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# **School Policy Manual**

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**Trinity Lutheran  
School**

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**Cedar Rapids, Iowa**

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**TRINITY LUTHERAN CHURCH  
BOARD OF CHRISTIAN SCHOOL POLICY MANUAL**

**Section 1 - GENERAL POLICIES**

Page	Policy	IA Code #
1.01	<a href="#"><u>Mission Statement</u></a>	
1.01.01	<a href="#"><u>Educational Philosophy of Trinity Lutheran School</u></a>	12.3(3b)
1.01.02	<a href="#"><u>Goals of Trinity Lutheran School</u></a>	12.3(3c)
1.02	<a href="#"><u>Board of Christian School Membership</u></a>	
1.03	<a href="#"><u>Board of Christian School Job Description</u></a>	12.1(2)
1.04	<a href="#"><u>Responsibilities of Chair</u></a>	
1.05	<a href="#"><u>Responsibilities of Vice Chair</u></a>	
1.06	<a href="#"><u>Responsibilities of Secretary</u></a>	
1.08	<a href="#"><u>Ancillary Committee Responsibilities</u></a>	

**Section 2 - ADMINISTRATION**

Page	Policy	IA Code #
2.01	<a href="#"><u>School Governing Board Minutes</u></a>	12.3(a)
2.02	<a href="#"><u>Examination of School Public Records</u></a>	12.3(1b)
2.03	<a href="#"><u>Development of Policy</u></a>	12.3(2a)
2.04	<a href="#"><u>Trinity School Records</u></a>	12.3(1c)
2.05	<a href="#"><u>Adoption of Policy</u></a>	12.3(2b)
2.06	<a href="#"><u>Dissemination of Policy</u></a>	12.3(2c)
2.07	<a href="#"><u>Administration in Absence of Policy</u></a>	12.3(2d)
2.08	<a href="#"><u>Review and Revision of Policy</u></a>	12.3(2e)
2.09	<a href="#"><u>Review of Administrative Regulations</u></a>	12.3(2f)
2.10	<a href="#"><u>Educational and Operational Planning and Needs Assess.</u></a>	12.3(3a)
2.11	<a href="#"><u>Hazardous Chemical Disclosure</u></a>	12.3(9a)
2.12	<a href="#"><u>Grievance Procedure – Student or Parent</u></a>	
2.13	<a href="#"><u>Conflict Resolution - Staff</u></a>	
2.15	<a href="#"><u>Sexual Harassment</u></a>	
2.16	<a href="#"><u>School Closing Due to Inclement Weather</u></a>	
2.18	<a href="#"><u>Home-Schooled Students</u></a>	

### **Section 3 – CURRICULUM AND INSTRUCTION**

Page	Policy	IA Code #
3.01	<a href="#"><u>School Calendar</u></a>	12.1
3.02	<a href="#"><u>School Days</u></a>	12.2
3.04	<a href="#"><u>Trinity Lutheran School Instructional Organization</u></a>	12.3(11)
3.05	<a href="#"><u>Basic Instruction Program</u></a>	12.5
3.06	<a href="#"><u>Health Education</u></a>	12.5(3a)
3.07	<a href="#"><u>Physical Education</u></a>	12.5(3b)
3.08	<a href="#"><u>Religion Based Exclusion from P.E. and Health Courses</u></a>	12.5(6)
3.09	<a href="#"><u>Career Education</u></a>	12.5(7)
3.10	<a href="#"><u>Multicultural and Nonsexist Equity Opportunity</u></a>	12.5(8)
3.11	<a href="#"><u>Technology in the Curriculum</u></a>	12.5(10)
3.11.01	<a href="#"><u>Technology Moral and Ethical Use Policy</u></a>	
3.12	<a href="#"><u>Global Education</u></a>	12.5(11)
3.13	<a href="#"><u>Talented and Gifted</u></a>	12.5(12)
3.13.01	<a href="#"><u>TAG Program</u></a>	
3.14	<a href="#"><u>Students at Risk</u></a>	12.5(13)
3.14.01	<a href="#"><u>Student-At-Risk Program</u></a>	12.5(13)
3.15	<a href="#"><u>Curriculum Development/Implementation/Evaluation</u></a>	12.5(4)(14)
3.18	<a href="#"><u>School Media Center</u></a>	12.5(22)
3.19	<a href="#"><u>Instructional Materials Selection</u></a>	12.5(22a)
3.20	<a href="#"><u>Inspection of Instructional Materials</u></a>	12.5(22b)
3.21	<a href="#"><u>Objection to Instructional Materials</u></a>	12.5(22c)
3.22	<a href="#"><u>Guidance Program</u></a>	12.5(21)
3.23	<a href="#"><u>Community Reporting/Feedback</u></a>	281-IAC 12.8(1)(b)(1)

### **Section 4 – SCHOOL ACTIVITIES**

4.01	<a href="#"><u>School Sponsored Athletic Events</u></a>
4.2	<a href="#"><u>Valparaiso/Peoria Attendance</u></a>
4.02.01	<a href="#"><u>National Basketball Tournament Application</u></a>
4.03	<a href="#"><u>Wednesday School Activities</u></a>
4.04	<a href="#"><u>Use of Vans</u></a>
4.05	<a href="#"><u>Use of Seat Belts and Expectations of Drivers</u></a>

## Section 5 - STUDENTS AND STUDENT SERVICES

Page	Policy	IA Code #:
5.01	<a href="#">Statement of Nondiscrimination</a>	12.1(1)
5.02	<a href="#">Student Records</a>	12.3(6)
5.03	<a href="#">Student Records Access</a>	12.3(6a)
5.04	<a href="#">Student Directory Information</a>	12.3(6b)
5.05	<a href="#">Graduation Requirements</a>	12.3(7a)
5.06	<a href="#">Student Promotion and Retention</a>	12.3(7b)
5.07	<a href="#">Attendance</a>	12.3(8)
5.08	<a href="#">Student Discipline/Due Process</a>	12.3(8a)
5.09	<a href="#">Use of Asthma Inhalers</a>	12.3(8a)
5.10	<a href="#">Student Injury or Illness at School</a>	12.3(9b)
5.11	<a href="#">Communicable Diseases – Students</a>	12.3(9d)
5.12	<a href="#">Administration of Medication to Students</a>	12.3(9e)
5.13	<a href="#">Student Health Services</a>	12.3(9f)
5.14	<a href="#">Student Activity Program</a>	12.6
5.15	<a href="#">Identifying and Reporting Child Abuse</a>	
5.15.01	<a href="#">Reporting Procedure</a>	
5.15.02	<a href="#">Written Report Form</a>	
5.16	<a href="#">Investigating Allegations of Abuse of Students by School Employees</a>	280.17
5.17	<a href="#">Tuition Incentive for New Family Recruitment</a>	
5.18	<a href="#">Kindergarten Enrollment Age</a>	
5.20	<a href="#">Class Size</a>	
5.21	<a href="#">Class Trips</a>	
5.23	<a href="#">Admissions Policy</a>	
5.23.01	<a href="#">Admission Policy of Full Time LCMS Workers</a>	
5.24	<a href="#">Absence Due to Illness - Students</a>	
5.25	<a href="#">Student Check Out Procedure</a>	
5.25.01	<a href="#">Non-Custodial Request to Visit Student</a>	
5.26	<a href="#">Student Progress Reports and Conferences</a>	256.11,11A
5.27	<a href="#">Scholarships</a>	12.4(a)

## SECTION 6 - STAFF

Page	Policy	IA Code #:
6.01	<a href="#">Professional Instructional Staff Qualifications</a>	12.4(1)
6.02	<a href="#">The Role of the Pastor in Trinity Lutheran School</a>	
6.03	<a href="#">Job Description – Principal</a>	12.4(a)
6.04	<a href="#">Job Description - Assistant to the Principal</a>	
6.05	<a href="#">Job Description - Guidance Counselor</a>	12.5(21)
6.06	<a href="#">Job Description – Teacher</a>	12.4(a)
Page	Policy	IA Code #

6.07	<a href="#">Job Description - Preschool Teacher</a>	
6.08	<a href="#">Job Description - Teacher's Assistant</a>	12.4(a)
6.09	<a href="#">Job Description - Substitute Teacher</a>	
6.10	<a href="#">Job Description - Athletic Director</a>	
6.11	<a href="#">Job Description - Secretary</a>	
6.12	<a href="#">Job Description - Coach: Team Sports</a>	
6.14	<a href="#">Job Description - Cafeteria Manager</a>	
6.14.01	<a href="#">Job Description – Cafeteria Personnel</a>	
6.16	<a href="#">Job Description - Librarian</a>	
6.17	<a href="#">Job Description – Childcare Program Director</a>	
6.17.01	<a href="#">Job Description - Extended Care Supervisor</a>	
6.17.02	<a href="#">Job Description – Childcare Provider</a>	
6.17.03	<a href="#">Job Description – Childcare Lead Teacher</a>	
6.19	<a href="#">Continuing Education Reimbursement</a>	
6.20	<a href="#">Evaluation of Licensed Personnel</a>	12.3(4a)
6.21	<a href="#">Principal Evaluation</a>	12.3(4b)
6.22	<a href="#">Communicable Diseases – Employees</a>	12.3(9c)
6.27	<a href="#">Personnel Files</a>	12.4(e)
6.28	<a href="#">General Personnel Physical Examinations</a>	2.4(d)

**Section 7 – [FINANCE](#)**

Page	Policy	IA Code #:
7.02	<a href="#">Fee Refunds</a>	
7.03	<a href="#">Replacement of Damaged Property</a>	
7.04	<a href="#">PTL Concessions Receipts</a>	
7.05	<a href="#">Use of School Facilities</a>	
7.06	<a href="#">Tuition Policies</a>	
7.07	<a href="#">Preschool Salaries</a>	
7.08	<a href="#">Tuition Rates</a>	
7.09	<a href="#">Delinquent Tuition</a>	
7.10	<a href="#">Hot Lunch Accounts</a>	

**Section 8 – [AUXILIARY GROUPS](#)**

8.01	<a href="#">PTL Letter of Support</a>
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**[INDEX](#)**

## Section 1 - GENERAL POLICIES

### **Board of Christian School - Mission Statement**

#### *Policy 1.01*

Initial Adoption Date:	1991-1992	IA Code #:
Date of Last Review:	4/14/2016	
Date of Last Revision:	2/14/2011	

Congregation Mission Statement:  
To Know Christ, To Make Christ Known

Board of Christian Schools Mission Sub-Statement:  
To Know Christ, To Make Christ Known, Through Education

### **Educational Philosophy of Trinity Lutheran School**

#### *Policy 1.01.01*

Initial Adoption Date:	12/7/1989	IA Code #: 12.3(3b)
Date of Last Review:	4/14/2016	
Date of Last Revision:	2/14/2011	

#### **Committing Children to Christ**

Trinity Lutheran School exists to provide the opportunity for children to develop and grow faithfully in the Lord Jesus Christ, by the power of the Holy Spirit. Classroom environments are Christ centered, and children are taught a greater love for God and other human beings.

**A true and complete education is one which meets the physical, emotional, intellectual, social, and spiritual needs of the child. Trinity Lutheran School, as an extension of the family, is concerned for the whole child. The school's goal is to help each student become a faithful member of the Body of Christ, and a responsible citizen in the community.**

## **Goals of Trinity Lutheran School**

### *Policy 1.01.02*

Initial Adoption Date: 12/7/1989  
Date of Last Review: 4/14/2016  
Date of Last Revision: 4/14/2016

IA Code #: 12.3(3c)

Trinity Lutheran School has established these goals in accordance with its Educational Philosophy. These goals demonstrate the school's commitment to educational excellence and help the school fulfill each of the congregation's five functions: education, worship, evangelism, fellowship, and service.

I. To provide instruction in God's Word in accordance with the Lutheran Confessions, enabling students:

- A. To find in Jesus Christ an all-sufficient Savior.
- B. To grow in love for their Savior and express this love in every-day experiences with others.
- C. To know and respond to God's will for His people on earth.
- D. To witness to their faith in Jesus Christ.

II. To aid each family by:

- A. Training children in the virtues of Christian obedience, church life, and citizenship.
- B. Assisting parents in meeting the varied challenges of guiding children.
- C. Providing opportunities to worship.

III. To help in developing for the community and nation citizens who:

- A. Use their talents in His service.
- B. Are lawful and participants in civic affairs beneficial to society.

IV. To provide the best academic training possible so that students:

- A. Are prepared for further education and life after leaving our school.
- B. Have learned how to learn.

V. To be a vital mission arm of Trinity Lutheran Church. As such, to consistently strive to improve the school's excellence, and actively promote its growth as we offer quality Christian education to the community of Cedar Rapids, Iowa, so that the Kingdom of God may grow. (As approved by the Voters' of TLC on 3/26/1990)



**Board of Christian School Membership**  
***Policy 1.02***

Adoption Date: 10/28/1996  
Last Review: 4/14/2016  
Last Revision: 4/14/2016

IA Code #:

Please refer to the By-Laws of the Board of Christian School from the Constitution of Trinity Lutheran Church, adopted on 10/28/1996.

## **Board of Christian School job description**

### ***Policy 1.03***

Adoption Date: 10/28/1996

IA Code #: 12.1(2)

Last Review: 4/14/2016

Last Revision: 4/14/2016

[As per By-Laws of the Board of Christian School from the Constitution of Trinity Lutheran Church, adopted on 10/28/1996].

1. Responsible for creating school policies and insuring that spiritual learning opportunities are provided.
2. Meet regularly to receive reports on the school from the principal, to formulate policies for the conduct of the school with the pastor(s) and the principal, and to make plans for the school's continued development and improvement as one of the congregation's agencies of Christian education.
3. Set objectives and goals, and annually review them to determine whether they are being met, and recommend, through the SIAC (School Improvement Action Committee) and Accreditation committees, revisions and additions as deemed advisable.
4. Keep informed regarding courses of study, textbooks, effectiveness of teaching and discipline.
5. Ensure there are dedicated school staff to monitor and make improvements to the curriculum and instructional materials and make provision of the necessary equipment and supplies.
6. Determine that the course of study, as much as possible, confirms with local and State Department of Education standards.
7. Ensure that the Christian training and instruction being given is in accordance with orthodox Lutheran doctrine and sound practice.
8. Consider and recommend candidates for called teachers and be responsible for the employment of contracted teachers and staff.
9. Concerned with the physical and spiritual welfare of the school staff and encourage and assist them in every way possible in their ministries.
10. Foster and maintain interest in school within the congregation and encourage the enrollment of all member children who are eligible.
11. Take all necessary steps to maintain accreditation with the National Lutheran School Accreditation Commission.
12. Establish policy for application for enrollment, keeping in mind the school's mission and purpose.
13. Annually review the salary and benefits of all school staff members and make recommendations to the personnel committee.
14. Prepare and submit an annual budget as requested by the Board of Stewardship.
15. Responsible for supervising the administrative and program development purposes of the Parent-Teacher League.
16. Promote full time Lutheran education in the community with an emphasis on LCMS congregations.

17. Appoint members to ancillary programs, for example the personnel committee, athletic committee, fine arts, etc.
18. Annually conduct a self-evaluation program.
19. Ensure that annual performance reviews are conducted for all school staff. Conduct an annual performance review of the Principal based on the job description for that position.

## **Responsibilities of Chair**

### ***Policy 1.04***

Initial Adoption Date: 4/1/1986 IA Code #:  
Date of Last Review: 4/14/2016  
Date of Last Revision: 4/14/2016

The Chair shall:

1. Preside over all Board meetings.
2. Call special Board meetings should the need arise.
3. Attend Church Council meetings and report on behalf of the Board.
4. Attend and report to the Voter's Assembly.
5. Review and approve purchase orders exceeding thresholds established per church policy.
6. Be on call for questions and information for the administration, staff, parents, and congregation.
7. Hand out diplomas at graduation and possibly speak at school gatherings.
8. Coordinate the work of any committees of the Board of Christian School.
9. See that Board of Christian School manual is maintained and that all Board members have access to it.
10. Appoint the co-chair or vice chair.
11. Appoint the secretary.

## **Responsibilities of Vice Chair**

### ***Policy 1.05***

Initial Adoption Date: 4/1/1986 IA Code #:  
Date of Last Review: 4/14/2016  
Date of Last Revision: 4/10/2016

The Vice-Chair shall:

1. Support the Chair in ensuring a successful completion of the functions of the Board of Christian School.
2. Complete all duties associated with the position of Chair in the absence of the Chair.
3. Perform special tasks as appointed by the Chair.
4. Be encouraged to serve on committees.

## **Responsibilities of Secretary**

### ***Policy 1.06***

Initial Adoption Date: 4/1/1986 IA Code #:  
Date of Last Review: 4/14/2016  
Date of Last Revision: 4/10/2016

The Secretary shall:

1. Keep accurate and comprehensive notes concerning all Board meetings.
2. Make available these minutes to all Board members, church Board chairs, Pastor(s), and congregational chair by the second week after each Board meeting.
3. Responsible for submitting a final approved minutes to the Board members and church office for any and all entries.
4. Encouraged to serve on other committees in addition to this position.

## **Ancillary Committee Responsibilities**

### *Policy 1.08*

Initial Adoption Date: 6/7/1990 IA Code #:  
Date of Last Review: 4/14/2016  
Date of Last Revision: 4/14/2016

1. Committee Members - Established based on the need of the program and the discretion of the Board of Christian School. The minimum requirement will be a member of the Board of Christian School serve on the committee and lead it as the chair.
2. Basic Purpose - To oversee non-academic programs for Trinity Lutheran Church and School which demonstrates a Christian and enthusiastic attitude.
3. Authority - The committee is responsible to the Board of Christian School.
4. Communication - The committee should submit regular reports to the Board of Christian School.
5. Policy - Assist the Board of Christian School in the formation of policies affecting their specific program.
6. Advisory - Serve as an advisory group for staff and volunteer leaders.
7. Financial - Provide a financial report to the Board of Christian School, at least annually. All bank accounts should be coordinated through the Business Director in the church office with that function providing oversight and audit for the accounts.

## **Section 2 - ADMINISTRATION**

### **School Governing Board Minutes**

#### *Policy 2.01*

Initial Adoption Date:	12/7/1989	IA Code #: 12.3(1)
Date of Last Review:	1/11/2017	
Date of Last Revision:	1/11/2017	

The Board shall keep and maintain permanent records of the Board including, but not limited to, records of the minutes of Board meetings, and other documents and records received by the Board. The minutes shall be preserved in accordance with Board policy.

Minutes waiting approval at the next Board meeting will be available for inspection after the Board secretary transcribes the notes and has made them available to the Board members. Minutes relating to employment matters or other matters determined by the Board to be of a private nature will, however, remain private and maintained as closed minutes.

### **Examination of School Public Records**

#### *Policy 2.02*

Initial Adoption Date:	12/7/1989	IA Code #: 12.3(1)
Date of Last Review:	1/11/2017	
Date of Last Revision:	1/11/2017	

The public may view public records of Trinity Lutheran School during the regular hours of the administrative office of the school. Persons wishing to review the Trinity School public records shall contact the principal, who will make arrangements for anyone to view the records as soon as practicable, depending on the nature of the request.

Records defined by law as confidential shall only be viewed or copied upon receipt of written permission by the principal from the person whose confidential records are being requested.

The principal shall be the custodian of the Trinity School records. It shall be the responsibility of the principal to respond in a timely manner to requests for viewing and receiving public records of Trinity School.

## **Development of Policy**

### *Policy 2.03*

Initial Adoption Date: 12/7/1989  
Date of Last Review: 1/11/2017  
Date of Last Revision: 1/11/2017

IA Code #: 12.3(2)

The Board has jurisdiction to legislate policy for the school with the force and effect of law. Board policy shall provide the general direction for the management and operation of Trinity Lutheran School as determined by the Board, while allowing the administration the professional prerogative to implement Board policy.

The written policy statements contained in this School Policy Manual provide guidelines and goals to the congregation members, administration, staff and students of Trinity Lutheran Church and School. The policy statements shall be the base for the formulation of regulations by the administration. The Board shall determine the effectiveness of the policy statements by evaluating periodic reports from the administration in the area of the policy statement.

A member of the Board, administration, staff, students, or any other member of Trinity congregation may propose policy statements. Proposed policy statements or ideas must be submitted to the Board through the office of the principal in order to be placed on the agenda of the Board meeting. It shall be the responsibility of the principal to bring these proposals to the attention of the Board.





## **Adoption of Policy**

### *Policy 2.05*

Initial Adoption Date: 12/7/1989

IA Code #: 12.3(2)

Date of Last Review: 1/11/2017

Date of Last Revision: 1/11/2017

The Board shall give notice of proposed policy changes or adoptions of new policy by placing the item on the agenda of a Board meeting. The policy must undergo two separate readings by the Board, which may be accomplished through electronic means, prior to a final vote. The official School Board Policy Manual will be kept by the Trinity Lutheran Church Business Director, which may be kept electronically.

If the Board adopts a policy in an emergency situation, a statement regarding the emergency and the need for immediate adoption of the policy shall be included in the minutes. The Board shall have complete discretion to determine what constitutes an emergency situation.

The final action taken to adopt the proposed policy shall be approved by a simple majority of the Board. The policy will be effective on the later of the date of passage or the date stated in the motion.

In the case of an emergency, a new or changed policy shall expire at the close of the third regular meeting following the emergency action, unless the policy adoption procedure stated above is followed and the policy is affirmed.





## **Educational and Operational Planning and Needs Assessment**

### *Policy 2.10*

Initial Adoption Date: 12/7/1989 IA Code #: 12.8  
Date of Last Review: 1/11/2017  
Date of Last Revision: 1/11/2017

Every three (3) years the Board shall conduct an in-depth needs assessment, soliciting information from business, industry, labor, higher education, church, and community members, regarding their expectations for adequate student preparation. One purpose of this assessment is to assist the Board in developing and evaluating a statement of philosophy for the school. The second purpose of this assessment is to determine the areas of student performance, knowledge, and attitudes, which are judged to be most crucial in meeting school goals.

In conjunction with the in-depth needs assessment of the school, the Board shall authorize the School Improvement Advisory Committee ("SIAC"), to make recommendations and assist the Board in determining the priorities of the school in addition to assessing the effectiveness of the education program. The SIAC shall consist of individuals representing school personnel, parents, students, Trinity Lutheran Church congregation members, and community members.

The SIAC will:

1. Review the standards and benchmarks previously set by the administration in specific curricular areas (e.g., Math, Reading, Science) and note areas of strengths and weaknesses.
2. Review the annual progress report, noting trend line data as well as performance data, and compare the data to the goals set by the Board and/or administration for the year, again noting strengths and weaknesses.
3. Review the annual standardized test scores and note areas of strengths and weaknesses, considering comparisons with state and national norms.
4. After studying the information, the SIAC will make recommendations to the Board concerning those areas that may need improvements as well as suggestions on avenues for strengthening areas noted to have weaknesses. The SIAC will also facilitate the establishment and implementation of short range plans to meet the goals and to attain the desired levels of student performance.
5. The Board will evaluate and maintain a record of progress that includes reports of student performance and results of school improvement projects, and annually report the school's progress to the SIAC and Iowa Department of Education ("IDOE") as required by IDOE regulations.

It shall be the responsibility of the principal to ensure the school community is apprised of the Board's policies, programs and goals, and has an opportunity to express their thoughts and suggestions for the operation of the school. The principal shall report annually to the Board about the means used to keep the community informed.

As a result of the work of the Board and the SIAC, the Board will determine and rank the major educational needs of the School and develop long range plans to meet those needs, identifying areas of strength in the school and suggesting ways to maintain those areas as strengths.

## **Hazardous Chemical Disclosure**

### *Policy 2.11*

Initial Adoption Date:	12/7/1989	IA Code #: 12.3(9a)
Date of Last Review:	1/11/2017	
Date of Last Revision:	1/11/2017	

The Board of Christian School authorizes the Board of Trustees to develop a comprehensive hazardous chemical communication program for the school to disseminate information about hazardous chemicals in the workplace.

Each school employee shall review this information about hazardous substances annually. Further, when a new school employee is hired, the information and training, if necessary, shall be included in the orientation of the employee. When an additional hazardous substance enters the workplace, information about it shall be distributed and training shall be conducted for the appropriate employees. The head custodian shall maintain a file indicating when training and informing takes place.

School personnel who will be instructing or otherwise working with the students shall disseminate information about the hazardous chemicals they will be working with as part of the instructional program.

It shall be the responsibility of the Board of Trustees to develop administrative regulations regarding this program. The Board of Trustees shall report annually to the Board about the program.

## **Grievance Procedures – Student or Parent**

### *Policy 2.12*

Initial Adoption Date: 5/13/1991

IA Code #: 12.3(6)

Date of Last Review: 1/11/2017

Date of Last Revision: 1/11/2017

#### **I. Purpose**

The following procedures outline specific steps, which are to be followed by students or parents of Trinity Lutheran School in order to ensure prompt and equitable resolution of grievances. Students or parents who believe they have been treated unfairly, or subjected to any form of abuse, harassment, or bullying, may initiate the formal grievance procedures outlined below.

As in all matters of faith and life, Holy Scripture guides us. The procedures outlined below attempt to follow the guide of Matthew 18 in dealing with problems. How we deal with problems communicates one aspect of our Christian philosophy to the community. We are motivated by the love of Christ to approach all concerns as loving and caring brothers and sisters in the Lord.

#### **II. Staff, Student and Parent Responsibilities Regarding a Grievance**

##### **A. Solve at Lowest Level**

All problems will be solved at the lowest level whenever possible. It is the responsibility of a student or parent who believes that they, or their student, have been treated unfairly to initiate the grievance procedures.

##### **B. Staff Responsibility**

It is the responsibility of all staff to hear promptly and courteously all grievances registered in good faith by a student or parent within their class, to try to clarify misunderstandings, and to make reasonable adjustments of any complaints that arise in day-to-day situations.

#### **III. Procedures to Be Followed in Resolution of a Formal Grievance**

##### **Step A - Formal Discussion**

A student or parent will discuss their grievance first with the staff member involved. If a grievance is not settled within 10 working days, or if the student or parent is not satisfied with the results, the student or parent may elect to proceed with step B.

##### **Step B - Principal**

1. The student or parent shall present the grievance in writing or in person to the school principal. The principal will arrange a meeting with all parties involved.
2. If the grievance is not settled within 10 working days, or if the student or parent is not satisfied with the results, the student or parent may elect to proceed with step C of the grievance procedures.

### Step C - Written Presentation

1. The student or parent shall present the grievance in writing to the chairperson of the Board. The written grievance must contain sufficient detail to identify and clarify the basis for the grievance. The written grievance should contain the following:
  - a. The specific action or incident upon which the grievance is based, including the date the action or incident occurred.
  - b. The reason upon which the student or parent bases the belief that the action was unfair or unjust, and the specific policy or written agreement that was violated (if applicable).
  - c. Corrective action sought by the student or parent.
  - d. A brief summary of the student's or parent's attempts to date to resolve the problem, and the results of such actions.
2. Upon receipt of a written grievance, the chairperson of the Board will take the following actions:
  - a. Establish and maintain a grievance file which will be the official record of all action taken during the grievance procedure.
    - i. The grievance file will contain the original written grievance, any written revisions, all written replies, and a dated summary of all official action regarding the grievance and resolution.
    - ii. The grievance file shall be maintained as a confidential record by the School administration.
  - b. Consult with the staff member and the principal to gather all relevant information regarding the nature, circumstances, desired corrective action, and previous action taken regarding the grievance.
  - c. Provide the student or parent an opportunity to discuss the grievance in person with the chairperson.
  - d. Study all relevant policies and other written agreements.
  - e. The chairman will strive to reach an equitable decision regarding resolution of the grievance and will provide a written summary of the decision to the student or parent and for the grievance file.

### Step D – Full Board Review

1. The student or parent, if dissatisfied with the decision, may appeal to the full Board by presenting a written request to the Board chairperson. The chairperson will present the appeal to the full Board at a special meeting called for that purpose or at the next regularly scheduled Board meeting. The Board will strive to provide expeditious review and resolution of the grievance.
2. The decision of the Board of Christian Schools is final.



## **Conflict Resolution - Staff**

### *Policy 2.13*

Initial Adoption Date: 5/13/1991 IA Code #:  
Date of Last Review: 1/11/2017  
Date of Last Revision: 1/11/2017

Grievances between or among staff are governed by the Trinity Lutheran Church and School Employee Handbook, Section VII(B), which is incorporated herein by reference in full, including any changes made to such Section.

Section VII(B) states, as of 1/11/2017:

### **Grievance Procedure**

Trinity Lutheran Church recognizes that occasionally employees may become dissatisfied with its practices, policies, or other work situations. Trinity Lutheran Church encourages a quick and reasonable resolution of any such situations, difficulties, or complaints. The following steps are suggested guidelines for the employee to ensure that the situation, difficulty, or complaint is most effectively and efficiently handled:

1. Where possible, the employee is to first orally bring the matter to their supervisor's attention. A full discussion and understanding of the matter by both the employee and their supervisor is essential at this step. The matter should be put in writing at this time.
2. If the grievance is not resolved between the employee and their supervisor, or if an employee wishes to bypass a discussion with their supervisor, the employee should then discuss the matter with the Chairman of the Personnel Committee.
3. If the grievance is still not resolved, the employee will put the grievance in written form and send it to the Chairman of the Congregation, who will convene a meeting with the employee and appropriate committee chairperson to discuss the grievance.

*Policy 2.14 - Removed 1/11/2017*

## **Employment Harassment**

### *Policy 2.15*

Initial Adoption Date:	2/4/1993	IA Code #:
Date of Last Review:	1/11/2017	
Date of Last Revision:	1/11/2017	

Harassment and sexual harassment are governed by the Trinity Lutheran Church and School Employee Handbook, Sections VIII(C) & (D), which is incorporated herein by reference in full, including any changes made to such Sections.

## **School Closing Due to Inclement Weather**

### *Policy 2.16*

Initial Adoption Date:	Date Unknown	IA Code #:
Date of Last Review:	1/11/2017	
Date of Last Revision:	1/11/2017	

The decision to close school, including auxiliary services offered by the School, including but not limited to child care services, start late, or dismiss early due to inclement weather will be made by the principal. In the event of an unscheduled closing, all scheduled extra-curricular activities will be cancelled. In the event of a late start or early dismissal, child care services will remain open during normal hours unless otherwise determined by the principal.

*Policy 2.17 – Removed 1/11/2017*

## **Home-Schooled Students**

### *Policy 2.18*

Initial Adoption Date:	9/12/2002	IA Code #:
Date of Last Review:	1/11/2017	
Date of Last Revision:	1/11/2017	

While Trinity Lutheran School respects home-school programs, Trinity Lutheran School allows participation in the various athletic, academic, and extra-curricular activities supported and sponsored by Trinity Lutheran School only to those who are registered as full time students.

## **Section 3 – CURRICULUM AND INSTRUCTION**

### **School Calendar**

#### *Policy 3.01*

Initial Adoption Date:	12/7/1989	IA Code #: 12.1
Date of Last Review:	2/14/2011	
Date of Last Revision:	1/9/2003	

The Trinity school academic calendar shall accommodate the educational program of the school. The calendar shall be a minimum of 200 days and include, but not be limited to, the days for student instruction, staff development and in-service, and time for teacher conferences.

The Trinity school academic year for students shall be a minimum of 180 days in the school calendar.

It shall be the responsibility of the principal to develop the school calendar for recommendation, approval, and adoption by the board annually.

The board may amend the official school calendar when the board considers the change to be in the best interests of the school's educational program.

### **School Days**

#### *Policy 3.02*

Initial Adoption Date:	12/7/1989	IA Code #: 12.2
Date of Last Review:	2/14/2011	
Date of Last Revision:	1/9/2003	

The school day for grades one through eight shall consist of a minimum of five and one-half hours not including the lunch period. The school day consists of the schedule of class instruction and class activities as established and sponsored by Trinity school. The minimum school day shall meet the requirements as established for the operation of accredited schools.

The school day for kindergarten shall consist of at least three (3) all day sessions per week. The school day shall consist of a schedule as recommended by the principal and approved by the board.

It shall be the responsibility of the principal to inform the board annually of the length of the school day.

## **Trinity Lutheran School Instructional Organization**

### *Policy 3.04*

Initial Adoption Date: 12/7/1989 IA Code #: 12.3(11)  
Date of Last Review: 2/14/2011  
Date of Last Revision: 1/9/2003

Trinity Lutheran School offers an education program for prekindergarten through grade eight. The levels of instruction are organized by the following levels:

Grades PK-2 shall be known as Early Childhood.

Grades 3 – 5 shall be known as Elementary

Grades 6 - 8 shall be known as Middle School.

## **Basic Instruction Program**

### *Policy 3.05*

Initial Adoption Date: 12/7/1989  
Date of Last Review: 2/14/2011  
Date of Last Revision: 1/9/2003

IA Code #: 12.5 & 12.5(1)

The basic instruction program shall include the courses required for each grade level by the board. The instructional approach will be nonsexist and multicultural.

Children enrolled in the prekindergarten program shall attend school at least two half days per week. The program shall be designed to help children work and play with others, express themselves, learn to use and manage their bodies, extend their interests in and understanding of the world about them, and share Jesus as their friend and Savior. The program shall relate the role of the family to the child's developing sense of self and perception of others. Activities shall encourage cooperative efforts between home and school and shall utilize community resources. The prekindergarten teacher shall be licensed to teach in prekindergarten.

Students enrolled in kindergarten shall attend school for a full day, at least three days per week. The basic instruction program shall be designed to develop healthy emotional and social habits, language arts and communication skills, the capacity to complete the individual tasks, the ability to protect and increase physical well-being.

The basic instruction program of students enrolled in grades one through five shall include English language arts, social studies, mathematics, science, health, physical education, music, visual art, and religion.

The basic instruction program of students enrolled in grades six through eight includes English language arts, social studies, mathematics, science, health, physical education, music, visual art, and religion.

The board may, in its discretion, offer additional courses in the education program.

Each instructional program shall be carefully planned for the optimal benefit, taking into consideration the budget of the school and other factors deemed relevant by the board or the principal. Each instructional program's plan should describe the program, its goals, the effective materials, the activities and the method for student evaluation.

It shall be the responsibility of the principal to develop administrative regulations stating the required courses and optional courses for prekindergarten through grade eight.

## **Health Education**

### *Policy 3.06*

Initial Adoption Date: 12/7/1989 IA Code #: 12.5(3a)  
Date of Last Review: 2/14/2011  
Date of Last Revision:

Students in grade levels one through eight shall receive, as part of their health education, instruction about personal health, food and nutrition, environmental health, safety and survival skills, consumer health, family life, substance use and non-use, including the effects of alcohol, tobacco, drugs and poisons on the human body, emotional and social health, health resources, prevention and control of diseases, including characteristics of communicable diseases. While the areas stated above shall be included in health education, the instruction shall be adapted at each grade level to aid understanding by the students. Beginning no later than in grade seven, characteristics of communicable disease shall include information about sexually transmitted diseases.

Parents who object to health education instruction in human growth and development may file a written request that the pupil be excused from the instruction. The written request shall include a proposed alternate activity or study acceptable to the principal. The principal shall have the final authority to determine the alternative activity or study.

## **Physical Education**

### *Policy 3.07*

Initial Adoption Date: 12/7/1989 IA Code #: 12.5(3b)  
Date of Last Review: 2/14/2011  
Date of Last Revision:

Students in grades kindergarten through eight shall be required to participate in physical education courses unless the principal excuses them.

Students who will not participate in physical education must have a written request or statement from their parents. The written request shall include a proposed alternate activity or study acceptable to the principal. The principal shall have the final authority to determine the alternate activity or study.

## **Religion Based Exclusion from P.E. and Health Courses**

### *Policy 3.08*

Initial Adoption Date: 12/7/1989                      IA Code #: 12.5(6)  
Date of Last Review: 2/14/2011  
Date of Last Revision:

Parents who wish to have their children excluded from a school program because of religious beliefs must inform the principal in writing. The principal shall determine alternate activity or study for the student.

## **Career Education**

### *Policy 3.09*

Initial Adoption Date: 12/7/1989                      IA Code #: 12.5(7)  
Date of Last Review: 2/14/2011  
Date of Last Revision: 12/11/1997

Preparing students for careers is one goal of the education program. Career education will be infused into the education program for grades kindergarten through eight. This education shall include, but not be limited to, awareness of self in relation to others and the needs of society, exploration of employment opportunities, experiences in personal decision-making, and experiences of integrating work values and work skills into their lives.

It shall be the responsibility of the principal to assist certified personnel in finding ways to integrate career education throughout the curriculum. The board shall review the means by which career education is integrated with other instructional programs.

## **Multicultural and Nonsexist Equity Education Opportunity**

### *Policy 3.10*

Initial Adoption Date: 12/7/1989

IA Code #: 12.5(8)

Date of Last Review: 2/14/2011

Date of Last Revision:

Enrolled children in the school shall have an equal opportunity for a quality Christian education without discrimination regardless of their race, color, sex, national or ethnic origin.

The education program shall be free of such discrimination and provide equal opportunity for the participants. The educational program shall foster knowledge of, respect and appreciation for, the historical, contemporary, and Christian contributions of diverse cultural groups and individuals to society. It shall provide equal education opportunity to both sexes.

Inquiries regarding compliance with equal education opportunity shall be directed to the Board of Christian Education.



## **Technology Moral and Ethical Use Policy**

### *Policy 3.11.01*

Initial Adoption Date: 9/1995 IA Code #:  
Date of Last Review: 2/14/2011  
Date of Last Revision: 8/14/2003

Students will be held responsible for their actions and activity while using technology at Trinity.

1. Technology will be used in ways consistent with our school philosophy and the Christian faith we profess.
2. Technology may not be used to harm other people.  
Examples: Harassing or degrading messages  
Bearing false witness or spreading rumors  
Posting anonymous messages or personal communications without the original author's consent
3. Students may not interfere with other's computer work.  
Degrading or disrupting equipment, software, or system performance.  
Vandalizing the files of others.  
Changing system settings, using obscene or inappropriate file names.
4. Students will store files only as directed and approved by the teacher.
5. Students may not snoop in other's computer files (invading the privacy of others).
6. Technology may not be used to steal.  
Violation of copyrights or other contracts  
Using the work of others and calling it your own
7. Students may not use the resources of others without permission.
8. Technology resources may be used only with the teacher's permission.
9. Teachers may review student files at any time.
10. Students may not load software or files into school computers without the teacher's permission.
11. Students and their families are responsible for any financial expenses resulting from improper technology use. This includes payments to staff members for their time to correct problems due to abuse. Violations of this policy will also lead to loss of technology privileges, detention, and/or suspension (which could lead to expulsion).

## **Internet Use**

1. Students will not post personal contact information about themselves or other people.
2. Students will not attempt to gain unauthorized access to sites on the Internet.
3. Students will not use obscene, profane, rude, threatening, or disrespectful language.
4. Students will not download large files without teacher approval.
5. Students will not plagiarize works they find on the Internet. If used, these works must be properly attributed to the owner of the property.
6. Students will use the Internet to access material in ways which is consistent with our school philosophy and the Christian faith we profess.
7. Violations of this policy will lead to loss of technology privileges, detention, and/or suspension (which could lead to expulsion).



## **Talented and Gifted**

### *Policy 3.13*

Initial Adoption Date: 12/7/1989

IA Code #: 12.5(12)

Date of Last Review: 2/14/2011

Date of Last Revision: 2/13/2003

At Trinity Lutheran School our students are talented and gifted in diverse areas. We encourage and challenge all students to go above and beyond the required assignments and reward their effort. The board recognizes that some students require qualitative differentiated programming beyond the regular education program. The board, by faculty assessment and recommendation, shall identify students with special abilities and provide suitable educational programming.

The talented and gifted program aims at:

- Providing instruction in problem solving and critical thinking skills;
- Encouraging the development of and providing opportunities for using higher level thinking skills;
- Encouraging creative thinking and expression in a variety of communication skills; and
- Providing for aesthetic awareness and the ability for self-expression through artistic means.

In working to achieve these goals with the talented and gifted student, the faculty and parents may want to consider the following elements:

- Providing a learning environment that will permit and encourage capable students to develop to their individual potential while interacting with intellectual peers;
- Establishing a climate that values and enhances intellectual ability, talent, creativity, and decision-making;
- Encouraging capable students in developing and using abilities for self-appraisal, recognition of personal talents/interests, and setting short and long-term goals;
- Assisting capable students in acquiring a sense of social responsibility in developing and using their special abilities;
- Enhancing the development of leadership skills, social awareness, and personal responsibility;
- Providing opportunities for and developing skills in independent study, self-directed learning and research; and
- Providing linkages between meaningful tasks/class assignments and independent study/research.

All of this will be offered within the abilities and range of facilities of Trinity Lutheran School. Beyond this, parents would be informed of the offerings of the public school facility.



## **Students at Risk**

### *Policy 3.14*

Initial Adoption Date: 12/7/1989

IA Code #: 12.5(13)

Date of Last Review: 2/14/2011

Date of Last Revision:

The board recognizes some students require special assistance in order to reach their full educational and social potential.

It shall be the responsibility of the principal to develop a comprehensive program to identify potentially at risk students, provide for needed assistance, monitor, and evaluate the help given these students.

## **Student-At-Risk Program**

### *Policy 3.14.01*

Initial Adoption Date: 2/7/1991  
Date of Last Review: 2/14/2011  
Date of Last Revision: 2/13/2003

IA Code #: 12.5(13)

#### Identification of Students

Teacher referral is based upon

- A. Poor class work;
- B. Low standardized test scores;
- C. Inappropriate behavior in school;
- D. Parental concerns; and/or
- E. Referral from pastor (re: family problems).

#### Referral Alternatives

- A. Children with academic problems are initially referred to our resource teacher for screening and possible inclusion in our remedial instruction program.
- B. Children may be referred to the Child Study Team for further evaluation.
- C. The Child Study Team may refer children on to the Grant wood AEA and its CEC. In addition to the Child Evaluation Clinic, referrals may be made to the Department of Human Services, Lutheran Family Service, or the pastoral staff of Trinity Lutheran Church. Other individuals or agencies may be contacted as the need arises. The type of referral will depend on the particular problem.

#### Follow-up

1. Conferences are held with parents, the resource room teacher or Grant Wood AEA personnel, and the classroom teacher. Similar conferences would be conducted when other agencies are involved in a referral.
2. The Child Study Team meets bi-monthly to monitor/assess progress.
3. The teacher will implement strategies/learning plan developed with the referral agency.
4. Children with severe learning disabilities or special education needs are referred to the Cedar Rapids Community Schools for resource room services if the help needed cannot be provided through our program.

#### In-service

In-service programs for the faculty relating to at-risk issues will be provided periodically.

## Curriculum Development/Implementation/Evaluation

### Policy 3.15

Initial Adoption Date: 12-7-89 IA Code #: 12.5(4)(14)  
 Date of Last Review: 6/13/2013  
 Date of Last Revision: 6/13/2013

Curriculum development will be an ongoing process at Trinity Lutheran School. Each curriculum area shall be reviewed and revised where necessary, according to the following time lines:

#### Key

ADA = Analyze, Develop, Adopt

Analyze-all staff will look at needs assessments of strengths and weaknesses.

Develop-all staff will write goals and objectives based on standards, benchmarks.

Adopt-research available textbooks and supplemental learning materials.

I = Implement-Expected use in the classroom and evaluation for possible problems.

R = Revise-After one year, evaluate and improve. Add, delete, and check progress toward goals.

M = Monitor-Continual revision.

E = Evaluate-Evaluate strengths and weaknesses of the curriculum based on ITBS scores of that area.

School Year	Math	Science/Technology	Religion/Fine Arts	Social Studies, PE, Health, Traffic Safety	Language
2009-10 2003-04	ADA	E	M	M	R
2010-11 2004-05	I	ADA	E	M	M
2011-12 2005-06	R	I	ADA	E	M
2012-13 2006-07	M	R	I	ADA	E
2013-14 2007-08	M	M	R	I	ADA
2014-15 2008-09	E	M	M	R	I

The principal will be responsible for curriculum development. Researching the school curriculum needs will:

1. Look at standards and benchmarks for a given curricular area.
2. Address student strengths and weaknesses based on performance levels of ITBS as well as annual improvement goals identified by the school.



## **School Media Center**

### *Policy 3.18*

Initial Adoption Date: 12-7-89 IA Code #: 12.5(22)  
Date of Last Review: 2/14/2011  
Date of Last Revision:

Trinity Lutheran School shall maintain a media center for the use of students and school personnel during the school day.

Materials for the center will be acquired according to board policy, "Instructional Materials Selection."

The Board of Christian Education and/or the principal shall be responsible to designate an individual to oversee the use of materials in the media center.

## **Instructional Materials Selection**

### *Policy 3.19*

Initial Adoption Date: 12/7/1989 IA Code #: 12.5(22a)  
Date of Last Review: 2/14/2011  
Date of Last Revision: 2/13/2003

The Board of Christian Education has sole discretion to approve instructional materials for Trinity Lutheran School. This authority is delegated to certified personnel to determine which instructional materials, other than textbooks, will be utilized by and purchased by the school.

In reviewing current instructional materials for continued use and in selecting additional instructional materials, certified personnel shall consider the current and future need of the school as well as the changes and the trends in education and society. It shall be the responsibility of the principal to report to the Board the action taken by certified personnel.

In the case of textbooks, the Board shall make a final decision after receiving a recommendation from the principal. The criteria for selection of other instructional materials shall apply to the selection of textbooks. The principal may develop another means for the selection of textbooks.

Educational materials given to the school must meet the criteria for selection of instructional materials.

## **Inspection of Instructional Materials**

### *Policy 3.20*

Initial Adoption Date: 12-7-89 IA Code #: 12.5(22b)  
Date of Last Review: 2/14/2011  
Date of Last Revision:

Parents of Trinity Lutheran School students may review instructional materials used by the students.

The instructional materials must be viewed on the school premises. Copies of materials may be obtained according to School Board policy, "Examination of School Public Records."

It shall be the responsibility of the principal to develop administrative regulations regarding the inspection of instructional materials.

## **Objection to Instructional Materials**

### *Policy 3.21*

Initial Adoption Date: 12/7/1989 IA Code #: 12.5(22c)  
Date of Last Review: 2/14/2011  
Date of Last Revision:

Parents of Trinity Lutheran School students may object to the instructional materials utilized in the school and ask for their use to be reconsidered.

It shall be the responsibility of the principal, in conjunction with the School Board, to develop administrative regulations for reconsideration of instructional materials.

## **Guidance Program**

### *Policy 3.22*

Initial Adoption Date: 03/05/1992

IA Code #: 12.5(21)

Date of Last Review: 2/14/2011

Date of Last Revision:

The Board of Christian Education shall provide a guidance and counseling program for children in kindergarten through the eighth grade. The guidance counseling services will assist students with their personal and educational development and provide careers orientation. The program shall be designed to coordinate with the educational program and to involve staff and area resource persons.

Trinity shall make every effort to have a certified guidance counselor on staff as per state requirements. The Pastor, Principal, and Director of Christian Education also provide counseling services. The counseling staff of Lutheran Family Services and a certified social worker are available. Additionally, the Child Study Team (speech clinician, child psychologist, social worker) and the Child Evaluation Clinic of Grant Wood Area Education Agency are utilized.

Achievement testing is conducted annually in grades 3-8. The Iowa Test of Basic Skills is used. Additional diagnostic testing and prescription services are available through Grant Wood AEA. Group IQ testing is not conducted.

Teachers will provide guidance services through implementation of the Human Growth and Development Curriculum.

## **Community Reporting/Feedback**

### *Policy 3.23*

Adoption Date: 8/13/2003  
Last Review: 6/13/2013  
Last Revision: 6/13/2013

IA Code #: 281-IAC, 12.8 (1)(b)(1)

Trinity Lutheran School makes every effort to keep the community informed of progress made on state and locally determined goals and achievement.

1. Student ITBS scores are published in the church newsletter, the school newsletter, as well as recorded in the Annual Progress report for the state of Iowa.
2. The Annual Progress report is made available to anyone who requests a copy. A notice is put in the church and school newsletter concerning the availability of the annual progress report.
3. School leadership is actively involved in the congregation (community). Both the chairman of the Board of Christian School and the administrator are members of the Church Council of the church. This group is comprised of the chairmen of all congregational boards. The Church Council meets monthly to discuss the state of the church and school.
4. The Chairman of the Board, as well as the principal, reports to the Voter's Assembly. The Voter's assembly is comprised of all voting members of the congregation. The reports are both oral and written. Members of the Voter's assembly are encouraged to ask questions at the Voter's meetings. Members and non-members are encouraged to attend.
5. A weekly statement concerning school issues, is reported in the church bulletins of Trinity Lutheran Church as well as the sister LCMS congregations of Trinity.
6. A monthly statement concerning the state of the school is included in the church newsletter.
7. In addition to the written and verbal reports being made available, community members are encouraged to meet with teachers, the principal, and members of the board, at any time, to discuss what is going on at Trinity Lutheran School.

## Section 4 – SCHOOL ACTIVITIES

### School Sponsored Athletic Events

#### *Policy 4.01*

Initial Adoption Date: 4/1/1986 IA Code #:  
Date of Last Review: 2/14/2011  
Date of Last Revision: 2/13/2003

The athletic director and the school principal must approve all athletic events and tournaments scheduled.

### National Basketball Tournament Application

#### *Policy 4.02.01*

Initial Adoption Date: 8/3/00 IA Code #:  
Date of Last Review: 2/14/2011  
Date of Last Revision: 2/13/2003

1. As highly visible representatives of Trinity Lutheran School, student-athletes who participate on the seventh-eighth-grade basketball team must demonstrate positive Christian conduct on the basketball court, distinguish themselves as outstanding school citizens, and strictly adhere to the “Guidelines for a Championship Team” as detailed in the pre-season handbook, before the athletic director may make application for the National Lutheran Tournament of Champions.
2. The basketball team must win one tournament and/or finish no lower than second in two tournaments which have at least eight participating teams in them (except the IDELSAC Tournament which may have less than eight teams), and/or finish no lower than third place in two tournaments which have at least sixteen teams in them and/or finish as the regular season first place team in the IDELSAC or any combination of the aforementioned outcomes before the athletic director may make application for the National Lutheran Tournament of Champions.

## **Valparaiso/Peoria Attendance**

### *Policy 4.02*

Initial Adoption Date: 4/7/1994  
Date of Last Review: 2/14/2011  
Date of Last Revision:

IA Code #:

1. School will be closed on the Friday of the Valparaiso tournament as one of its In-service Days.
2. Players and coaches only will be dismissed at noon on Thursday for travel. Players will not be marked absent for this half-day. Players will be required to make up any assignments or tests missed.
3. Other students (fans, siblings, etc.) traveling to Valparaiso are expected to be in school the entire day on Thursday. If parents decide to travel early with siblings, the siblings will be marked absent and be required to make up any missed work.
4. Players and coaches only will be dismissed at noon on Friday of the Peoria Tournament if we are participating and have a game on Friday. Should tournament scheduling require an earlier departure, the principal and athletic director will make that decision. They will not be marked absent but will be required to make up any missed assignments or tests.
5. Other students (fans, siblings, etc.) traveling to Peoria are expected to be in school the entire day on Friday. If parents decide to travel earlier the siblings/fans will be marked absent and be required to make up any missed assignments.
6. Cheerleaders will be treated as players for both tournaments if they are formally representing the school. This means they are going as a squad and have completed any required registration process. Cheerleading coaches must decide at the beginning of the season whether or not they will be representing our school at these tournaments.







## Section 5 - STUDENTS AND STUDENT SERVICES

### **Statement of Nondiscrimination**

#### *Policy 5.01*

Initial Adoption Date: 4-1-86 IA Code #: 12.1(1)  
Date of Last Review: 2/14/2011  
Date of Last Revision:

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

### **Student Records**

#### *Policy 5.02*

Initial Adoption Date: 12-7-89 IA Code #: 12.3(6)  
Date of Last Review: 2/14/2011  
Date of Last Revision:

Student records will be kept on file in the school office. Duplicate records will be kept on file in the church. These records will be kept in fireproof storage.

Records will be kept on file permanently after the student has graduated or left Trinity Lutheran School.

## **Student Records Access**

### *Policy 5.03*

Initial Adoption Date: 12-7-89  
Date of Last Review: 2/14/2011  
Date of Last Revision:

IA Code #: 12.3(6a)

A student's parents may access the student's educational records. Other than the parents, only authorized certified personnel, the student, authorized government officials from the U.S. Comptroller General, the Secretary of Health, Education and Welfare, the Commissioner and Director of the National Institute of Education, The Assistant Secretary for Education and State Education Department, and appropriate authorities in a health or safety emergency may access the student's educational records without the approval or the notification of the student's parents.

Records of a student who has reached the age of majority or who is attending a post-secondary educational institution may be accessed by the student's parents or others only with the student's permission.

Information from the student's educational records, designated as directory information by the school in compliance with board policy, "Student Directory Information," may be released without the consent of parents. Parents will have an opportunity to deny the release of directory information without their consent. It shall be the responsibility of the principal to provide parents with notice annually informing them of their rights under this policy and allowing them to deny the release of directory information. It shall be within the discretion of the principal to determine the method of notice that will inform parents.

It shall be the responsibility of the principal to approve requests for access to student records.

School personnel shall be verbally informed annually about their rights and about parents' rights to access student records and the procedure for doing so under this policy.

It shall be the responsibility of the principal to determine administrative regulations regarding this policy including, but not limited to, the location and types of educational records maintained by the school.

## **Student Directory Information**

### *Policy 5.04*

Initial Adoption Date: 12-7-89  
Date of Last Review: 2/14/2011  
Date of Last Revision:

IA Code #: 12.3(6b)

Student directory information is designed to be used internally by the school to assist certified personnel. Student directory information will be provided to the public without parents' consent unless the parents have notified the administration within the deadline set in the annual notice that they do not want directory information or portions of it to be released without their consent.

Directory information shall be defined in the annual notice. It shall include, but not be limited to, the student's name, address, telephone number, date of birth, church affiliation, parents' names, and other similar information.

Prior to developing a student directory or to giving general information to the public, parents will be given notice annually of the intent to develop a directory or to give out general information and have the opportunity to deny the inclusion of their child's information in the directory or in the general information distributed about the students.

It shall be the responsibility of the principal to provide notice in concern with board policy, "Student Records Access."

## **Graduation Requirements**

### *Policy 5.05*

Initial Adoption Date: 12-7-89 IA Code #: 12.3(7a)  
Date of Last Review: 2/14/2011  
Date of Last Revision: 3/13/2003

Students must have successfully completed the courses required by the board for graduation. Students must successfully complete each grade level, grades one through eight, and complete all the required courses of study prior to graduation, as determined by the State Department of Education and Board.

It shall be the responsibility of the principal to ensure that students complete grades one through eight with the minimum requirements for eighth grade graduation.

Special education students may meet individual graduation requirements as stated in their individual education plan. The principal shall have complete discretion to determine extraordinary circumstances.

## **Student Promotion and Retention**

### *Policy 5.06*

Initial Adoption Date: 12-7-89 IA Code #: 12.3(7b)  
Date of Last Review: 2/14/2011  
Date of Last Revision: 3/13/2003

Students will be promoted to the next grade level at the end of each school year based on the student's achievement, age, maturity, emotional stability, and social adjustment.

The retention of a student will be determined on the judgment of the certified staff and principal in consultation with the parent(s) and qualified personnel, i.e. school psychologist.

It shall be the responsibility of the principal to develop administrative regulations regarding this policy. In developing these administrative regulations, the procedures for promotion and retention shall be included.

Students with one or more exceptional abilities who, in the judgment of administrative and certified personnel, would benefit from acceleration in the education program may take classes in curriculum areas beyond their current grade level, or participate in other approved forms of acceleration. Parents shall be contacted and agree to the acceleration of the student.

[See Also Policy 5.24]

## **Attendance**

### *Policy 5.07*

Initial Adoption Date: 4/2/98 IA Code #:  
Date of Last Review: 6/13/2013  
Date of Last Revision: 6/13/2013

1. Regular attendance is very important in order to achieve success in school. Students who attend without being absent or tardy will be recognized at the end of each quarter. Certificates will be presented.
2. When students must miss school, one of their parents is to call the school office and notify the secretary. Doctor and dentist appointments should be arranged outside of the school day whenever possible. When this cannot be avoided and is known in advance, a note should be sent to the teacher. Students will not be permitted off the school grounds without the written consent of one of the parents.
3. Children who miss an extended amount of time for an illness should be under a physician's care. Before a child returns to the classroom after 6 or more consecutive school days of absence, the physician should certify that the child is able to return. This certification is to be given to the school secretary or principal.
4. If a child is going to be absent for 6 or more consecutive days for a reason other than illness, it will be necessary for the parent to meet with the principal prior to the absence to discuss the reason for the absence.
5. Children who miss more than 22 days of school during the year (excused and unexcused combined) may be retained. This is the equivalent of missing an entire month of school. The teacher and the principal will evaluate the child's progress and make a final determination. The absences alone are sufficient cause for retention.
6. Children who have 22 or more days of unexcused absences are considered truant and are subject to the Iowa truancy laws.
7. Excused absences are those which are unavoidable, as in the case of illness or death in the family. The teacher determines whether or not the work needs to be made up. For an absence due to illness to be excused, the parent must send a note explaining the specific reason for the absence to the child's teacher the day the child returns to school or call the school office each morning of an absence due to illness. A note or phone call by a parent to the office in case of a death is necessary for the absence to be excused. Pre-arranged absences, as in the case of a family vacation, may be excused if approved by the principal prior to the absence.
8. Unexcused absences are those which are avoidable and those for which the school is given no explanation, an explanation which is not valid as an excuse, an absence which was not pre-arranged and excused in advance, or for which the student

neglected to bring a written explanation on the first day of his/her return to class and for which the parent has not called the office.

9. Both excused and unexcused absences will be recorded on the report card. Having an excused absence does not allow a student to receive a perfect attendance record. Doctor and dentist appointments during the school day are excused absences but also count against perfect attendance.
  
10. Vacation trips are strongly discouraged. Parents are expected to talk to the principal before all trips. Such absences adversely affect the quality of a child's education. If a trip must be taken, classroom teachers must be notified and the requirements for a pre-arranged absence must be met. After the trip it is the child's responsibility to make up all work missed. Teachers are not expected to prepare assignments in advance for completion during a vacation trip. Work missed is due the number of days equivalent to the time lost (for example: 1 ½ days out – work due 1 ½ days after return).
  
11. After three tardies in a quarter for students in 7th and 8th grades, the student will serve a detention. Children in K-6 serve detentions after the 5th tardy in a quarter. An additional detention will accompany each additional tardy during that quarter. Tardies are neither excused or unexcused. Children are marked tardy if they are not in the room for the start of school. Teachers may mark children tardy if they do not have their materials in the classroom for the start of a class and have to go to their locker. Children may also be marked tardy if there is an unnecessary delay in returning to class following P.E., music, or some other activity. Students tardy at the beginning of the day are required to stop at the office upon arriving so that their names can be removed from the absence list. Any tardy disqualifies a student from perfect attendance recognition.

## **Student Discipline/Due Process**

### *Policy 5.08*

Initial Adoption Date: 1/7/1989  
Date of Last Review: 2/14/2011  
Date of Last Revision: 8/13/2003

IA Code #: 12.3(8a)

We believe an integral component of discipline is the Gospel of Jesus Christ. The Law accuses, pointing out our sinfulness. The Gospel forgives. Within the philosophy of Christian education, a child needs to experience the forgiveness of his/her teacher and be reassured of Christ's forgiveness.

Student conduct and attitude at Trinity is expected to be of the highest Christian quality both in school and when involved in co curricular and extracurricular activities. Students are expected to conduct themselves in a manner consistent with the school's philosophy and goals and serve as ambassadors for the school.

The law states that a fundamental goal is the educational development of all persons to the limit of their capabilities. However, when citizens act irresponsibly, violate the rights of others, or present an actual or threatened danger to persons or property, they are subject to the loss of some of their rights.

Such is the case with the right to an education. When a student commits an act of gross disobedience or misconduct defined by the School Board, the student's right to an education may be temporarily withheld.

Except for cases of serious misconduct, the following sequence is used to correct problems:

**A. Referrals:** Teachers utilize a referral and detention system when misconduct is repeated.

1. Referrals are notices sent home to parents, notifying them of the problem and asking for their assistance.
2. Parents are to return referral forms the next day with their signatures.
3. Detentions are assigned when students accumulate three (3) referrals during the time limit established for their classroom. During detentions, students are to sit quietly. They are not allowed to do homework or read.

**B. Detention:** While parent conferences may be requested at any time, they are required if a student receives three (3) detentions in one semester.

In cases of serious misconduct, the school may not deprive a student of rights via a suspension or expulsion without due process. A student is entitled to and shall receive procedural due process and will be allowed to present a defense, to explain the circumstances of the actions in question, or to attempt to prove innocence.

**C. In-School Suspension:** In-school suspension is the temporary isolation of a student from one or more classes while under appropriate supervision. Generally, suspensions last 1-5 days. All work must be completed but will be penalized as late (according to the classroom teacher's procedure for late work). Before issuing this suspension, the principal will meet with the teacher and the student. All incidents will be documented and presented to the student and the parent.

**D. Out-of-School Suspension:** Out-of-school suspension is the removal from the school environment for periods of short duration. The principal, for gross or repeated infractions of school rules, regulations, policy or the law, will impose this suspension. All incidents will be documented and presented to the student and the parent.

In the event of serious infraction, the student will remain suspended pending a meeting with the Board of Christian School to determine whether or not the child will be expelled. This meeting will be held at such time as Board members are reasonably able to assemble. The decision of the Board of Christian School is final.

The offenses resulting in any type of suspension will be determined by the principal, but are not limited to: repetitive or flagrant disobedience, misbehavior or misconduct; excessive disruption of classroom procedures; use of obscene or vulgar language (written, verbal, or gestured); cheating; disrespect toward staff; intimidation; stealing; physical harm to others; or activating false alarm.

*Following any suspension, before returning to class, the child and parent will meet with the principal. Students returning from suspension are on probation for the remainder of the school year.*

**E. Expulsion:** Expulsion is the removal of a student from the school environment, which includes, but is not limited to, classes and activities. Only the Board may remove a student from the school environment in this manner. Students may be expelled for violations of board policy, school rules, or the law.

When a student is recommended for expulsion by the board, the student is provided with:

1. Notice of the reasons for the proposed expulsion;
2. The names of the witnesses and an oral or written report on the facts unless the witnesses are students whose names may be released only at the discretion of the principal;
3. An opportunity to present a defense against the charges on the student's behalf;
4. The right to be represented by counsel.

The results of the board's findings will be in writing, and open to the student's inspection.



**Specific serious offenses are identified and handled as follows:**

Weapons - The possession of weapons is handled according to state law. Violators are expelled from school and the incident is reported to the appropriate law enforcement agency. The possession of look-alike items result in a suspension from school pending a hearing before the Board of Christian School.

Tobacco, alcohol, and controlled substances - Possession or use results in a suspension from school pending a hearing before the Board of Christian School. An incident involving alcohol or controlled substances may be reported to the appropriate law enforcement agency.

Violent, destructive, and seriously disruptive behavior will result in immediate removal from class or other activity in which the student is involved. The principal will investigate the incident, talk with parents, child, and teacher, and determine what additional action, if any, is necessary.

**F. Physical Restraint:** In the event that physical restraint becomes necessary, an employee must consider the following factors:

1. The size and physical, mental, and psychological condition of the student;
2. The nature of the student's behavior or misconduct provoking the use of physical force;
3. What is used in applying the restraint;
4. The extent and nature of resulting injury to the student, if any;
5. The motivation of the employee using physical force.

The student's parents are given an explanation of the reasons for physical force.

**G. Sexual Harassment:** Sexual harassment includes any inappropriate behavior of a sexual nature whether physical or verbal. Any behavior which embarrasses a student and has sexual connotations or calls attention to the student's sexuality in a demeaning or un-Christian manner will not be tolerated. Sexual harassment complaints may be filed by the victim, the victim's parents, or any observer. The school will act in the following way to immediately and deliberately halt the harassment:

1. First offenses result in a referral. The principal or teacher will inform the child that the offense constitutes sexual harassment and explain it. The child will apologize to the victim. The child is informed that another act of sexual harassment will result in a hearing before the Board of Christian School to decide upon continued enrollment. The child forfeits recess for one week. The child's parents are notified in writing. The victim's parents will be notified of the incident and of the action taken by the school. If, in the opinion of the principal and classroom teacher, the incident is extremely offensive (e.g., fondling, indecent exposure, etc.), the principal may suspend the student pending a Board of Christian School hearing to determine the enrollment status of the offender.

2. A second offense will result in immediate suspension from school until such time as the Board of Christian School is able to conduct a hearing to determine the enrollment status of the offender.
3. A third offense results in expulsion.
4. Any act of sexual harassment which might involve criminal penalties will be referred to the appropriate law enforcement agency for further investigation.



## **Communicable Diseases - Students**

### *Policy 5.11*

Initial Adoption Date: 12/7/1989                      IA Code #: 12.7  
Date of Last Review: 2/14/2011  
Date of Last Revision: 3/13/2003

Students with a communicable disease will be allowed to attend school as long as they are able to physically perform the tasks assigned to them and as long as their disease does not create a substantial risk of illness transmission to the students or other personnel. The term "communicable disease" shall mean an infectious or contagious disease spread from person to person or animal to person or as defined by the State Department of Health.

It shall be the responsibility of the principal to notify the Board when a communicable disease is present and to notify the State Department of Health. Rumor and hearsay shall be insufficient evidence for the Board to act.

Health data of a student is confidential and it shall not be disseminated.

## **Administration of Medication to Students**

### *Policy 5.12*

Initial Adoption Date: 12/7/1989                      IA Code #: 12.7  
Date of Last Review: 2/14/2011  
Date of Last Revision: 3/13/2003

Students may be required to take medication during the school day. Only qualified designees shall administer medication. A qualified designee is a person who has been trained under the State Department of Health guidelines.

No medication prescribed or otherwise will be administered without written authorization from the parent and the child's physician. A written record of the administration procedure must be kept for each child receiving medication.

Medication on school premises shall be kept in a locked container in a limited access storage space and be labeled with the student's name. Only appropriate personnel shall have access to the locked container.

The principal shall be responsible, in conjunction with the school nurse, to develop rules and regulations governing the administration of medication, prescription and non-prescription, to students. Students and parents shall be provided with the requirements for administration of medication by the school annually.

## **Student Health Services**

### *Policy 5.13*

Initial Adoption Date: 12/7/1989  
Date of Last Review: 2/14/2011  
Date of Last Revision: 9/1/1994

IA Code #: 12.3(9f)

Students are required to be in good health, as certified in writing, by their physician, prior to admission into school. Thereafter, the Board retains the authority to deny continued enrollment if the student has not complied with the minimum immunization requirements as stated by the State Department of Health, and to require at any time a certification of good health for any student.

Health services shall be coordinated with the health education and physical education curriculum and the guidance counseling services. The goal of the health services provided by the school is to help each student protect, improve, and maintain physical, emotional, and sound well-being.

In addition to the health services provided in the curriculum the school will provide the following health services:

- Annual height and weight checks
- Annual vision and hearing tests
- Lice screening
- Health education
- Dental hygiene education
- Sex education

The principal shall provide a report on the role of the health services in the education program to the Board annually.

The following health information will be provided to appropriate agencies by the school:

- Report communicable diseases
- Report and maintain student immunization
- Report child abuse observed by certified personnel
- Provide hazardous chemical disclosure

## **Student Activity Program**

### *Policy 5.14*

Initial Adoption Date: 12/7/1989

IA Code #: 12.6

Date of Last Review: 2/14/2011

Date of Last Revision:

Participation in school activities is a privilege. School activities provide the benefits of promoting additional interests and abilities in the students during their school years and for their lifetime.

Students will have an opportunity to participate in an intramural or interscholastic athletic activity unless the activity is not offered, or the student cannot participate for disciplinary reasons. If the activity is an intramural or interscholastic athletic activity, students of the opposite sex will have a comparable opportunity for participation. Comparable opportunity does not guarantee boys and girls will be allowed to play on each other's teams when there are activities available that will allow both boys and girls to reap the benefits of school activities, which are the promotion of additional interest and abilities in the students.

The principal must approve student activity events, unless it involves unusual travel and expense, in which case the Board will take action. The events must not disrupt the education program or other school operations.

It shall be the responsibility of the principal to develop regulations for each school activity. These regulations shall include, but not be limited to, when physical examinations will be required, how and when parents will be informed about the risk of the activity, forms and procedures for a waiver of liability from the parent and student in certain activities, and proof of insurance on the student participating in certain activities. Students wanting to participate in school activities must meet the requirements set out by the school for participation in the activity.

## **Identifying and Reporting Child Abuse**

### *Policy 5.15*

Initial Adoption Date: 6/7/1990  
Date of Last Review: 2/14/2011  
Date of Last Revision:

IA Code #:

It is the policy of Trinity Lutheran School that any certificated or licensed employee who has a reasonable belief that a child under the age of 18 has been abused by a person responsible for the care of the child, as defined by law, shall report the suspected abuse verbally to the Department of Human Services (DHS) within twenty-four hours, and follow the verbal report with a written report on appropriate forms. The reporting of suspected abuse of children by non-certified or non-licensed employees is encouraged. The failure on the part of an employee who is a mandatory reporter to make a report as required by law may subject the employee to disciplinary sanctions up to and including discharge.

It is also the policy of Trinity Lutheran School that reports of child abuse remain confidential, as required by law.

Trinity Lutheran School shall provide the training required by law in the identification and reporting of child abuse, to all mandatory reporters employed by the school within six months of initial employment. The school shall also provide each new employee, who is a mandatory reporter, with the legal requirements of child abuse reporting within one month of initial employment.

Trinity Lutheran School administration and staff will cooperate fully with DHS personnel in conducting a child abuse investigation by providing confidential access to the child named in the report, and to other children alleged to have relevant information, for the purpose of interviews. Trinity Lutheran School recognizes no obligation to contact the parents of guardians of a child suspected to be a victim of abuse.

## **Reporting Procedure for Identifying and Reporting Child Abuse**

### *Policy 5.15.01*

Any certificated staff or administration member who has a reasonable belief that a child enrolled in Trinity Lutheran School has suffered abuse by a person responsible for the care of that child shall observe the following procedures:

1. Contact the Department of Human Services (DHS) by telephone or in person to make an oral report of the suspected abuse. The local office number is 319-892-6800.
2. Follow the oral report with a written report on forms provided by DHS within 48 hours of the oral report.
3. Cooperate with DHS personnel in conducting their investigation.
4. Maintain a copy of the school employee's written report in the employee's personal file at home for the sole purpose of documenting the fact that the employee reported the suspected abuse. If a written report is received by the employee from the DHS following the investigation, such report shall also be filed with the employee's copy of the suspected abuse report or destroyed.
5. The employee shall maintain the confidentiality of the report at all stages following the oral report of suspected abuse.



**Iowa Department of Human Services  
SUSPECTED CHILD ABUSE REPORTING FORM**

*Policy 5.15.02*

This form may be used as the written report which the law requires all mandated reporters to file with DHS following an oral report of suspected child abuse. Fill in as much information under each category as is known. Submit the completed form to the local office of DHS.

**FAMILY INFORMATION**

Name of Child \_\_\_\_\_ Age: \_\_\_\_ Date of Birth: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ School \_\_\_\_\_ Grade Level \_\_\_\_\_

Name of Parent Phone (if different or Guardian from child's) \_\_\_\_\_

Address (if different from child's) \_\_\_\_\_

**Other Children in the Home:**

NAME	BIRTH DATE	CONDITION

**INFORMATION ABOUT SUSPECTED ABUSE:** In this section, indicate the date of suspected abuse, the nature, extent and cause of the suspected abuse, the person(s) thought to be responsible for the suspected abuse, evidence of previous abuse, and other pertinent information needed to conduct the investigation. Use the back of this form if necessary to complete the information requested above and to identify individuals who have been informed of the child abuse report, such as building administrator, supervisor, etc.

**REPORTER INFORMATION**

Name and Title or Position \_\_\_\_\_

Office Address \_\_\_\_\_

Phone \_\_\_\_\_ Relationship to Child \_\_\_\_\_

Name(s) of other mandatory reporter(s) who has/have knowledge of the abuse \_\_\_\_\_

\_\_\_\_\_  
Signature of Reporter

\_\_\_\_\_  
Date

## **Investigating Allegations of Abuse of Students By School Employees**

### *Policy 5.16*

Initial Adoption Date: 11-9-90 IA Code #: 280.17  
Date of Last Review: 2/14/2011  
Date of Last Revision: 4/10/2003

It is the policy of Trinity Lutheran School that school employees not commit acts of physical or sexual abuse, including inappropriate and intentional sexual behavior, toward students. Any school employee who commits such acts is subject to disciplinary sanctions up to and including discharge.

It is the policy of Trinity Lutheran School to respond promptly to allegations of abuse of students by school employees by investigating or arranging for full investigation of any allegation, and to do so in a reasonably prudent manner. The processing of a complaint or allegation will be handled confidentially to the maximum extent possible. All employees are required to assist in the investigation when requested to provide information, and to maintain the confidentiality of the reporting and investigating process.

Trinity Lutheran School has appointed a level-one investigator and alternate, and will arrange for or contract with a trained, experienced professional to serve as the level-two investigator. The level-one investigator and alternate will be provided training in the conducting of an investigation, at the expense of the school.

The Board of Christian School of Trinity Lutheran School shall determine the rules and procedures for charging and investigating allegations of abuse in accordance with the rules adopted by the State Board of Education.



## **Class Size**

### *Policy 5.20*

Initial Adoption Date: 7/23/1990  
Date of Last Review: 2/14/2011  
Date of Last Revision: 4/10/2003

IA Code #:

1. When enrollment for a particular class reaches 25, the Board of Christian School may employ an aide to assist the teacher. The amount of time the aide will spend at school each day will be determined by the age of the students and the needs of the teacher.
2. When enrollment reaches the following limits, future applicants for that grade will be placed on a Waiting List:
  - K = 24
  - 1-2 = 25
  - 3-4 = 28
  - 5-8 = 30
3. When the Waiting List for a particular class reaches 6, a second teacher may be employed at the discretion of the Board.
4. The Board has the discretion to temporarily increase class size for extenuating circumstances such as new professional staff members with children, or existing family additions.

## **Class Trips**

### *Policy 5.21*

Initial Adoption Date: 4/1/1986  
Date of Last Review: 2/14/2011  
Date of Last Revision: 4/10/2003

IA Code #:

### Annual Graduating Class Trip

1. Maximum length of 2 nights
2. No less than 2 chaperones must be in accompaniment, one of each gender

### All Trips

Any field trip more than 100 miles from Cedar Rapids must have Board of Christian School approval.

### Procedure

Date, destination and trip duration for all field trips will be a discussion between involved staff and must be approved by the principal. Field trips must adhere to policies 4.04, 4.05, and there must also be signed parent/guardian consent form turned in to the teacher.



## **Admissions Policy of Full Time LCMS Workers**

### *Policy 5.23.01*

Initial Adoption Date: 5/12/05 IA Code #:  
Date of Last Review: 2/14/2011  
Date of Last Revision:

Children of called LCMS church workers who are currently engaged in full-time church work shall be eligible for “member rate” tuition at Trinity Lutheran School regardless of their church membership.

## **Absence Due to Illness - Students**

### *Policy 5.24*

Initial Adoption Date: 5/5/1994 IA Code #:  
Date of Last Review: 2/14/2011  
Date of Last Revision:

1. Children who miss an extended amount of time for an illness should be under a physician’s care. Before a child returns to the classroom after 6 or more consecutive school days of absence, the physician must certify in writing that the child is able to return. This certification is to be given to the school secretary or principal.
2. If a child is going to be absent for 6 or more consecutive days for a reason other than illness, it will be necessary for the parent to meet with the principal prior to the absence to discuss the reason for the absence.
3. Children who miss more than 22 days of school during the year may be retained. This is the equivalent of missing an entire month of school. The teacher and the principal will evaluate the child’s progress and make a final determination. The absences alone are sufficient cause for retention, though.

## **Student Check Out Procedure**

### *Policy 5.25*

Date Implemented: 10/6/1994 IA Code:  
Date of Last Review: 2/14/2011  
Date of Last Revision:

If a parent or guardian wishes to take a child from school prior to the end of the school day, the following procedure must be followed:

1. The parent/guardian is to report to the school office and sign, date, and time a release form.
2. The secretary will give a release authorization to the parent/guardian. The parent/guardian will take the release authorization to the classroom teacher. The teacher will dismiss the child at that time. Teachers will not release children to anyone who does not have the release authorization.
3. If someone other than the parent/guardian is picking up the child, the parent/guardian must notify the school office by telephone of the name of the person picking up the child. This person will then be asked to show a driver's license or some other picture ID to the secretary before a release authorization will be issued.

This procedure has been implemented to protect the child. While teachers are acquainted with parents, they may not recognize older siblings, relatives, and friends of the family.

## **Non-custodial Request to Visit Student**

### *Policy 5.25.01*

Initial Adoption Date: 10/4/2003 IA Code #:  
Date of Last Review: 2/14/2011  
Date of Last Revision:

At no time will any person come into the school and request a student be taken out of class to speak with them, without written permission from that child's parent/guardian, or permission from the principal.

There may be circumstances that will not require a parental permission. These situations will require permission from the principal. These include, but are not limited to:

1. Department of Human Services processing a complaint.
2. Police Officer needing to do further questioning/follow up to an investigation.
3. Level II Investigator follow- up.

Any person wishing to speak with a child in this manner must present proper identification.



In the event that a child is taken from the room, that child may not be interviewed without the principal present.

If the principal is not available, the person requesting the visit must return another day.

## **Student Progress Reports and Conferences**

### *Policy 5.26*

Initial Adoption Date: 5/8/2003 IA Code #: 256. 11,11A; (2003)  
Date of Last Review: 2/14/2011  
Date of Last Revision:

In Pre-Kindergarten, there is one parent conference a year in January.

Kindergarten, grades one and two issue quarterly report cards of student progress. There is one required conference in October and a second voluntary conference in January.

There are three established procedures for reporting student progress to parents in grades three through eight. There are two 3-week progress reports issued each quarter. At the end of the nine-week period, a quarterly report card is issued. Parents also receive a copy of their child's Iowa Test of Basic Skills testing results when those are in. There is one required conference in October and a second voluntary conference in January.

Teachers or parents may request conferences at any time during the year to discuss student progress as well as any other concerns. Other reporting is done by notes, e-mail or phone calls as needed.



## SECTION 6 - STAFF

### Professional Instructional Staff Qualifications

#### *Policy 6.01*

Initial Adoption Date: 4/1/1986 IA Code #: 12.4(1)  
Date of Last Review: 2/14/2011  
Date of Last Revision: 12/4/2003

All staff shall perform duties according to the regulations adopted by the Trinity Lutheran Church in a God-pleasing manner.

All instructional staff shall be licensed, as required, by the State of Iowa, and present evidence of it to the principal of Trinity Lutheran School. All non-instructional staff shall be under the direct supervision of the principal.

The teacher should be a graduate of a synodical school or have completed the colloquy program. Teachers actively pursuing the colloquy program may be employed while they work toward completing the program.

The Board of Christian School shall determine what, if any, additional qualifications may be required as determined by the needs of the school.

Any certified teacher may be employed on a temporary basis.

The staff members called by Trinity will hold active membership at Trinity Lutheran Church, unless special arrangements are made for teachers, such as membership at a sister LCMS congregation, or at the discretion of the board.



- Encourage enrollments in the school when making member and non-member visits.
- Attend major school functions to maintain visibility and show support.
- Visit classrooms for goodwill purposes.
- Affirm teachers as fellow ministers in the church and assist with the orientation of new staff.

## **Job Description - Principal**

### *Policy 6.03*

Initial Adoption Date: 4/1/1986  
Date of Last Review: 6/13/2013  
Date of Last Revision: 6/13/2013

IA Code #: 12.4(a)

### **Basic Function**

The principal shall promote and maintain a Christian Day School in accordance with Lutheran Church Missouri Synod and Trinity Lutheran Board of Christian School guidelines. This includes execution of any and all procedures and policies necessary to ensure a successful day school program. The principal is responsible for the day-to-day operations of managing a Christian Day School.

### **Relationships**

Responsible to: Board of Christian School  
Works with: Pastor(s), Teachers, Support Staff

### **Qualifications**

1. The principal shall meet professional staff qualifications.
2. The applicant shall have met the requirement for the professional certificate endorsed for one of the several types of teaching services, and in addition thereto, have secured a master's degree in elementary education with emphasis on administration or be actively pursuing this degree within a timeframe acceptable to the Board of Christian School, four years of teaching experience, and school administrative experience with the amount to be judged by the Board of Christian School.
3. The principal shall be a member of (and participate in) professional organizations and associations.
4. The principal shall be certified by the Lutheran Church – Missouri Synod through graduation from a synodical school or by colloquy, and by signing the synodical constitution, taking an active interest in the work of Synod.
5. The principal shall be a member of Trinity Lutheran Church.

### **General Responsibilities**

1. Evaluate the curriculum and programs with other professional staff.
2. Regularly evaluate teachers' classroom performance as outline by policy and reports to the Board.
3. Maintain teacher files including biographical data, correspondence, state certificates, record of medical examinations, and transcripts of academic credits.
4. Require daily classroom schedules of each teacher and suggests revisions, if needed.
2. Require the preparation of lessons plans by all teachers.

3. Represent the faculty and staff at the Board of Christian School meetings.
4. Report to the faculty and staff on Board action related to school and faculty.
5. Administer the budget as approved.
6. Approve student admissions and transfers in consultation with the Board. Approve all promotions, accelerations, and retentions of pupils in accordance with policies set forth by the Board of Christian School.
7. Conduct faculty meetings regularly using planned and written agendas.
8. Arrange for regular meetings and consultations with pastoral staff.
9. Provide orientation meeting for all new and returning professional staff.
10. Coordinate fire and safety drills.
11. Maintain current handbooks: parent, student, and faculty.
12. Coordinate health-related visits and tests.
13. Encourage all teachers to be present at all PTL meetings.
14. Coordinate the parent-student orientation meeting at the beginning of the school year.
15. Be responsible for the ordering of all school material and equipment.
16. Oversee the operation of the cafeteria and make certain that the manager meets state requirements.
17. Make certain that teachers communicate to parents through conferences, private consultations, written and oral forms, and the status of each student.
18. Coordinate administration of annual achievement tests and review results as part of curriculum review.
19. Keep accurate student records in accordance with the law.
20. Recommend policies, as needed, to the Board of Christian School.
21. Disseminate school news to school and church families and other area churches when appropriate.
22. Actively participate in PTL meetings.
23. Promote the school and encourage parents to enroll their children.
24. Meet with prospective families.
25. Administer policies as set by the Board of Christian School.
26. Assist the SIAC Committee and the Board of Christian School in the development of annual goals.
27. Actively participate in District sponsored conferences and workshops related to, or specifically designed for, principals.
28. Subscribe to several educational and/or administration periodicals and add to personal professional library regularly. Expenses for these periodicals and books may be budgeted by the Board of Christian School.





## **Job Description - Guidance Counselor**

### *Policy 6.05*

Initial Adoption Date: 1/7/1993  
Date of Last Review: 2/14/2011  
Date of Last Revision: 6/5/2003

IA Code #: 12.5(21)

Responsible To: Principal

Job Summary: The position of guidance counselor includes, but is not limited to, the following services:

1. Provide assistance to students, which will lead to individualized self-growth, self-understanding, and maturity;
2. Provide support and professional assistance to teachers at Trinity regarding issues of emotional, academic, and behavioral development of children;
3. Provide professional consultation and in-service to the faculty;
4. Provide direct/indirect parent education services;
5. Is committed to the philosophy of Trinity Lutheran School in particular, and to Lutheran Christian education in general.

### Examples of Job Duties

#### Counseling Students and Parents:

1. Uses a variety of counseling and guidance techniques to help students find solutions to their educational difficulties and/or handicaps, personal-social problems related to family and school relations, peer relations, and emotional adjustment regardless of sex, culture, or ethnic background. This counseling may occur on a one-to-one basis, in small groups, and/or in classroom situations. This may include providing appropriate in-service to teachers to enable them to do the initial counseling.
2. Schedule conferences with parents as necessary to keep them informed of the student's school programs and to provide opportunities for their participation in parent education programs. This may include presentations at PTL meetings.
3. Assists parents by:
  - a. Acting as a consultant to them regarding the growth and development of their child,
  - b. Helping them develop realistic perceptions of their child's development in relation to the child's potential.
4. Guides students in learning and living the Christian faith.

#### Supporting Administrators, Faculty, and AEA Staff:

1. Consults with teachers concerning the student's program and develops management strategies to meet the needs of individual students. This may include in-services on various subjects when needed.
2. Consults with administrator on a regular basis and with educational specialists such as school psychologists, learning disability specialists, AEA specialists, social service and mental health specialists. Assists in making referrals and attends student staffing. The counselor will participate in Child Study Team meetings with the administrator.
3. Maintains confidentiality of records of interactions with students apart from the permanent file.

#### Test Score and Data Interpretation:

1. 1 Assists and works with students in evaluating their aptitudes and abilities through the interpretation of individual standardized test scores and other pertinent data as needed.
2. Maintains a working knowledge of the testing program and interprets the results to students, family, and faculty as requested.
3. Assists faculty in determining student placement.

#### Career Education:

Monitor the instructional program to assure that students develop an awareness of the world or work and serve as a resource person to faculty and students as needed.

#### Programs/Curriculum Planning:

1. Promotes positive attitudes and awareness of the guidance programs within the school and congregation family.
2. Helps in the planning and development of the school's curriculum and takes leadership in the planning and development of the guidance curriculum and program keeping in mind
  1. the needs of students.

## **Job Description - Teacher**

### *Policy 6.06*

Initial Adoption Date: 1/13/1994 IA Code #:12.4(b)  
Date of Last Review: 2/14/2011  
Date of Last Revision: 12/4/2003

### **Basic Function**

The teacher is part of the team ministry of Trinity Lutheran Church and School. The teacher provides instruction in the Christian Day School in accordance with the guidelines of the Board of Christian School of the congregation.

### **Relationships**

Responsible to: Principal  
Works with: Other teachers, support staff, parents

### **Qualifications**

1. The teacher shall be defined as a member of the professional instructional staff who holds a certificate endorsed by the type of position in which employed.
2. The teacher shall be a member of the Lutheran Education Association and at least one of its departments.
3. The teacher models the Christian faith, dresses appropriately, and is an effective communicator.

### **General Responsibilities**

1. Takes continuing education courses.
2. Supports in practice the school's statements of purpose, philosophy, goals, and the mission statement of the congregation. A teacher diagnoses, prescribes, evaluates, and directs student learnings in terms of the school's objectives.
4. Follows Matthew 18 in conflict resolution.
5. Fulfills assigned responsibilities - including grade level assignment, staff assignments, and co-curricular assignments.
6. Completes required reports, records, and forms on time.
7. Maintains a Christian professional relationship with colleagues, parents, and students.
8. Attends and participates in faculty meetings.
9. Attends PTL meetings as directed by the principal.
10. Attends congregational Business Meetings and participate in the total life of the congregation.



## **Job Description - Teacher Assistant/Educational Aide**

*Policy 6.08*

Initial Adoption Date: 4/1/1986  
Date of Last Review: 2/14/2011  
Date of Last Revision: 12/4/2003

IA Code #: 12.4(c)

### **Basic Function**

Provide assistance to the classroom teacher

### **Relationships**

Responsible to: Classroom teacher

Works with: Other teachers, support staff, principal

### **Qualifications**

1. The board shall approve the use of employed and volunteer educational aides, to assist certified personnel in non-teaching duties.
2. The assistant will be under the supervision of the principal, who will conduct an annual training program for such personnel.
3. The assistant shall be over the age of 18 and be a high school graduate.
4. The assistant shall understand the philosophy of the school.
5. The assistant models the Christian faith.

### **General Responsibilities**

1. Corrects papers, makes copies of worksheets and tests for the classroom teacher, and other non-instructional tasks the teacher may assign.
2. Supervises children at recess, lunch, and during group instruction given by the teacher.
3. Works with individual children or small groups of children to reinforce and extend instruction previously given by the teacher.
4. Attends in-service sessions as scheduled by the principal.
5. Performs any other duties deemed appropriate by the classroom teacher and the principal.

The Board of Christian School, upon the recommendation of the principal and the SIAC Committee, hire teacher assistants.

## **Job Description - Substitute Teacher**

### *Policy 6.09*

Initial Adoption Date: 4/1/1986  
Date of Last Review: 2/14/2011  
Date of Last Revision: 6/5/2003

IA Code #:

### **Basic Function**

The substitute teacher fulfills the responsibilities of the classroom teacher on a temporary basis.

### **Relationships**

Responsible to: Principal  
Works with: Other teachers

### **Qualifications**

1. The substitute shall be over the age of 18 and be a high school graduate (minimum).
2. The substitute shall understand the philosophy of the school.
3. The substitute shall model the Christian faith.
4. The substitute shall hold a valid Iowa teaching/substitute license.

### **General Responsibilities**

Executes lesson plans as prepared by the teacher and supervises the children throughout the day.



## **Job Description - School Secretary**

### *Policy 6.11*

Initial Adoption Date: 4/1/1986 IA Code #:  
Date of Last Review: 3/13/2015  
Date of Last Revision: 3/13/2015

### **Basic Function**

The secretary will performed the duties assigned and supervised by the principal as is necessary for the orderly conduct of school business.

### **Relationships**

Responsible to: Principal  
Works with: Faculty, support staff of school and congregation, Board of Christian School

### **Qualifications**

1. The secretary shall model the Christian faith and understand the philosophy of the school.
2. The secretary shall complete the requirements specified in the "Application for Employment Procedure" policy.
3. The secretary shall have a minimum of a high school education and demonstrate skills in word and data processing, accounting, telephone etiquette and office organization necessary to performing the duties of the position.
4. The secretary shall relate well to both children and adults.

### **General Responsibilities/Expectations**

1. Maintains appropriate school records
  - a. PowerSchool system
    - i. Responsible for annual set-up of student information
    - ii. Enters student participation in TLS Lunch Program
    - iii. Enters student attendance information
    - iv. Responsible for quarterly "storing" (archiving) of student grades
  - b. Report Cards
    - i. Printing of quarterly report cards
    - ii. Organize printed report cards and distribute to appropriate teacher
  - c. Student Records
    - i. Immunization records (audited by State of Iowa)
    - ii. Dental Records (audited by State of Iowa)
    - iii. Physical Records (i.e. information collected for students at the beginning of each school year)
    - iv. ITBS Records
      1. Ordering of tests for current students
      2. Assigning of student ID's within ITBS system
      3. Filing of test results for each student



- d. Maintain any other student records as specified by the School Administrator
- 2. Maintains confidentiality
- 3. Works independently, making decisions independently when appropriate.
- 4. Coordinates first-aid treatment and medication as directed in policy #5.12
- 5. Completes state reports on attendance
- 6. Serves as school receptionist
- 7. Responsible for weekly creation and distribution of "Trinity Trumpet" newsletter
- 8. Performs other duties and satisfy any/all training requirements as deemed necessary and directed by the Principal

## **Job Description - Coach: Team Sports**

### *Policy 6.12*

Initial Adoption Date: 4/1/1986  
Date of Last Review: 2/14/2011  
Date of Last Revision: 9/11/2003

IA Code #:

### **Basic Function**

To organize and implement a successful sports program which demonstrates a Christian and enthusiastic spirit.

### **Relationships**

Responsible to: Athletic Director [While directly responsible to the athletic director, coaches are representatives of the school administration and are ultimately accountable to the principal and the Board of Christian School].

Works with: Students, Parents, and Teachers

### **Qualifications**

1. Coaches shall model the Christian faith, understand the philosophy of the school, and incorporate the philosophy into his/her coaching.
2. Coaches shall demonstrate a knowledge of the sport to be coached and shall demonstrate the ability to work with the age level of children in their sport.
3. Coaches must read and follow guidelines outlined in Athletic Ministries Handbook.

### **General Responsibilities**

1. Emphasizes the glory of God over self and school.
2. Serves as a Christian example of fair play and good sportsmanship.
3. Conducts a preseason meeting with the parents of the student-athletes participating in the given sport, and distribute a copy of team guidelines, coach's expectations, and practice and game schedules to all parents.
4. Provides supervision for student athletes after practices and games until their parents pick them up.
5. Organizes and executes practice sessions in conjunction with practice times coordinated with the Athletic Director.
6. Is responsible for making new equipment needs known to the Athletic Director as well as caring for existing equipment used in the sport coached.
7. Attends all games and is responsible for the conduct of the team at all games.
8. The cheerleading coach shall include planning, organizing, and executing pep rallies as coordinated with the Athletic Director and coaches involved.

## **Job Description - Cafeteria Manager**

### *Policy 6.14*

Initial Adoption Date: 4/1/1986 IA Code #:  
Date of Last Review: 2/14/2011  
Date of Last Revision: 3/13/2015

### **Basic Function**

The cafeteria manager shall organize and implement a successful cafeteria program, demonstrating a Christian and enthusiastic attitude.

### **Relationships**

Responsible to: Principal  
Works with: Cafeteria staff, teachers, principal and Board of Christian School

### **Qualifications**

1. Will have experience in cafeteria operations and be able to operate a program that follows state guidelines.
2. Shall model the Christian faith.
3. Shall understand and support the philosophy of the school.
4. Shall demonstrate the ability to work with children.

### **General Responsibilities**

1. Plan menus that meet the state food service requirements.
2. Supervise the food service personnel and work schedules.
3. Purchase food and supplies as needed for the school kitchen.
4. Maintain an inventory of all supplies, food items, and equipment.
5. Control the cost of labor, food, and supplies.
6. Establish and maintain sanitation standards.
7. Maintain good public relations with students, parents, faculty, and community.
8. Understand and practice good nutrition in the preparation and service of food.
9. Establish and maintain accurate accounting procedures and records for proper control and management of money, labor, food, and supplies.
10. Hire substitute cooks or volunteers as needed.
11. Prepare any and all reports, federal and state, including monthly reports to the principal and Board of Christian School.
12. May assist with food preparation and other kitchen operations when necessary.
13. Keep informed of new developments on methods and equipment that will improve and upgrade our food service program.
14. Perform any task needed to ensure a successful food service program.
15. Be responsible for kitchen staff meeting requirements for employment.

## **Job Description - Cafeteria Personnel**

### *Policy 6.14.01*

Initial Adoption Date: 03/13/2015

IA Code #:

Date of Last Review: 03/13/2015

Date of Last Revision: 03/13/2015

### **Basic Function**

The cafeteria personnel shall assist in preparation, serving and cleaning to facilitate a quality and successful cafeteria program, while demonstrating a Christian and enthusiastic attitude.

### **Relationships**

Responsible to: Cafeteria Manager

Works with: Cafeteria staff, teachers, principal, Board of Christian School and volunteers

### **Qualifications**

1. Shall model the Christian faith.
2. Shall understand and support the philosophy of the school.
3. Shall demonstrate the ability to follow required state guidelines.
4. Shall demonstrate the ability to work with children.

### **General Responsibilities**

1. General work connected with the operation of food service, which includes food preparation, handling and serving.
2. Follow department procedures.
3. Comply with standard health regulations.
4. Assist with washing pots, pans, dishes, trays, and silverware by approved methods.
5. Participate in serving good quality food.
6. Available to work flexible hours for on-call needs.
7. Assist with general clean up duties.
8. Maintain open, positive communication.
9. Represent the department in a positive, professional manner.
10. Participate in short courses, meetings, and in-service training, as requested.
11. Other duties as assigned.

## **Job Description - Librarian**

### *Policy 6.16*

Initial Adoption Date: 8/2/1996 IA Code #:  
Date of Last Review: 2/14/2011  
Date of Last Revision: 8/8/2002

### **Basic Function**

To manage the library and assist teachers with library skills instruction and usage of the library.

### **Relationships**

Responsible to: Principal  
Works with: Teachers, Assistants, Volunteers, and Students

### **Qualifications**

1. The librarian shall model the Christian faith and understand and support the philosophy of the school.
2. The librarian shall have a minimum of a high school education although some college is preferred.
3. The librarian shall demonstrate the ability to perform the tasks required.
4. The librarian shall demonstrate the ability to work with the various age levels of children in the school.
5. While not required, background as an elementary school teacher is desirable.

### **Philosophy**

The library provides opportunities for children to pursue individual reading and projects as part of classroom activities or on their own initiative. We strive to provide books, which enrich quality of thought, and expression and which contribute to the development of information and responsible Christians.

### **Material Selection**

Materials for the library will be chosen with thoughtful attention as to their appropriateness for a Christian day school. The library should provide a wide range of resource materials on all levels of difficulty with a diversity of appeal and different points of view.

The Librarian should be familiar enough with content of his/her choice of materials so that he/she can respond intelligently to possible objections. Many well-known controversial secular books (particularly fiction) which are in high demand may have already been purchased by parents for their children, therefore, we do not need to duplicate them by adding them to our library shelves.

## **General Responsibilities**

1. Collect library materials from classrooms, card and shelf materials, issue overdue slips and list on summary sheet, collect and record fines, type new pocket cards as needed, repair books and magazines, keep the library neat, check mail, and file catalogs on a daily basis (or as needed).
2. Work with classes on a weekly basis in the library. This includes, but is not limited to, helping students locate books, use the card catalog, and check out media. The librarian also reads material to students to expose them to new literature or to carry out a them and lead them to similar books on display. The librarian gives book talks on fiction and nonfiction books to encourage reading. The librarian, as a result of consultation with the classroom teacher, will present collections pertinent to areas of classroom study.
3. Establish procedures for the addition of new material resulting from student and teacher requests. Identify needs resulting from weeding or obvious imbalances in materials. Update, supplement the existing collection and use ideas obtained from workshops.
4. Order materials after receiving quotations from various suppliers and making cost comparisons.
5. Check new arrivals against packing list and order. Keep track of back ordered portion of the order and contact suppliers as necessary.
6. Process all new books. [Stamp, pocket, card, and catalog all materials. Record source of funding.]
7. Maintain an accurate inventory of supplies needed in the library. Request replacement supplies as needed.
8. Establish and implement a procedure for handling donations of books, magazines, and videos, etc. Examine and review materials for suitability and needs. Process donations retained or dispose of those items not desirable or appropriate for our library.
9. Maintain the library bulletin board.
10. Prepare various displays: seasonal, open house, etc.
11. From May to August, complete the following: thoroughly read shelves and check catalog numbers, weed obsolete and tattered materials and their corresponding cards, conduct giveaway for discards, clean storage areas, prepare letter to parents at the beginning of each plus other communications as needed, and consult teachers and print schedules for each school year.
12. Provide formal library skills instruction.

## **Job Description - Childcare Program Director**

### *Policy 6.17*

Initial Adoption Date: 4/8/2004 IA Code #:  
Date of Last Review: 6/11/2015  
Date of Last Revision: 6/11/2015

### **Basic Function**

To manage and oversee the day-to-day operations, to actively engage and care for the students during the day-to-day program activities, and to provide instructional leadership of the Trinity Lutheran School Childcare program, including the Extended Care, Daycare, and Summer Academy programs. To train and supervise staff, set instructional objectives, and work to build positive relationships with parents.

### **Relationships**

Responsible to: Principal

Works with: Childcare staff, teachers, and Trinity Lutheran Board of Christian Schools

### **Qualifications**

1. Minimum Associate's degree in child development, however a Bachelor's is preferred in early childhood, child development, or elementary education.
2. People with childcare-related work experience will be given preference.
3. Shall demonstrate the ability to oversee a staff of people.
4. Must be CPR and First Aid certified.
5. Must have completed the mandated reporting child abuse training and criminal background check.
6. Shall model the Christian faith.
7. Shall understand and support the philosophy of the school.

### **General Responsibilities**

1. Manage the day-to-day activities at the Childcare Program.
2. Ensure the overall well-being of children in the Childcare Program.
3. Ensure the TLS Childcare Programs comply by DHS standards and ensure all licenses and/or certifications are current.
4. Establish healthy, safe, and developmentally appropriate practices.
5. Manage billing, payroll, purchasing, and the general finances for long-term soundness of the center.
6. Provide up-to-date and accurate information to parents.
7. Organize all field trips.
8. Conference with parents as needed.
9. Handle discipline decisions.

10. Hire and maintain competent, motivated staff and provide for their professional development and supervision.
11. Set appropriate expectations for staff.
12. Maintain staff scheduling and coverage.
13. Organize parent registration.
14. Coordinate tours and marketing with TLS development director and/or principal.
15. Maintain rapport and clear communication with parents.
16. Create instructional resources for use in the classroom.
17. Explain or answer procedural questions.



## **Job Description - Extended Care Supervisor**

*Policy 6.17.01*

Initial Adoption Date: 4/8/2004  
Date of Last Review: 2/14/2011  
Date of Last Revision:

IA Code #:

### **Basic Function**

The Extended Care Supervisor will assist the Extended Care Director in accordance with the Trinity Lutheran School Board of Christian School guidelines.

### **Relationships**

Responsible to: Extended Care Director  
Works with: Extended Care Staff, teachers, principal, Extended Care Board

### **Qualifications**

1. Shall model the Christian faith.
2. Shall understand and support the philosophy of the school.
3. Shall uphold the purpose of the Extended Care program in accordance with the Extended Care Handbook.
4. Shall demonstrate the ability to oversee a staff of people.
5. Shall be a high school graduate

### **General Responsibilities**

1. Arrive promptly and regularly.
2. Let Director know if they will be late or gone.
3. Supervise/facilitate daily program activities.
4. Attend monthly staff meetings.
5. Participate in in-service training if needed.
6. Follow health and safety standards.
7. Perform regulated duties as requested by the Director.
8. Accurately maintain the sign in/sign out log.
9. Manage assistants.
10. Help with homework.
11. Supervise indoor and outdoor playtime.
12. Be responsible for overall cleanup each day.
13. Monitor child to staff ratio, send assistants home when appropriate.
14. Direct parent concerns to Director.

## **Job Description - Childcare Provider**

*Policy 6.17.02*

Initial Adoption Date: 4/8/2004  
Date of Last Review: 6/11/2015  
Date of Last Revision: 6/11/2015

IA Code #:

### **Basic Function**

Responsible for supervising, engaging, and caring for children in the Childcare program in accordance with the Trinity Lutheran School Board of Christian School guidelines.

### **Relationships**

Responsible to: Childcare Program Director  
Works with: Childcare staff, teachers, and principal

### **Qualifications**

1. Must be 18 years of age or older.
2. Experience in early childhood education or early childhood caregiving is preferred and shall demonstrate the ability to work effectively with children.
3. Must be CPR and First Aid certified.
4. Must have completed the mandated reporting child abuse training and criminal background check.
5. Shall model the Christian faith.
6. Shall understand and support the philosophy of the school.

### **General Responsibilities**

1. Follow the daily plan/schedule as developed by the Program Director.
2. Accurately maintain the sign in/sign out procedures.
3. Monitor the program and children for safety at all times.
4. Follow the health and safety protocols of DHS.
5. Maintain order and cleanliness of the rooms.
6. Engage with students in activities and homework.
7. Receive and maintain continuing education requirements as required by Program Director and DHS.
8. Arrive promptly and notify Program Director of any requests for a schedule change.

## **Job Description - Childcare Lead Teacher**

*Policy 6.17.03*

Initial Adoption Date: 6/11/2015  
Date of Last Review: 6/11/2015  
Date of Last Revision: 6/11/2015

### **Basic Function**

Responsible for supervising, engaging, and caring for children in the Childcare program in accordance with the Trinity Lutheran School Board of Christian School guidelines. Provide academic instruction and ensure the following of the daily schedule of the TLS daycare program.

### **Relationships**

Responsible to: Childcare Program Director  
Works with: Childcare Program Director, Childcare staff, teachers, principal

### **Qualifications**

1. Minimum Associates degree in education or high school graduate with 2 years of full-time childcare experience.
2. Must be CPR and First Aid certified.
3. Must have completed the mandated reporting child abuse training and criminal background check.
4. Shall model the Christian faith.
5. Shall understand and support the philosophy of the school.
6. Shall demonstrate the ability to oversee a staff of people.

### **General Responsibilities**

1. Follow the daily schedule as developed by the program director.
2. Teach, lead, and coordinate the daily operations of the daycare program.
3. Assist in the planning of curriculum in coordination with the preschool teacher and program director.
4. Monitor the program and children for safety at all times.
5. Follow the health and safety protocols of DHS.
6. Maintain order and cleanliness of the rooms.
7. Receive and maintain continuing education requirements as required by Director and DHS.
8. Arrive promptly and notify Director of any requests for a schedule change.
9. Manage assistants.
10. Supervise indoor and outdoor playtime.
11. Direct parent concerns to Director.

## **Continuing Education Reimbursement**

### *Policy 6.19*

Initial Adoption Date: 4/1/1986  
Date of Last Review: 2/14/2011  
Date of Last Revision: 7/8/2004

IA Code #:

### **Purpose of the Policy**

Define the means of reimbursement for staff members who take classes for continuing education.

### **Qualifications**

Any full time professional staff member of Trinity Lutheran School.

Class must be completed with a GPA of 2.0 or better, or a Pass on a Pass/Fail class.

Classes and advancement plans should be presented, in writing, to the Board prior to taking the class. Allow two months for approval of advancement plans.

1. Any class that is taken to maintain state license requirements will be reimbursed at 60%
2. If a class is part of a comprehensive advancement plan, approved by the Board of Christian School, the class will be reimbursed at 75%.
3. Approval will be granted at the discretion of the Board and budget constraints.

Comprehensive Advancement Plans are courses that:

- Lead to an advanced degree such as masters program, doctoral program or colloquy.
- Classes that are used to learn or enhance a skill, clearly beneficial to Trinity Lutheran School. Example: learning new techniques in teaching reading or learning to utilize technology in the classroom.

## **Evaluation of Licensed Personnel**

### *Policy 6.20*

Initial Adoption Date: 12/7/1989  
Date of Last Review: 2/14/2011  
Date of Last Revision:

IA Code #: 12.3(4a)

Evaluation of licensed personnel on their skills, abilities, and competence shall be an ongoing process supervised by the principal. The goal of the formal evaluation shall be to improve the educational program, to maintain licensed personnel who meet or exceed the board's standards of performance, to clarify each licensed employee's role, to ascertain the areas in need of improvement, to clarify the immediate priorities of the board, and to develop a working relationship between the principal and other school personnel.

The formal evaluation criteria shall be in writing and brought to the board's attention if necessary. The formal evaluation shall provide an opportunity for the principal and the licensed employee to discuss the past year's performance and the future areas of growth. The formal evaluation shall be completed by the principal, signed by the licensed employee and filed in the employee's personnel file.

It shall be the responsibility of the principal to ensure licensed personnel are evaluated annually. First and second year licensed teachers shall be evaluated twice a year.

## **Principal Evaluation**

### *Policy 6.21*

Initial Adoption Date: 12/7/1989  
Date of Last Review: 2/14/2011  
Date of Last Revision: 12/4/2003

IA Code #: 12.3(4b)

The board will conduct an annual written evaluation of the principal based on the principal's skills, abilities, and competence. The goal of the principal's annual formal evaluation is to ensure the education program for the students is carried out, promote growth in effective administrative leadership, clarify the principal's role, clarify the immediate priorities of the board, and develop a working relationship between the board and the principal. The criteria will be related to the job description and the goals of the board.

The evaluation shall be conducted by the chairman of the Board of Christian School and the Senior Pastor. It is the responsibility of the chairman of the BCS for seeing that the evaluation is completed annually. The board may discuss the principal's evaluation in closed session.

The evaluation will be filed in the principal's personnel file.



## **General Personnel Physical Examinations**

### *Policy 6.28*

Initial Adoption Date: 12/7/1989

IA Code #: 12.4(d)

Date of Last Review: 4/11/2013

Date of Last Revision: 4/11/2013

Good health is important to job performance. Employees shall present evidence of good health in the form of a written physical examination report from qualified medical personnel prior to their employment with the school. A physical examination report is required at least every 3 years, including a tuberculosis test.

Employees, whose physical or mental health, in the judgment of the administration, may be in doubt, shall submit to additional examinations at the expense of the school when requested to do so.

The board will pay up to \$100 of the cost of an employee's physical examination.

## Section 7 – FINANCE

### Fee Refunds

#### *Policy 7.02*

Initial Adoption Date: 4/1/1986 IA Code #:  
Date of Last Review: 6/13/2013  
Date of Last Revision: 6/13/2013

1. In the event a student's enrollment at Trinity Lutheran School is terminated, any money left unused for lunch tickets will be refunded after unused funds are applied to outstanding school balances.
2. Any unused lunches remaining on a lunch ticket at the end of the school year will be carried over to the following year. Tickets may be transferred to siblings at the end of the year. Refunds will be made only if no member of the family is returning the following year. Lunch credits may be applied to any outstanding balances owed at the principal or business manager's discretion.
3. If a student's enrollment is terminated due to family relocation more than 35 miles from Trinity Lutheran School, tuition will be prorated based on the number of days enrolled to the total number of school days in the year. Any tuition paid over the prorated amount will be refunded within 30 days of the student's last day of enrollment. Any unpaid tuition must be paid within 30 days of the student's last day of enrollment.
4. If all students in a family cannot be enrolled due to class size limitations, the family may receive, at its request, a refund of registration fees previously paid for enrolled members of the family who choose to un-enroll.
5. Refunds of registration fees will not be made after July 15 for the coming school year unless the family will be relocating more than 35 miles from Trinity Lutheran School.



## **Replacement of Damaged Property**

### *Policy 7.03*

Initial Adoption Date: 4/1/1986 IA Code #:  
Date of Last Review: 2/14/2011  
Date of Last Revision: 2/14/2011

Any individual, who, because of negligence or willful conduct, vandalizes, breaks, loses, or damages property of Trinity Lutheran School, shall be responsible for the cost of replacing or repairing the item, as determined by the principal.

## **PTL Concession Receipts**

### *Policy 7.04*

Initial Adoption Date: 4/1/1986 IA Code#:  
Date of Last Review: 2/14/2011  
Date of Last Revision: 6/1/1995

Concessions at Trinity Lutheran School is approved by the Board of Parish Education as part of the Trinity Parent-Teacher League fund raising system, to be run by the PTL, and any money collected is to be deposited to the PTL treasury.

The school cafeteria and lunchroom can be used for these purposes, as long as they are kept neat and cleaned up after every use. Failure to do so will result in a loss of this privilege.

## **Use of School Facilities**

### *Policy 7.05*

Initial Adoption Date: 4/1/1986 IA Code #:  
Date of Last Review: 2/14/2011  
Date of Last Revision: 2/14/2011

The facilities of Trinity Lutheran School may not be used by an individual or group to host non-school activities for profit, unless otherwise approved in writing by the Board of Christian School and/or the Board of Trustees. The individual, or group, shall complete a Facility Use form and receive written approval prior to the date of use. Approval shall require a certificate of insurance or a waiver of liability as determined by the approving body.



# Trinity Lutheran Church

## Board of Christian School Facility Use Application Form

Room or Facility Requested \_\_\_\_\_

Organization Requesting \_\_\_\_\_

Date and Time Requested \_\_\_\_\_

Type of Activity \_\_\_\_\_

Contact Person \_\_\_\_\_ Phone \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

### Rules and Regulations

In submitting this application, the above organization agrees to abide by the following rules:

1. We will conduct ourselves in such a manner to avoid damage or abuse to the facilities and equipment, and to protect the name of Trinity Lutheran, by our conduct.
2. We will leave the facility promptly at the time indicated, and willingly accept directions from the supervisor in charge.
3. We will report immediately any damages or problems with facility or equipment, and will not hold Trinity liable for any accidents that might occur.
4. We will have no alcoholic beverages on the premises.
5. We will conduct no type of sales or vending of food on the premises. (Arrangements for food can be made through Trinity organizations.)
6. When an activity at the school facility conflicts with a church service, those attending the school activity will vacate the church parking lot and park east of the school or at Kingston Stadium.
7. There will not be any charges, gate fees, or admissions without express authorization.
8. Proper rules will be recognized for gym use, such as appropriate shoes, no refreshments in the gym, etc.

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### Fees

A mandatory \$50.00 cleaning fee is required for all private events held at Trinity' facilities. Please submit payment along with this form to save your date. **The date will not be held for you if the \$50.00 fee is not paid.** Checks may be made payable to Trinity Lutheran Church.

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### (Office use only)

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_

Payment method: \_\_\_\_\_ Cash \_\_\_\_\_ Check \_\_\_\_\_ Check Number \_\_\_\_\_

Date of payment \_\_\_\_\_ Received by: \_\_\_\_\_



## **Preschool Salaries**

### *Policy 7.07*

Initial Adoption Date: 6/1/1995 IA Code #:  
Date of Last Review: 6/13/2013  
Date of Last Revision: 6/13/2013

#### **Preschool Teacher:**

The preschool teacher shall be paid based on the matrix and base pay for professional workers. The salary shall be prorated according to the percentage of time the preschool class meets as compared to the elementary program. The preschool teacher is eligible for benefits on the same basis as all other professional staff.

#### **Preschool Assistant:**

The assistant shall be paid an hourly wage as determined annually by the Personnel Committee. The BCS will make an annual recommendation to the Personnel Committee during the budgeting process.

## **Tuition Rates**

### *Policy 7.08*

Initial Adoption Date: 3/7/1996 IA Code #:  
Date of Last Review: 2/14/2011  
Date of Last Revision: 2/14/2011

1. Tuition rates will be set annually by the Board of Christian School and approved by the Trinity Lutheran Church voters as part of the annual church and school budget.
2. The BCS may set different tuition rates for members of Trinity Lutheran Church ("member rate") and for members of other churches ("non-member rate").

## **Delinquent Tuition and Fees**

### *Policy 7.09*

Initial Adoption Date: 6/6/1996 IA Code #:  
Date of Last Review: 6/13/2013  
Date of Last Revision: 6/13/2013

1. The business manager, or their designee, will notify parents when a tuition payment is not received by the payment due date and will provide a report of late payment to the principal.
2. A penalty may be assessed for late payments received after the 10<sup>th</sup> of the month.

3. Families who are two months late will receive a communication for a Board of Christian School (BCS) member. Board members will report the response, or lack of, to the principal.
4. Families who are three months late will be contacted by the principal, who will inform the family of the following:
  - a. Students are not allowed to re-enroll for the next school year unless past due tuition is paid.
  - b. Any family who was three months delinquent at any time during the previous school year will be required to either prepay the next year's tuition by August 1 or agree to automatic monthly withdrawal from a bank account or credit card.
  - c. Families whose tuition has been delinquent at any time during the school year are strongly encouraged to apply for tuition assistance for the following year.
5. A student's enrollment will not be terminated during the school year for nonpayment of tuition or fees. Trinity Lutheran School will provide Christian service for the remainder of the school year.
6. Students in 8th grade will not be allowed to participate in graduation exercises unless tuition and fees are paid in full by May 10th. Parents must make arrangements with the principal or financial officer.
7. If any tuition or fees remain outstanding at the end of the school year and the family indicates that its students will not be returning the following year, the outstanding balance is due in full by June 30. Accounts not paid in full by August 1 may be referred to a collection agency.
8. By enrolling their child(ren) in Trinity Lutheran School, parents agree to abide by the terms of this policy.
9. The BCS reserves the right to deny enrollment to any child whose tuition and fees are delinquent at the end of the school year until the account is paid in full. If classes are full, space will not be reserved for families with delinquent accounts.
10. The BCS has the sole discretion to decide whether to allow students with delinquent accounts to enroll for the following school year. The BCS will consider the family's willingness to work toward payment and their attempts to repay delinquent amounts in making this decision.
11. The BCS may, at its discretion, outsource any or all collection procedures provided for in this policy.
12. Trinity Lutheran School will charge a \$30 fee for all returned checks or failed auto debit payments due to insufficient funds.



## INDEX

<p>Absence</p> <ul style="list-style-type: none"> <li>dr appointment..... 53</li> <li>due to illness..... 71</li> <li>making up work..... 53</li> <li>retention of students due to ..... 53</li> <li>unexcused ..... 54</li> <li>vacation ..... 54</li> </ul> <p>Abuse of students, by employees ..... 66</p> <p>Accident reports ..... 59</p> <p>Administrative regulations, review of ..... 20</p> <p>Admissions, children of full-time LCMS workers ..... 71</p> <p>Admissions, procedure ..... 70</p> <p>Anti-discrimination policy ..... 32</p> <p>Asthma inhalers ..... 59</p> <p>Athletic Committee responsibilities ..... 14</p> <p>Athletic director ..... 87</p> <p>Athletic events ..... 45</p> <p>Attendance ..... 53</p> <p>AUXILIARY GROUPS ..... 110</p> <p>Cafeteria manager</p> <ul style="list-style-type: none"> <li>job description ..... 91</li> </ul> <p>Cafeteria personnel</p> <ul style="list-style-type: none"> <li>job description ..... 92</li> </ul> <p>Career education..... 31, 82</p> <p>Child abuse</p> <ul style="list-style-type: none"> <li>identifying ..... 63</li> <li>report form ..... 65</li> <li>reporting ..... 63</li> <li>reporting procedure ..... 64</li> </ul> <p>Childcare</p> <ul style="list-style-type: none"> <li>director responsibilities ..... 95</li> <li>lead teacher duties ..... 99</li> <li>provider duties ..... 98</li> </ul> <p>Class size ..... 68</p> <p>Class trips ..... 69</p> <p>Coach, team sports</p> <ul style="list-style-type: none"> <li>job description ..... 90</li> </ul> <p>Committee</p> <ul style="list-style-type: none"> <li>Athletic..... 14</li> </ul> <p>Communicable diseases</p> <ul style="list-style-type: none"> <li>employees ..... 102</li> </ul>	<ul style="list-style-type: none"> <li>students ..... 60</li> </ul> <p>Community reporting/feedback..... 44</p> <p>Concession receipts ..... 105</p> <p>Conferences ..... 73</p> <p>Conflict resolution, between staff ..... 25</p> <p>Continuing education reimbursement... 100</p> <p>Curriculum development..... 40</p> <p>Curriculum evaluation ..... 40</p> <p>Detention ..... 55</p> <p>Directory</p> <ul style="list-style-type: none"> <li>student information ..... 51</li> </ul> <p>Discipline</p> <ul style="list-style-type: none"> <li>student ..... 55</li> </ul> <p>Early childhood, defined ..... 28</p> <p>Educational philosophy..... 7</p> <p>Elementary grades, defined..... 28</p> <p>Enrollment age, kindergarten..... 67</p> <p>Equal opportunity..... 32</p> <p>Evaluation</p> <ul style="list-style-type: none"> <li>licensed personnel ..... 101</li> <li>principal..... 101</li> </ul> <p>Expulsion ..... 56</p> <p>Extended care</p> <ul style="list-style-type: none"> <li>supervisor responsibilities ..... 97</li> </ul> <p>Fee</p> <ul style="list-style-type: none"> <li>for NSF payments ..... 109</li> </ul> <p>Fee Refunds..... 104</p> <p>Field trips ..... 69</p> <ul style="list-style-type: none"> <li>drivers ..... 48</li> <li>seat belts..... 48</li> </ul> <p>FINANCE..... 104</p> <p>GENERAL POLICIES..... 7</p> <p>Global education..... 35</p> <p>Goals of school..... 8</p> <p>Graduation requirements ..... 52</p> <p>Grievance procedure</p> <ul style="list-style-type: none"> <li>staff ..... 25</li> <li>student or parent..... 23</li> </ul> <p>Guidance counselor..... 81</p> <p>Guidance program..... 43</p> <p>Harassment</p> <ul style="list-style-type: none"> <li>of employee ..... 26</li> </ul>
--	---

Hazardous chemicals .....	22	Lunch ticket .....	110
Health education .....	30	not paid .....	110
exclusion from .....	31	Medication, administration to students ...	60
parent objection .....	30	Membership requirements, Board of	
Health services.....	61	Christian School.....	9
Home-schooled students.....	26	Middle school grades, defined.....	28
Illness, absence due to.....	53	Minutes, school governing board.....	15
Illness, student .....	71	Mission statement.....	7
Illness, student, while at school.....	59	National Basketball Tournament	
Injury, student, while at school .....	59	Application .....	45
Instruction program, basic .....	29	Needs assessment.....	21
Instructional materials		New family recruitment, incentives .....	67
inspection .....	42	Non-custodial visits.....	72
objection .....	42	Nondiscrimination, statement of .....	49
selection .....	41	Objection to Instructional Materials.....	42
Instructional organization .....	28	Pastor, role of at TLS.....	76
Internet, rules of use.....	34	Perfect attendance .....	54
Job description		Personnel files.....	102
Assistant to the Principal .....	80	Physical education.....	30
athletic director .....	87	exclusion from.....	31
board of Christian school.....	10	Physical examinations	
cafeteria manager.....	91	personnel .....	103
cafeteria personnel.....	92	Physical Restraint.....	57
childcare lead teacher.....	99	Policy	
childcare program director .....	95	administration in absence of .....	19
childcare provider .....	98	adoption procedure .....	18
coach, team sports .....	90	dissemination of.....	19
extended care supervisor .....	97	frequency of review .....	20
guidance counselor.....	81	review.....	20
librarian.....	93	Policy, development of .....	16
preschool teacher .....	84	Preschool salaries .....	108
principal .....	78	Preschool teacher	
school secretary.....	88	job description.....	84
substitute teacher .....	86	Principal	
teacher.....	83	evaluation.....	101
teacher assistant.....	85	job description.....	78
Kindergarten enrollment age .....	67	Principal, assistant to	
Librarian		job description.....	80
job description .....	93	Progress reports .....	73
Library .....	41	Property damage .....	105
material selection.....	93	PTL.....	105
Licensed personnel		PTL, letter of support .....	110
evaluation of .....	101	Public records, examination.....	15
Lunch		<b>Qualifications, professional</b>	
Free & reduced price .....	110	<b>instructional staff</b> .....	75
Lunch accounts.....	110	Records	



student.....	49	Serious offenses	
students, access to .....	50	consequences.....	57
Referrals		defined .....	57
defined.....	55	Sexual harassment	
Refunds		of student .....	57
lunch .....	104	SIAC ..... See School Improvement Advisory	
registration.....	104	Committee	
tuition .....	104	STAFF .....	75
Reimbursement		Student activity program.....	62
continuing education.....	100	Student check out, by parent or guardian	72
Responsibilities		Student Directory.....	51
Board Chair .....	12	Student promotion and retention .....	52
Board Secretary.....	13	Student-At-Risk Program.....	39
Board Vice Chair.....	13	STUDENTS AND STUDENT SERVICES	49
Retention.....	52, 53	Students at Risk .....	38
Retention, due to excessive absence.....	71	Suspension	
Returned check fee .....	109	in-school.....	56
Scholarships.....	74	out-of-school .....	56
SCHOOL ACTIVITIES.....	45	TAG	
School activities, Wednesdays.....	47	withdrawal from.....	37
School board .....	10	TAG Program .....	37
School Board		Talented and Gifted Program .....	See TAG
Chair .....	12	Tardiness.....	54
membership requirements .....	9	Teacher	
minutes.....	15	job description.....	83
Secretary .....	13	Teacher assistant	
Vice Chair .....	13	job description.....	85
School calendar .....	27	Teacher, substitute	
School closing, weather related .....	26	job description.....	86
School day, length.....	27	Technology, moral and ethical use .....	33
School facilities, use of.....	105	Technology, use in curriculum .....	35
School Facility Use Application .....	106	Truancy.....	53
School Improvement Advisory Committee		Tuition	
.....	21	billing service .....	107
School Improvement Advisory Committee,		collection agency .....	109
duties of.....	21	delinquent .....	108
School media center.....	41	delinquent, effect on re-enrollment....	109
School records		delinquent, graduation .....	109
location .....	17	discount.....	107
personnel.....	17	for full-time church workers .....	107
public .....	15	late payments, how handled .....	109
retention periods .....	17	policies .....	107
student.....	17	rates.....	108
School secretary		requirement for automatic payments.	109
job description .....	88	scholarships .....	107
School sponsored athletic events.....	45	staff children.....	107

Trinity member rates.....	107
Tuition incentive for new family recruitment .....	67
Valparaiso/Peoria Tournament Attendance .....	46

Vans, for school activities .....	47
Visits of those not parents or guardians .	72
Waiting lists .....	68
Wednesday school activities.....	47