

# **FAMILY HANDBOOK**

**2025-2026**



## **TRINITY LUTHERAN SCHOOL**

**218 North Main Street  
Freistatt, MO 65654  
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[www.trinity1874.com](http://www.trinity1874.com)**

# **TLS FAMILY HANDBOOK**

## **TABLE OF CONTENTS**

Adopted July 2017, Updated June 2025

<b>MISSION STATEMENT, PHILOSOPHY, ACCREDITATION.....</b>	<b>page 2</b>
<b>STAFF &amp; SCHOOL BOARD INTRO.....</b>	<b>page 3</b>
<b>ADMISSION POLICY &amp; FEES.....</b>	<b>page 4</b>
Application Procedure, Registration and Enrollment Information	
Suggested Age Requirements	
Scholarship Program and Reduced Lunch Program	
Tuition, Registration, Lunch, School Care, and Co-Curricular Activity Fees	
<b>SPIRITUAL LIFE.....</b>	<b>page 7</b>
Chapel and Religion Class	
Church and Sunday School Attendance	
Staff Devotions	
Church Events	
What Does It Mean To Be Lutheran?	
<b>STUDENT LIFE.....</b>	<b>page 9</b>
Academics and Curriculum	
Honor Roll and Valedictorian/Salutatorian	
Grading Scale	
Homework	
Attendance and Sickness Policy, Attendance Awards, Make-up Work	
School Cancellation	
Arrival and Dismissal, School Care	
Standardized Testing	
Tutoring	
Cybersecurity	
Movies	
Promotion/Retention	
<b>FAMILY LIFE.....</b>	<b>page 13</b>
School Sponsored Trips	
Visitors	
Birthdays	
Communication (FastDirect)	
Behavioral Expectations	
Trinity Education Association (T.E.A.)	
Volunteers	
School Support	
<b>CO-CURRICULAR ACTIVITIES &amp; PROGRAMS.....</b>	<b>page 18</b>
Annual Events	
Athletics	
Academic Team and Math League	
<b>CONDUCT &amp; DISCIPLINE.....</b>	<b>page 22</b>
Dress Code	
Behavior	
Discipline Plan	
Referral Process	
Bullying	
<b>ATHLETIC GUIDELINES .....</b>	<b>page 28</b>
<b>ADDITIONAL INFORMATION.....</b>	<b>page 30</b>

## **MISSION STATEMENT**

It is the mission of Trinity Lutheran school to proclaim and joyously celebrate the gospel-through a quality, Christ-centered educational program-with one another, the community, and the world.

## **PHILOSOPHY**

Trinity Lutheran School is the primary educational ministry of Trinity Lutheran Church, Freistatt, MO. The policies and activities of the school are governed by the Church Voter's Assembly, with the supervision vested in the School Board, Pastor, Principal, and Teachers.

The Trinity Congregation is a member of the Lutheran Church-Missouri Synod and believes, confesses, and teaches in harmony with the confessional writing of the Church Body.

Trinity Lutheran School views itself as people forgiven, loved, and valued through God's reconciling activity in Christ Jesus. Therefore, the congregation, pastor, faculty, and staff, endeavor to assist in the development process of each student by:

1. Equipping in knowledge and skills
2. Nurturing spiritual and emotional growth
3. Providing social and relational growth and training
4. Promoting health and physical development

This process is an educational process shared among the church, school, home, and community.

## **ACCREDITATION**

Trinity Lutheran School is accredited with the National Lutheran School Accreditation (NLSA) and the Missouri Non-Public School Accrediting Association. Trinity undergoes yearly evaluation to maintain their accreditation status.

## STAFF INTRODUCTION

Position	Name	Email
Pastor	Rev. Jake Sletten	waterandtheword@outlook.com
Principal	Amanda Moennig	amoennig@tlsfreistatt.org
Pre-School Teacher, Elementary PE & Health	Kourtney Short	kshort@tlsfreistatt.org
Pre-Kindergarten Teacher	Connie Christen	cchristen@tlsfreistatt.org
Early Childhood Aid	Lea Ann Broderick	lbroderick@tlsfreistatt.org
Early Childhood Aid	Sydney Rakoski	srakoski@tlsfreistatt.org
EC & Elementary Aid	Genine Rodgers	Contact school office
Elementary Aid Volunteer	Tracy Rhea	trhea2@tlsfreistatt.org
Elementary Title 1 Teacher	Anne Garoutte	agaroutte@tlsfreistatt.org
Kindergarten Teacher	Kendra Flattem	kflattem@tlsfreistatt.org
1st Grade Teacher	Lauren Choate	lchoate@tlsfreistatt.org
2nd Grade Teacher	Holly Knight	hknight@tlsfreistatt.org
3rd Grade Teacher	Dana Wormington	dwormington@tlsfreistatt.org
4th Grade Teacher	Shanna Jelinek	sjelinek@tlsfreistatt.org
5th Grade Teacher	Kerry Rector	krector@tlsfreistatt.org
6th Grade Homeroom Teacher 6th-8th Language Arts & Social Studies	Kim Culp	kculp@tlsfreistatt.org
7th/8th Grade Homeroom Teacher 6th-8th Math & Science	Celia Ingle	cingle@tlsfreistatt.org
Classroom Aid, School Care	Kaylynn Hendry	khendry@tlsfreistatt.org
Administrative Assistant & Librarian	Emily Kennell	ekennell3@tlsfreistatt.org
Administrative Assistant	Mallory Smith	msmith@tlsfreistatt.org
Administrative Assistant & Head Custodian	Audrey Wormington	audwormington@tlsfreistatt.org
Custodian	Jessica Rupp	jrupp@tlsfreistatt.org
Head Cook	Connie Essary	Contact school office
Cook, School Care	Layna Essary	lessary@tlsfreistatt.org
T.E.A.		tea@tlsfreistatt.org

## **Trinity Lutheran Church-School Board**

Matt Smith, President  
Nick Broderick, Vice-President  
Tracy Rhea, Secretary  
Stacie Presley, Member  
Jeanell Stockton, Member

The school board is made up of members of Trinity Lutheran Church and are elected annually by the Church Voters Assembly. School Board members serve a rotating three-year term. The school board usually meets the third Thursday of each month at 6:00 pm. The community is invited to the open session. Public comment is usually at the beginning of the open session. Anyone who wishes to address the School Board must notify the administrator at least 24 hours before the meeting and identify their topic and purpose of address. Minutes from each meeting are available in the office.

# **ADMISSION POLICY & FEES**

## **Application Procedure**

1. Schedule a family interview and tour with the principal and classroom teacher.
2. Records may be requested for transfer students and/or the school board consulted.
3. Following the interview, notification will be given of acceptance or denial.

## **Registration and Enrollment Information**

Upon acceptance, all students will receive a registration packet containing the following forms that must be returned to the office prior to enrollment:

1. Immunization Record
2. Well Child Record
3. Internet Use Contract/Permission to Publish
4. Chromebook User Guidelines & Agreement Form
5. Medical Information Guidelines
6. Tuition Assistance/Free or Reduced Lunch Application (available upon request)
7. Financial Agreement/Tuition Information
8. Emergency Yellow Card: Individuals listed on the card may pick up and sign out the student at any time. Individuals not listed on the card must be cleared by the parent/guardian through the office before sign out.
9. Student/Parent/School Compact

## **Suggested Age Requirements**

Pre-School is offered to students who are 3 years old by August 1.

Pre-Kindergarten is offered to students who are 4 years old by August 1.

Kindergarten is offered to students who are 5 years old by August 1.

At parent request, students who do not meet the age requirement may be considered for admission. This decision is made under the advice and approval of the classroom teachers and principal.

## **Scholarship Program and Reduced Lunch Application**

Scholarship applications are considered on a case by case basis and are awarded as scholarship funds are available. Scholarship applications are due by April 30 and/or Nov 30 for current families. Applications are due by Aug 30 for newly enrolled families (or upon enrollment if during the year). Families may also apply to be accepted into the Reduced Lunch Program. This Program may end at any time if funds are not available. *All applications are confidential.*

## Fees

The present cost of education exceeds \$6,000/student for a single academic school year. The financial responsibilities of maintaining and improving the facilities, curriculum, and program are met primarily through good stewardship of the members of Trinity Lutheran Church, who pay the difference for each student. All monetary contributions and volunteer efforts are appreciated. See the “Volunteers” and “School Support” sections for more information. Rates are annually reviewed by the School Board and adopted by the Church Voters Assembly.

Trinity Lutheran School strives to offer a rigorous academic curriculum in a faith-based setting. Our school has a rich tradition of graduating students that are not only well-prepared academically, but are also spiritually and socially mature. Our competitive rates are among the lowest in the area. Students at Trinity receive a Christian education for around \$375.00/month (when paid over 10 months).

	<b>Community Rate</b>	<b>Trinity Church Member Rate</b>
Tuition: Early Childhood PreSchool PreKindergarten	\$2,000	\$1,000
Book & Registration: Early Childhood	\$175	\$175
Tuition: Kindergarten- 8th Grade	\$3,750 (first child) \$3,250 (each add'l child enrolled)	\$1,875 (first child) \$1,625 (each add'l child enrolled)
Books & Registration: Kindergarten- 8th Grade	\$350	\$350

A hot lunch is offered daily for the price of \$3.50 (including milk & salad bar). Milk can be purchased on its own for the price of \$.50.

Before school care is offered from 7:00-8:00am for the price of \$3.00 per child. After school care is offered from 3:30-5:30pm for the price of \$3.00/hour per child (snack included after 4:30).

Co-Curricular Activities include sports and academic teams and participating students will be charged \$40/year to cover all activities.

## **SPIRITUAL LIFE**

### **Chapel and Religion Class**

Chapel is held every Wednesday from 8:15-8:45 am. Families are invited to join us in worship at any time. Pastor Jake leads our chapel and is assisted by the teachers, classes, and other local pastors. Offerings support various missions such as the braille mission and Tomorrow's Teachers & Preachers program. Join us in prayer this year for the various missions around the world.

Religion class is held every day. It is the primary focus of Trinity staff to support our families and aid our students in establishing a firm foundation in their faith. We believe the Christian faith and life of our children is a collective responsibility. Bible verse memory is a requirement of religion class at all ages.

### **Church and Sunday School Attendance**

Love of the Gospel is the proper motivation for worship. Trinity Lutheran School encourages regular worship and believes that regular worship is beneficial to all of God's people. Teachers record each student's Church and Sunday School attendance and it is submitted on the report card each quarter. Attendance at any Christian church is accepted. Awards are given at the end of the quarter for perfect church and Sunday School Attendance.

Families who do not have a church home are invited to join us at Trinity Lutheran Church in Freistatt. Sunday School, for ages 3-adult, is held each Sunday and Divine Services begin at 10:00 am. Services can be downloaded anytime from [www.freistattradio.com](http://www.freistattradio.com). Services are also available through Facebook live on our Trinity Church and School page.

### **Staff Devotions**

Every morning the faculty and staff meet for devotions, prayer, and announcements. Devotions are from 7:45-7:50 am. Classrooms will open at 7:55 am to welcome students.

### **Church Events**

Trinity Lutheran Church hosts a variety of events throughout the school year. All Trinity School families are invited to participate in these events which include the Christmas Eve service, Advent and Lent mid-week services, Holy Week services, Braille ministry, Bible Study groups, the annual picnic, adult choir, handbells, VBS, and parades.



## **What Does It Mean To Be Lutheran?**

Our school is a mission of Trinity Lutheran Church, a member of the Lutheran Church - Missouri Synod (LCMS). Therefore, at TLS, we practice Lutheran doctrine in accordance with the confessions and traditions of the LCMS. We believe that:

- The Bible is the inerrant Word of God.
- God has revealed himself to us through His Word (the Bible) and through the Word, Jesus Christ, alone.
- God is triune, Father, Son, and Holy Spirit.
- We are saved by grace alone, through faith alone.

For a more detailed explanation of LCMS beliefs, visit [www.lcms.org](http://www.lcms.org).

Throughout their time at TLS, students will work to memorize the 6 Chief Parts of the Small Catechism, as well as Christian hymns. They will also have the opportunity to participate in Christian traditions such as the Imposition of Ashes on Ash Wednesday, and the re-telling of the Nativity story at Christmas. Middle School students may choose (with the blessing of their parents) to become confirmed in the Lutheran faith at the end of their 8<sup>th</sup> Grade year.

You may always contact our pastor, Pastor Jake, at [waterandtheword@outlook.com](mailto:waterandtheword@outlook.com), or at the church office at 417-235-7300 with any other questions you might have about what we teach and what Lutherans believe.

# **STUDENT LIFE**

## **Academics and Curriculum**

God's Word is the foundation of all instruction at Trinity Lutheran School. Academic instruction is designed to equip each student, as a child of God, with the skills needed for faithful service. Academic instruction includes: reading (to include phonics, English, writing, and spelling), math, social studies, science, handwriting, fine arts (art, music, drama), foreign language, technology, keyboarding, and physical education.

The curriculum is reviewed annually by the staff and the accreditation board. A written curriculum is provided for religion and all academic subject areas. It is available in each classroom and in the school office by request.

## **Honor Roll and Valedictorian/Salutatorian**

Students in grades 3-8 can achieve honor roll status each quarter. These students will be recognized with a certificate during chapel. High Honors are given to students who have a grade of A and/or A- for all academic areas and religion class at the end of each quarter. Honors are given to students who have a grade of A, A-, B+, B and/or B- for all academic areas and religion class at the end of each quarter.

Beginning in third grade, a student's G.P.A. is calculated on an 11-point scale based on grades in core classes. This cumulative G.P.A. is used to determine the Valedictorian and Salutatorian of each graduating 8th Grade class. The core classes used to determine G.P.A. are Religion, Reading, English & Writing, Spelling, Social Studies, Math and Science. Advanced classes, as determined by the school board, may receive a +1 weight for G.P.A. calculation.

## **Grading Scale**

All students receive quarterly grade cards. In addition to subject areas, each report card gives the teacher an opportunity to assess growth in spiritual, social, and emotional development, and work ethic. For grades 3 and up, graded assignments are available to be viewed at any time through the FastDirect website. Teachers strive to update FastDirect assignments weekly. They can also be contacted through FastDirect with questions.

Students in Early Childhood-8th Grade use a progress key:

E=Exceptional, outstanding achievement

S=Satisfactory, demonstrates skill consistently

P=Progressing, making progress with assistance

N=Not making progress, more effort needed

Additionally, students in 3rd-8th grade use a grading scale for core subjects:

A	96-100%	C+	80-82%	D-	65-67%
A-	92-95%	C	77-79%	F	64% and below
B+	89-91%	C-	74-76%		
B	86-88%	D+	71-73%		
B-	83-85%	D	68-70%		

## **Homework**

Homework, appropriate to the grade level, may be assigned by the teacher. Through homework practice, students can learn valuable and effective independent study skills as well as reinforce the learning that took place in the classroom. Each teacher will provide regular class time to complete assignments. However, your child may bring home unfinished school work. Each teacher will use the classroom syllabus to convey their guidelines for corrections and assignment re-do's. Parents should offer encouragement and guidance as needed to their children in this area of their learning. Homework may involve research, reading, or written work.

## **Attendance and Sickness Policy, Attendance Awards, Make-up Work**

Regular, punctual attendance is expected. Absence from school should only occur in the event of sickness or emergency. Regular attendance will teach students dependability, promptness, and how to be good stewards of God's gifts. Because of our high expectations concerning punctual attendance, we encourage parents and students to make this a priority. The principal will make contact with the parent/guardian after 10 absences or tardies. Students with 20 or more absences during the school year may be retained at the discretion of the teacher and principal.

Parents must contact the classroom teacher or the office when the student is absent. The school office will make every effort to contact the family if no notice for absence has been given. Assignments missed during an absence may be made up within a reasonable period of time determined by the teacher. Teachers will, whenever possible, make assignments available before an absence.

A student will not be permitted to attend classes or other school activities if they are known to have any contagious or infectious disease. Children with a fever or any sickness symptoms should not be sent to school. Students must be free from fever, vomiting, and/or diarrhea for a minimum of 24 hours without the aid of medication before returning to school. All school personnel are trained in first aid and CPR. Trained personnel will give first aid for minor cuts and bruises, and will administer oral medication only when directed by a parent or guardian. All medication, including over

the counter and prescribed, must be in the original container and labeled with the student's name. All medication is kept in the school office. In case of an emergency, the student will be taken to the nearest hospital and the parent/guardian will be contacted.

All students can receive attendance awards. Attendance will be recognized at the end of each quarter and at the end of the year. Students who miss 0 hours of school with no more than 2 tardies, will be awarded Perfect attendance. Extenuating circumstances will be evaluated on a case by case basis. The school day begins at 7:55 am and ends at 3:15 pm. Students arriving between 8:05 and 8:15 am will be counted tardy. Students arriving after 8:15 am or signing out before 3:15 pm will be counted absent for time missed.

### **School Cancellation**

If it becomes necessary to close school, information will be announced through the following methods: local TV stations (listed as Trinity Lutheran-Freistatt), FastDirect, and/or Social Media. An Emergency Handbook is provided to each teacher for use during natural and environmental disasters and/or situational emergencies.

### **Arrival and Dismissal, School Care**

During normal arrival, students are to be dropped off at the north breezeway doors between 7:55-8:05 am. Vehicles should remain in a single file line. Students should not exit the vehicle until the vehicle reaches the sidewalk. For those parking, students should be accompanied by a guardian and enter only through the crosswalk by the dumpster. Students who arrive at school after 8:15 am, should report to the school office through the main front doors. Students arriving before 7:55 am will report to before school care. See "Fees" for an explanation of this service.

Pick up will also be at the north breezeway doors. Students will be dismissed at 3:15 pm. Any students remaining after 3:30 pm will report to after school care. Students who are waiting for co-curricular practices will remain supervised in the pick up area until their designated practice begins. After practice is over, students who have not been picked up will report to after school care. See "Fees" for an explanation of this service.

After school care may be provided on days that school is dismissed early from 12:30-5:30pm. It is not offered on the day before Christmas break, Spring break, the day of carnival, or the last day of school.

Contact must be made with the office, through written or verbal notice, if someone other than those designated on the emergency card will be picking up the student.

## **Standardized Testing**

The NWEA testing program is administered throughout the school year to students in grades Kindergarten-8th. Using the results of the tests, TLS is able to gauge the progress of individual students and also modify the educational program as needed. Results may be shared with parents and are available at any time upon request. The results are also shared with the Trinity Lutheran School Board.

## **Tutoring**

Tutoring is provided based on the availability of the teacher. Contact your homeroom teacher if you desire tutoring services for your student. Each teacher is responsible for their own tutoring guidelines and fees.

## **Cybersecurity**

At TLS, every effort is made to protect staff and students while using the internet. Students will only use the internet under the direct supervision of a staff member while at school. Students are instructed to only utilize websites that are approved by the classroom teacher. Students should notify a staff member immediately if they see any questionable content while using the internet. Staff and families are required to follow the guidelines set forth in the "Chromebook User and Agreement Form" and the "Network & Internet Use Agreement".

## **Movies**

Occasionally a movie may be shown in conjunction with a special event or as a reward for meeting a goal. Parents will be notified by the teacher of the movie selection and the rating. Parents should inform the teacher if they prefer that their student forgo viewing the movie.

## **Promotion/Retention**

The decision to recommend promotion or retention for a student is determined on an individual basis. The decision rests with the classroom teacher, principal, and parents. The student's best interests should be the determining factor. Parents must be informed as early as possible, and not later than the 2<sup>nd</sup> semester conferences if a student will be retained. If an agreement cannot be made by the parents and staff, then the final decision for promotion/retention rests with the School Board.

## **FAMILY LIFE**

### **School Sponsored Trips**

Field trips are an important part of education and are regarded as an extension of the classroom. Students will participate throughout the year on various field trips. Students may be declared ineligible for a school sponsored trip, as determined by the principal, if they are failing a core class or are under disciplinary action. Teachers will inform parents of the details of each field trip at least one week prior to the trip. If you do not wish for your child to attend the field trip, the parent must notify the teacher or school office in writing prior to the field trip and the student will receive an absence for the day.

Field trips will be open or closed. Parents and siblings may attend open field trips. Siblings are not permitted on closed field trips and parents may or may not attend, depending on driver need and nature of the trip. School age siblings are not permitted to attend field trips of other siblings, with the exception of Early Childhood students who may attend open field trips on days when school is not in session for them. All siblings will be under the supervision of the parent/guardian during the entire course of the field trip.

When parents are asked to drive, the following conditions must be met:

1. Drivers must be at least 21 years of age.
2. Drivers must hold a valid driver's license AND current auto insurance and must provide a copy of both to the office.
3. All field trip participants will be required to follow current seat belt and car seat laws.
4. Drivers must stay with the school group during the activity and obey all traffic laws.
5. Drivers will not use alcohol at least 24 hours before the field trip or at any time during the field trip. Drivers will not use any tobacco products (including cigarettes, chewing tobacco, and vape products) during the field trip.
6. Drivers will not use prescribed or over the counter medication that could impair the driver's ability to operate a motor vehicle within 72 hours before the field trip or at any time during the field trip.

Parent drivers have the option, but are not required, to serve as chaperones. Chaperones must be willing to supervise students according to the teacher's directions and remain with the group for the entire duration of the field trip. We ask that parents respect that the teacher is in charge of the activity at all times and expect that the instructions of the teacher be followed.

## **Visitors**

Trinity Lutheran School welcomes visitors to our campus during special events. Please see the events calendar for those special days. When arriving on campus, visitors need to check in at the school office to sign in and get a visitor's pass. Visitors are welcome for lunch. The office must be notified by 8:30 am if the visitor(s) would like a school lunch.

## **Birthdays**

If you would like to do something special for your child's birthday, please contact your child's teacher to set up the date. Visitors are invited to join us for lunch. Notify the office by 8:30 am if the visitor will be eating school lunch. Families who desire to provide a special lunch meal for the entire class, must notify the office and classroom teacher at least one week in advance. Birthday snacks for the class should be scheduled in advance with the classroom teacher.

When children are hosting parties outside of the school day, invitations that are distributed at school must go to all classmates. If only select students will be invited, we kindly ask that invitations not be distributed at school.

## **Communication (Facebook, FastDirect, News and Notes, etc)**

We consider ourselves partners with you in ministering to your children. Therefore we strive to stay in close communication with you about your children and the happenings in our school. We utilize a variety of methods to communicate with you:

**Social Media:** Families are invited to "Like" us on Facebook. Our school's Facebook group is Trinity Lutheran School Freistatt, MO. Use this to follow school videos, activities, pictures, and updates. This is a closed group for current staff, parents, siblings, grandparents, and aunts/uncles, etc therefore you must be Facebook friends with someone who is already in the group to join. Contact the office if you would like assistance with accessing our group. We keep this group closed and monitored for the safety of our students and staff. Teachers may create closed classroom Facebook groups. We also encourage everyone to follow the Trinity Lutheran Church and School in Freistatt, Missouri Facebook page. This page is open to the public and any school information for the public will be shared from this page. Families can also find us on Instagram with the handle @tlcands.

**FastDirect:** Trinity Lutheran uses a school management application called FastDirect. On this app parents will be able to see their family's current information. Please see the school office for information about signing on to FastDirect. The school staff uses this method to communicate with parents. The app has email, school calendars, lunch

menu, weekly information, lunchroom billing information, student grades, family directory information, and report cards. Parents also have the flexibility to set up their account for text and email alerts. Contact the office at any time if you need assistance with FastDirect.

**News and Notes:** At the beginning of each month the school newsletter, called *News and Notes*, is released. A digital copy is sent through FastDirect and posted to the website. The newsletter includes the lunch menu, a monthly calendar of events, and important school updates. A hard copy is available in the office by request.

**Monthly Message:** Each month, the principal releases a new podcast episode with the events for the upcoming week. The podcast can be accessed at [trinity1874.com](http://trinity1874.com).

**Website:** Our church and school maintains a website at [trinity1874.com](http://trinity1874.com). Access this site for information such as services times, school calendar, News and Notes, school supply lists, etc.

## **Behavioral Expectations**

As a Christian school, we hold our own behavior, including the behavior of students and families, to a higher expectation than other schools. All parents agree to act in a respectful, non-threatening manner at all times during any school-related function, whether or not it is held on the Trinity campus. If you have a concern, please voice it to the teacher, coach, or administrator in privacy and not in the presence of students or other families. Intimidation or harassment of any parent, student, or staff, whether verbal, written, or physical, will not be tolerated. Following the example set forth in Matthew 18, our prayer is that contrition, forgiveness, and reconciliation between disagreeing parties will resolve the matter.

Trinity Lutheran School reserves the right to disassociate itself from, and force the withdrawal of, any parents/students in a case where the parent acts in a threatening, intimidating, inappropriate, or consistently disruptive manner or in a manner that seriously violates our operating principles or threatens the functional climate of the school. In short, the school reserves the right to expel any child who fails to comply with established standards of behavior or the school may ask any family who interrupts the education, climate, or established operating principles to leave. Please see the "Conduct & Discipline" section for further explanation.

Trinity Lutheran School is an alcohol and tobacco free campus. The use of alcohol and tobacco products (including cigarettes, chewing tobacco, and vape products) is prohibited.



## **Trinity Education Association (T.E.A.)**

T.E.A. (like P.T.A.) is the parent organization designed to assist the school in three ways by:

1. Supporting the parents/guardians in their parenting roles.
2. Providing social interaction for school families and potential families.
3. Raising additional funds for extra educational opportunities.

The T.E.A. meets regularly throughout the school year and all families are assigned T.E.A. responsibilities each year. Any family member associated with a Trinity student can be involved. A T.E.A. handbook is provided at the beginning of each year. The officers can be reached at [tea@tlsfreistatt.org](mailto:tea@tlsfreistatt.org).

## **Volunteers**

There are many ways for family members to help out around school and we appreciate your service! All long term volunteers must attend Child Safety training required by our school insurance company. The volunteers must then sign a waiver allowing the school to secure fingerprints for a background check. A Volunteer Handbook is available in the office and is provided to each volunteer.

## **School Support**

How can you support our mission of spreading God's Gospel to our community?

1. Attend the Trinity Education Association (TEA) meetings! The TEA is the school support group. See "T.E.A." section for more information.
2. Donate to the Lunch Program: Our hot lunch program is completely supported by our church and school, with no reliance on government funding. A steady supply of both cash donations and food donations means that we can continue to offer nutritional, kid-friendly meals. Funds also support a free and reduced cost program for families that meet income requirements.
3. Donate to the Scholarship Program: Our church and school seeks to offer a Christian education to all students in our community, regardless of financial position. A donation to the scholarship program ensures that students in our community can receive a Christian education without being limited by socio-economic status.
4. Adopt a Class: The operating cost of each classroom is approximately \$50,000 per year. Tuition covers only a fraction of that cost per class. Our goal is to raise \$10,000 per classroom every year to help offset the cost of classroom supplies and teacher salaries. Help us reach our goal and consider sponsoring a classroom. Our students

would love the opportunity to interact with classroom sponsors through letter-writing and classroom visits.

5. Prayer: Pray for the mission at Trinity Lutheran School! Pray for our students, staff, and families. Look for the Featured Families section in each issue of News & Notes and join us in praying for these families each month.

## CO-CURRICULAR ACTIVITIES & PROGRAMS

### Annual Events

Trinity Lutheran School has a variety of annual events in which students and families participate. Some of these events are directly connected with the curriculum, while others are optional.

**Art Show:** Students select artwork from the year to be judged and displayed. A First, Second, and Third place ribbon will be awarded for each classroom. Overall Best In Show awards are also given. (Spring)

**Accelerated Reader (A/R) Program:** Beginning in 1st grade, students make quarterly reading goals and then work to meet those goals through reading quizzes. As students progress through 8th grade those goals grow and change according to each student's abilities. Visit with your classroom teacher to find out more about what A/R looks like in their classroom and for your specific child.

**Back to School Night:** This is a fun and informal introduction to the school year. Students can visit classrooms and meet teachers. Registration information should be turned in by this date along with Book and Registration Fees. (A few days before school starts)

**Bump Up Day:** Students get to "bump up" and meet their new teacher for the next school year. (Early May)

**Carnival:** The T.E.A. sponsors a family carnival each spring that is open to the community. All Trinity families are assigned a responsibility to help ensure the carnival runs smoothly. Along with carnival games, there is a full dinner meal and a benefit auction. All funds raised are used by the T.E.A. to support Trinity students. (First Friday in March during National Lutheran Schools Week)

**Christmas Eve Service:** A Christmas Eve service is prepared and presented by the entire school. Music, scripture, and nativity prepare our hearts for the season of Advent. (Evening of December 24)

**Classroom Parties:** There are four room parties to observe special holidays. Each family will be assigned to help with at least one party. A room parent schedule will be sent home in September. The parties are as follows:

1. Fall Harvest/Reformation
2. Christmas
3. Valentine's Day
4. Easter

Closing Chapel & Awards Assembly: Our closing chapel celebrates the end of a successful year. All students are recognized with classroom awards. (Last day of school)

Choir & Music: All students are enrolled in music class. During music class, students will prepare songs to perform. These performing groups participate in the worship service at Trinity Lutheran Church and in community events throughout the school year.

Confirmation: A Confirmation Service is conducted for students who have completed confirmation classes and desire to become a member of Trinity Lutheran Church. (April/May)

Dream Day: Visitors from the community are invited to campus to share about unique career opportunities that our students might aspire to as adults. (Fall)

Eighth Grade & Pre-Kindergarten Graduation: These special ceremonies honor our graduates. (May)

Grandparents Day/VIP Day: We invite our grandparents and loved ones to join us for this special day. Students who do not have a grandparent available are paired with a volunteer grandparent. (Fall)

Learning Fair: Students in grades K-8 participate by submitting a capstone project. This may include individual, partner, or class projects as determined by the teacher and grade. (Spring)

Library: TLS is committed to providing excellent resources to support the school's vision of "equipping children to live and serve in God's world". The library aims to provide quality material that compliments the school's curriculum and encourages and fosters the enjoyment of reading. Parents have a responsibility to oversee their children's reading habits. TLS staff will make every effort to ensure that the library offers a variety of appropriate books. If you have any questions about a library book, please contact the administration.

Local Lutheran School Activities: Our local Lutheran Schools take turns hosting a variety of activities in which our students participate throughout the year, such as Bible Knowledge Days, Geography Bee, Sports Day, etc.

National Lutheran Schools Week (NLSW): School-wide devotions and special activities are centered around a National theme each year. (First full week of March)

Nativity Play: The Early Childhood students present the story of the Nativity. A dress rehearsal is planned during the school day and the play is presented to the community in the evening. (December)

Opening Chapel: Our opening chapel in our church sanctuary celebrates the beginning of an exciting year.

School Plays: Each homeroom prepares a drama to present to the community. A dress rehearsal is planned during the school day and the drama is presented to the community in the evening. Scripts are approved by the principal and the Pastor. Student speaking parts and costume requirements are sent home in advance. Parents may request a copy of the full script from the office.

Spelling Bee: The spelling bee is held for students in 4th-6th grades. Three participants from each classroom are selected to participate in the school bee. The school winner goes on to compete in the Joplin Globe Spelling Bee. (School bee in January; Joplin Globe Bee in March)

Talent Show: Families and prospective students are invited to join us for the school day. The day begins with chapel service and a special meal is served. (Spring)

Veterans Assembly: Trinity students honor our Veterans through a special assembly. (November)

## **Athletics**

A variety of sports are offered at Trinity. In Kindergarten-8th grade, a sports fee is charged to each student who participates. This fee covers the cost of the uniform upkeep, supplies, coach time, and referee/umpires (if needed). Students who wish to play sports must have a Well-Child Check on file in the office and they must have proof of health insurance. Health insurance is available through the school for students who require it. Students who participate in sports in 7th-8th grade are required to complete the MSHSAA Student Physical.

Trinity offers the following sports: archery, volleyball, basketball, flag football, soccer, track, cross country, and cheerleading. Practices usually occur after school or in the evening. The coach will contact participating families when the season nears. A parent meeting will be held at the beginning of each school year for families who wish to participate in sports. Parents are also asked to help with various sports fundraisers throughout the school year. See Athletic Guidelines for more information.

## **Academic Team and Math League**

Students in 7th-8th grade can be a part of the academic team. A sports fee is charged to each student who participates if they have not already been charged a sports fee for the year. The team meets each spring to prepare for competition at both the local and state level. Practices are usually held after school. Students from 6th grade may participate when needed to fill enough spots to have a team.

Students in 4th-8th grade can be a part of the math league. The team meets each spring to prepare for online competition at both the local and state level. Practices are usually held after school.

## **CONDUCT & DISCIPLINE**

### **Dress Code**

Trinity Lutheran School requires that all students wear clothing that is a reflection of their Christian training and does not disrupt or distract from the educational process. Clothing must be modest, clean, and in good repair. Students are to be well groomed and modest in appearance. They are expected to practice good personal hygiene.

Clothing is to be a sensible length and must not be revealing. Shoe attire will be determined by the classroom teacher, with the exception that gym shoes are required for all students during P.E. classes. Hairstyles and attire must not be so unusual as to be distracting.

Shirts are required at all times. Clothing (and backpacks, water bottles, and the like) with drug or alcoholic themes, suggestive pictures, offensive language, satanic or macabre overtones, or anything representative that contradicts God's Word is not allowed. Halter tops, low-cut tops, net-type shirts, shirts that show the midriff, and the like, are not allowed. Shirts with spaghetti straps, and shirts that expose undergarments, must be covered by a sweater or other article of clothing. Sleeveless shirts are acceptable for girls as long as undergarments are not exposed. Undergarments must not be visible or worn as outerwear. Clothing should fit properly and not be extremely tight or excessively loose.

Hats and sunglasses are not appropriate for the classroom setting. They may be worn at school only during times that are approved by the classroom teacher. Jewelry cannot be sacrilegious in any way. Cell phones and devices such as smart watches (with the exception of the school issued chromebook) are to stay in lockers or cubbies or designated classroom areas and are to be turned off during the school day. Devices may not be used at recess. The classroom teacher may allow the use of personal devices, at their discretion, when it pertains to the classroom instruction. The school internet use policy applies to all electronic devices, including all personal devices. Students in violation of the cell phone policy may have their device removed and kept in the office until a parent can retrieve it. All contact should be made through the office when parents need to talk to their student and vice versa.

Parents are asked to assist their students in dressing appropriately for the crazy Missouri weather. Recess may be held outdoors until the wind chill falls below 32 degrees, at which time recess will be moved indoors. Teachers may use their discretion on the need for coats for outdoor activities. Students who do not have a coat may be sent to wait in the office until the outdoor activity has been completed. The school will make every effort to provide a coat for students who are in immediate need.

Students who are in violation of the dress code may be asked to change clothes. A change of clothes from the office will be provided if needed and available. Parents will be notified if clothing is unacceptable. If this occurs, they may bring appropriate clothing to the school or alternative clothing will be found for the student to wear for that school day. The student will not be permitted back to class until they have changed into acceptable attire.

We have a variety of resources available if your child or family is in need of clothing, including outerwear or shoes. Contact the office so we can meet this need in a timely manner.

## **Behavior**

Students are asked to show respect, responsibility, safety, and faithfulness at all times. Students shall be under the direct supervision of a TLS staff member at all times. Students will show respect to the property of the school, staff, and other students. Students who bring personal belongings from home will be responsible for proper use and care of those belongings while they are at school. Students will not use or handle items that do not belong to them or have not been assigned to them by the school. Additionally, students will be held accountable and responsible for replacing damaged property.

Trinity Lutheran School adheres to the doctrine of the Lutheran Church - Missouri Synod. Actions, speech, or conduct contrary to LCMS doctrine may be grounds for immediate termination or expulsion of any staff or student.



## **Discipline Plan**

Concerns, disagreements, and discipline will be handled in Christian love according to Matthew 18. As with all matters, it is important that we first approach the Lord in prayer, seeking full understanding, patience, and the desire to do what is pleasing and good in His sight. The pastor of Trinity Lutheran Church may serve as a counselor, mediator, or advisor. Trinity Lutheran School encourages parents and community members to respect the chain of command. Issues should first be addressed to the staff member directly involved. If the issue cannot be resolved, the parties should then seek the counsel of the principal. If the issue still cannot be resolved, the parties should then seek the counsel of the school board by requesting an appointment during a scheduled school board meeting. Appointments can be made by contacting the office.

Our discipline plan exists so that Trinity Lutheran School has a procedure for dealing fairly with misbehavior. The plan applies to any area where school-sanctioned functions take place. Misconduct in school buildings, school grounds, and at any school related activity, whether on or off campus and whether during or outside of regular school hours, will be cause for discipline. Students will be held accountable for their failure to obey the school discipline plan.

The purpose of the discipline plan is to:

1. Provide the structure necessary to equip children to learn and practice Christian love
2. Protect students from physical harm
3. Ensure that the educational function of the school may go on without disruption

It is our faculty's goal to prevent misbehavior from occurring by providing:

1. A positive classroom environment
2. A well-organized, stimulating course of study
3. Meaningful assignments with achievable success
4. A constructive, supportive, and positive relationship with each student

See your child's classroom teacher for more information about their classroom discipline plan. When the teacher's methods of discipline do not produce the desired results, the referral process will go into effect.

## **Conflict Resolution**

Misunderstandings, problems, and conflicts will arise between students, parents, school board members, faculty, and/or staff. As Christians, it is important that we are mindful of Romans 12:18, "If it is possible, as far as it depends on you, live at peace with everyone." When a conflict arises, it is important to speak, in person, with the individual

who you are having a problem with. Email, text, or telephone calls are not to replace a private person to person conversation. The following steps are recommended:

1. Read and review Matthew 18:15-35 and pray for successful resolution.
2. Discuss the area of disagreement with the individual involved. Please keep in mind that misunderstandings may develop and exercise patience.
3. Once understanding and resolution of the problem has been reached, appropriate expression of sorrow, forgiveness, and love should be expressed.
4. If the matter remains unresolved, a conference with the principal may be scheduled. Areas of specific concern need to be identified and resolution ideas suggested.
5. If, after conferring with the principal, issues of concern are still unresolved, then those concerns should be submitted in writing to the Trinity Lutheran School Board. A copy should be provided to the principal.
6. Further action is the responsibility of the TLS Board Chairperson. The chairperson may seek input from the Board if the area of concern is not adequately addressed by existing policies and procedures.

## **Referral Process**

**Level One-Minor Infractions:** Generally, misbehaviors that distract the teacher and/or students from being on task. A Level One referral results in a consequence which may include loss of privilege (such as recess or special class events) or detention. Examples of Level One behaviors may include, but are not limited to: repeated talking at inappropriate times, disruptive behavior, repeatedly bothering other students, throwing items in the classroom or other inappropriate actions.

**Procedure for Level One Referrals:** The teacher will visit with the student privately. The teacher may ask the principal to also visit with the student. Parents will be notified if a consequence is given. The consequence will be served within two school days. A record of each referral will be kept by the teacher. Continuous Level One infractions may result in a Level Two referral.

**Level Two-Major Infractions:** Generally, misbehaviors that cause the classroom learning to cease or be significantly disrupted. A Level Two referral results in a consequence which may include loss of privilege (such as recess or special class events), detention, in-school suspension, out-of-school suspension, or expulsion. Examples of Level Two behaviors may include, but are not limited to: refusal to follow a teacher's direct request, disrespect such as talking back or inappropriate gesturing, vandalism of property, refusal to accept responsibility for one's actions, use of unacceptable words or pictures, unnecessary roughness or fighting, inappropriate discussion, real or insinuated possession or use of weapons, real or insinuated possession or use of drugs or alcohol, bullying (words or actions that threaten or endanger another person whether in person or through electronic device), causing or provoking a student to commit a Level Two infraction.

Procedure for Level Two Referrals: The teacher will notify the office. The principal will conference with the teacher and the student. Parents will be notified. The consequence will be served within two school days. A record of each referral will be kept in the school office. Continuous Level Two infractions may result in suspension or expulsion. Students become ineligible to participate in co-curricular activities immediately, including practice and competition, when the second Level Two referral is given until all consequences have been served.

A referral may be given without warning. Serious infractions, as determined by the principal, will result in the use of the appropriate Level Two disciplinary procedures.

## **Bullying**

Bullying, according to Missouri State Statute 160.775, means intimidation or harassment that causes a reasonable student to fear for his or her physical safety or property. Bullying may consist of physical actions including gestures, cyber-bullying, electronic, verbal, or written communication, and any threat of retaliation for reporting such acts. Cyber-bullying is sending or posting harmful or cruel text or images using the Internet or other digital communication devices (on or off campus). Cyber-threats are online materials that threaten or raise concerns about violence against others, suicide, or self-harm. The school has a bullying report form available in the office to any parties who wish to report harassment, intimidation, or bullying.

Trinity Lutheran School wants to draw a distinction between behavior that is rude, behavior that is mean, and behavior that is characteristic of bullying. Much of what follows is taken from the research of Signe Whitson in “Eight Keys to END Bullying-Strategies for Parents and Schools”.

Rude = inadvertently saying or doing something that hurts someone else.

Mean = purposefully saying or doing something to hurt someone once (or maybe twice).

Bullying = intentionally aggressive behavior, repeated over time, that involves an imbalance of power.

Bullying has three key elements: an intent to harm, a power imbalance, and repeated acts or threats of unwanted aggressive behavior. There is also a distinction between rough play, real fighting, and bullying. The ability to recognize bullying in all of its forms is essential to early intervention and bringing an end to unwanted aggression. Bullying occurs in four basic ways: physical aggression, verbal aggression, relational aggression, and cyber-bullying.

In reality, bullies come in all genders and ages, shapes and sizes. They come from troubled families and nurturing ones, wealthy families and those of low socio-economic

status. The reality is that almost any child can bully another child on any given day. We, as adults, must understand that by their very nature, children are works-in-progress, and their behavior on any given day, or even on repeated occasions, is subject to guidance and improvement. We must view them as young people who deserve to be taught better ways to behave.

We believe the word bully, as a noun, labels a role or pattern of behavior that may be hard to break. The word bully, as a verb, acknowledges the hopeful truth that children are capable of stopping the aggression and making better choices.

# ATHLETIC GUIDELINES

## The Christian Perspective of Athletics at TLS

Trinity Lutheran School athletics offers a great opportunity for individual growth through Christian fellowship. TLS coaches will look to develop team spirit and team play while ensuring the experience remains Christ-centered. Regardless of wins or losses, TLS athletics will look to teach the children as much about life as it will about athletics. All TLS students are invited and encouraged to be a part of TLS athletics.

Athletics at TLS place a Christian into a special position. This position gives one a special opportunity to witness his/her faith through his/her actions and deeds, both on the athletic field/court and off of it, and in his/her day to day living. The title, "Christian - Athlete", carries responsibility; responsibility to Christ for everything one does and a duty to his/her role in life as an athlete. A Christian athlete is one who has taken the challenge of life, the challenge to do his/her best and dedicate himself/herself to carry out what he/she feels is right in life, regardless of the consequence. (1 Pet. 3:13-15) Assuming this challenge early in life is to lay the foundation for a long, full, and enjoyable life. (Prov. 22:16)

## Programs Offered

Trinity Lutheran School schedules games with other local private schools and parochial schools. TLS Athletic programs have the opportunity to qualify to compete at Lutheran Sports Association of Missouri (LSAM) state championships.

### GIRLS SPORTS:

<b>Fall</b>	Volleyball	Grades 5-8
	Cross Country	Grades 6-8

<b>Winter</b>	Basketball	Grades K-8
	Cheer	Grades 3-8
	Archery	Grades 4-8

<b>Spring</b>	Track	Grades 6-8
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### BOYS SPORTS:

<b>Fall</b>	Flag Football	Grades 5-8
	Cross Country	Grades 6-8

<b>Winter</b>	Basketball	Grades K-8
	Cheer	Grades 3-8
	Archery	Grades 4-8

<b>Spring</b>	Track	Grades 6-8
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Notes: All sports are subject to enrollment and/or interest; some teams may be co-ed or combined grades due to enrollment. Finding area teams to compete against is also imperative. Additionally, students in grades 7-8 may have the opportunity to participate in co-operative sports (in addition to those listed above) with local public MSHSAA schools. Co-op agreements must be in place by May 1 of the preceding school year and are governed by MSHSAA.

## Additional Extracurricular Activities

- Joplin Globe Spelling Bee
- LSAM Academic Team

## **General Athletic Rules and Regulations**

1. All athletes are to conduct themselves in a manner that reflects the Christ-oriented objectives of TLS. This includes both in school and out of school. The athlete is given the privilege of representing these principles on the court or field for all of us.
2. Athletes are to be clean, neat, and well-groomed. The school dress code applies to all games, practices, and/or any before/after school activities while representing TLS.
3. Athletes must currently have a C- or higher in all core classes. Core classes include Religion, Language Arts (Reading, English & Writing, and Spelling), Social Studies, Science and Math. Grades will be checked every Monday. Students with a D or F will be declared ineligible for practice and competition for that week.
4. An athlete's academic performance may be reviewed any time by the teacher, coach, and/or principal for a decision regarding eligibility, even if the student is passing all classes.
5. Any student/athlete under any academic or disciplinary action by the school may be declared "ineligible" to practice or compete.
6. Practice and Game Participation is an important part of team chemistry. Any athlete who is unable to attend a practice or game shall notify the coach ahead of the event (if at all possible). An "unexcused" absence could result in a student being unable to compete for a contest, a number of contests or dismissal from the team.
7. Athletes are to travel to and from practices and games with Parent/Guardian. Any other travel arrangements should be made directly with the coach.
8. On game days, in order to be eligible to play a student must be present for afternoon classes, unless excused by a doctor, dentist, death in a family, or a family emergency. These excused absences must have a written note from the doctor/dentist or parents and be on file with the principal in order to be eligible for competition. Afternoon classes start with the first class after lunch.
9. On practice days, athletes are to change into their practice clothes in the restrooms, then wait for their coach to escort them to the gym or outdoor area for practices. Students are NOT allowed in the gym area or outdoor area without proper coach supervision.
10. Athletes are to be picked up immediately after practice is completed or they must report to the daycare room until their parent/guardian checks them out.

## **Booster Club**

All parents who have students involved in any extracurricular activity will be considered a member of the TLS Booster Club. The purpose of the Booster Club is to better support and equip the athletic program with resources to assist the school in providing a joyful and meaningful Christian extracurricular experience for all student athletes, parents, coaches, and volunteers. Booster Club parents will be asked to volunteer their time by working in the concession stand and/or assisting with various fundraisers.

## **ADDITIONAL INFORMATION**

### **Asbestos Notification Awareness**

In accordance with the Asbestos Hazard Emergency Response Act (AHERA), Trinity Lutheran School conducted a complete inspection of its facilities in 2000. The results of this inspection have been included in a management plan, available in the school office.

### **Family Educational Rights & Privacy Act**

Trinity Lutheran School honors the request of access to student records from other school entities without parent permission. Parents have the right to request, in writing, that this information not be released without prior consent. See FERPA 603 CMR 23.07 (4) (a) for more information. Directory information (student name, parent name, address, phone number, and/or email) will be available to all enrolled families without prior written consent, unless the office is notified of the contrary, in writing, within 10 days of enrollment.

### **Non-Discrimination Policy**

Trinity Lutheran School permits students of any race, color, nationality, or ethnic origin to all of 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, nationality, or ethnic origin in administration of its educational policies, admission policies, co-curricular, or other school sanctioned programs. Enrollment is a privilege and not a right; therefore, Trinity Lutheran School reserves the right to refuse enrollment to any student.

### **Other Handbooks**

Emergency Handbook  
Staff Handbook  
School Board Handbook  
T.E.A. Handbook  
Volunteer Handbook

All handbooks are available in the school office.