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SCHOOL INFORMATION

MISSION

Trinity Lutheran School exists to provide a Christ-centered education which focuses on developing the whole child as a disciple of Christ.

ADMINISTRATION, FACULTY, AND STAFF - (include school email addresses)

SCHOOL CONTACT INFORMATION (website, Facebook, etc.)

CREDENTIALS

Accreditation and Approval

Trinity is accredited by the National Lutheran Schools Association. Our school is also approved by the Nebraska State Department of Education.

Teacher Certification

All teachers of Trinity Lutheran School are certified as required by the laws of the State of Nebraska.

ADMISSIONS

Admission Requirements

Trinity Lutheran School welcomes students who are members of Trinity Lutheran Church, students from other churches and denominations, and students who are seeking a faith-based organization. Trinity Lutheran School admits students of any race, color, national and ethnic origin to all rights, privileges, programs, and activities made available to students at the school. Trinity Lutheran School does not discriminate on the basis of race, color, national or ethnic origin in administration of its educational, admissions, athletic, and other school-administered policies. All enrollments are subject to approval by Trinity's administration and School Council, which will be made at the sole discretion of the administration and School Council. It is a privilege, not a right, to enroll at Trinity.

A student must be five (5) years of age before July 31st of the enrollment year to be admitted to Kindergarten.

All prospective students may be tested for academic and behavioral readiness. This is determined by grade-level results on a placement test given by Trinity, previous school performance (as indicated by past report cards or formal progress reports), and/or evaluation by a Trinity teacher. Students must provide permanent records from a former school if requesting a transfer to Trinity.

Immunization and Physical Exam Requirements

Nebraska state law requires that students have three (3) immunizations and one (1) booster against diphtheria, tetanus, pertussis, and polio. A student must also have two (2) immunizations against 10-day measles, rubella (German) or three (3) day measles, and mumps. Nebraska State law requires HBV 1, HBV 2, and HBV 3 immunizations and a second MMR immunization. One dose of varicella (chicken pox) needs to be given on or after twelve (12) months of age. All students enrolled in school will need two (2) doses of varicella vaccine. The second vaccine is needed before school starts. A student may also provide documentation that they have had chicken pox. Parents/guardians are responsible to report any additional immunizations of their students to the school office.

Students entering school for the first time, including Kindergarteners and transfer students from out of state, will be required to provide proof of a vision evaluation taken within six months prior to the student's entrance to school.

Physical exams by a health professional are required for every student entering Kindergarten and 7th grade. These exams must be completed no later than thirty (30) days after commencement of the academic year.

Sports physicals are required for all participants in organized sporting activities. Sports physicals must be completed before students begin their first sports practice.

Students with Food Allergies

Students with food allergies must complete the Medical Statement for Students Requiring Special Meals form, which is available in the school office upon request. The form must be signed by the student's doctor indicating that the student has a diagnosed food allergy and turned in to the school office at the beginning of the school year or when the allergy has been newly diagnosed. The allergy should be discussed with the student's classroom teacher.

Students with Disabilities

If your student has a disability, we welcome a discussion about the capacity of our staff to adequately address and meet your student's needs in a typical classroom setting. While public schools receive additional funding for students with disabilities, including funding to hire trained staff to serve those students, Trinity does not have specialized facilities or personnel. Trinity will evaluate students with learning differences and behavioral disorders on a case-by-case basis with respect to the school's ability to provide those students a quality education. While Trinity will make every effort to serve the needs of each student, the school may deny enrollment of a prospective student if the school determines, at its sole discretion, that it cannot adequately serve the needs of the student.

Re-enrollment

The process of re-enrollment for the following school year begins in February. Any student in good standing who is currently enrolled will have first chance at a place for the upcoming year. A student in good standing is considered re-enrolled when all tuition and fees from the previous year are current and the registration fee for the upcoming school year has been paid.

LUNCH

Lunch Program

The school operates a lunch program in compliance with the rules of the USDA's National School Lunch Program. Cost to students is announced at the beginning of the school year. There is one account per family.

Nondiscrimination Statement

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, religion, sex, gender identity (including gender expression), sexual orientation, disability, age, marital status, family/parental status, income derived from a public

assistance program, political beliefs, or reprisal or retaliation for prior civil rights activity, in any program or activity conducted or funded by USDA (not all bases apply to all programs). Remedies and complaint filing deadlines vary by program or incident.

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

To file a program discrimination complaint, complete the USDA Program Discrimination Complaint Form, AD-3027, found online at [How to File a Program Discrimination Complaint](#) and at any USDA office or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by: (1) mail: U.S. Department of Agriculture, Office of the Assistant Secretary for Civil Rights, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410; (2) fax: (202) 690-7442; or (3) email: program.intake@usda.gov.

SCHOOL BUILDING

Pets

No pets are allowed on school property, including in the parking lot, except for trained service animals.

Asbestos

A copy of the asbestos management plan is available for your inspection upon request.

EMERGENCY PREPAREDNESS

Emergency Operations Plan

Trinity Lutheran School has developed an Emergency Operations Plan that is designed to enhance the safety of anyone on school premises should an emergency occur. The health and welfare of the students is our first priority in the event of a crisis. A crisis team, comprised of staff members, is trained to respond to crises in accordance with the guidelines outlined in the Emergency Operations Plan. This plan is reviewed and updated annually.

All staff are trained in CPR.

In order to comply with state fire regulations, there will be an average of one fire drill per month.

If an emergency arises, staff and students will follow this standard response protocol and take action in the following ways, as applicable for the circumstances:

- **HOLD!** Students and staff “hold” in their classrooms or area with doors locked until they receive an “all clear” notification. The halls are cleared and classroom work continues as usual.
- **SECURE!** Students and staff “secure” in their classrooms or areas with doors locked until they receive an “all clear” notification. Situational awareness is increased, but classroom work continues as usual.
- **LOCKDOWN!** “Locks, lights, out of sight.” Students and staff hold in their classrooms, turn off lights, move away from sight lines into the classroom, and maintain silence.
- **EVACUATE!** Students and staff are moved to a designated site (in most instances Bergan Elementary School, located at 1515 Johnson Road).
- **SHELTER!** Students and staff shelter in a place other than their classrooms in order to avoid hazards. Students and staff follow directions and maintain silence.

If an emergency arises, parents/guardians should take action in the following ways:

- Check their phone or electronic device for a text message from the school. The terms (hold, secure, lockdown, evacuate, shelter) outlined above will be used in the message to let parents/guardians know which emergency procedures are being followed.
- Check their email for further updates on the status of the situation.
- **Do not call the school or the child’s classroom teacher.** There are limited phone lines and staff will be responding to the situation. Phone lines must remain open.
- **Do not come to the school to pick up your student unless requested.** Emergency vehicles and workers must be able to get to the building. If the emergency necessitates relocation of staff and students, parents/guardians will be informed via text and email. If necessary, Fremont Public Schools may provide transportation.
- Turn the radio on to KHUB (1340 AM), 105.5 FM or turn the television on to a local Omaha station such as KETV, WOWTV, or KMTV.
- Avoid posting about the situation on social media so that misinformation is not accidentally communicated.

School Closings and Weather-Related Emergencies

When hazardous weather requires the school to close, information will be shared via text message. It will also be announced on the radio station KHUB (1340 AM) and local Omaha stations such as KETV, WOWTV, or KMTV. Trinity consults with Fremont Public and Bergan in determining when school will be closed. Decisions will be made as early as possible with the

understanding that weather conditions can change rapidly. Decisions regarding cancelling athletic events will be made by 1:00 p.m. the day of the activity if possible. Students will be allowed to call parents/guardians to notify them if an event is cancelled. If an early dismissal is necessary, parents/guardians will be notified by text and email.

Student Injuries

Despite efforts to make the school building and playground safe for students and staff, accidents can occur. In the case of an incident or injury, staff must complete an Incident Report Form. The form will be filled out with details surrounding the incident or injury and filed in the office the same day as the occurrence. The office will send a copy to the student's parents/guardians. Parents/guardians will be notified as soon as possible in case of serious injury.

Student Accident Insurance

Optional accident insurance for students is available to purchase through the school. Specifics of the coverage are outlined in the materials given to each family every year.

STUDENT EXPECTATIONS

ATTENDANCE

Absences

Regular attendance is essential for the academic achievement of students. In accordance with the laws of the state, all pupils are held to regular and punctual attendance. Each time a student is absent, it is noted in Sycamore Education (app.sycamoreschool.com), and will be reflected on the student's report card. Parents are strongly encouraged to monitor their student's attendance on the Sycamore Family Portal. Excessive absences (ten (10) days or more per semester) will be reviewed on an individual basis by the principal and reported to the School Council.

- Parents/guardians must notify the school office (402-721-5959) in the morning when a student will be absent. It is not necessary to notify the individual teacher as the office staff will communicate the message.
- No student is allowed to leave the school grounds from the time they arrive until they are dismissed at the scheduled time unless the parent/guardian has sent a written statement or called the school office requesting that the student be permitted to leave the school at a certain time.
- Students with parent/guardian permission to leave school must be signed out at the school office by a parent/guardian.

- Field trips and other off-site school functions are scheduled in advance, and parents/guardians will be notified before the event.
- Students arriving after 10:30 a.m. constitutes a half-day absence.
- Students leaving in the afternoon prior to 1:30 p.m. constitutes a half-day absence.
- If a student reaches the tenth unexcused absence in a semester, a meeting with the administration will be scheduled for the student and their parent/guardian to discuss an attendance plan that outlines consequences for any further absences. Pursuant to NE State Statute 79-201, a student reaching twenty absences in a year may result in the following:
 - The student's family being referred to Child Protective Services for parent neglect.
 - The student's family being referred to the County Attorney's office for parent neglect.

Excused absences include:

- Personal illness or medical necessity
- Doctor/dental appointments
- Approved tutorial programs not offered by the school
- Quarantine
- Death in the family
- Hazardous weather conditions
- Other urgent reasons as approved by the administration

All other absences are considered unexcused. Parents/guardians are strongly discouraged from taking their student out of school for unexcused reasons. The school does not offer a distance-learning option while school is in regular session, and teachers cannot guarantee the availability of school work in advance of an unexcused absence. Any school work assigned during such absence is the responsibility of the student to complete outside of school hours when they return to school.

Tardies

Arriving on time demonstrates respect for the learning environment, teachers, and fellow students. Student tardies are disruptive to the classroom environment as they negatively impact classroom routines. Each time a student is tardy, it is noted in Sycamore Education (app.sycamoreschool.com) and will be reflected on the student's report card. Parents are strongly encouraged to monitor their student's attendance on the Sycamore Family Portal.

- Students are considered tardy for the school day if they arrive in the classroom after 8:15 a.m. and before 10:30 a.m. Being tardy more than three times in a quarter is considered a Level Two infraction in accordance with the Code of Conduct. Parents/guardians will be notified by email when their student acquires their fourth tardy.

- Once the school doors lock at 8:11 a.m., entrance to the building is only permitted through the school office on the west side. All students arriving at school after the doors are locked are required to have a parent/guardian sign them into the office upon arrival.
- Students arriving late due to hazardous weather conditions will not be counted tardy.

Tardies will be deemed excused or unexcused using the same criteria for absences noted above.

ATTIRE

Trinity Lutheran School Standardized Dress Policy

General Requirements for Student Appearance:

- Students must:
 - Practice good hygiene.
 - Keep hair clean, styled in a way that is not disruptive, and tied back neatly as necessary to keep their face visible at all times.
 - Take off all hats, hoods, gloves, and sunglasses when indoors.
 - Keep any makeup minimal.
- All clothing must:
 - Be clean and in good condition.
 - Fit the student appropriately.
 - This includes:
 - Clothing not being excessively oversized or snug.
 - Undergarments not being visible at any time.
 - Bottoms being worn at the waist.
 - Midriffs, chests, shoulders, and upper thighs being adequately covered (meaning shorts and skirts approximately no higher than four inches above the knee) at all times, including while doing physical activities.
 - Clothing not being modified in unapproved ways (e.g., embellished, rolled, knotted, or tied with bands).
 - Clothing not having an excessive number of large pockets (i.e., cargo-style clothing).
 - Be free of any kind of design, logo, or message other than Trinity's approved logo.
 - Be safe for all school activities.
 - This includes:
 - Jewelry not being excessively sharp or dangly.

- Shoes having flat soles and closed toes/heels.
- Be in approved colors and fabrics, as noted below.

Approved Colors for Clothing:

- Solid navy, light blue, gray, khaki, or the official school plaid (available at Lands' End).
 - Polos, dress shirts, and layered leggings may also be worn in solid white.
 - Layered leggings may also be worn in black.

Approved Fabrics for Clothing:

- Cotton, cotton-blend, or polyester.
- Denim is only allowed on specified days and should not be embellished or distressed in any way.

Clothing Options:

- Tops:
 - Polo shirts
 - Button-down dress shirts
- Bottoms:
 - Pants
 - Capris
 - Shorts (permitted from April 1st* to October 31st each year)
 - Skorts
 - Skirts
 - Jumpers
 - Dresses
- Under layering pieces (can be worn under approved tops and bottoms):
 - Undershirts
 - Camisoles
 - Long-sleeved fitted shirts
 - Leggings/tights (must be worn under skorts/skirts/jumpers/dresses from November 1st to March 31st each year)
- Outer layering pieces (can be worn over approved tops):
 - Cardigans
 - Sweaters
 - Sweatshirts
 - Fleece jackets

Footwear:

- Any shoes with a flat sole* (i.e., a heel no higher than ½ inch) and closed heel/toes are permitted.
- Students should always wear or bring sneakers appropriate for recess and/or P.E.

Outerwear:

- Coats and jackets worn exclusively outside do not need to be in approved colors or fabrics.

Where to Purchase Approved Clothing:

- Approved items are available from many stores, including Lands' End (which carries the official school plaid and tops with Trinity's approved logo), Walmart, Target, Kohls, Old Navy, Gap, Children's Place, and JCPenney.
- Trinity's approved logo may be added to clothing at Embroidery Connection in Fremont.

Spirit Days:

- On designated Spirit Days, which will be planned in advance, students can wear any Trinity-themed shirt, denim jeans, and shorts (all in accordance with the policies outlined herein). Students may of course wear any other approved standard clothing on Spirit Days.

Enforcement:

- Please see the Code of Conduct] for details.
- Interpretation and enforcement of the Standardized Dress Policy is at the administration's discretion.

* These rules are new for the 2021-2022 academic year.

SCHOOL WORK

General Expectations

Trinity's expectation is that students will complete all assignments. While much of the school work assigned to students may be completed during the school day, students will also routinely have homework assignments to complete outside of class time.

Completing homework helps students practice skills, review lessons, develop good study habits, learn new concepts, and demonstrate academic growth. Teachers use graded assigned work to assess a student's understanding of a concept and their ability to work independently.

Teachers rely on parents/guardians to help with homework by providing students with a comfortable and quiet study environment, scheduling homework time each evening, and being available for questions. Parents/guardians can also be of assistance to their student by showing interest in their work and reviewing it once completed. The amount of homework varies in each grade. Parents/guardians should communicate with the teacher if there are concerns about the length of assignments, there seems to be a misunderstanding of a concept by the student, or an emergency arises that interferes with the student's ability to do the assigned work.

Incomplete Work

Consequences will be applied in an age-appropriate manner, with Kindergarten to 3rd grade focused on learning appropriate behavior and 4th grade through 8th grade focused on learning personal responsibility. All consequences will be implemented as soon as reasonably possible after the infraction has occurred by the staff interacting with the student at the time.

Consequences may include, but are not limited to, any combination of the listed responses in the corresponding levels below.

- Possible Consequences for Kindergarten through 3rd grade:
 - Using a behavior modification or focus technique to teach time management skills
 - Giving a written reminder to the student and their parents/guardians about assignments
 - Temporarily removing certain privileges, including recess and special activities
 - Notifying the principal
 - Considering implementation of an Educational Student Assistance Team (ESAT – please see below for more details)
- Series of Escalating Consequences for 4th through 8th grade
 1. When an assignment is not completed when due, a written reminder (in hard copy and/or email form) will be given to the student and their parent/guardian. The completed assignment must be returned the next school day after such notification.
 2. If the assignment is not completed and returned the next school day, the student will receive an “incomplete” for the assignment and the grade will be recorded as zero percent.
 3. If three incompletes per quarter are recorded, the parent/guardian will receive a phone call from the teacher regarding the missing assignments and the student will be given detention, during which they will have an opportunity to complete their missing work. Three incompletes will be considered a Level Two infraction following the Code of Conduct guidelines.

- An Educational Student Assistance Team (ESAT – please see below for more details) will be initiated.

Grading Scale

Kindergarten through 2nd grade: ???

3rd through 8th grade:

A+	100	C	79-74
A	99-96	C-	76-74
A-	95-92	D+	73-71
B+	91-89	D	70-68
B	88-86	D-	67-65
B-	85-83	F	64
C+	82-80	O	INCOMPLETE

Progress Reports

Written reports concerning the progress and development of each student are issued at the end of each quarter. 3rd through 8th grade students also receive a mid-quarter report.

Standardized Testing

The school provides a standardized testing program that complies with the State of Nebraska's requirements. All students in Kindergarten through 8th grade are given a Measure of Academic Progress (MAP) test twice per academic year, and results are given to parents/guardians to assist them in making informed decisions about their student's academic growth. Parents/guardians are encouraged to avoid scheduling appointments or trips that take students out of the classroom during the weeks of MAP testing. Please check the school calendar for testing dates.

Conferences

Parent/guardian/teacher conferences are scheduled twice per academic year. Other parent/guardian/teacher conferences may be scheduled at the request of the parent/guardian or teacher.

Honor Roll

Each quarter, students in 5th through 8th grade may earn the recognition of being on the honor roll by maintaining at least a 3.7 (A-) GPA.

Athletic Eligibility

As of the 2021-2022 academic year, students on Trinity-sponsored sports teams must maintain at least a 74% in all subject areas in order to remain eligible to play in games. Students with a grade lower than 74% in any subject will be ineligible to play in games until the grade has been brought above a 74%. Eligibility grades will not be averaged across all subject areas.

CODE OF CONDUCT

Purpose

Trinity Lutheran School strives to create an environment where all students and staff feel safe, welcome, and productive. Our Code of Conduct provides a framework in which students can develop self-control, empathy, and compassion for others in accordance with God's plan for His children.

Infractions and Consequences

The infractions listed below are not exhaustive. Categorization of inappropriate behavior and responses thereto are ultimately at the discretion of the relevant staff. Consequences will be applied in an age-appropriate manner, with Kindergarten to 3rd grade focused on learning appropriate behavior and 4th through 8th grade focused on learning personal responsibility. All consequences will be implemented as soon as reasonably possible after the infraction has occurred by the staff interacting with the student at the time. Consequences may include, but are not limited to, any combination of the listed responses in the corresponding levels below.

Level One

- Infractions - Level One infractions are generally disruptive to a positive and productive environment but do not directly target or harm another person.
 - Violating the Standardized Dress Policy
 - Behaving in an inappropriate manner, including but not limited to:
 - Disrupting the learning environment
 - Violating classroom rules
 - Misbehaving at lunch or recess
 - Running/jostling/yelling in hallways or classrooms
 - Ignoring staff directions
 - Interrupting staff

- Littering
 - Arriving late to class
 - Treating school property carelessly
 - Making an inappropriate gesture
 - Misusing playground equipment or otherwise playing in an unsafe manner
 - Using unauthorized digital devices (e.g., a cell phone or handheld game)
 - Misusing technology (e.g., seeking out unauthorized content or mistreating school devices)
 - Possessing, displaying, or using prohibited disruptive items (e.g., a laser pointer or skateboard)
- Consequences
 - Using a behavior modification technique
 - Giving a reminder about appropriate behavior
 - Issuing a reprimand regarding the inappropriate behavior
 - Temporarily removing certain privileges
 - Requiring that an apology or other restitution is made
 - Notifying the homeroom teacher, principal, and/or parents/guardians
 - Giving a warning that repeating the infraction will lead to Level Two consequences

Level Two

- Infractions - Level Two infractions involve another person, creating an environment that makes others feel disrespected or unwelcome.
 - Repeating Level One infractions
 - Being tardy three times per quarter
 - Having three incomplete assignments per quarter
 - Using inappropriate/profane language (including taking the Lord's name in vain)
 - Acting in an insubordinate manner
 - Acting dishonestly or lying to staff
 - Forging a parent/guardian signature
 - Name-calling another person
 - Taunting/teasing another person
 - Intentionally leaving another student out of social activities
 - Intentionally embarrassing another person
 - Spreading rumors about another person
 - Making rude or intimidating hand gestures to another person

- Threatening another person with physical harm
- Consequences
 - Initiating an ongoing written record to document behavior
 - Requiring that an apology or other restitution is made
 - Requiring written student reflection
 - Removing certain privileges, including recess and special activities including sports
 - Referring student to principal
 - Notifying the homeroom teacher, principal, and/or parents/guardians
 - Issuing an in-school detention
 - Issuing an after-school detention
 - Giving a warning that repeating the infraction will lead to Level Three consequences
 - Considering implementation of a Behavioral Student Assistance Team (BSAT – please see below for more details)

Level Three

- Infractions - Level Three infractions actively create a hostile, unwelcoming, or unsafe environment, whether by means of harm or destruction.
 - Repeating Level Two infractions
 - Kicking another person
 - Hitting another person
 - Pinching another person
 - Choking another person
 - Spitting at another person
 - Inappropriately touching another person
 - Intentionally tripping another person
 - Shoving another person
 - Stealing another person's possessions
 - Directing profanity at another person
 - Intentionally breaking another person's possessions
 - Making inappropriate sexual comments to another person
 - Harming oneself or threatening to do so
 - Using a discriminatory slur
 - Bullying (as defined below)
 - Vandalizing school property
 - Possessing tobacco products, including vapes
 - Possessing alcohol
 - Possessing drugs

- Possessing weapons
- Coercing another person to commit a Level Three infraction
- Consequences
 - Automatically implementing a Behavioral Student Assistance Team, which involves an urgent parent/guardian visit with the principal and relevant teachers
 - Immediately removing privilege of participation in extracurricular activities, including sports
 - Issuing an in-school detention
 - Issuing an out-of-school detention
 - Issuing an out-of-school suspension (1-5 days)
 - Requiring restitution to be made or damages to be fixed

BULLYING

Definition

Bullying, as defined in Nebraska Statute §79-2,137(2), means “. . . any on-going pattern of physical, verbal, or electronic abuse on school grounds, in a vehicle owned, leased, or contracted by a school being used for a school purpose by a school employee or his or her designee, or at school-sponsored activities or school-sponsored athletic events.” The Nebraska State Board of Education further emphasizes bullying as any written, verbal, physical, and/or electronic action that is repetitive, involves an imbalance of power, and has intent to harm physically or emotionally.

Consequences

A safe and welcoming environment is crucial for students’ educational and social development. Bullying is a serious infraction and will be treated as such in accordance with the Code of Conduct.

STUDENT ASSISTANCE TEAMS (SAT)

Purpose and Process

Student Assistance Teams (SAT) are assigned to students who need additional behavioral and/or educational support in order to succeed at Trinity. The SAT is comprised of the student’s homeroom teacher, another teacher familiar with the student, the principal, the student’s parents/guardians, and the student (when age appropriate). If a SAT is initiated for your student, you will be contacted by phone by the principal and be notified of the next steps. The process involves the SAT meeting to gather relevant information about the situation, developing a plan for support and improvement, and monitoring the student’s progress. An Educational

Student Assistance Team (ESAT) supports students struggling academically, a Behavioral Student Assistance Team (BSAT) supports students with behavioral challenges, and an Educational and Behavioral Student Assistance Team (EBSAT) addresses both.

FIELD TRIPS - Student Participation

Field trips are school activities that enhance curriculum through off-site learning experiences. Permission for students to participate in field trips is given each year by parents/guardians in the enrollment process. It is a privilege to attend the trips, and students may be denied the opportunity to attend for reasons such as improper behavior on previous trips and/or violations of the Code of Conduct. Students who do not attend the field trip will be required to complete comparable course work at school during the scheduled field trip day.

TECHNOLOGY POLICY

Chromebooks/iPads

Chromebooks and iPads issued by the school are to be used for educational purposes only. Access to a Chromebook or iPad is a privilege, and students must demonstrate appropriate caution and responsibility.

Kindergarteners use iPads and students in 1st through 4th grade use Chromebooks only while in the classroom.

Students in 5th through 8th grade use Chromebooks in the classroom and while at home for school purposes. Parent/guardian permission and a Chromebook maintenance fee is required before Chromebooks are distributed for home use.

It is the students' responsibility to care for their Chromebooks/iPads and ensure that they are retained in a safe manner.

Because the school owns the Chromebooks/iPads, students have no expectation of confidentiality or privacy with respect to the device.

Digital Devices

Phones, portable gaming systems, media players, and other digital devices may not be used by students between the time they arrive at school until they are dismissed. They must be silenced or turned off and stored in the students' book bags for Kindergarten through 3rd grade and lockers for 4th through 8th grade.

PARENT/GUARDIAN EXPECTATIONS

COMMUNICATION

Communication with Teachers

Effective communication is essential to successfully meeting the needs of students, parents, and teachers. While teachers are happy to discuss your student's progress with you, please understand that a teacher's priority is to supervise students during school hours. Therefore, please refrain from emailing, texting, or requesting meetings with teachers during the school day as they will not be able to promptly respond. If you need immediate assistance during the school day, please call the school office at 402-721-5959.

Teachers may be available for scheduled appointments to discuss concerns between the hours of 3:30 and 4:00 p.m. during the school week. Email is the best method for maintaining communication with teachers, but please be mindful of contacting them late in the evening or on weekends.

Change of Parent/Guardian Information

Any change in address, phone numbers, cell phones, or employment of any parent/guardian of a student should be promptly reported in writing to the school office and to the student's homeroom teacher. Parent/guardian information is held in the school office and by the classroom teacher.

Parents/guardians must provide the school with any court order showing the rights of the natural parents or other individuals with regard to their student. The court order must be the complete and most recent court order concerning the student. Updated and amended versions must be provided to the school as soon as possible. The school system is not responsible for enforcing visitation or custody schedules.

Addressing a Concern

We strive to approach conflict with Christ-centered compassion and a "love thy neighbor" attitude. If you have a concern or issue regarding any member of the school staff, we ask that you take the following steps:

- Schedule a time to speak with the staff member directly and privately
- Keep discussions of the issue confidential to respect the school and all involved
- If the issue cannot be resolved through direct discussion, please bring your unresolved concern to the principal and/or pastor, as appropriate

- In serious circumstances, the School Council may be involved and provide a forum for you to voice your concern

Locating School Information

Trinity website --t1sfremont.org

Trinity uses Sycamore Education, app.sycamoreschool.com, to record attendance, tardies, and grades for students in 4-8 grade. password etc???

Follow us on Facebook???

SECURE SCHOOL POLICY

Maintaining Security

In order to maintain the security of the school and safety of our students at all times, only students and staff may be in the school building or on or near the playground during school hours. The only exceptions are for parents/guardians who are:

- Dropping off or picking up their student during designated arrival/dismissal times or appointments the school has been notified of in advance
- Quickly helping their student carry in cumbersome supplies (e.g., a large diorama or birthday cupcakes) during the arrival window
- Attending school events open to parents/guardians, including weekly chapel
- Dropping off necessary items for their students in the school office
- Volunteering in accordance with the Volunteer Guidelines
- Helping their Kindergartner acclimate to their classroom during the arrival window the first week of school
- Visiting their student's classroom at a reserved time in accordance with the Parent/Guardian Classroom Visits policy below

Parent/Guardian School Visits

Parents/guardians wishing to visit their student may do so in their classroom, provided that they schedule the visit through the school office at least 24 hours in advance. Specific visitation times cannot be guaranteed. Because parent/guardian visits are exciting events for students, they should be limited to 15 minutes in order to minimize classroom disruption.

Parents/guardians can only visit the classroom of the student they have scheduled to visit and must check in and check out through the school office. Parents/guardians are not allowed to

accompany their student to the lunchroom or playground after the scheduled visit for the safety reasons stated in the Secure School policy above.

No Parent/Guardian Lunch Visits

On-campus lunch provides students with an important opportunity to socialize with other students. For this reason, parents/guardians are not allowed to join their students in the lunchroom and are discouraged from picking up their student to take them off campus for lunch.

Leaving Items/Messages for Students

All communication to students during the school day will be handled through the school office. Parents/guardians who deliver forgotten lunches, books, jackets, etc., must leave the items at the school office. Staff members will deliver the items to the classroom promptly.

ARRIVAL AND DISMISSAL

Arrival

Students may enter the building between 7:50 and 8:10 a.m. Supervision is not available for students who arrive before 7:50 a.m. Students arriving between 7:50 and 8:10 a.m. should be dropped off at the east school doors. Students arriving after 8:10 a.m. will enter the west school office doors and must be signed in by a parent/guardian.

Dismissal

Students will be dismissed through the east doors (with the exception of students being transported by Trinity Daycare, who will be dismissed from the west side of the building). Supervision for students is available until 3:30 p.m.

Parents arriving before 3:00 p.m. must park on the north side of the parking lot and remain in their vehicle until their student is dismissed.

Schedule

Standard Dismissal Schedule

Kindergarten: 3:00 p.m.

1st–3rd grade: 3:05 p.m.

4th–6th grade: 3:10 p.m.

7th–8th grade: 3:15 p.m.

Early Dismissal Schedule

Kindergarten: 11:15 p.m.
1st–3rd grade: 11:20 p.m.
4th–6th grade: 11:25 p.m.
7th–8th grade: 11:30 p.m.

ASKING THE SCHOOL TO ADMINISTER MEDICATION

Limit In-School Medication Use

To the extent possible, parents/guardians should administer medications to their students outside of school.

Making a Medication Request

If it is necessary for medication to be administered during the school day, parents/guardians must:

- Notify the school office of the need for medication, prescription or non-prescription.
- Sign a form, which is available in the school office upon request, that indicates the parent/guardian is responsible for monitoring use of the medication and providing accurate directions for administering it to the student.
- Provide the school office with an adequate supply of the medication and detailed instructions for how it is to be administered. All medication must be labeled with the student's name and in its original container. For prescription medication, any special instructions from the prescribing doctor must be attached.

Medication Storage and Staff

Medications will be securely stored in the school office and administered by designated trained office staff.

Off-Site Administration of Medication

If a student requiring medication is traveling off site for a school-sponsored event (e.g., field trip), it is the responsibility of the parent to make appropriate arrangements so that the medication may be given at the necessary time. A written statement from the parent/guardian (in the case of non-prescription medication) or prescribing doctor (in the case of prescription medication) naming the student and granting permission to another designated person (i.e., the classroom teacher) and the circumstances requiring such special arrangement is necessary.

BRINGING FOOD FOR OTHER STUDENTS

Store-Bought Treats Only

All treats brought to school must be store bought. No homemade treats can be distributed to individuals within the classroom or school. This does not apply to a student's individual school lunch or snack.

Allergies

If parents/guardians are bringing treats, they should ask their student's teacher about any food allergies in the class and accommodate accordingly.

FIELD TRIPS - Parent/Guardian Drivers

Each new school year, field trip drivers will be required to complete a series of forms to ensure students' safety and the suitability of transportation. Copies of the volunteer's driver's license and proof of insurance must be provided well in advance of the field trip.

The following requirements must be met for all field trips and other school-sponsored events involving privately owned vehicles:

- The driver must be at least 21 years of age.
- The vehicle must be insured by the driver.
- Cell phone usage is NOT permitted while driving students.
- All students, up to age 8, must ride in federally approved child safety seats.
- All students must wear a seat belt when riding to and from any school-related function.
- Students under age 8 must ride in the back seat of the vehicle.
- Only the students in the specified grades may attend the field trip. Children in other grades or not enrolled at Trinity may not attend.
- All chaperones on field trips must remain with the students at the designated locations at all times.

VOLUNTEERS

Volunteer Opportunities

We value and rely on volunteers to help and support our school in many capacities. Parents/guardians will be notified of volunteer opportunities and requirements throughout. If you are interested in current opportunities, please contact the school office for more information.

