may be called to bring the proper uniform item to school or the student may have to return home until the situation is remedied. It is the student’s responsibility to obtain and complete any work missed while remedying the infraction. All work is due the next day unless otherwise specified by the Principal.

STUDENT CONDUCT

Good manners grow out of an atmosphere of respect for both self and others. Guidelines for manners are designed to show respect for the institution we represent and for the individuals who participate in that institution. A student's manners reflect on himself, his family, his class, and his school. Students should develop a strong respect for self, the school, and for classmates. All should be a source of pride for each other. Good habits are established and maintained by a consistent application of basic rules of conduct and courtesy which reflect the cooperative effort of home and school.

Trinity Lutheran School operates on the premise that consideration for others is expected of all members of the school community. This means showing respect for another's rights, opinions, feelings, property, and reputation. Students are expected to be attentive and courteous to teachers, staff, and visitors, and to be fair and honest in all their dealings. They are also expected to abide by Trinity's dress code, honor code, attendance rules, and all other policies relating to student conduct.

STUDENT RESPONSIBILITIES

It is the responsibility of each student enrolled in Trinity to:

- Respect the rights of each student and staff member.
- Respect the property of other individuals and the facilities of the school.
- Strive for the highest level of academic achievement.
- Complete classwork and homework assignments.
- Behave in an appropriate manner so as not to disrupt, distract, or in other ways interfere with the teaching and learning process.
- Follow school rules at all times.

PARENT RESPONSIBILITIES

Parents have the responsibility to:

- ensure that their child is prepared for class with the appropriate materials.
- guide and ensure good study habits in the home by overseeing the completion of homework.
- ensure that their child complies with the school's dress code
- conduct themselves in a manner which exemplifies Christian love and in a manner consistent with the expectations of Trinity Lutheran School
- follow proper procedures and policies of Trinity Lutheran School

The school reserves the right to dismiss a family from Trinity Lutheran School, at any time during the school year, if it is determined that a child's parent/guardian has repeatedly failed to uphold their responsibilities in supporting the school's policies and mission.

STUDENT RIGHTS

A student enrolled in Trinity has the right to:

- Be treated with respect.
- Grow academically, emotionally, spiritually, and socially in an environment conducive to learning.
- Ask appropriate questions and express opinions in a constructive, respectful manner.
- Be evaluated in a manner consistent with clearly stated course goals.
- Participate in all aspects of the school program regardless of religion, color, national origin, sex, or handicapping conditions.

DISCIPLINE

Christian behavior will create a safe and educational learning environment. Teachers are responsible for establishing the classroom rules and expectations of the students. At all grade levels, the classroom teacher handles general discipline matters. Should a situation occur where a student repeatedly chooses not to adhere to the rules, or in a severe situation, the student will be issued an **Incident Report by the Teacher**. Action taken will depend on the severity of the situation. The parent will be notified and detention may be given, reimbursement for any damages may be required, or the situation may be serious enough to warrant a suspension or expulsion. Incident Reports concerning matters of discipline will be kept on file in the main office. **Any conduct by a student which is in violation of the Student Handbook and which Trinity's administration considers detrimental to the student or to other students may be deemed adequate cause for appropriate disciplinary action, including suspension or expulsion.**

A student who exhibits persistent discipline problems may be prohibited from attending class trips, events, or activities. Students attending PLUS or other after-school activities must comply with all school rules. **Any student whose conduct is inappropriate during or after an activity may be placed on probation and/or suspended from that activity for a given period of time at the determination of the leader, adviser, coach, and principal.**

Bullying: Actions considered to be bullying are any physical, written, verbal, or implied communication or act which may be threatening, intimidating, or demeaning. These actions are prohibited at all times and in all circumstances.

Fighting: Trinity Lutheran School adheres to a Zero Tolerance Policy. Students should refrain from horseplay, roughhousing, or "play fighting" as these actions will be viewed as fighting, or may lead to actual fighting.

Harassment: Harassment may be verbal abuse (oral or written), obscene or suggestive remarks, actual or suggested inappropriate touching, the display of sexually explicit, demeaning, or offensive materials, comments which are demeaning, with respect to race, religion, ethnic origin, physical characteristics, appearance, sexual orientation, or gender.

☞ Any student who thinks he/she has been the victim of any form of harassment should report the conduct to one of the following persons: school administrator, minister, teacher, or other adult staff member.

☞ Bullying, threatening, or harassing of students or school personnel through telephone, text, message boards, or social networking is prohibited.

Students who engage in bullying, fighting, or harassment should expect appropriately serious consequences, including suspension or expulsion.

Discipline System

A new year always brings with it new efforts to improve the quality of the education we provide to our students and parents of Trinity Lutheran School. Discipline is about learning courtesy and good manners. A good attitude towards teachers and fellow students makes school enjoyable for all. It is important that all students understand that acceptable standards of behavior will be expected at all times. Discipline will be administered when the actions of any individual interferes with providing an optimal learning environment. Students are reminded that any teacher or staff member in the school has the right to correct any inappropriate behavior at any place or at any time. Starting this year, Trinity Lutheran School will embark on a change designed to improve our current system. Incidents involving students in K to 3 will be handled on a case by case basis and age appropriate consequences will be given. The chart below serves as a guideline for students in grades 4 to 8.

Guidelines for the Implementation of the School Discipline Policy

Level I Infraction	Level II Infraction	Level III Infraction	Level IV Infraction
Disorderly/Reckless Behavior	Disruptive/Disrespectful Behavior	Harmful Behavior to self or others	Seriously Dangerous/Violent Behavior
<ul style="list-style-type: none"> • Cutting Class • Inappropriate Dress • Being late for class • Failing to be in one's assigned place on school premises • Using technology or electronics including cell phones in an inappropriate manner or without permission 	<ul style="list-style-type: none"> • Repeated Level I infraction • Engaging in verbally rude, dishonest, or disrespectful behavior or noncompliance • Academic dishonesty(cheating /plagiarism) • Forgery of any kind • Engaging in or causing disruptive behavior on the school bus • Leaving class without permission • Misusing or damaging property belonging to school or others 	<ul style="list-style-type: none"> • Repeated Level I or II infraction • Use of illegal or controlled substances • Creating a risk of injury to self or others • Engaging in lewd and inappropriate behavior • Unsafe behavior during any form of emergency drill • Inappropriate use of social media/technology • Intimidating, threatening, bullying others (includes cyber bullying) 	<ul style="list-style-type: none"> • Repeated Level I, II, or III infraction • Assault and or threatening others • Possession or use of a weapon • Bomb threat • Starting a fire • Sexual Harassment • Act of Bias/Discrimination, including but not limited to, discrimination based upon an individual's actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender (including gender identity or expression)

Level I Consequences	Level II Consequences	Level III Consequences	Level IV Consequences
<ul style="list-style-type: none"> • Warning Note • Parent/Guardian contact via phone/email by administration • In school detention • Possible confiscation of electronic device 	<ul style="list-style-type: none"> • Parent/Guardian contact via phone/email by administration • In school detention • Possible confiscation of electronic device • Possible suspension of bus privileges • Possible bus seat assignment • Possible restitution for property damage • Possible behavior contract 	<ul style="list-style-type: none"> • Parent/Guardian contact via phone/email by administration • Behavior Contract • Possible suspension • Possible Referral for counseling • Possible removal from all honor societies • Possible removal from any teams, clubs, etc. 	<ul style="list-style-type: none"> • Parent/Guardian contact via phone/email by administration • Behavior Contract • Possible Suspension • Referral for counseling • Removal from honor societies • Removal from teams, clubs, etc. • Possible expulsion

Please note that the administration has the ultimate authority for school discipline. He or she may interpret the Discipline Policy as it relates to individual pupils and the circumstances surrounding the disciplinary infraction and consequences will be assigned accordingly.

Disciplinary Response and Intervention

- Faculty/Staff members will complete an infraction report and submit the report to the Principal/Assistant Principal.
- The Principal/Assistant Principal will contact the parent/guardian via phone/email informing them of the incident and consequence.

Detentions:

Recess Detention -- Students will be expected to sit to the side during recess time as a consequence for misbehavior.

Lunch Detention – Students will eat their lunch in a classroom/ in the front office without their peers under supervision.

Offsite misconduct

Students attending class trips or other offsite school activities are representing Trinity Lutheran School and will be held to the same behavior standards as when they are in school.

In-school suspension: is intended for students who exhibit unbecoming or unacceptable in-school behavior, and students who fail to appear for detention. A student assigned to in-school suspension will report directly to the Principal's office upon arriving at school and must report by 8:15 am. The student is to bring enough classwork for the entire day, remain absolutely quiet, and leave only when given permission. If a student is disruptive during in-school suspension, external suspension will be assigned

Suspension/Expulsion: The administration of Trinity Lutheran School reserves the right to suspend or expel any student in instances including, but not limited to, those where a student's misconduct brings discredit to the school, or a student's habitual poor conduct is abusive or offensive to teachers and/or fellow students. A suspension remains in effect until the beginning of the school day designated as the date of return. Suspended students may not participate in after school or extra-curricular activities on the day of suspension. Suspended students are responsible for classwork, homework, tests, etc. they have missed.

GRADING POLICIES

Report cards are issued each Trimester during the ten-month school year.

All students and parents are provided with a Student Portal account from which they may access the student's posted grades on-line. Parents are encouraged to activate their own account and to view the Progress Reports that are posted weekly. The Reports show the actual grades on homework assignments, quizzes and tests.

Midterm/Final exams: Middle School students will have midterm/final exams in Language Arts, Math, Religion, Science, Social Studies, and Spanish. Teachers of other subjects may choose to administer exams as well. The Final Grade for the subject will be the average of the three trimester grades and the midterm/final exams.

Extra credit: An extra-credit opportunity may be given, at the discretion of the teacher, only if a student has completed all classwork and homework assignments for that course. Any missing assignments must be handed in before an extra-credit assignment will be given.

Extra help: Prior arrangements for extra help must be made with the subject teacher.

Promotion: In order to earn promotion to the next grade, students in grades 5 – 8 must have a final average of **70%** or higher in all core subjects. A student who fails a core subject will be required to attend Summer School in the school district in which they live or receive private tutoring for a prescribed number of hours. Proof of a passing grade in that subject must be presented to the Principal before the start of the next school year.

Kindergarten, Grade 1

Course Grades

E	Excellent
S+	Above Average
S	Average
S-	Below Average
SB	Significantly Below Average

Sub-headings

4	Excellent
3	Above Average
2	Average
1	Below Average

Grades 2, 3, 4

Course Grades

A+	97 – 100	C+	78 – 79
A	93 – 96	C	76 – 77
A -	90 – 92	C -	74 – 75
B+	87 – 89	D	72-73
B	83 – 86	D-	70-71
B-	80-82	F	Below 70

Sub-headings

4	Excellent
3	Above Average
2	Average
1	Below Average

Grades 5, 6, 7, 8

Course Grades

Numerical grades

Grade 5 sub-headings

4	Excellent
3	Satisfactory
2	Needs Improvement
1	Unsatisfactory

HOMWORK POLICIES

Homework reinforces and applies skills that are taught, provides opportunity for necessary repetition, and allows for parent involvement in the learning process. Students are required to conscientiously and diligently complete homework assignments and hand them in when due. Completed assignments handed in on the date due will receive full credit. Assignments handed in within three days of the date due will receive partial credit. Assignments handed in after three days will not receive any credit. When homework is reviewed as part of class work, no credit will be given for assignments handed in late.

Absenteeism: A student who is absent from school will have one day for each day absent to complete homework assigned while they were out of school. In instances where a family knows in advance that a child will be absent, prior arrangements with the teacher should be made regarding making up classwork and homework. A student who is present in school but misses a class for any reason is responsible for missed classwork and the homework assigned. Additional time will not be given to complete the work.

Homework time range: Because of the varying speeds at which students work, it is impossible to say exactly how long should be spent on homework. A reasonable expectation is:

Kindergarten	no less than 10 minutes, no more than 20 minutes
Grade 1	no less than 20 minutes, no more than 30 minutes
Grade 2	no less than 30 minutes, no more than 40 minutes
Grades 3, 4	no less than 30 minutes, no more than 60 minutes
Grade 5	no less than 30 minutes, no more than 90 minutes
Grade 6	no less than 60 minutes, no more than 90 minutes
Grades 7, 8	no less than 60 minutes, no more than 120 minutes

Policy for weekend/homework:

Grades K - 2	not assigned on weekends
Grades 3 - 5	assigned on weekends on “as needed” basis or for long range projects
Grades 6 - 8	may be assigned on weekends

HONOR ROLL

(Note: recognition for academic excellence is under consideration for the students in grades 4 and 5 for the 2021-2022 school year.)

Trinity Lutheran School expects its students to strive for excellence in all academic areas. As an incentive and in recognition of those students who achieve high grades, Trinity has established an Honor Roll for students in grades 6-8.

Principal's List – Trimester grade point average of at least 95 % with no course grade below 90% for that trimester.

Honor Roll – Trimester grade point average of at least 90% with no course grade below 85% for that trimester.

Grade point average is determined by averaging the weighted grades of all subjects. Core subjects (Language Arts, Math, Religion, Science, Social Studies, and Spanish) are weighted 1.00. Honors courses (Algebra and Earth Science) are weighted 1.25. Special subjects (Art, Computer, Health, Electives, Instrumental, Music, and Physical Education) are weighted 0.25. The criteria of no grade below a specific grade includes all subjects, including Specials.

HONOR SOCIETIES

NATIONAL JUNIOR HONOR SOCIETY

Trinity Lutheran School is a chapter of the National Junior Honor Society. Students in grades 6, 7 and 8 are eligible for membership after the second trimester of each school year. Students must have attended Trinity for the entire trimester and their cumulative grade point average for the trimester must be 90% or higher. Eligible students will be given a Student Information Sheet to complete within a designated time period. Consideration of the following qualities will be the basis of an eligible student's selection by a five member Faculty Council:

Exemplifies a positive attitude and inspires positive behavior in others.

Shows leadership qualities in the classroom and other activities.

Participates in school, church, and community activities.

Member Obligations: Members must maintain an overall average of 90% and exhibit exemplary behavior. Members are expected to attend Society meetings and help with community service projects throughout the year.

Reasons for Dismissal from the NJHS

Overall trimester average below 90%: the member will be placed on academic probation with participation in Chapter activities allowed. If improvement is made by the next report card, the member will be allowed to continue to participate in Chapter activities. If improvement is not made, the member will not be allowed to participate for the next trimester. If, by the following quarter a 90% average is not attained, the Faculty Council may determine if dismissal from the NJHS is warranted.

Behavioral concerns and/or problems, as determined by the Adviser and Principal: the member will be placed on probation. The Faculty Council will determine the length of the probation and whether during the probation the member may continue to participate in the Chapter's activities. If behavioral problems continue, the member may be dismissed from the NJHS. Members and parents will be notified in writing when a member is placed on probation or dismissed.

SPANISH HONOR SOCIETY

Trinity Lutheran School's chapter of the Sociedad Hispanica de Amistad, the elementary and middle school "sister society" of the Sociedad Honoraria Hispanica, is named Amigos de Cristo (Friends of Christ). The purpose of the Society is to recognize high achievement in Spanish and to promote interest in Hispanic studies. Students in grades 7 and 8 are eligible for membership after the first trimester of the school year. Students must have attended Trinity for the entire trimester and have a trimester grade of 90% or higher in Spanish.

Member Obligations: Members must maintain a trimester average of 90% in Spanish and exhibit exemplary behavior. Members are expected to participate in three service projects per year – for school, community, and world. These service projects are usually completed as part of the curriculum or after-school activities.

Reasons for Dismissal from Amigos de Cristo

Trimester Spanish average below 90%: the member will be put on academic probation and if grade does not improve, may be dismissed.

Behavior concerns and/or problems as determined by the Adviser and Principal: the member will be placed on probation. The Principal will establish the terms and duration of the probation. If behavior problems continue, the member will be dismissed.

Members and parents will be notified in writing when a member is in danger of dismissal, being dismissed or placed on probation.

TRI-M MUSIC HONOR SOCIETY

The Tri-M Music Honor Society is a program of MENC, the National Association for Music Education and is the international music honor society for middle and high school students. It is designed to recognize and reward students for their academic and musical achievements and service activities. Students in grades 6, 7 & 8 are eligible for membership after the first trimester of each school year. Students must have attended Trinity for the entire trimester, their grade point average for the trimester must be 85% or higher, and they must participate in Trinity's instrumental and band courses or chorus course and have a trimester average of 90% or higher in each of those courses. Students in grade 6 must also have an average of 90% or higher in the music course. Students are selected for membership based on music participation, scholarship, leadership, service and character.

Member Obligations: Members must maintain an overall grade point average of 85%, maintain a trimester grade of 90% in instrumental, band/chorus and music, and exhibit exemplary behavior. Members are expected to participate in service projects.

Reasons for Dismissal from Tri-M

Trimester grade point average below 85% and/or trimester instrumental or chorus average below 90%: the member will be placed on academic probation. If the member fails to achieve a grade point average of 85% and quarterly instrumental or chorus average of 90% the next trimester, he or she may be dismissed.

Behavior concerns and/or problems as determined by the Adviser and Principal: the member will be placed on probation. The Principal will establish the terms and duration of the probation. If behavior problems continue, the member may be dismissed.

Members and parents will be notified in writing when a member is placed on probation or dismissed.

INDIVIDUALIZED EDUCATION SERVICES PROGRAM (IESP)* AND 504 PLANS

*In public schools, classified students have an IEP. When a student is parentally placed in a non-public setting the IEP is converted to an IESP.

Under the Individuals with Disabilities Education Act, a student with a documented special education classification is entitled to services to support their learning. These services are provided by the Hicksville School District via a resource room teacher and/or other contracted personnel who provide related services as needed. These services are provided to Trinity students at Trinity. Services are provided according to goals outlined in the program as agreed upon by the Committee on Special Education, the Hicksville School District, and the student's district of residence. These goals are reviewed annually.

Under the Rehabilitation Act of 1973, a student with a documented medical condition that adversely affects his/her educational progress, is entitled to special provisions for learning. In such cases, Trinity's Learning Center Teacher develops a plan (504 Plan) to assist and accommodate the student.

- ⌘ Any student applying for acceptance at Trinity must present the student's IEP/IESP or 504 Plan at the time of application.
- ⌘ If the Program/Plan is changed or altered at any time, the parent must inform the Principal and a copy of the new Plan must be provided to the school.

- ⌘ As needed, Trinity Lutheran may recommend that a student be evaluated for additional education services. In such cases, it is expected that the parent will comply with the recommendation. Failure to comply may result in the Trinity requiring the family to relocate the student to another school.
- ⌘ An IEP or 504 Plan must not limit the student's ability to obey school rules. The student must successfully complete all the grade-appropriate courses.

SPECIAL SUBJECTS

ART

Art education is an integral element of our total learning program at Trinity Lutheran School. Art classes are a regular part of the students' schedules and are taught in our specially equipped art room. The students are exposed to a variety of media and art techniques and are encouraged to use their imaginations as they explore materials and tools. Students' artwork is prominently displayed throughout the school during the year, with extensive exhibits during the Fine Arts Festival in the spring.

BAND

Students in grades 3 –8 may elect to participate in small group lessons , the String Orchestra, Concert Band, Middle School Symphonic Band, and Marching Band. Lessons and band rehearsals are held during school hours. The bands perform during the Christmas Concert and the Spring Fine Arts Festival. The Marching Band participates in the Hicksville Memorial Day Parade. Students are encouraged to participate in the annual New York State School Music Association (NYSSMA) Solo Festivals. The teachers assist these students in the selection of the musical pieces and work with them in preparation for their adjudication. Students who attain high NYSSMA scores may then be selected to participate in the All County Festivals.

TECHNOLOGY

Technology classes are provided on a regularly scheduled basis for students in grades K-8. Instruction occurs in the classroom and the technology lab. Lessons and activities are designed to integrate with the class curriculum. In addition, a subscription-based technology curriculum provides age appropriate lessons, activities, and practice in all skills. The school provides each student with a unique username and password.

ELECTIVE COURSES

Elective courses are held once per week for students in grades 6, 7, and 8. Each trimester, the options for these electives vary depending on student interest. For example, debate, study skills, environmental science.

HEALTH

Trinity Lutheran School's Health Instruction Program is designed to educate students so they are able to make healthy and responsible decisions. This program addresses the physical, emotional, spiritual, mental, and social dimensions of health. Students in grade 7 are educated in topics related to personal, mental, and emotional health, injury prevention and safety, substance and tobacco abuse, nutrition, relationships, and the prevention and control of diseases.

SOCIAL/EMOTIONAL LEARNING

Social and emotional learning (SEL) is an integral part of education and human development. SEL is the process through which all young people and adults acquire and apply the knowledge, skills, and attitudes to develop healthy identities, manage emotions and achieve personal and collective goals. They feel and show empathy for others, establish and maintain supportive relationships, and make responsible and caring decisions. Social Emotional Learning will be offered to students in grades K to 8 each week.

LIBRARY

Students in grades K-5 visit the library as a class and are encouraged to check out books. During times of Covid, the librarian comes to the students' classroom and reads to the children, discusses authors and the various genres of literature and teaches library skills.

MUSIC

Music appreciation and vocal instruction is taught to students in grades K-6. Performances are scheduled throughout the year, including Christmas and Spring Musicals and Vocal Concerts. Students in grades 6, 7 and 8 may choose Chorus as an elective course. Students in grades K-5 are scheduled to sing at one Sunday worship service during the school year. Students are encouraged to participate in the annual NYSSMA Solo Festivals.

PHYSICAL EDUCATION

The goal of Physical Education at Trinity is to enhance students' physical fitness and well-being, for students in K-8. A wide variety of motor skills are taught in a safe group setting. Skills are developed through the instruction of team sports such as soccer, volleyball, basketball, team handball, softball, and badminton, as well as through cooperative games. Cooperative games stress collaboration, participation, challenge, and fun, rather than competition.

Students in grades 5-8 are expected to wear the Trinity gym uniform to school on the days that gym is scheduled. Failure to wear the prescribed gym uniform to each class will negatively impact the student's grade for that day and may result in a student being excluded from participating in physical education for the day.

SPANISH

Spanish classes are provided on a regularly scheduled basis for students in grades K-8. Students are introduced to the spoken language as well as a unique culture and its customs. The students become familiar with the rhythm of the language, which enables them to develop and refine the skills of listening, understanding, and reproducing spoken language. In Middle School, Spanish is a core subject. Speaking, listening, reading, and writing skills are equally emphasized. Students are expected to use all of the vocabulary they have learned and to speak Spanish as much as possible.