

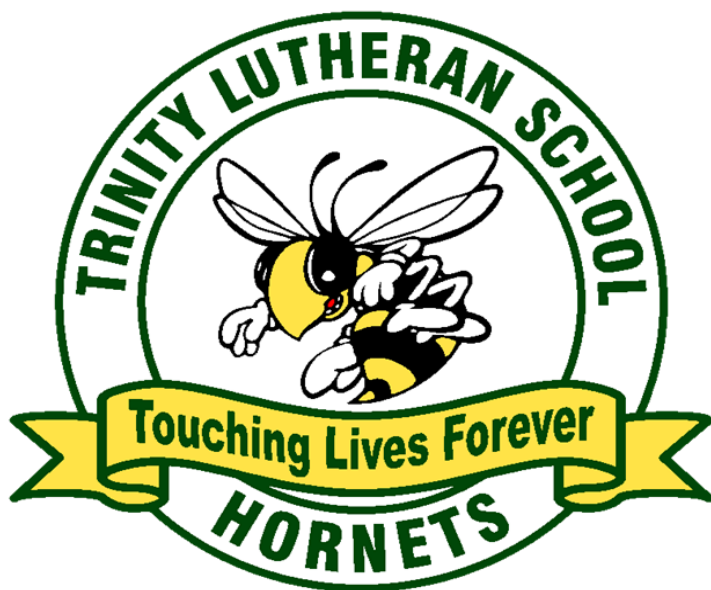
TRINITY

LUTHERAN SCHOOL

2668 Berkley Avenue • Mobile, Alabama 36617

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2025-2026

Preschool – 5th Grade

Student / Parent Handbook

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Dear Parents and Students,

We sincerely hope this handbook will give the most important school details and answer most questions. After reading through this handbook, please ask us any additional questions that may arise. We invite you to schedule a time to visit our classes and see us in action. In this handbook, parent and legal guardian are interchangeable, and principal means the principal or designated person fulfilling the principal's function.

Trinity Evangelical Lutheran School offers its families a quality Christian education. Legal guardians and students understanding and follow-through will give all our children the best opportunities. We are blessed with good programs, congregation, staff, and families who together build a strong community. We have served the trinity Gardens community since 1955 and anticipate many more productive years.

If you would like to make an appointment to visit our preschool or grade school, please call the school office at (251) 456-7960.

Mission Statement

The mission of Trinity Lutheran School is to know and serve God, to promote justice, and to render service to the community by offering parents a choice of school, providing a safe, caring, and productive environment in which children are equipped for responsible citizenship.

Our Vision

A preschool – 5th grade family learning together, striving for excellence in Christian education at Trinity Lutheran Church and School.

Purpose

Our staff recognizes that our school is uniquely Lutheran. Our primary mission is developing faith and educating students and families. The Christian teachings and practice of Trinity Evangelical Lutheran Church and School are based upon our beliefs in the Triune God:

Father, Son, and Holy Spirit as revealed in the Scriptures. We accept the sixty-six canonical books of the Old and New Testaments as the inspired Word of God, and we accept Lutheran writings to be true and genuine expositions of the Bible's doctrine.

Trinity Evangelical Lutheran School, a coeducational Christian day school, encompasses preschool and kindergarten through grade seven. Our student body primarily comes from Central Mobile and Prichard, thus serving a typical cross section of our community. Students are selected and retained on the basis of their attitude and involvement in our mission, as well as our ability to meet their spiritual, academic, emotional, social, and physical needs. While we seek as many students and as wide a range of families as possible, we realize that we cannot serve every student who applies.

The faculty and staff of Trinity Lutheran strive to recreate a supportive Christian environment. Through our Christian example, instruction, and discipline, we strive to help students succeed in all aspects of their lives. We work to establish and maintain a partnership with legal guardians to involve students in school activities and decisions and to actively create open communication between home and school.

Lutheran Schools

The elementary schools of the Lutheran Church-Missouri Synod date back to the decade between 1830 and 1840, when a number of Lutheran congregations were organized in Midwestern states and established Christian day schools for their children. The first of these schools is older than the public schools in most states. Lutheran schools are not in competition with public schools. The Lutheran School System is an integral part of the American educational scene.

Trinity is one of approximately 2,400 Lutheran schools (preschool – high school) within the Lutheran Church-Missouri Synod. Approximately 243,000 students are enrolled in these schools which are staffed by more than 14,000 teachers and administrators. Many of the teachers have received their educational training in Lutheran

colleges. We also have many fine teachers who are graduates of other colleges and universities.

Trinity Lutheran Church and School is located within the Southern District of the Lutheran Church-Missouri Synod.

General Information

Application and Acceptance

Trinity Lutheran has made a strong commitment to provide a Christian Day School experience for its members. It is also a goal to serve other deserving students as space within approved class sizes allow. Space limitations and the ability of the school to adequately meet the needs of a child may cause us to deny admission.

- Children of families holding membership at Trinity and those students currently enrolled at Trinity.
- Siblings of non-member students currently enrolled at Trinity.
- Children of families not holding membership in Trinity Lutheran Church.

Applications must be renewed on an annual basis. All applications are screened for proper grade placement. Trinity Lutheran reserves the right to refuse admission of an applicant or readmission of a student. A student may be enrolled on a probationary basis at the discretion of the school administration.

Transfer Procedures

Any student transferring into Trinity Lutheran from another school is required to present a health record, birth certificate, and report card from the student's previous school.

Students transferring out of Trinity Lutheran during the school year are required to provide a two-week notice to the school office prior to the expected date of transfer. This period of time is needed to provide for proper administrative actions.

Non-Discriminatory Policy

USDA Nondiscrimination Statement

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

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

To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at:

[USDA Program Discrimination Complaint Form](#) from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by:

1. Mail:

U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410; or

2. Fax: (833) 256-1665 or (202) 690-7442; or

3. Email: program.intake@usda.gov.

This institution is an equal opportunity provider.

USDA Non-Discrimination Spanish Translation

De acuerdo con la ley federal de derechos civiles y las normas y políticas de derechos civiles del Departamento de Agricultura de los Estados Unidos (USDA), esta entidad está prohibida de discriminar por motivos de raza, color, origen nacional, sexo, discapacidad, edad, o represalia o retorsión por actividades previas de derechos civiles.

La información sobre el programa puede estar disponible en otros idiomas que no sean el inglés. Las personas con discapacidades que requieren medios alternos de comunicación para obtener la información del programa (por ejemplo, Braille, letra grande, cinta de audio, lenguaje de señas americano (ASL), etc.) deben comunicarse con la agencia local o estatal responsable de administrar el programa o con el Centro TARGET del USDA al (202) 720-2600 (voz y TTY) o comuníquese con el USDA a través del Servicio Federal de Retransmisión al (800) 877-8339.

Para presentar una queja por discriminación en el programa, el reclamante debe llenar un formulario AD-3027, formulario de queja por discriminación en el programa del USDA, el cual puede obtenerse en línea en:

<https://www.usda.gov/sites/default/files/documents/ad-3027s.pdf>

de cualquier oficina de USDA, llamando al (866) 632-9992, o escribiendo una carta dirigida a USDA. La carta debe contener el nombre del demandante, la dirección, el número de teléfono y una descripción escrita de la acción discriminatoria alegada con suficiente detalle para informar al Subsecretario de Derechos Civiles (ASCR) sobre la naturaleza y fecha de una presunta violación de derechos civiles. El formulario AD-3027 completado o la carta debe presentarse a USDA por:

(1) correo: U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW

Washington, D.C. 20250-9410;

(2) fax: (833)256-1665 o (202) 690-7442; o

(3) correo electrónico: program.intake@usda.gov.

Esta institución es un proveedor que ofrece igualdad de oportunidades.

This statement is in accordance with the provisions of Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, and Regulations of the U.S. Department of Health and Human Services issued pursuant to these statutes at Title 45 Code of Federal Regulations Parts 80, 84, and 91.

Child Abuse Policy

State law requires all school personnel must report suspected or documented child abuse and neglect cases to the Child Protective Services. Child Protective Services, not the school, researches and makes the determination if there is any cause for concern.

Tuition and Fees

Please refer to the table below for tuition rates per month for 10 months. A \$50.00 registration fee is due when applying and is non-refundable. Tuition must be paid on the 1st of every month and is considered late after the 5th of the month. Once your tuition is considered late there will be a \$25 late fee added onto your account. If payment is not received by the 6th of the month, your child will not be able to return until your account is in good standing. Child Care South is accepted. New rates as of July 01, 2019.

Tuition Rates Per Age Group

Age Group	Monthly Tuition
Infants – 2½ Years	\$600
3 Years – 5 years	\$500
School Age	\$460

We assess special fees for overdue accounts and bank-returned checks. An account with checks returned by the bank more than once will require you to make all future payments in cash, money order, or bank certified check. Otherwise, tuition is paid over 10 months. Fees are listed on a separate sheet. A graduation fee is collected for all Kindergarten students.

Child Care South (GRCMA)

Some parents may have their child on the Child Care South (CCS) program. It is important to remember that CCS pays based on attendance, while Trinity Lutheran bills students on a per slot basis. Therefore, even though you are on CCS, you may still accrue a balance if your child is absent more than normal.

It is very important for all parents that have their child enrolled in CCS be sure to swipe the card that they get from CCS daily upon pick up and/or drop off. Failure to swipe the card will result in a balance accruing for your child.

Refund Policy

Tuition payments are made in advance. Refunds for early withdrawal are made on a prorated basis according to the end of the month in which the withdrawal is made. *The registration fee is NOT refundable.*

Procedure for Withdrawal

Parents will inform the office in writing if they are to withdraw their child from school. The parent will report to the office to secure the appropriate withdrawal form and set an appointment for an exit interview with the school principal. At the time of withdrawal the parent must clear all borrowed library and school materials. Once the student's account is cleared the parent will receive a grade report to date of withdrawal from the office and a copy of the withdrawal form.

Grade School Curriculum

Trinity Lutheran curriculum is Christ-centered with the Bible as the prime guide for instruction. Religion is taught not only in a structured course of study but as the fountain and foundation of true knowledge and wisdom, religion is the permeating influence in all learning and in all disciplinary and administrative matters. The overall curriculum and course of studies of Trinity Lutheran School comply with the standards of the State of Alabama and Trinity Lutheran's Board of Christian Education.

Student / Teacher Ratio

Class sizes vary between a 16:1 ratio to a 20:1 student / teacher ratio in our grade school classes.

In our Preschool classrooms we maintain a 10:1 student/teacher ratio as mandated by the Alabama Department for Human Resources Daycare Handbook. In our Pre-Kindergarten 4 class we maintain a 15:1 ratio.

Report Cards – Tests – Grading Scale

Report cards are issued on a quarterly basis and progress reports are issued every five weeks. Grading is on a letter grade basis for all academic subjects.

A = 90 – 100

C = 79 – 70

E = 59 and below

B = 89 – 90

D = 69 – 60

If at the end of the school year a student should fail either reading or mathematics, the student will be held back in current grade level.

The school schedules parent-teacher report card conferences quarterly as needed. These conferences are extremely important for home and school teamwork and are held to address teacher or student needs. *In addition to the scheduled conferences, parents may request a conference with a teacher at any time through the school's secretary.*

Standardized Achievement Tests are given in the spring to grades 1 – 5. These tests give the teacher and parent an objective picture of the child’s accomplishment in relation to the national norms. The results of this test can be requested from the office by a parent at any time.

Honor Roll

Principal’s List	Students that have achieved an A average.
Honor Roll	Students that have achieved a B average
Citizenship	An award given to students at the end of the school year for demonstrating great character.
Perfect Attendance	An award given to students at the end of the school year for not missing any official school days.

Homework

Homework is “completing or extending schoolwork” and is regularly assigned. Homework includes handwriting practice, studying spelling words and memory verses, reading library books or textbooks, answering questions, practicing skills, studying for tests, reviewing notes and handouts, etc. All families should set aside 1 – 2 hours of time each day for academic work, reading, or discussion. Long-term assignments or projects and make up work may require extra weekend work. Students are responsible for completing assignments on time and as directed. Late or incomplete assignments may result in a lower grade. Repeated missed or late work will result in parent notification. One day for makeup work is allowed for each day of an excused absence.

Physical Education / Recess

All students have an allotted 40 minutes per day of recess. Students do not dress out for recess or PE.

Promotion and Graduation

Decisions concerning promotions and retentions will be based on the student’s total background of growth and achievement and the

conditions under which his/her learning needs are accessed. Decisions to promote or retain a student will be made cooperatively by teachers and principals in consultation with the student's parents.

Communication

A school wide parent news letter is sent home weekly to keep parents informed. Copies of this newsletter are available on the school website and can be picked up in any school office.

Any changes in contact information for parents or students should be reported to the office as soon as possible.

Dissatisfaction, issues, concerns, etc. need to be communicated directly to the principal and the person concerned. We follow the Biblical direction given in Matthew 8 and Matthew 5.

Summary of Matthew 8: Jesus heals a man with leprosy, tells him not to tell anyone about it. (verses 1-4) Jesus heals a Roman centurion's crippled servant. (verses 5-13) The centurion comes to Jesus for help. Jesus offers to go to his house, but centurion feels unworthy and tells Jesus that He can help him from there. Jesus is amazed by the man's faith and heals his servant without going to his house. Jesus heals Peter's mother-in-law Mary from a fever. (verses 14-15) Later in the evening after healing Mary, Jesus exorcises many brought to him who are demon possessed. (verses 16-17) Jesus is approached by several individuals who want to follow him. Jesus tells the first man that He himself has no home. The second man says he needs to go and bury his father first and Jesus responds, "Follow me, and let the dead bury their own dead." (verses 18-22). Jesus is awoken by His frightened disciples and calms a storm while out in a boat. (verses 23-27) Jesus casts demons out of two men. (verses 28-34) Demons acknowledge Jesus and begged to be cast into a nearby herd of swine. Jesus casts them into the swine, which then proceed to run down the hillside into the lake and drown. Upon seeing and hearing this, the local people came to Jesus and pleaded with Him to leave their region.

Summary of Matthew 5: Chapter 5 of Matthew consists entirely of Jesus teaching his disciples. It is often referred to as the 'Sermon on the Mount'. Jesus heads up a mountain to ministry to His disciples. He begins with the Beattitudes..."Blessed are _____ for they will _____": The Poor in Spirit receive the Kingdom of Heaven. Those who mourn receive comfort. The meek will inherit the earth. Those who hunger and thirst after righteousness will be filled. The merciful will be shown mercy. Those pure in heart will see God. Peacemakers will be called sons of God. Those who are persecuted and falsely accused for Jesus' sake will receive a great reward in Heaven. Jesus compares the disciples to salt. Salt adds flavor and preservation. He calls them a light of the world and compares them to a city on a hill, telling them to shine as a light before men to lead them to God. Jesus explains that He is here to fulfill the law, not to eliminate it. It is still to be practiced and taught in it's entirety. Jesus uses a 'nip it in the bud' approach to sin in verses 21-37: If you find yourself angry at someone, settle the matter before things escalate. This will prevent things from coming to murder and prison. It also separates you from being able to worship God with your whole being. He likens lusting is the same as committing adultery in your heart. If part of you causes you to sin, remove it. If anyone divorces (except for reasons of unfaithfulness), they are committing adultery. Making oaths is a dangerous thing. Simply let your 'Yes' be 'Yes' and your 'No' be 'No'. Jesus challenges the disciples to go beyond the old testament law of an 'Eye for an eye', 'Tooth for a tooth.' He says to turn the other cheek to an enemy that strikes you and walk two miles with someone that asks you to walk one. Jesus last point is to Love your enemies. He's challenging the disciples to strive for the perfection of the Father in love and forgiveness.

Parent Involvement

Parental input is necessary and actively sought through both formal and informal means. Parents should understand that the operation of the school is the responsibility of the school personnel.

By choosing to enroll your child at Trinity Lutheran School, you have provided your child with an opportunity to receive an excellent Christian

education. Additionally, parents have accepted the responsibility to provide the proper interest, encouragement, guidance, and home environment to foster the best learning situation possible which includes, but is not limited to the following:

- Support the academic philosophy and assist in its continuity.
- Support the school dress code.
- Support the discipline policy.
- Use proper channels when contacting school staff:
 - Principal when dealing with behavior or attitude problems.
 - Teacher when dealing with student performance or classroom attitude.
 - Principal or pastor when dealing with personal student problems.
 - Principal when dealing with school programs and activities.
- Provide a suitable time and place for homework and ensure that homework is completed.
- Review papers brought home by students.
- Sign and return promptly all school related papers requiring parental response.
- Maintain a mutual responsibility with the child for arriving at school on time.
- Participate in Open House, PTA meetings, and any activities needing parent assistance.

Field Trips

Field trips are part of the school curriculum and are planned by the teacher. If a child has special needs arrangements must be made as soon as the trip is announced. For all field trips and off site activities a parent permission form is required. A student may not be allowed to attend a field trip if the permission form is not filled out, or if the student's behavior is not in line.

Telephone Use

Telephone use is restricted for emergencies only. Forgotten homework, assignments, projects, lunch money, lunch, and uniforms are not considered an emergency. Parents are encouraged to handle special concerns by arranging an appointment with the teacher or principal rather than over the telephone.

Textbooks & Supplies

Textbooks and workbooks are purchased separately and are not a part of tuition. All supplies required by the teacher must be obtained in the first week of school. Books are a requirement that all students must have within the first 2 weeks of school. Your child cannot be successful in his/her class without books. If your child does not have books they will be given a zero for each assignment after the first 2 weeks of school. Copies of textbooks will not be made in the school office.

The school is not responsible for any lost or stolen items. Each student is responsible for all books and equipment issued to him or her. It is suggested that all textbooks be covered for their protection.

Mobile Public Library (Located on Campus)

We encourage all students to make use of the library located on campus for his/her assigned and pleasure readings. Books may be checked out according to the policy of the Mobile Public Library.

Illness Policy

You should not send your child to school if she/he has any of the following:

- Fever: Temperature above 100° F (taken by mouth) without the use of fever reducing medication.
- Diarrhea: Any watery stools not contained in underclothes.
- Vomiting
- Rash: Covering portion of body.

When your child has these symptoms they must stay home and must be kept at home a full 24 hours without symptoms before returning to school.

If your child has:

- Strep Throat: Students must be on antibiotic therapy for at least 24 hours and not have a fever over 99.9 (under 100° F) without the use of fever reducing medication.
- Communicable Disease: If your child has chickenpox, mumps, measles, rash all over their body, strep throat, or “pink eye,” they have to stay home until you have a note from a health care provider stating your child is not contagious and may return to school.

Signs your child may be getting sick and may need to stay home include: Being very tired, coughing, upset stomach, and crankiness.

If we think your child is getting sick at school, we will call you. If you cannot be reached, someone on your emergency list will be called. Please be sure that all phone numbers are current.

Medication Policy

At times it may be necessary for your child to receive medication during the school day. For the safety of all students, Trinity Lutheran strictly enforces the Medication Policy. Please do not ask the school to make an exception to the policy.

- All prescription and over-the-counter medication (including cough drops, Tylenol, Advil, cold and cough preparations) must be administered by the school principal or the school secretary.
- All medication must be in the original, unopened bottle.
- A parent/guardian must transport needed medication to school. It cannot be sent with the child.
- **The school will not accept any pills in a baggie!**

Prescription Medication Policy

Written parental permission is required before any medication may be administered. The prescribed medication form may be obtained from the office.

A physician's order and signature must accompany prescription medications along with the parent's signature on the permission form.

Medication must be in the original prescription bottle with the child's name, medication, dosage, time and amount to be given.

Forms are available in the school office.

Over-the-count medication policy

Tylenol, Advil, cold and cough preparations, cough drops, etc. must be administered in the school office under the direction of the school principal or secretary.

- Written permission from the parent stating the name of the medication, amount of medicine to be given, frequency and reason for medication to be administered must be provided on the medication form. The OTC medication form may be obtained from the office.
- Medicine must be in the original, unopened, sealed container. The school nurse and clinic attendant may not dispense medicine from a previously opened bottle.

Any over-the-counter medicine administered for more than 3 consecutive school days must be authorized by the physician/nurse practitioner in writing.

Asthma medication

It is highly recommended that inhaled asthma medication be administered in the school office so a school official can assess the child's breathing and monitor his/her response to the medication. The following conditions must be met in order to possess and self-administer inhaled asthma medications:

- Written parental consent that the student may self-administer inhaled asthma medications must be on file with the school.
- A physician's order and signature on a prescribed medication form must be on file at school stating the diagnosis of asthma and approving the self-administration of inhaled asthma medications. The frequency and circumstances, which may warrant its use and attesting to the student's demonstrated ability to safely and effectively self-administer the medication.
- An individualized health care plan must be prepared, including emergency procedures, for any life-threatening conditions. The inhaler must be properly labeled by the pharmacy. The Asthma Action Plan may be obtained from the school office.
- Permission to self-administer asthma medications will be effective for one school year and must be renewed annually.
- Permission may be limited or revoked after appropriate school personnel consult with the student's parents.

After School Program

Registration prior to attendance is required for all students attending the After School Program. The program provides homework help, academic activities, and games for students. The program is for your convenience as well as your student's welfare. The program house are from 3:00 p.m. until 6:00 p.m. Enrollment and emergency contact forms must be completed and returned to the office along with the registration fee of \$30.00 per family prior to attendance. Parents are encouraged to register their children for the program in case of unforeseen emergencies.

After School Program Fees

There is a \$265.00 per month charge or \$66.25 per week charge for any students registered into the After School Program.

Students must be registered through our registration portal.

Those students who remain beyond the appointed dismissal time will be charged a daily fee of \$10.00.

Billing is done on a weekly basis. Statements are sent home via JupiterEd. Payment is due on Monday of each week and is considered late on Wednesday. Payments received on Wednesday have a late fee of \$10.00 attached to your student's balance. Students with delinquent accounts over 10 days past due, will not be allowed to attend these programs until payment is made to bring the account to a current status.

Child Nutrition Program

The National School Lunch Act of 1946 established the National School Lunch Program to safeguard the health and well-being of our nation's children. The program was designed by Congress as a means to:

- Provide nutritious, reasonably priced reduced or free lunches to eligible school children.
- Contribute to a better understanding of good nutrition.
- Foster good eating habits.
- Provide approximately one third of the Recommended Daily allowance for nutrients in each lunch.

In 1966, Congress established the School Breakfast Program to provide breakfast for students who do not eat breakfast at home.

The health benefits of consuming needed nutrients in school meals and the opportunity to learn to eat a variety of foods contribute to the development of lifelong, good nutrition practices.

Free / Reduced Meal Applications

Trinity Lutheran School has established a centralized application process for the Free and Reduced Price Meal Program in accordance with current USDA and State Department of Education policies and eligibility guidelines.

Family Applications

Trinity Lutheran School uses a family application in which all students in a household who attend Mobile County Public Schools are listed on the same application. Only one application per family can be

processed. Paper applications must be returned to the school by giving it to your child's teacher or mailing it. The address to mail the application is:

Trinity Lutheran School
Child Nutrition Program
2668 Berkley Avenue
Mobile, AL 36617

Applications must have the parent/caregiver's last four digits of their social security number and signature. USDA Income Guidelines are updated every July.

Prior Year Eligibility / New Students

Free and reduced price meals are be served only to those students from households with an approved application on file. Eligibility of students eating meals, based upon these applications, will expire at the end of the first two weeks of school (10 school days). New applications must be processed during this first two-week period for benefits to continue.

All new students and students on temporary eligibility (after the first 10 days of school) from last year must pay full price for meals until an application is officially approved for the new school year.

Notification of Eligibility

Letters of eligibility will be generated and mailed to households or given to students to take home.

Verification of Free and Reduced Applications

Three percent of the applications on file as of October 31st will require verification of income. When a household is selected for income verification, Notification of Selection for Verification of Eligibility will be sent. Verification information should be submitted within ten (10) calendar days from the date the notification was sent. If no response is received regarding requested information and/or documentation, a Letter of Verification Results and Adverse Action for Income Households shall be sent to the household. This notice will indicate that benefits will be terminated two days after the date of the Notice of Adverse Action. Free and reduced price benefits will be terminated for

households that do not respond to verification efforts or whose current documentation does not support eligibility for either free or reduced price meals. After the termination date, a new application to re-establish free or reduced eligibility must be received with the verification documents.

Price and Payment of School Food Services

The unit price of breakfast and lunch paid by students and adults is approved by the School Board. Only students officially approved for free or reduced-price meals in accordance with State and USDA guidelines may be served food and/or beverages without charge or at a reduced price. Cashiers will collect all payments due for meals and ala carte items at the time the food service is provided. Students and staff may prepay for meals (weekly, monthly, etc.) if they choose to do so. Prepayments for student meals cannot be included in tuition payment. Prepayments for meals can be made by cash or check.

Students and employees are eligible to participate in the Mobile County Child Nutrition Program. Meals and ala carte items are for consumption during the regular school day. Except for meals provided for officially approved field trips, all food must be consumed on campus. Meals/foods that are brought from home can be reheated using a microwave that is located in the cafeteria.

The principal may invite parents and other guests to have a meal at school on special occasions or when the guest is at the school performing volunteer services. Guests served by the Child Nutrition Program shall pay the adult price for the meal unless the cost of the meal is paid by the principal who extends the invitation.

Non-Discrimination Statement

In accordance with Federal law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, or disability. To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, 651400 Independence Avenue, S. W., Washington, DC 20250-9410 or call (800) 795-3272 or (202) 720-6382 (TTY). USDA is an equal opportunity provider and employer.

Attendance

Compulsory School Attendance Laws

Code of Alabama, Section 16-28-12

Each parent/guardian, guardian, or other person having control or custody of any child required to attend school or receive regular instruction by a private tutor who fails to have the child enrolled in school or who fails to send the child to school, or have him or her instructed by a private tutor during the time the child is required to attend a public school, private school, church school, denominational school, or parochial school, or be instructed by a private tutor, or fails to require the child to regularly attend the school or tutor, or fails to compel the child to properly conduct himself or herself as a pupil in any public school in accordance with the written policy on school behavior adopted by the local board of education pursuant to this section and documented by the appropriate school official which conduct may result in suspension of the pupil, shall be guilty of a misdemeanor and, upon conviction, shall be fined not more than five hundred (\$500) and may also be sentenced to hard labor for the county for not more than 90 days. The absence of a child without the consent of the principal teacher of the public school he or she attends or should attend, or of the tutor who instructs or should instruct the child, shall be prima facie evidence of the violation of this section.

Excusable Absences

An excused absence allows for work to be made up. A parent needs to call the school office before 8:00 a.m. each morning of the absence. Excused absences include:

- Illness of student (after a total of 3 continuous days a doctor's note is required for each day of absence due to illness.)
- Major illness in the immediate family.
- Death in the immediate family.
- Trips or other absences the parent requires and the principal approves it before the absence.

Other absences are considered unexcused and schoolwork missed cannot be made up and will be recorded as a zero.

Any work assigned or tests scheduled before the student's absence will be due on the day it was originally due. It is the student's responsibility to obtain and complete any work assigned during the absence. Parents who want the day's assignments should pick them up after school. This avoids interrupting the class. The amount of time for makeup work will be equal to the length of the absence. Legal guardians cannot expect teachers to assemble homework unless the teacher was informed before 8:00 a.m. that day. Teachers do not prepare work for planned extended vacations prior to departure, even when the principal has approved it.

Daily Hours

All classes at Trinity Lutheran begin at 7:50 a.m. Students arriving for breakfast or before 7:50 a.m. must report to the cafeteria.

Dismissal time is each day at 3:00 p.m. All students should be picked up at 3:00 p.m., unless the child is enrolled in the After School Program.

Any student remaining after 3:15 p.m. will be admitted into our After School Program and will be charged accordingly.

Early Dismissals

Students who leave campus during the school day must be signed out at the office by a parent or authorized adult. For anyone other than the parent to pick up the child, we must have a letter from the parent. Parents or designated representatives must come into the building to sign out their student. We encourage parents to make medical appointments outside of regular school hours.

Tardiness

Students are considered tardy if they are not in their seats at 8:00 a.m. or at the beginning of a class period. A tardy is issued up to 2 hours after the beginning of school. Any student arriving to campus 2 – 4 hours late is recorded as a full day's absence.

Tardy students report to the office and receive an admittance slip. Five tardies per quarter is excessive and will require a Parent / Administrator conference.

School Closings and Class Cancellations

It is Trinity Lutheran's policy to cancel classes or close school when Mobile County Public Schools do so for weather conditions (storms, flood, extreme cold, etc.) or other problems that may affect the community in general. This applies to the cancellation of classes before the school day begins and cancellation (early dismissal) after the school day begins. If an official announcement is made about Mobile County Public Schools closing, Trinity Lutheran also closes.

Emergency Situations

In the event of an emergency situation (flooding, earthquake, etc.) the staff will remain with the students until parents can safely pick them up. We will care for all of our students until the parents are able to pick them up. In the event of an actual situation where we sustain damage to our structure, we will treat and care for any injuries and then evaluate the structural integrity of our school. If our buildings are sound, we will remain in place and use survival equipment as needed. If it is judged dangerous to remain at the school we will attempt to move our students and faculty and staff to the nearest Civil Defense Facility.

Emergency Evacuation Plan

In the event that Trinity Lutheran School needs to be evacuated for an emergency situation where we need to be farther away from the building than our parking lot, we will follow the procedure described below:

- The school office will alert each classroom to a "Code Red" and sound the fire alarm. All classes will proceed outside to their designated fire drill spots.
- Office staff will call the police and ask for appropriate back-up from 911.
- Office staff will post signs on the door indicated where we have taken the school children. We will also alert local radio and TV

stations as soon as possible to make news announcements about the condition and location of where to pick up your children.

- After all students are safely gathered outside we will proceed to the parking lot. We will wait near the nearest vacant lot at a safe distance from the building until notified that it safe to return to the building or that we need to have a long-term evacuation.
- In the event of a long-tem evacuation, teachers will stay with the students until their parent picks them up.

Emergency Lock-In

If there is news of a known violent person or other threat in the immediate area of the school, the school will have a lock-in we will follow the procedure described below:

- The principal will announce “Code Lock Down” to all classes.
- All teachers will lock their doors from the inside of the door. If a suspicious person is spotted on the Trinity Lutheran School property, teachers and students in rooms with a clear window should line up near the wall so that they cannot be seen through the window.
- Teachers and students will stay inside the building until conditions are safe.
- The office staff will call for police assistance if an immediate threat is known.

Telephone During Emergencies

Do not call the school office during emergencies. Keep the telephone lines open and available for emergency use by the administration. All parents will be notified and kept abreast of emergency changes.

Parking Lot / Traffic

Traffic in our parking lot is always a big concern. When bringing your child, please park and lock your car in designated areas only. We enter from Berkley Avenue and exit to Main Street during school hours. Follow the traffic flow when leaving the lot and drive cautiously.

Please Note:

1. Arrive at the time indicated for your child. After school program charges are not in effect until 3:15 p.m. for any grade level.
2. Dismissal is always at 3:00 p.m. for all students.
3. If you park your car, please get out of the car and walk with your children to the car. We will not dismiss children to walk across lanes of moving traffic.
4. No cell phone should be used in the parking lot or while in the car pool line.
5. Pull all the way forward to the pickup area before you stop to let your child into the car. Don't stop at the turn (near the beginning of the pickup zone.)
6. Leave the parking places near the entry clear so larger vehicles can make the turn.
7. Teachers are aware that timely dismissal is extremely important due to our limited space. However, if your child is detained for any reason, please park and wait or pull around the lot again so that traffic is not blocked.

Visitors on Campus

All visitors are required to report to the main office. Visitors are to sign in using the visitor's log in the main office and must remain in the main office until their business is concluded. The only exceptions to this rule are maintenance personnel and agencies in the processed food or staple good deliveries. Visitors must be issued a visitor pass after signing in.

Visitors who are parents of students enrolled in the school may be allowed to visit classrooms only after the teacher has been made aware of the request and approved by an administrator. In most cases, parent conferences will be held in a designated area in the main office. These conferences should be held before and after school.

Discipline

All students should conduct themselves by following Christ's principals while working and playing. We specify our procedures to avoid confusion and promote cooperation.

Certain rules will be **strictly** enforced, such as dress code, prohibited items, gum chewing, etc. Unacceptable conduct includes lying, cheating, disturbing the learning process, stealing, slander, written or verbal profanity, vulgar language and/or rude gestures, assault, battery, gossiping, disrespect, and lack of cooperation. Many rules require "judgment calls", like talking out of turn, interrupting inattention, disregard, neglecting your duty; in these cases the teacher has the duty to make the judgment call. The teacher will be supported in this duty.

Parents may appeal the decisions made during the discipline process by written request. Parents and the student involved may meet with the principal and teacher involved. Parents must appeal the decision within 24 hours to avoid missing class material and homework. All appeals to disciplinary decisions must be made in writing within 72 hours of having been informed. During an appeal, parents and the student involved may meet with the faculty making the decision.

Student Discipline Reports and detention are cumulative during the school year.

Dishonesty: Any attempt to obtain credit for work done by another is unacceptable at Trinity Lutheran. Examples include cheating, copying work of others, forging signatures, and copying word for word from published works (including computer references without citations). When a student participates in any form of academic dishonesty, a zero grade will be assigned. No extra credit work will be given to raise the grade. Parents will be notified and the student will serve a detention. Continued academic dishonesty will result in a suspension or expulsion. Lying to a teacher or staff member will earn a one-day suspension.

Cell Phone Policy: We will not tolerate cell phones or other electronic devices to be used during the school hours. Students are allowed to

carry cell phones, however, phones must be turned off prior to the beginning of school.

Zero Tolerance Policy: There is zero tolerance for tobacco, alcohol, or other harmful substances at Trinity Lutheran School. Any infraction in this policy will result in an immediate suspension.

Search & Seizure: To maintain order and protect our safety and welfare, Trinity Lutheran staff may at any time search a student, their bags, or storage areas. Any illegal, dangerous, or unauthorized goods shall be given to the proper authorities for ultimate disposition. Parents will be notified.

Classroom Discipline: Teachers establish their own classroom discipline procedures at Trinity Lutheran. Such teacher disciplinary action is not limited to but may include: behavior modification, verbal counselor, telephone calls to parents, notes home, exclusion from privileges, removing recess privilege, assigning after school detention, etc.

Middle School Discipline: In our middle school, in addition to our classroom discipline, we track our students' overall discipline by using Jupiter Grades, our online student information system. When a teacher determines that a student has been notably disruptive, disrespectful or careless, a demerit is noted in Jupiter Grades. A total of 3 demerits in one week or a cumulative total of five referrals in one quarter will result in an after-school detention. These detentions are served at school and parents will be notified. Detentions will affect their afterschool activities.

Disciplinary Office Referrals: Students who are sent to the office for specific disciplinary infractions will discuss the problem with the principal who will then decide what disciplinary actions to follow. The visit will be noted in the discipline log.

Certain behaviors gain an automatic trip to the Principal's office:

- A student fighting or threatening an individual.
- A student lying to a teacher or staff member.
- A student who has gained 9 or more referrals in a quarter.

- Use of drugs, weapons, or alcohol during school is suspected.
- Destruction of property.
- A staff person determines that a trip is appropriate.

A student with more than one office referral will suffer the following consequence:

- 2nd Office Visit: Parents will be notified for a conference where a behavioral action plan will be established.
- 3rd Office Visit: The student will receive an automatic 1 day suspension.
- 4th Office Visit: The student will receive an automatic 3 day suspension. Parents will be advised that expulsion is possible.
- 5th Office Visit: The student will receive another 3 day suspension while the Board of Education is notified and an expulsion is discussed. Parents will be advised to give input.
- 6th Office Visit: A student will no longer continue at Trinity Lutheran School as of the 6th office visit.

Expulsion: Students who lack the necessary self control to be in a classroom setting will not be allowed to continue at Trinity Lutheran School. At any time, the principal can determine an action to be severe enough for immediate expulsion and the Board will review the action later.

Personal Possessions

Cell phones, toys, candy, video games and their consoles are not permitted on school campus. Teachers will confiscate unapproved items and other electronic devices that are not authorized for in school use. Confiscated items will be turned into the principal's office for the parent to pick up at the end of the day. Confiscated items will not be returned to the student.

Lost and Found

Items that are lost may be claimed at the "Lost and Found" site in the school office.

Parent Teacher Association (PTA)

The Trinity Lutheran Parent Teacher Association includes all of our students' parents. The PTA officers and board members vary from year to year. The bylaws can be obtained from the school office. Stated briefly, the constitution identifies the following purpose for the organization:

1. To promote the welfare and education of the students.
2. To promote Christian fellowship.
3. To support all worthy efforts of the school, teachers, and board.
4. To develop an effective an effective program of school/home cooperation and communication.

Technology

Introduction

New technologies are changing the ways that information may be accessed, communicated, and transferred. These technological shifts also offer the opportunity to enhance instruction and student learning. The Board of Education will provide access to various computerized information resources through the Trinity Lutheran computer system ("TLCS" hereafter) consisting of software, hardware, computer networks and electronic communications systems. This may include access to electronic mail, so called "on-line services" and the "Internet." It may include the opportunity to have independent access to the TLCS from their home or other remote locations. All use of the TLCS, including independent use off school premises, shall be subject to this policy and accompanying regulations. Further, all such use must be in support of education and/or research and consistent with the goals and purposes of the Trinity Lutheran. Trinity Lutheran staff, students, and visitors are authorized to use the Trinity Lutheran's on-line services in accordance with the user obligations and responsibilities specified below.

Purpose

The purpose of this policy is to define guidelines for student, staff, and visitors for the use of Trinity Lutheran networked computer equipment, including those that provide access to the Internet.

Student Internet Access

The use of computer technology may be revoked or be the subject of student discipline, or employee reprimand/termination, if abused. Users will follow a sequential, structured approach to gaining skills, which will allow them to become independent, responsible users of the Internet. This approach addresses Internet use from an age and topic appropriate standpoint.

- a. In elementary schools (K through 2), teachers will actively supervise student's use of the computer, peripherals and/or Internet access. Students will access Internet resources, which the teacher has previously explored and selected. Teachers will make every effort to ensure that students are directed to sites with only age-and topic-appropriate material and resources.
- b. In upper elementary school (3 through 5), teachers will supervise and model appropriate use of computers, peripherals, and the Internet. Students will continue to have Internet access under direct teacher supervision; however, students will also experience guided practice leading towards gaining skills to become an independent, responsible user of the Internet. Teachers will model skills needed to search for information within an area of study, to filter information for credibility and worth, and to recognize areas of inappropriate information sources or access. Teachers will explore an Internet site before directing students to that site. Teachers will make every effort to ensure that students are directed only to sites with age-and topic-appropriate material and resources.
- c. In middle school and high school (6 and 7), teachers will provide guided practice and model appropriate use of computers, peripherals, other electronic technology, and the Internet. Teachers will supervise student initiated information search activities and provide support for students as they begin

to assume responsibility for becoming independent users of the Internet. Teachers will make every effort to ensure that students explore only sites with age-and topic-appropriate material and resources.

Electronic Mail

Students and visitors to the Trinity Lutheran will not be issued individual electronic mail accounts. Select staff will be issued electronic e-mail accounts. Students and visitors who have electronic mail accounts from sources outside the school division may be granted permission to use school resources to access those accounts. At the discretion of the Principal or his/her designee, some e-mail providers may be blocked. (Example: AOL, Yahoo)

Right to Privacy

The Principal or his/her designee has the right to access information stored in any user directory, on the computer hard drive, school-issued disks/flash memory, or in electronic mail. Users are advised not to place confidential documents in their user directory or attempt to access folders that are not their own. Network management and monitoring software packages will be used for random access to individual accounts to review educational progress and for security purposes. Each computer keeps a history of Internet sites visited if that information is required.

Acceptable Uses

The following actions, which are not exhaustive, constitute acceptable use of the Internet, whether that use is initiated from a school or any other site:

- All Internet or computer equipment use shall be consistent with the purposes, goals, and policies of Trinity Lutheran.
- Use of computers, software, peripherals, and other information resources to support learning and to complete school assignments.
- Sending and receiving electronic files using e-mail for academic purposes.

Unacceptable Uses

The following actions (which are not exhaustive) constitute unacceptable use of the TLCS, whether that use is initiated from a school or any other site:

- Using impolite, abusive, or otherwise objectionable language in either public or private messages.
- Placing unlawful information on the TLCS.
- Using the TLCS illegally in ways that violate federal, state, or local laws or statutes.
- Using the TLCS at school for non-school related activities.
- Sending messages that are likely to result in the loss of the recipient's work or systems.
- Using the TLCS for commercial purposes.
- System users may not use the network for entering contests, advertising, political lobbying, or personal commercial activities including online purchasing.
- Posting, sending or downloading copyrighted material without written permission from the owner.
- Accessing files or changing computer files that do not belong to the user.
- Using another person's password or knowingly giving one's password to others.
- Using TLCS access for sending or retrieving inappropriate, obscene, pornographic material.
- Posting inappropriate text files, storing personal images/photographs, or files dangerous to the integrity of any network.
- Circumventing security measures on school or remote computers or networks (hacking).
- Attempting to gain access to another's resources, programs, or data without written permission of the owner.
- Vandalizing, which is defined as any malicious attempt to harm or destroy data of another user on the TLCS, and includes the uploading or creation of computer viruses.
- Falsifying one's identity to others while using the TLCS.

- Using chat rooms and instant messenger is strictly forbidden when used for non-academic purposes.
- Using the Trinity Lutheran system for commercial purposes, defined as offering or providing goods or services or purchasing goods or services for personal use.
- Accessing personal e-mail, bank accounts, or other personal accounts through the TLCS.
- Unauthorized exploration of the Network Operating System or changes to any Trinity Lutheran-installed software is strictly prohibited.
- Disclosing personal information, such as address, phone number, age, on the TLCS.
- System users will not be able to download, upload, or run any software, games, or shareware that are not installed and licensed by the Trinity Lutheran (refer to the Technology Plan online for a list of Trinity Lutheran-installed, licensed software).
- Tampering with or copying school-licensed installed software or loading personal software onto school-owned computers.
- Visiting and posting to social networking sites such as Facebook and MySpace and Twitter is strictly prohibited.
- Printing non-school related materials on Trinity Lutheran printers.
- Disclosing, using, or disseminating personal identification information regarding minors without authorization.
- Communicating any credit card number, bank account number, or any other financial information via the TLCS.

System Security

- System logins or accounts are to be used only by the authorized owner of the account for the authorized purpose. Users may not share their account number or password with another person or leave an open file or session unattended or unsupervised. Account owners are ultimately responsible for all activity under their account.
- Users should change passwords regularly and avoid easily guessed passwords.

- Users shall not seek information on, obtain copies of, or modify files, other data, or passwords belonging to other users; misrepresent other users on the system; or attempt to gain unauthorized access to any entity on the K through 12 Network.
- Only a authorized Trinity Lutheran computer administrative personnel may install software.
- When considering a new program for use in the Trinity Lutheran, users will submit a software request form (found in the RP Common folder) to the technology coordinator.
- Users will adhere to the Trinity Lutheran virus protection procedures.
- Permission of authorized Trinity Lutheran computer administrative personnel is required for relocation, removal, or adjustment of any hardware and/or peripheral device.
- Food and/or drink will not be consumed in areas where computers are located.

Internet Control Filtering and Monitoring

In accordance with federal, state, and local regulations, filtering software is used to control access to the Internet. This blocks or filters visual depictions that are obscene and other content that is harmful to minors. Parents are advised, however, that filtering technology is imperfect, and that the possibility exists of obtaining access to prohibited materials. Educational staff will, to the best of their ability, monitor students' use of the Internet and will take reasonable measures to prevent access to inappropriate materials.

From time to time Trinity Lutheran will make a determination on whether specific uses of the network are consistent with the regulations stated above. For security and administrative purposes, Trinity Lutheran reserves the right for authorized personnel to review network use and content. Trinity Lutheran reserves the right to remove an individual's network access privileges to prevent further unauthorized activity.

Plagiarism and Copyrighted Infringement

- Any software that is protected under the copyright laws will not be loaded onto or transmitted via the network or other on-line servers without the written consent of the copyright holder.
- Users will honor all copyright rules and not plagiarize or use copyrighted information without permission. Plagiarism is the using of writings or ideas of others and presenting them as if they were original
- Trinity Lutheran will receive written permission from parents and/or guardians prior to publishing any student's work, pictures or name on the Internet or Trinity Lutheran web pages.

Access to Inappropriate Material

- Users will not utilize the TLCS to access material that is profane or obscene, that advocates illegal acts, or that advocates violence or discrimination towards other people (hate literature).
 - For students, a special exception may be made for hate literature if the purpose of such access is to conduct research and both the teacher and parent approve the access.
 - Trinity Lutheran employees and visitors to Trinity Lutheran may access the above material only in the context of legitimate research.
- Users should immediately disclose any inadvertent access in a manner specified by their school. This will protect them against an allegation that they have intentionally violated the Acceptable Use Policy (AUP).

Consequences

Use of Trinity Lutheran's electronic resources by staff, students, and/or visitors to Trinity Lutheran in an illegal or unethical manner may result in disciplinary action, including loss of privileges to use the system, school or Trinity Lutheran sanctions, and referral to appropriate law enforcement authorities. Users may be required to make full financial restitution.

Implementation

To gain access to the Trinity Lutheran network and the Internet, all staff, students and visitors to the Trinity Lutheran must sign an AUP Affidavit attesting to the fact that they have read, understand and agree to the terms of this Acceptable Use Policy. All students must also obtain parental permission. Copies of student affidavits will be kept at the school office; copies of staff affidavits will be kept at the school office; copies of visitor affidavits will be sent to and kept on file in the school office.

Trinity Lutheran Limitation of Liability

Trinity Lutheran makes no warranties of any kind, express or implied, that the functions or the services provided by or through the TLCS will be error-free or without defect. Trinity Lutheran will not be responsible for any damage users may suffer including, but not limited to, loss of data or interruption of service. Trinity Lutheran is not responsible for financial obligations arising through the unauthorized use of the system.

Trinity Lutheran web site is intended to be used for educational purposes only. It contains links to and from other sites that may be of educational interest to staff and students. Trinity Lutheran is not the author of or otherwise associated with these linked or framed sites and is not responsible for the material contained in or obtained from these linked or searched sites. Information on school events is posted on the Trinity Lutheran web page for the convenience of users and is subject to change at Trinity Lutheran's sole discretion.

Trinity Lutheran respects student/staff and values their privacy. In order, however, to maintain system integrity and ensure responsible use of the system, Trinity Lutheran has the right to examine the contents of the file server, individual computers, and any e-mail. Files will only be examined when there is reason to suspect an activity or material that violates any of the school's codes of conduct or the law. Use of Trinity Lutheran's electronic resources by staff, students, and/or visitors to Trinity Lutheran in an illegal or unethical manner may result in disciplinary action, including loss of privileges to use the system, or the school, and referral to appropriate law enforcement authorities. Users may be required to make full financial restitution.

Indemnification

The user agrees to indemnify the Trinity Lutheran for any losses, costs, or damages, including reasonable attorney fees, incurred by Trinity Lutheran relating to any breach of this Acceptable Use Policy.

School Calls

Parents wishing to speak with a teacher must leave a message with the school secretary. This is to minimize the amount of distractions in the classroom.

Students who need to use the school telephone can only do so in the event of an emergency.

If you are calling during non-business hours you may leave a message. The school secretary will appropriately route your call.

Acknowledgment of Receipt of Handbook

By signing this document, you are acknowledging that you have access to or have received the Trinity Lutheran School's Student Handbook which includes all policies that are expected to be adhered to by Trinity Lutheran and its students and parents.

Acknowledgment

As the parent/guardian of the student listed below and as the student listed below, we hereby confirm that we have been given a copy of Trinity Lutheran School's Student Handbook and that:

- We understand the responsibilities expected of parents and students in Trinity Lutheran School.
- We understand the policies, procedures, rules, regulations, and practices as stated in this document.

- We understand that all students will be held accountable for their behavior and will be subject to the disciplinary consequences outlined in the handbook.

Print name of student: _____ Grade: _____

Signature of student: _____

Signature of parent/guardian: _____

Date Signed: _____