

# Trinity Lutheran Academy

## 2017–2018

Established 1933

Celebrating 84 Years of a Christ-centered Education

## Parent/Student Handbook

The fruit of the Spirit is love, joy, peace, patience, kindness, goodness, faithfulness, gentleness, self-control; against such things there is no law.

Galatians 5:22–23



# Parent/Student Handbook

The program of Christian Education followed at Trinity Lutheran Academy is in conformance with the Lutheran Church - Missouri Synod (LCMS). Special attention is given to class size, curriculum, instructional materials, administrative policies, and teaching personnel. Teachers must be certified to teach in the state of Florida by the State Department of Education.

Trinity Lutheran Academy is administered by Trinity Lutheran Church of Ft. Lauderdale. Policies and regulations are adopted by the Board of Education of Trinity Lutheran Church and executed through the Principal in cooperation with the teachers.

## **CREDO OF TRINITY LUTHERAN ACADEMY**

We believe that a Lutheran school, in which every subject is taught from a Christian point of view, where the teaching reflects the spirit of Christ, is more successful in leading children to a vital Christian life than any other agency except the Christian home.

We believe that Trinity Lutheran Academy thus supplements the religious training which the child receives at home, or in many cases is the main source of training through which a child learns about his Savior.

We believe that Trinity Lutheran Academy follows the directives of our Lord, "teaching them to observe all things whatsoever I have commanded you," and thus makes Him the focal point of its education.

We believe that the uniqueness of our school lies to a great extent in the dedication with which its teachers address themselves to their tasks.

We believe that this school in all its teachings and practices subscribes to and supports the doctrines and doctrinal practices of its parent church.

We believe that Trinity Lutheran Academy, empowered by the Holy Spirit, views the student through the cross of Christ and is concerned with the child's total needs spiritual, intellectual, emotional, social and physical.

We believe that both the future of the church and of the country lies in the hands of the children.

## **THE PRIVILEGE OF CHRISTIAN PARENTS**

Parents share in the work of the Creator - man and woman together have been appointed by God's agents to continue His creative work. Children are a sacred trust to be cherished by father and mother together. Parents are privileged to bring up children to know and worship God, and train them to have Christian homes.

Parents are always teaching by: their behavior and conduct.  
their conversation;  
their books, magazines, and newspapers;  
their television viewing and radio  
listening; their work and play;  
their powerful indirect lessons.

## **NOTICE OF NONDISCRIMINATORY POLICY**

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

Trinity Lutheran Academy believes that educational opportunities and programs should be open to boys and girls on an equal basis and the employment opportunities and programs should be available to men and women equally. We do not discriminate on the basis of sex in administering our educational policies, programs, activities and employment practices.

### **ABSENCE**

In the State of Florida, schools are to be in session for a total of 900 instructional hours each school year. By the laws of the State of Florida a child must attend school every day it is in session. All students are to attend school in a regular and punctual fashion. Parents should weigh heavily their request to have children excused from school for reasons other than health. Such absences are usually detrimental to the student's progress because he/she misses all of the instruction and discussion that takes place during the class periods. A prolonged absence may even have an effect on the report card grade.

Classes begin at 8:00 a.m. and are dismissed at 3:00 p.m. If the student is absent the parents are required to call the school office stating the reason for the absence. If no call is received by 10 a.m. the school will call the parent at home or office.

The responsibility for getting assignments and making up work missed during absences **lies with the student and parents**. All make-up work will be available for the student following the absence. **If plans are made ahead of time with the teacher, the make-up work can be made available before the absence.** **However, if this is the case, all the work is due on the day the student returns to school, and no extra days will be given to complete the assignments.** Parents should wait until after school to get books and assignments from the teacher so as not to disrupt the activities of the rest of the class. **Students have the number of days they were absent plus one** to complete any work they missed while absent.

If a student is absent more than twenty (20) days during the school year, his/her promotion may be jeopardized. After the 20-day limit, at the discretion of the Principal, a physician's note may be requested for each illness.

**If a student needs to leave campus during the school day, a parent must sign a release book in the office and our secretary will notify the classroom teacher.**

### **ACADEMIC PROBATION**

Students new to Trinity Lutheran Academy or those students who are experiencing academic difficulties may be placed on a probationary period of one quarter. The purpose of this probationary period is to allow the student the opportunity to demonstrate his/her commitment to the pursuit of an education at Trinity Lutheran Academy. The following requirements must be met for a student's probationary status to be removed:

- 1) Attendance- consistent attendance must be maintained.
- 2) Academic achievement-an overall GPA of 4.0 (C-) must be maintained
- 3) Homework- must be consistently completed and turned in for credit
- 4) Behavior in accordance with the rules and policies of Trinity Lutheran Academy.

All students placed on probation will be evaluated at the end of the quarter in which they were placed on probation. All students successfully completing the probationary quarter will then be removed from any such status. For any student not meeting these requirements at the end of the quarter, a conference will be required with the teacher, the principal, parent(s), and student.

### **ACCIDENTS**

Teachers are present with students at all times, however, accidents can still happen. These occurrences will be reported to the school office and a written report will be submitted to the office that day. In extreme circumstances parents will be notified immediately.

## **ACTIVITIES**

Trinity Lutheran Academy may offer various sports and extra curricular activities, in which students may participate, such as: volleyball, basketball, track, and choir. We encourage our students to participate in these activities as a means to enrich their school days. Students must be in good standing to participate. Students performing poorly academically (two or more “D’s” or any “F’s” on progress report **or** report card) or behaving unacceptably may forfeit the privilege of participating in extracurricular activities. When an activity takes place other than on the school grounds, the student must remain with the school sponsor and not leave the area of activity.

## **AFTER CARE**

Students are **not** allowed to remain on campus after 3:15 P.M. unless they are participating in extracurricular activities under teacher or authorized adult supervision. **UNATTENDED STUDENTS STILL ON CAMPUS AT 3:15 WILL BE SENT TO AFTER CARE.** A minimum fee of \$5 will be charged. **THIS FEE IS PAYABLE AT THE TIME OF PICK-UP.** Those students in grades K - 8 needing extended after school care should make arrangements with our office. Students must remain in school uniforms or change into our P.E. uniform for the aftercare program. Aftercare school forms must be filled out prior to participation; after care is provided until 6:00 P.M. After care payments must stay up-to-date. After care privileges will be revoked after payments are 90 days in arrears.

## **ATHLETIC AWARD POLICY**

Students participating in our sports team are eligible. In order to receive an athletic award, students must be able to perform satisfactorily in all physical education classes. In addition students will receive extra points for all extracurricular sports in which they participate. Students must be present at 90% of all practices and games combined.

Points will also be awarded based on attendance, attitude, and be prepared for P.E. classes. Students must maintain a satisfactory grade point average to be eligible for any award. Athletic awards will be given out at the end of the year.

## **BIBLES**

A Bible is part of the 3-8 students curriculum therefore they are mandatory for all students in those grades. The required version for school use is the **NIV** (New International Version). Trinity Lutheran Church will provide a NIV Bible for every new student in grades 3 – 8.

## **BICYCLES**

All students who ride bicycles to school should have them secured with a chain and lock. The school is not responsible for stolen bicycles. Bikes, roller blades, skateboards may not be used on school property. Bikes must be mounted or dismounted at the front gate of the school. Skateboards are not an acceptable mode of transportation to school.

## **BOOKS**

All students are asked to take proper care of all rented books in order for the books to be reused. All hardbound books must be covered at all times. **No adhesive materials are to be used to cover the books.** If, at the end of the year, books are in bad shape, fines will be given to cover any damage up to the cost of the book. Students are not to write **anywhere** in the hardbound books.

## **CARRYING MONEY**

Sometimes it will be necessary for your child to carry money to school. The child should not leave the money unattended during the day. **The school is not responsible for lost money.** Parents are requested to put all monies in envelopes labeled with the student’s name, grade, and purpose.

## **CELL PHONES**

We realize that students may need to make calls to family after school, but cell phones are not allowed to be used during our school day. Parents may contact students through our office phone and students may call parents in emergencies using our office phone. Students who need to bring cell phones to school must leave them with their teacher upon arrival and will be returned at 3 pm. Any students remaining for aftercare must leave cell phones with aftercare teachers. Cell phones will not be used during any aftercare activities. Any student caught with a cell phone or other electronic device will have it confiscated and will be returned to the parent after a conversation with the principal.

## **CHANGES**

Please inform the teacher and the school office (954-463-7471) immediately of any significant changes that have occurred in your family's situation. Changes will also be recorded on our fast direct school website. We always need the most current address and phone number in the event of an emergency.

## **CHAPEL**

All students attend chapel services. These are held one morning each week. All students are required to wear their **white shirts** on chapel days. An offering is taken during each chapel service and is donated to charitable Christian organizations. If a student in grades K - 4 is tardy on Chapel day and the class is already at chapel, please walk him/her to the church.

## **CHOIR AND MUSIC**

Trinity Lutheran Academy is very proud of its choir and music program. All students are welcomed to join; a practice schedule will be announced at the beginning of each year. Our choirs may perform throughout our year in church, and at various community events. Members of the choir are expected to attend all singing events. Students in grades K - 5 will have music at least 1 hour per week and will perform in church a few times during our school year.

## **CHURCH ATTENDANCE**

Pupils enrolled in Trinity Lutheran Academy are encouraged and expected to attend regularly the services of divine worship and sessions of Sunday school at their home congregation. If you do not have a home congregation we invite you to join us for worship Sundays at Trinity Lutheran Church, (10 AM Service). Teachers will record church/Sunday school attendance for record keeping purposes.

## **CLASSROOM BEHAVIOR**

Proper behavior in all classes, with all teachers, is always expected. Sitting on top of desks and bookcases is prohibited. Running or horseplay will not be permitted. **Respect for teachers and other students is an important priority!** Students are expected to respect other students' personal property and school property, which includes desks and storage areas.

Conduct and behavior must be in keeping with the Christian training given. Frequent misbehavior and an uncooperative spirit result in students forfeiting privileges otherwise granted by the school. See handbook section, Discipline Policy, for further details.

General Conduct rules for all students are:

1. Enter and exit the buildings in an orderly and quiet manner.
2. Keep hands, feet and opinions to yourself.
3. Respectful behavior is expected at all times. All students will conduct themselves in a proper Christian manner to all adults and fellow students while on campus and during school functions.
4. Bring healthy lunches and snacks.
5. Leave all electronic devices and toys at home unless requested by teacher for a class activity. The teacher will confiscate these items and will only return them to the parent.

6. The use of cell phones is not permitted in the classroom, on school grounds or during any off campus activities. Violation of this rule will result in the item being taken and returned to the parent by the principal.
7. Present a clean, neat appearance. This includes wearing a proper uniform.
8. Hats and caps may be worn only on designated days. Hairbrushes and combs are to be used in restrooms only.
9. Use school sports equipment only under teacher supervision.
10. Leave school grounds after 3:15 p.m. unless he/she is registered in aftercare program or in participating in an after school activity under a teacher's supervision.
11. Arrive at school prepared. Students will not be permitted to use the school phones except for emergencies. Forgotten homework, P.E. uniforms, lunches, or staying over at a friend's house, etc., are not considered emergencies.
12. Show proper care and respect for school books, supplies and property.
13. Avoid public displays of affection; these are not appropriate in the school setting.
14. Students arriving for early care must be escorted into the Kindergarten room.

## **COMMUNICATION**

Trinity is using Fast Direct.com as our means of internet communication to our parents and friends. Through this website all parents will be able to access their child's daily schedule, financial reports, lunch orders and academic records. Our school newsletter and individual class activities will be available on this website. Upon registration you will be issued an activation code to register and be given a login and password. Please contact our office with any questions.

## **CURRICULUM**

The complete course of study at Trinity Lutheran Academy takes in nine subject matter areas. The curriculum includes the subjects:

- RELIGION - not only taught but gives permeating influence and substance to all other subjects. It includes memory work, Bible History, Catechism, and Church History, particularly as it is related to the Church year.
- LANGUAGE ARTS - consists of reading, literature, writing, spelling, and English. Oral and written use of the English language has priority among the secular subjects.
- MATHEMATICS - includes the understanding of number concepts, arithmetic, algebra, and geometry. Computation of numbers and problem solving is stressed.
- SOCIAL STUDIES - a study in the areas of geography, history, civics, economics, and current events of our state, country, and world.
- SCIENCE - includes units which cover the fields of earth, life, and physical sciences and a general science background. The study of nutrition, organs of the body and their functions, and proper habits vital to being and keeping healthy are also studied. Sex education from a Christian perspective will be taught in Grades K-8.
- ART - consists of an elementary understanding and appreciation of art together with the opportunity to work with various media.
- MUSIC - education incorporates formal instruction in music and music appreciation. Sacred music receives much attention, but not at the exclusion of other types of music. Choir is part of the curriculum for grades 5-8, music will be taught in grades Kindergarten - 4.
- COMPUTER - study of the basics and usage of computer software.

## **DISCIPLINE POLICY (grades 5-8)**

Discipline, when used with prayer and a primary concern for ministry in accordance with God's word, is an effective tool for maintaining school standards.

1. Each student will receive a **quarterly behavior grade**, which begins at **100 points**.

2. **ONE POINT will be added to a student's behavior grade** for completing the school week without losing any points. Other short-term motivational techniques to encourage desired behavior may be instituted as necessary, i.e. special privileges, lunches, treats and coupons. Behavior points may also be taken away from students during our art, media, technology, music and physical education classes.

3. **ONE, TWO, OR THREE** points (depending on severity and repetitiveness) will be deducted from a student's behavior grade for minor misbehavior. Detentions may be given for minor violations.

Minor violations include, but are not limited to:

- 1) Not having required materials ready for class
- 2) Disrupting others while they are working
- 3) Repetitive failure to bring home required notes to be signed
- 4) Showing disrespect to authority figures or peers
- 5) Disregard for rules of order and safety
- 6) Disregard for school dress code
- 7) Inappropriate chapel behavior
- 8) Running in the classroom, hallways, etc.
- 9) Chewing gum or eating without permission
- 10) Littering
- 11) Being out of assigned area(s)
- 12) Throwing objects
- 13) Inappropriate lunchroom behavior
- 14) Loitering in hallways, bathrooms. Etc.

**FOUR, FIVE, OR SIX** points will be deducted from a student's behavior grade for major infractions (**the student may also be suspended from school**). Infractions may include but are not limited to:

- 1) Participating in a major classroom disturbance
- 2) Fighting, threatening, intimidating, or harassing
- 3) Willful disrespect of an authority figure
- 4) Throwing objects in anger or with the possibility of harming someone
- 5) Vandalism
- 6) Stealing
- 7) Use of profane language or other vulgar behavior
- 8) Cheating
- 9) Lying
- 10) Leaving school grounds without permission

A behavior grade synopsis sheet will be kept for each student. In grades 5 – 8 a copy will be sent home with mid-terms and quarterly report cards.

If a student's behavior grade reaches 93 points or lower, the student, parent(s), and teacher(s) will meet to formulate a plan for improving behavior.

If a student's behavior grade reaches 83 points or lower; the student may serve a detention after school; and the student, teacher, parent(s), and principal will meet to formulate a plan for improving behavior.

If a student's behavior grade reaches 73 points or lower: the student will serve an in-school suspension; and the student, parent(s), teacher, and principal will meet to review and revise the plan to improve behavior.

Teachers have the right to remove a disruptive student from class. In such case the teacher will decide what action will be taken to discipline the student. If a student continues disruptive behavior in a music, art, technology, media or physical education class repeatedly the student will be removed from class until deemed ready to return.

If the student's behavior grade reaches 63 points or lower, the child and parent(s) will be notified of this meeting and required to attend. At that time decision will be made concerning the student's future at Trinity Lutheran Academy.

Detentions (1/2 HOUR) may be given to a student upon the following: When behavior grade reaches each of the following point values:

88 points 78 points 68 points Repetitiveness of minor offenses may also lead to detentions **Suspensions** will be given for any MAJOR infraction of school rules and will also be administered in accordance to the student's behavior point grade (83 points, 72 points, and 63 points). Students may be asked to serve an internal suspension. The student will stay in the school office and be given assignments by his/her teachers. \*The first suspension shall be for a minimum of one day.

- \* The second suspension shall be for a minimum of three days.
- \* The third suspension shall be for a minimum of five days
- \* The fourth suspension requires the child's name to be brought to the School Board with a recommendation for expulsion.

## **DISMISSAL**

Our school day ends at 3:00. At that time students are to collect backpacks, lunch boxes and anything else needed to take home. Teachers will walk classes to the entrance of the school. Parents can wait in cars or meet students in front of the school. All students staying after school for sports or clubs will be dismissed from the school entrance.

## **EARLY CARE**

Trinity Lutheran Academy offers free Early Care to all parents who need to drop their child/children off at school before 7:45. This service will be held in the Kindergarten room. Service begins at 7 a.m. and continues until 7:45. Students arriving at school before 7:45 must go to the early care room or wait with their parent until 7:45. Parents must escort their child to the early care room.

## **EMERGENCY SCHOOL CLOSING**

Our school will not be in session when acts of nature (hurricanes, heavy rains, extreme cold, etc.) make it unsafe and/or unreasonable to hold classes. If Broward County Schools are closed, we will close. Please listen for school closing information on radio stations: WAFG (FM-90.3), Y-100 (FM- 100.6), or WFTL (1400). Other radio and television stations will also announce our school closings.

## **ENROLLMENT AND ENTRANCE REQUIREMENTS**

All NEW STUDENT FAMILIES must complete the application forms. Students entering Kindergarten must be 5 years old by September 1<sup>st</sup> of that year. Students entering 1<sup>st</sup> Grade must be 6 years old by September 1<sup>st</sup>. New students entering all grades must present satisfactory evidence of having completed the course of study for the previous grade. A report card or school record of another type is necessary. The school reserves the right to test a student's achievement and place him/her accordingly.

## **FAST DIRECT**

See communications

## **FIELD TRIPS**

Teachers will plan educational field trips for their students. All students are expected to attend unless

physically unable. All students must wear their red uniform shirts on all field trips unless notified otherwise. Each student must have his/her parent's signature on a permission slip before going on any field trip. **No verbal permission will be accepted.** Parents will be called to pick up students the day of the field trip if written permission was not received by the due date.

## **FINANCIAL POLICIES**

**Registration:** Registration for the upcoming school year is usually held in the spring. Parents will not be allowed to register their child (ren) if they are delinquent in their tuition and/or Child Care payments by more than one month. The registration fee of \$150.00 is non-refundable.

**Tuition Discounts:** A discount of 10% is given to families who pay their year's tuition in advance. This onetime payment is due by August 1<sup>st</sup> and is **non-refundable**. To qualify for LUTHERAN CHURCH MEMBERSHIP RATE, a family must be an active member for at least one year. If a family receives a church membership discount and leaves their church membership during the year, they will be charged the non-member rate accordingly. A 10% discount applies only once per family- either for the early tuition payment **or** for a sibling's tuition. Trinity does accept the State of Florida sponsored McKay and Step up for Students scholarships

**Payment of Fees:** As a non-profit Christian school, Trinity exists on gifts and tuition paid by parents. Registration for returning students is due June 1; and book fees are due by August 1. These fees **MUST** be paid in full before a student can begin school. Payments are due at the beginning of each month with a late fee of \$10.00 if paid after the 10<sup>th</sup> of the month. If there are extenuating circumstances that prevent payment being made on time, please contact the office. Families whose accounts have unpaid balances over 30 days will sent notices from our office. Families with accounts over 90 days will receive a financial suspension; a notice will be sent to the parent that the student will not be able to attend class until arrangements can be made to get the account up to date.

## **GRADING SCALE**

Trinity Lutheran Academy uses the following grading scale for grades 4 through 8. Point values (or GPA's) are given for quarterly and semester grades.

<u>Percent</u>		<u>Points</u>
100	A+	12
94 - 99	A	11
90 - 93	A-	10
88 - 89	B+	9
84 - 87	B	8
80 - 83	B-	7
78 - 79	C+	6
74 - 77	C	5
70 - 73	C-	4
68 - 69	D+	3
64 - 67	D	2
60 - 63	D-	1
59	F	0

Lower grades may use "U" for unsatisfactory, "S" for satisfactory, and "O" for outstanding. An "I" (or Incomplete) is only given for extended excused absences that may occur at the end of a quarter. Two weeks is given to make up any work after which time the "I" will be converted into a letter grade.

## **GUM AND CANDY**

Chewing of gum or foreign objects and eating of candy is not allowed on school grounds at any time. Candy may only be eaten during special class activities.

## HOME/SCHOOL RELATIONSHIPS

It is our wish to work with children and parents who are willing to work with us in oneness of spirit and purpose. Whenever the school pulls one way and the home another, the child suffers. We dislike being a party to such conditions, which lead to conflict and emotional disturbance within the child. The home is, and always will be, the chief agency for the Christian training of the child. A Christian Day School does not relieve the parents of their God-given obligation. Rather, the purpose of our school is to serve as an important aid and extension of the home in the vital work of Christian training. If the home and school are both Christ-centered, the child is receiving the best education he/she can receive anywhere. Parents and teachers should share any concerns about the student's education with each other immediately so that measures can be decided upon to help the student be successful.

**Classroom visits** by parents are encouraged. However, to maintain the integrity of the classroom parents are asked to follow the following criteria. Contact the teacher to arrange the specific purpose, date and time of visit.

- 1) Arrive and leave on time
- 2) Sign in at the office before visiting classroom
- 3) The teacher will provide a place for you to sit and observe. Please take notes and remember you are there to observe your child.
- 4) Schedule a follow-up visit with the teacher to discuss your observations.

## HOMEWORK

Homework is not an option. It is a requirement! The challenging program at Trinity Lutheran Academy has always required that some study be done at home. This is not only necessary for accomplishing our immediate goals, but also helpful for future education, which is becoming more demanding. The amount of homework depends on the grade level and upon the ability and study habits of the student. Suggested amounts are as follows:

Kindergarten: 10-15 minutes  
1<sup>st</sup> Grade: 15-20 minutes  
2<sup>nd</sup> Grade: 20-30 minutes

3<sup>rd</sup> - 4<sup>th</sup> Grade: 30min. - 1 hour  
5<sup>th</sup> - 8<sup>th</sup> Grade: at least 1 hr 30 min.

\* These homework assignments do not include time needed for "special projects" such as science fair projects, essays, and reports.

Parents can help by providing encouragement and a quiet place to study. Providing too much help is to be avoided. All assignments should be done as neatly as possible. If not, the teacher will require that the work be redone. Homework is expected to be completed on time. Any homework not completed on time will result in a lower grade.

## HONOR ROLL

Students in Grades 5-8 will have the opportunity to be on the honor roll by maintaining the following Grade Point Average (GPA):

"A" Honor Roll - 9.80 to 12.00  
"B" Honor Roll - 7.50 to 9.79

To determine the honor roll, the core subjects of Religion, Reading, Mathematics, Science, Social Studies, and Language will receive double value. Art, Memory, Physical Education, Spanish, Computer, and Spelling will receive single value.

To qualify for the "**A**" Honor Roll there can be no "C's", "D's", or "F's" on the report card. To qualify for the "**B**" Honor Roll, there can be no more than two "C's" on the report card and no "D's" or "F's". A special **Principal's award** is given to those students with straight "A's" on the report card.

Students will be presented with awards during the chapel service the week after report cards are given.

## IMMUNIZATIONS

All children admitted to Trinity Lutheran Academy must be immunized according to the Florida Board

of Health regulations. A new student's immunization record must be in the school office prior to the first day of school. The office must also have up to date immunization records for returning students. Birth Certificates are mandatory for all students.

## **LEAVING THE SCHOOL GROUNDS**

Students, who for reasons other than emergencies need to leave the school grounds during any time of the day, must have the permission of the parents in writing. The person who is picking up the student **must sign the student out in the school office** before the student will be released.

## **LIBRARY**

Although textbooks, workbooks, and larger source books are mostly used in pursuing a course of study, students have the opportunity to broaden their understanding through the reading of various other books, fiction and non-fiction. Classes are scheduled for one period per week in our library. Reference books are available in classrooms and the library. Students are permitted to remove books from the library for a one-week period.

## **LUNCH**

Students may bring their lunch to school or choose our daily hot lunch program at a cost of \$4.00 per lunch. Weekly menus will go out on Mondays or Tuesdays with the class news. The orders must be returned by the following Thursday morning. Parents will also have the option of viewing our lunch menu when available through our Fast Direct site. We do not have the use of a microwave so please do not send anything that needs warmed up. Please send a nutritious lunch with your child, no sodas and candy.

## **MEDICATION AND IN SCHOOL ILLNESS**

In case of accident or illness, students are sent to the office and parents are notified immediately. Parents are asked to supply the school with information as to whom to contact should they be away from home or without telephone service.

Trinity complies with the Florida School Board Policy 6305 that states that staff shall not administer or dispense prescribed medication to any student without the written consent of the parent/guardian and have a completed treatment plan signed by the physician, using the Medication Authorization Form. Only the parent/guardian should deliver medications and pick up unused medications. Prescription medication must be received in a pharmacy labeled container with the following information:

- a) student's name b) physician's/nurse practitioner's name c) pharmacy's name and phone number d) name of medication e) directions concerning dosage and administration f) date of prescription

Non-prescription (over the counter) medication must be received in its original container and labeled with the student's name. A completed and signed Medication Authorization Form must accompany each over the counter medication.

**No Tylenol or Aspirin will be administered to the students.**

If a student is sent home with fever, pink eye or head lice, he/she **cannot** return to school the following day. He/she may return to school 24 hours after the symptoms have completely disappeared.

## **MINIMUM REQUIREMENTS FOR PROMOTION: GRADES 5-8**

To be promoted a student is expected to maintain a C- (4.0 GPA) or better average for the year in all subjects including physical education, music and art. Students must also pass **BOTH SEMESTERS** of all core subjects: Math, Reading, English, Social Studies, and Science. Students who do not pass both semesters of one or more of the core subjects will not be promoted unless one of the following actions is taken:

1. attendance at an approved summer school and the successful

- completion the previously failed subject(s).
2. student receives tutoring from an approved tutorial program for the number of hours recommended by the teacher. The student must also pass a mastery test at the conclusion of this option.

Students who do not attend the full summer school session, or meet the recommended number of hours of tutoring, or fail the mastery, will be retained.

The decision of promotion or retention shall rest with the Principal in consultation with the faculty members involved. Notice of such decision should be communicated at the conclusion of the Third Quarter when it appears that a student may be retained.

## **NO UNIFORM DRESS DAYS**

When students are permitted to wear dress other than uniforms, certain guidelines need to be followed. Most importantly, all school dress should be neat, clean, and appropriate for school. Current styles do not necessarily dictate good taste. In this regard, extremes in style, such as skintight stretch pants or shorts are not acceptable.

Dresses and skirts are to be of appropriate length. This is especially applicable when seated. Jeans or slacks may be worn as long as they are neat and have no rips or holes in them. Any accessories will not be allowed because they may be a distraction in the class. Shorts of modest length may be worn. Jogging shorts, swimming suit shorts, cut-offs and extremely short or poorly fitting shorts or skirts are not permitted.

All shirts and blouses must have sleeves, and be appropriately buttoned. Tank tops, halter-tops, strapless tops, and bare midriffs are not acceptable. Shorts must be visible when wearing long shirts. T-shirts with suggestive messages or slogans, and T-shirts with liquor or rock group advertisements are not allowed at school. Shoes and belts are to be worn at all times. For safety reasons, closed toed shoes are required for children. This excludes flip-flops, sandals, and open backed shoes. Socks are required for all shoes. This policy also includes those students who attend the aftercare program.

## **NOTICES TO PARENTS & NEWSLETTERS**

Information about Trinity Lutheran Academy can be found on our Fast Direct website, [www.tlaftl.org](http://www.tlaftl.org). Class newsletters will go home with your child on Mondays or Tuesdays of each week. Attached to many of these notes will be field trip permission slips, athletic information and spelling lists. Please be prompt in returning forms when required. Every week, usually on a Thursday, we send home a newsletter entitled, "NEWS YOU NEED TO KNOW NOW". This letter will also be on our website and e-mailed to you. Be sure to read this as it keeps parents informed on what is going on at our school. All newsletter and information will be available on our Fast Direct website. Lunch menus will go home with your child on Monday or Tuesday of each week. Please return these menus with payment by Thursday morning. We cannot give your child a lunch if this menu is not returned and payment is not received at the proper time. No exceptions can be made.

## **NUISANCES**

Comic books and cards, white-out, permanent markers, magazines, radios, electronic devices, toys, and the like should not be brought to school since they usually distract the student from his/her academic work. Such items will be confiscated if brought to school and will only be returned to the parent.

## **ORDERLINESS**

Students are to be quiet in the hallways at all times. Loud talking in hallways and restrooms will disturb classes in session. Students are expected to walk in single file and when crossing the street students must use the crosswalk.

## **PHYSICAL EDUCATION**

Students in grades 3-8 must dress in P.E. uniforms for physical education classes. Uniforms are purchased from our School office. Sneakers are required to be worn for physical education classes. A written excuse from a parent or doctor must be provided for a student to be excused from P.E. class. Forgetting a P.E. uniform will result in lowering the grade for this subject. Grades K-4 should wear tennis shoes and school

uniform shorts on P.E. days. Proper behavior is expected during these classes. ( in grades 5 – 8 behavior points will be taken away when disrespect is exhibited or the proper uniform is not worn).

## **PLAYGROUND**

We show our respect to one another on the playground by playing games that help us to have fun and avoid hurting other students. Our play is restricted to the playground area and the courtyard. Students are not to spend their free time in the restrooms. When on the playground the student must seek permission to reenter the classroom from the teacher on duty. Students must also seek a teacher's permission to retrieve a playground ball from outside the play area. There will be no hitting people with playground balls, climbing trees or fences, tripping, tackling, or pushing other students. Inappropriate language is not acceptable. Playground equipment must be properly used. No footballs, baseballs, softballs, or bats are allowed on the playground during recesses.

## **PLEDGES**

We recite the following pledges daily at Trinity:

### **PLEDGE TO THE UNITED STATES FLAG**

I pledge allegiance to the flag of the United States of America and to the republic for which it stands, one nation under God, indivisible, with liberty and justice for all.

### **PLEDGE TO THE CHRISTIAN CROSS**

I pledge allegiance to the cross of our Lord Jesus Christ, and to the faith for which it stands. One Savior, Eternal, with grace and mercy for all. So help me God.

## **PROGRESS REPORTS**

Students in grades **5-8** will receive a Progress Report at the midterm of each quarter. These reports are addressed to the parents and will require a signature upon returning them to the teacher. These reports are not part of the student's permanent record, but are an approximation of his/her grade to that point in the quarter. The reports are given to students to ensure that they will have enough time remaining in the quarter to improve or maintain his/her grades.

## **REPORT CARDS**

Report cards, indicating student progress, will be issued quarterly, or every nine weeks. The first quarter's report card is issued to the parent at a parent/teacher conference. Report cards for the second and third quarter are sent home with the student and can be viewed on your individual Fast Direct parent information login. In grades 5 - 8 the report cards are to be examined and signed by the parent before being returned to the teacher. The fourth quarter report card is mailed to the home in June unless there are outstanding financial obligations.

## **SCHOOL SUSPENSION**

- First offense-** a minimum of one-day suspension
- Second offense-** a minimum of three days suspension
- Third offense-** a minimum of five days suspension
- Fourth offense-** an automatic expulsion

Suspension from school will be imposed on any student for any one of the following reasons:

- \* Leaving school grounds without permission
- \* skipping school;
- \* fighting;
- \* stealing;

- \* vandalism
- \* continuous misbehavior or disrespect in the classroom;
- \* causing bodily injury to another student;
- \* any action deemed inappropriate by school authorities;

Suspensions are served out of school or, in special situations, during school in the school office. The student is required to do the missed school work and will receive a 50% grade reduction on work assigned while on suspension.

## **SCHOOL PROPERTY**

Desks, textbooks, other furniture and any part of the building and grounds students come in daily contact with are considered school property. Students are to refrain from any willful destruction of school property and will be required to cover the cost of replacement should they cause damage to the property.

## **SUMMER SCHOOL**

Students in grades 5 - 8 who have a "D" or "F" for a semester or as a final grade will be required to make up that grade in summer school. Failure to make up a grade of "F" may require retention in that grade or probation in the following grade level. Trinity does not offer a summer school program; arrangements must be made by parents.

## **SUPPLIES**

A student needs to have all his/her supplies on a daily basis in order to participate fully in his/her education. Classroom supply lists are sent out during the summer. Please periodically check if supplies need to be refilled. White out and permanent markers are not allowed on school grounds at anytime. All supplies need to be marked with the student's name.

## **TARDINESS**

Our school day begins at 8 a.m. and students are expected to be in their classrooms at that time. If a child is tardy, a parent must accompany him or her to the office for a tardy slip. When the child has accumulated four tardies in the same quarter a letter is sent home. Tardiness for medical and dental appointments can be excused if the student brings a medical or dental excuse from their doctor. Excused tardiness will not be counted towards the fourth tardy limit per quarter. Tardiness from school will prevent students from being recognized for Perfect Attendance Awards.

## **TRINITY ACTIVE PARENTS (TAP)**

Families are asked to volunteer 20 hours of service per year to help improve our school. A list of volunteer programs will be available at the beginning of each year. Families who do not meet the minimum requirement of service hours will be assessed \$10.00 per hour not served. This charge will be made during the month of MAY. A reminder of hours served will be sent home at the end of each marking period.

## **UNIFORMS**

Trinity prides itself in our students, and to avoid any problems we may have with our student's choice of apparel we have a uniform dress code. Therefore uniforms are required for all students attending Trinity Lutheran Academy. **School uniform shirts must be pre- ordered from our school office.** Uniform pants, shorts and skirts may be purchased locally. Our uniforms include jackets, therefore non-uniform jackets or sweaters and jeans are not permitted in cold weather. Each family will receive a complete description of our uniform policy along with an order form with their registration forms.

Students must wear uniforms that are clean and fit properly. Uniforms that are torn or too small or large are unacceptable. All shorts and pants must be worn at waist level with a belt. Shorts and skirts must be of modest length. When questionable, discretion will be left up to the teacher. Any closed toed shoe or sneaker is acceptable (sandals, backless or slip on shoes must not be worn.) Socks are required for all students. White shirts are to be worn on Chapel Days. All shirts must be the official TLA shirts with the school name embroidered on it. . Physical Education Uniforms are required for all students from grades 3 through 8. Athletic shoes and socks

must be worn with P.E. uniforms. Boys must keep their hair out of their eyes. Hair must neat, clean and of a natural color. No nail polish or makeup is to be brought to school.

Any student not wearing the proper school uniform will be sent to the office and parents will be called to bring the proper apparel.

## **VOLUNTEER HOURS**

Trinity Lutheran Academy believes that it is our responsibility to teach our students awareness of the needs of our community, and as Christians, to help others. Therefore, all students in grades 6 - 8 are required to spend time during our school year caring for others in our community. Our teachers will give suggestions to help or students may look to their own churches and communities for opportunities. 6th graders will give 5 hours per year, 7th graders 10 hours per year, and 8th graders will volunteer a minimum of 15 hours. These hours must be served with adult supervision. Forms will be given out by the student's teachers; these must be turned in by the end of the year.

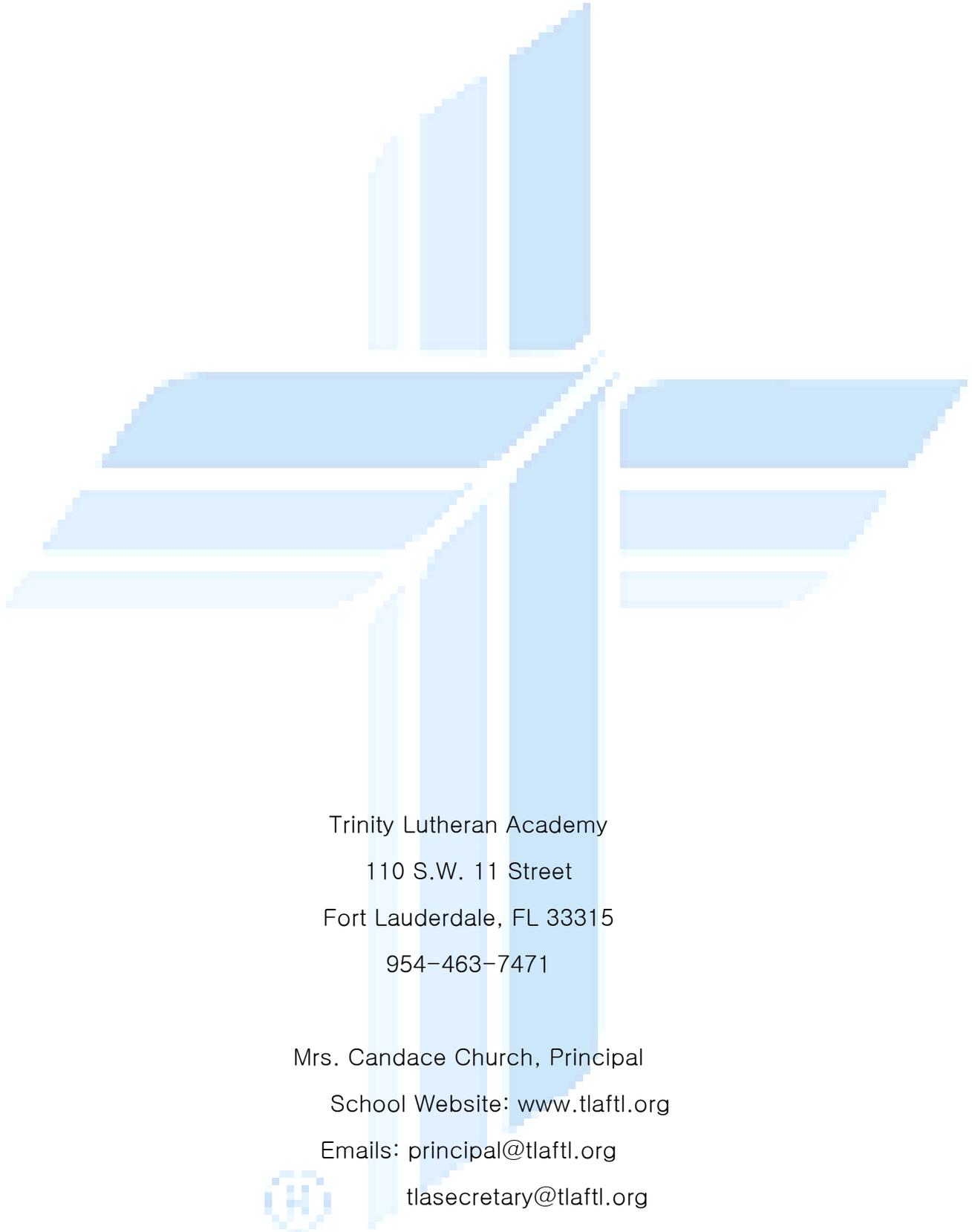
## **ZERO TOLERANCE POLICY**

Trinity Lutheran Academy has adopted a Zero Tolerance Policy towards illegal drug use and weapons at our school. Any child found using or possessing illegal substances or weapons on campus, including school activities, will be expelled.



**NOTES**





Trinity Lutheran Academy  
110 S.W. 11 Street  
Fort Lauderdale, FL 33315  
954-463-7471

Mrs. Candace Church, Principal  
School Website: [www.tlaftl.org](http://www.tlaftl.org)  
Emails: [principal@tlaftl.org](mailto:principal@tlaftl.org)  
[tlasecretary@tlaftl.org](mailto:tlasecretary@tlaftl.org)

