



Lutheran School

Est. 1874

Christ-Centered | Academic Excellence | Service-Focused

Early Childhood

18816 Klein Church Rd.
Spring, TX 77379

281-376-5444

Elementary School

18926 Klein Church Rd.
Spring, TX 77379

281-376-5810

Middle School

5201 Spring Cypress Rd.
Spring, TX 77379

281-376-5810

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INTRODUCTION

Trinity Klein Lutheran School has been a pillar of Christian education in the Klein community since 1874. Our faculty and staff work daily to provide our students with a Christ-Centered environment focused on academic excellence and service.

It is expected that students and parents read this handbook and support the guidelines and policies of Trinity Klein. Students and parents/guardians are responsible for compliance with the policies and procedures in this handbook. Trinity Klein reserves the right to modify this handbook throughout the school year. This handbook does not constitute a contract but does require acknowledgement of receipt.

Our Mission

Trinity Klein Lutheran Church Mission Statement

We are the family of God sent by Him into our community to share the Good News of Jesus Christ.

Trinity Klein Lutheran School Mission Statement

*We are on a mission to reach the tens of thousands
making them disciples of Christ who
WORSHIP - GROW - SERVE - GO.*

Purpose

The purpose of Trinity Klein Lutheran School is to provide Christian education for children of Trinity Klein Lutheran Church and the greater community. The congregation opens the Early Enrichment, Early Childhood Center and Christian Day School to those who desire Christian training in the faith and service and who meet the entrance requirements of the school.

Philosophy Foundation

1. Provide a foundation in God's Word as interpreted in the Lutheran Catechism.

All scripture is God-breathed and is useful for teaching, rebuking, correcting and training in righteousness. II Timothy 3:16

2. Lead the students by example in the greatest commandments: Love the Lord your God and love your neighbor as yourself.

Jesus replied, "Love the Lord your God with all your heart and with all your soul and with all your mind. This is the first and greatest commandment. And the second is like it, love your neighbor as yourself. All the Law and the Prophets hang on these two commandments." Matthew 22:37-40

3. Emphasize and encourage being Christ-like in our behavior and attitudes.

Be kind and compassionate to one another, forgiving each other, just as in Christ God forgave you. Ephesians 4:32

4. Prepare the students to share the Gospel through ministering to our community and the world.

Therefore go and make disciples of all nations, baptizing them in the name of the Father and of the Son and of the Holy Spirit, and teaching them to obey everything I have commanded you. Matthew 28:19-20a

5. Prepare the students for success in their endeavors to share Christ by providing an excellent academic foundation.

Do your best to present yourself to God as one approved, a workman who does not need to be ashamed and who correctly handles the word of truth. II Timothy 2:15

Campus Values



S-P-A-C-E

Safety - Trinity Klein is committed to being a safe space for our students and staff. We seek to create and foster a full-campus approach to physical and emotional safety that establishes space for students and teachers to grow physically, intellectually, spiritually, and emotionally.

Perseverance - Trinity Klein seeks to be a space that trains students to persevere through the challenges they encounter. Our curriculum is set to extend beyond that of the minimum standards, so we support students and walk alongside them as they persevere and grow in academic excellence.

Accountability - Trinity Klein establishes a system of accountability for students that teaches them to take ownership of their effort and work. When students develop accountability, they are able to put forth their best effort and take responsibility for the outcome - good or bad.

Charity - Trinity Klein believes that every student is made in the image of God (Genesis 1:27). It is our responsibility and our mission to build up our students' characters in Christ so that they each may go out from Trinity Klein and be the light on the hill that Jesus speaks of in Matthew 5. We seek to help students develop not only their personality or disposition, but also their identity in and relationship with Christ.

Empathy - Trinity Klein seeks to build empathy in our students so that they may be able share the love of God with the larger community around us. We focus on teaching students to perspective-share and recognize the emotions of others as they connect and communicate.

Our Church

All students are invited to attend church and discipleship each Sunday. It is our desire for everyone to come to know and love Jesus. If you do not currently have a church home or are interested in learning more about Trinity Klein or becoming a member, please contact Carrie Miller in the church office at millerc@trinityklein.org

Worship Services are held each Sunday at 8:15 am and 10:45 am.

Our Accreditation

Trinity Klein Lutheran School is an accredited school with Lutheran Schools Accreditation Commission (LSAC). The school is accredited both on a state and national level. Each year the Trinity Klein must submit an annual report to the commission. While the state of Texas does not do accreditation of private schools, it recognizes and gives validity to our accreditation. Trinity Klein Lutheran School received an excellent rating on the most recent annual review by the commission in 2022.

Due to our continued “excellent” rating, LSAC named TKLS a national EXEMPLARY school. Only eight schools in the U.S. received this honor in 2014.

Our Governance

Trinity Klein Lutheran School is an institution of Trinity Klein Lutheran Church, a member of the Lutheran Church Missouri Synod (LCMS). The School Commission is responsible for the establishment of school policies and is the final authority on decisions involving policy implementation. The School Commission is also charged with advising and supporting the School Administrative Staff (SAS). The SAS implements policy and manages the daily operations of the school.

The School Commission consists of the members of SAS and elected laypersons. The School Commission determines school policies, informs the Board of Directors the needs of the school, safeguards the health and safety of the children, and brings the school to the favorable attention of the congregation and the general public. The School Commission members keep themselves informed on matters of policy and practice by maintaining close contact with the school through reports from the SAS. They may visit the classroom while classes are in session. A regular report concerning school matters is made by The School Commission to the Voter's Assembly.

School Administrative Staff (SAS)

SAS consists of the Day School Principal, Athletic Director, Director of Advancement, and Director of Early Childhood.



Tracy King, Day School Principal, BA in English & Psychology (1999) / M.Ed in Curriculum & Instruction (2009)

As Day School Principal, Mrs. King supervises the curriculum and instruction, establishing curriculum for each grade level that ensures quality teaching and learning in our classrooms. She establishes professional development aligned with best practice. Mrs. King manages discipline for students in grades K-8 by working with the Leadership Team and setting discipline programs. She responds to student/parent/teacher issues while overseeing the staff and executing the day to day scheduling and operations of the Day School. She represents Trinity Klein at the Houston Area and State Administrator's Meetings.



Erika Alman, Advancement Director, BBA in Marketing and Psychology (2002)

As the Advancement Director, Mrs. Alman oversees the admissions, marketing, communication, fundraising, and lunch program for the school. She also supervises the advancement team that consists of the Enrichment and Summer Camp Coordinator, New Family Liaison, and Advancement Assistant.



Nathan Frerking, Athletic Director (AD), BS in Education (1991)

As the Athletic Director, Mr. Frerking coordinates, manages, schedules, and supervises all of those individuals (students, parents, and coaches) and programs involved with the extra-curricular athletic program. The AD works with the Director of Advancement as an advisor for all fundraising and support activities for the athletic program.



Caroline Gray, Early Childhood Director, BA in Religion (2003), M. in Theology (2006), Certified DCE (2007)

As the Early Childhood Director, Mrs. Gray oversees the curriculum and instruction for Early Enrichment, Preschool, and PreK. She addresses parent, student, and teacher concerns while supervising the Early Childhood teachers and maintaining the daily operations of the ECC. She also represents Trinity Klein at the Houston Area Early Childhood Administrator Meetings.

Administrative Leadership Team

SAS works daily with the Administrative Leadership Team that consists of a campus and grade-level leaders. The Administrative Leadership Team is responsible for managing a specific area of campus and reporting to the Principal. This team can change from time to time depending on the campus needs. The current ALT staff is led by:



Becky Bishop, Lower Elementary Director and Student Services, BA in Elementary Education (1998) / M. Ed in Reading (2009)

As the Director of K-3, Mrs. Bishop supports SAS in the daily operations of our early elementary classrooms. She works with the K-3 teachers to ensure quality teaching and learning in the classroom. She observes instructional time and provides feedback to align with best practices. As the Director of Student Services, Mrs. Bishop coordinates the academic intervention students receive on our campus and manages the Student Services

personnel, including the Student Services Facilitators and instructional aides. Mrs. Bishop assists in disciplinary Needs.



Kerrie Roesler, Director of 3-5 and Admissions Support, BA in Elementary Education (2011) M. Ed in Educational Administration, (2016)

As the Director of 3-5, Mrs. Roesler supports SAS in the daily operations of our upper elementary classrooms. She works with the 3-5 teachers to ensure quality teaching and learning in the classroom. Mrs. Roesler assists in disciplinary needs. She observes instructional time and provides feedback to align with best practices. As the Admissions Support, Mrs. Roesler

coordinates new family connections at Trinity Klein while supporting the Advancement office.



Matt Luevano, Middle School Director, BS in Elementary Education, Lutheran Teacher Diploma (2006)

As the Director of 4-8, Mr. Luevano supports SAS in the daily operations of our upper elementary classrooms and the Middle School. He works with the 4-8 teachers to develop/organize/monitor student programs. He assists in disciplinary needs. Mr. Luevano also monitors campus safety and plans training opportunities for staff and students.

ADMISSIONS

Non-Discrimination Policy

Trinity Klein Lutheran School admits students of any sex, race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of sex, race, color, national and ethnic origin, political beliefs, or disabilities in administration of its educational policies, admissions policies, financial assistance policies, and athletic and other school-administered programs.

Student Services and Entrance Testing

Our ultimate goal is to meet the learning needs of students so that they can experience academic success and personal growth. Each student is evaluated on an individual basis with the attempt to determine our ability to meet those needs.

Entrance Testing/Assessment will be required for :

- All 1st-8th grade students coming to Trinity Klein from a homeschool program
- Students unable to present a standardized report card
- Students wanting to enter the advanced placement math program
- Testing may also be offered or requested if the parents or staff have questions or concerns about students' current academic standing.

A student whose physical, emotional, and/or academic needs do not exceed our staffing capabilities will be given consideration for admissions. Trinity Klein offers services to meet the needs of most students on 504 plans. For students on an IEP, we approach each case individually to determine if Trinity Klein can meet the needs of the whole student. To learn more about the full student services program please review the Student Services section under Academic Program.

New Student Enrollment

- To enroll as a new student parents must provide:
 - Proof of immunizations. Parents must supply a complete immunization record from a licensed physician. Immunizations must be current according to The Texas Department of Health requirements. Waivers issued by the State of Texas are accepted.
 - Two years of report cards. When report cards are not available academic testing will be required. Academic testing is available through Trinity Klein.
 - Achievement testing from previous school such as STARR or MAP
 - Proof of date of birth. Parents will need to supply the school with an original or certified copy of their birth certificate.
 - Kindergarten students must have reached the age of five (5) on or before the first day of September.

- Student age must not exceed two years over the standard age of the class level for which enrollment is requested.

Each applicant will be assessed by the Principal and Director of Advancement for final acceptance to Trinity Klein.

Re-enrollment

Trinity Klein operates continuous re-enrollment each year. Parents will have the opportunity to unenroll students during a window of time each January. Trinity Klein reserves the right to permanently dismiss any student for the following reasons:

1. Student conduct on or off campus that is detrimental to the well-being of Trinity Klein students
2. Lack of parental support for Trinity Klein's philosophy, policies, or staff.
3. The academic needs of the student exceeds the staffing capabilities.

Registration

No child will be officially admitted until the registration fee is paid, along with any previous fees. Registration fees for the 2023-2024 school year are as follows.

\$800 Returning Elementary student

\$1000 New Elementary student

\$1000 Returning Middle School student

\$1200 New Middle School student

Registration Fee Adjustment

There will be no adjustment to the registration fee regardless of date registered. **Registration fees are non-refundable.** In the case of special circumstances, such as a family moving, a written appeal may be made and will be given special consideration.

Tuition & Fees

The schedules below outline the 2023-2024 school year tuition rates.

Member Tuition Schedule		
	Elementary Students	Middle School Students
1 st child	\$7,620	\$7,850
2 nd child	\$6,860	\$7070
3 rd child	\$6100	\$6280

Non-Member Tuition Schedule		
	Elementary Students	Middle School Students
1 st child	\$9,900	\$10,200
2 nd child	\$8,910	\$9180
3 rd child	\$7,920	\$8160

All families are required to have an auto-draft account with Blackbaud Tuition Management. No payments will be accepted by the office. There are (3) three payment plans available.

- A one (1) Time payment of FULL ANNUAL TUITION due July 20th for a 1% Discount
 - o *A \$50 fee will be charged in July for this payment plan, which also covers incidental billing*
- A Bi-Annual installment plan of EQUAL payments due July 20th and December 20th.
 - o *A \$50 fee will be charged in July for this payment plan, which also covers incidental billing*
- A Ten (10) month installment plan beginning in July and ending in April. Payments due by the 20th.
 - o *A \$50 fee will be charged in July for this payment plan, which also covers incidental billing*

Financial Responsibility Agreement

Trinity Klein Lutheran School requires that ALL families be signed up for automatic draft through Blackbaud Tuition Management. Trinity Klein Lutheran School does not accept payments made in the office. All payments must be processed through your Blackbaud account. Blackbaud Tuition Management will draft on either the 20th of every month. Blackbaud Tuition Management will draft all tuition, fees, and incidentals. A statement of draft will be e-mailed directly from Blackbaud Tuition Management monthly, usually 10 days prior to the draft.

Late Fees/Returned Payment Fees

Any tuition account that is delinquent or has a payment returned to Blackbaud for non-payment will be billed a fee of \$65. This fee will be deducted from your account at the next drafting date for Blackbaud. Late fees are not waived unless there are extenuating circumstances.

Collection Fees

Should TKLS have to institute procedures to recover unpaid fees and charges, the cost of those procedures, including the cost of engaging a debt collecting agency and legal fees will become part of the debt to be recovered.

Delinquency

All tuition and fees are due by the 20th of every month. Trinity Klein Lutheran School does not extend credit with regard to tuition balances. If a tuition account remains delinquent for 1 or more months or there is evidence of chronic tardiness in making the monthly payments, Trinity Klein Lutheran School reserves the right to withdraw the student from the school. Trinity Klein Lutheran School also reserves the right to deny re-enrollment for the following term and to withhold the student's grades, testing results, transcripts or diploma until the family tuition account is paid in full.

Tuition Assistance

Trinity Klein Lutheran School offers tuition assistance to families demonstrating a genuine financial need. In order to apply for tuition assistance, you must complete an application through your FACTS family portal. Applicants must apply every year during open enrollment (mid-January-April 15).

All supplemental documentation and forms must be submitted to FACTS by April 15th in order for the application to be reviewed. Once applications have been reviewed by FACTS, a recommendation is made for award if the proper criteria are met. Applicants will be notified of their tuition assistance status by mid June. There is no guarantee that assistance will be approved or continue at the same level each year.

GENERAL INFORMATION

Contact Information

K-8 Day School

281-376-5810

Press 1 for Middle School Office

Press 2 for Elementary School Office

Early Childhood

281-376-5444

School Hours

School begins at 7:55 AM and dismisses at 3:15 PM.

All students arriving between 7:30-7:45 AM are to proceed directly to the designated classroom for their grade level. Students arriving between 7:45 – 7:55 AM will report directly to their homeroom classroom.

Any child arriving after 7:55 AM is counted tardy.

Communication with Parents

Phone Use During the School Day

Parents are asked to use good judgment in making calls to the school about their children. Children may not use any telephone without written permission from their teacher (or other teacher if their teacher is not available) between the hours of 7:55 AM and 3:15 PM.

Students are asked to use the phone only when necessary. Parents are requested not to have a child called to the telephone. An urgent message will be taken by the office personnel or the child will be asked to return the call when appropriate.

FACTS (Formerly RenWeb)

TKLS has implemented an online school management system, FACTS (Formerly RenWeb). FACTS will be the primary source for information on billing, grades (except final year-end grades), and other important information. Parents are responsible for creating a login account and completing contact and medical information, as well as maintaining accurate information throughout the year, especially change of addresses. Technical support is available by contacting the school office.

FACTS, Google Sites, and Google Classroom are the communication methods used by Trinity Klein Lutheran School. FACTS is primarily used for grades, email communication, family/student data, schedules, and financial data.

Google Classroom is the primary means to communicate grade level and classroom information in Grades 4-8. SeeSaw is the primary means to communicate grade level and classroom information in Grades K-3.

School Closings

In the event that there is inclement weather or power failure so that school will not be in session, TKLS will use the following methods to communicate this to each family:

- Emergency notifications will be sent via text through RenWeb.
 - If possible, a message will be sent to the email address on file in RenWeb. Please keep your information updated at all times.
- We will also post the information on our website (www.trinityklein.org) and our official Facebook page [@trinitylutherschool](https://www.facebook.com/trinitylutherschool).

Please be aware that, when there is a power outage, our ability to communicate through our voice mail system may not be possible. Also, if numerous calls are coming in at the same time, the phone system will not be able to connect you with the correct extension because it will be in use.

Reports to Parents

Reporting to parents is done midway through the grading period with a Progress Report in Elementary School and Grade Check in Middle School. At the end of each grading period, parents are provided with a student Report Card. All report cards and progress reports are to be signed by parents and returned to the child's teacher. Parents are encouraged to discuss the progress of their child with the teacher at any time that is mutually convenient.

Parents will be notified of test/quiz grades as follows:

1st-3rd: Folders with student work sent home weekly, parent signature may be required on assignments

4th-8th: No parent signatures required on test or quizzes/gradebook is updated weekly on RenWeb

Parent-Teacher Conferences

An official parent-teacher conference will be held after the first nine week period. Conference times will be scheduled in advance and all families are expected to participate if it is requested by the teacher.

Parents may contact teachers at any time to set up an appointment for a conference if they have any concerns.

Extended Care

TrinityKlein provides supervised care for children before and after regular school hours. Extended care is available from 7:00 AM through 6:00 PM.

At 3:30 PM, all students not picked up must report to the appropriate extended care location, or they must be under the direct supervision of a parent, teacher, or coach. Students will report to a designated room in the Elementary Building. Students will have opportunities to complete homework, have down-time, and get a snack.

Designated parents or caregivers must sign their children out of Extended Care.

Extended Care Fees

Extended Care is charged to your account at the rate of \$3.50 per ½ hour. After 6:00 PM, the fee will increase to \$1.00 per minute.

School Arrival / Departure Policy

At the beginning of each school year, detailed procedures for drop-off and pick-up will be available directly from the school office and/or the homeroom teachers. When changes are made to dismissal procedures, parents will be notified in a variety of ways, including emails from administration and from teachers.

General Procedures

Students can be dropped off at the location that is most convenient for the family and the students. Staff will be at or near the drop off locations each morning.

Students will be picked up at the location of their youngest sibling or carpool rider. For example, a car picking up an 8th grader, a 5th grader, and a Kindergartener would use the carline for K-2 students.

School Pass System

Trinity Klein partners with Schoolpass for management of campus movement and dismissals. This system will allow you as parents to make changes to your child's schedule for schooldays. SchoolPass is an online tool designed to enable you to:

- Set up a transportation plan for your child
- Manage and report arrival and dismissal changes to the school
- Automatically notify the correct staff, teachers, and other parents when changes are reported
- Self-manage authorized driver lists
- Help the school prepare for an organized and timely dismissal process

At the start of each new year new families receive a welcome email from Schoolpass with information on how to set up your profile in the SchoolPass app. Trinity has set up an information site for how-to

instructions on how to use the app. The website is <http://schoolpass.trinityklein.org>. Families will receive barcodes that are to be installed on each pick up vehicle.

Returning families will not need to set up a new account each year or install new barcodes.

We ask that you ensure each person picking up your student is listed as an approved pick-up person and has a barcode on their vehicle associated with your child. The SchoolPass App will allow you to designate other parents as carpool drivers if necessary.

Pets

Pets are not allowed on the Trinity Klein campus.

Campus Security

Please be aware, perimeter access doors to the campus will only be open before and after school. Access to the campus through these doors is restricted during school hours. Do not prop doors open on the campus. ***Campus safety is everyone's responsibility!***

Trinity Klein partners with Klein ISD Police Department and the Texas School Safety Center to create, implement, and audit campus safety plans. This is an on-going process that is revisited routinely throughout the school year. Updates to campus safety will be communicated to our families as they occur.

Campus Safety

Trinity Klein's goal is to provide a safe, secure learning environment where students, parents, staff and/or anyone who is on campus is free from any acts of violence or threats of violence, including verbal threats, verbal abuse, threatening behavior, possession of weapons, physical attacks, harassment, and/or the destruction of property.

Trinity Klein Lutheran School's goal is to ensure that students, staff, and property are protected at all times from possible damage, outside intrusion, or disturbances occurring on school grounds or in school buildings. The presence of video cameras, motion detectors and/or alarms in the school buildings, parking lots, and playgrounds assist in protecting school property and its inhabitants. Electronic surveillance is designed to supplement the actions of staff to ensure safety and security and protect the health, welfare, and safety of its students and staff. The rights of privacy of students and staff will be protected. Video recordings will not be published nor will the confidentiality of students and staff be compromised.

Campus Visitors

The safety of our students and employees is a top priority; therefore, all visitors/volunteers during regular school hours, including parents, **must** sign in at the office, state the nature of their visit, present a picture ID to office personnel, and obtain a visitor's badge/pass. Office personnel will scan the visitor's picture ID and create an authorized visitor's badge/pass for them. **Visitors are not allowed to be inside the school at any time without a visitor's badge, other than dropping off or picking up students.**

Our staff has been trained to be on the watch for individuals without the required visitors badge/pass and may challenge your presence here on campus if you have not signed in. **Anyone without a pass will be directed to the office to obtain one.** Prior to leaving campus, you are also required to sign out at the office. Your cooperation with this policy will help us maintain the safety of our children and the integrity of our security system.

Behavior on Campus

Threats and Inappropriate Behavior

Trinity Klein Lutheran Church and School is committed to providing a safe and secure learning environment for our employees and students and a welcoming environment for other families. It is essential that parents partner with school administration and staff in this effort. Any acts or threats of physical harm, including intimidation, unlawful harassment, and/or coercion, which involve or affect Trinity Klein, or any of its employees or families, which occur on our property or are related to Trinity Klein, will not be allowed. We believe families must display common sense, good judgment, and a high regard for the rights and interests of others if we are to provide a safe and productive learning environment. Accordingly, families are required to adhere to essential standards of personal conduct at all times.

Examples of conduct that may be considered inappropriate or threatening include, but are not limited to, the following:

- Fighting, threatening or provoking a fight while on Trinity Klein property, at a Trinity Klein event, and/or at a time when associated with Trinity Klein;
- Insinuating physical harm, including forms of intimidation or public slander;
- Threatening an individual or his/her family, friends, or property with physical harm;
- Threatening physical or aggressive contact directed toward another individual, including blocking passage of employees, students, or others associated with Trinity Klein.
- The destruction, damage, or misuse, or the threat of such, of Trinity Klein property or property of an employee or other person affiliated with Trinity Klein;
- Harassing or threatening phone calls or emails;
- Surveillance or stalking;
- Repeated unexplained and unwelcome visits to the home of an employee or other persons related to Trinity Klein;

Common, socially acceptable comments are not considered threats. Such comments may refer to aggression in sports activities, entertainment, current events, or may be made in the context of a personal comment or joke. Threatening behavior refers to behavior that is personally offensive, threatening, or intimidating.

Trinity Klein will make the sole determination of whether, and to what extent, we will act upon threats or inappropriate behaviors and will make a judgment as to what action is appropriate, including warnings, campus restrictions, and possible dismissal if warranted.

It is impractical to spell out everything that is expected of families in terms of honesty, courtesy, professionalism, and good conduct. In all cases, determinations as to the level of action are reserved by and remain within the sole discretion of Trinity Klein, regardless of whether the action was a threat or a realized behavior.

Restraining Orders and Custody Agreements

All individuals who obtain a protective or restraining order which lists Trinity Klein locations, directly or indirectly, as being protected areas, must provide School Administration a copy of any temporary, protective, or restraining order which is granted, and a copy of any protective or restraining order which is made permanent. This also includes any changes in custody agreements. Trinity Klein must receive a signed copy of new orders before we can uphold the changes. Trinity Klein understands the sensitivity of the information requested and will maintain the highest degree of confidentiality possible. Trinity Klein will share information only on an as needed basis.

Weapons

Trinity Klein Lutheran School prohibits anyone from possessing or carrying weapons of any kind on school property, or at any school function on campus.

It is the policy of Trinity Klein Lutheran School that students and non-students, including adults and visitors, shall not possess, use, or distribute a weapon while on school property, attending a school-sponsored activity, or in a school vehicle, nor be in possession of any type of object designed to cause bodily harm. Anyone in violation of the policy will result in law enforcement officials being notified. The weapon will be confiscated, parents and/or guardians notified, and could result in disciplinary action up to, but not limited to, an immediate out of school suspension or expulsion. In addition, threats of violence against each other or towards any adult, verbal threats of having a weapon in possession or threats to destroy/damage school property will be taken seriously and dealt with accordingly.

While the school takes a firm position on the possession, use or distribution of weapons, the school administration reserves the right to assess each situation and make a decision concerning disciplinary action based on the unique circumstances of each incident. Some consideration on disciplinary action

may be based on factors, such as, the intent or lack of intent at the time the student engaged in the conduct, a student's disciplinary history, or a disability that substantially impairs the student's capacity to appreciate the wrongfulness of the student's conduct.

Drugs, Alcohol, & Tobacco

Possession or use of controlled substances (alcohol, tobacco products, inhalants, any illegal drug) is not permitted. Trinity Klein is a smoke-free and tobacco-free campus. Smoking and vaping or otherwise using controlled or illegal substances are prohibited both inside and outside of the buildings, including in your vehicle while anywhere on campus.

ATTENDANCE

Regular attendance is necessary if a child is to do his best work in school. If your child shows signs of illness, he should be kept home. In the case of illness, the child will be counted absent from the time the child has been determined to be ill and has left the classroom. Regardless of the reason for absence, parents must call and notify the school office of the student's absence. The school nurse will follow-up on absent students.

School Hours

7:45 AM to 3:15 PM

Arrival after 7:55 AM and before 9:30 AM is counted as tardy.

(Late arrival excused with medical note)

Arrival after 9:30 AM and before 11:30 AM is counted as a half-day absence.

Arrival after 11:30 AM is counted as a full-day absence.

Departure before 11:30 AM is counted as a full-day absence.

Departure after 11:30 AM and before 1:30 PM is counted as a half-day absence.

Absences

Parents are requested to schedule all doctor and dental appointments on the days when classes are not in session or after school hours, when possible. If a child is absent for more than 2 days, parents are requested to get missed assignments from the teacher(s) **via an email to the teacher.**

Elementary School

Requests for assignments must be received by noon and will be ready for pick up in the office at 3:45 PM. (Teachers are not always able to prepare these assignments during the regular school day.)

Middle School

Requests for assignments must be received by 7:45 AM to be ready for pick up in the office by 3:45 PM. Parents are encouraged to reference the student's Google Classrooms for work before contacting the homeroom teacher. If an email is sent to the homeroom teacher, please include the student's elective teachers as well.

On the day the student returns to school, the student or parent must contact the teacher(s) to obtain any assignments which were missed regardless of whether the class meets on the day the student returns. The student will be expected to make up all reports, assignments, tests, etc. missed during the absence. The student will have one day for each day missed in order to make up the assignment. However, except in unusual circumstances, all make up work will need to be completed within five school days after returning to school. Make-up work not completed in the scheduled time will result in the work being graded as-is or a zero for work not turned in.

When there is a planned absence, for the benefit of the child, parents need to notify the teacher in writing at least one week prior to the date the child will be absent. This will allow teachers to provide work that can be done in advance of the absence so that the student is not overwhelmed when returning to school. Please respect the teacher's need to have ample time to prepare lessons in advance. Teachers are not required to give advanced assignments without a week's notice. Asking for advanced assignments upon demand is placing an undue burden on the teacher to adequately prepare assignments for the student. Parents should also be aware that other assignments may be given while the student is absent (i.e. tests or quizzes, worksheets to reinforce the concept taught, materials not originally planned or available when the child left school).

Appointments

Please notify your child's teacher in advance if he/she will be leaving school early for such things as doctor appointments, dental appointments, etc. Sometimes a teacher needs to vary a schedule in order to allow a child to leave early and not miss something of special importance. Please sign your child out in the office and wait for your child to come to the school office.

Leaving School Early

When it becomes necessary for a student to leave school early, the student must bring a note from parents to the homeroom teacher in the morning, stating the reason and time they are to leave. **Requests that are not sent to the homeroom teacher should be received in the school office, in person or by phone, prior to 2:45 PM.** The parent must go to the office and sign the student out of school. The office personnel will then call the student out of class. Students are not allowed to wait outside for parents to pick them up. Please note, only the parents or people designated in RenWeb will be allowed to take children out of school unless previous arrangements with the school have been made.

Excessive Absences

If a student is absent more than 10 days in a semester, a doctor's excuse will be required for any subsequent absences. Failure to supply a doctor's note upon returning to school will result in the student receiving zeros on all work that was due on the day the student missed including quizzes and tests.

Any student missing more than 20 days in a school year will be: (1) required to attend Academic Recovery to account for the minutes of instruction that were missed over the 20- day mark and (2) considered for retention.

Any student missing more than 20 days in a school year may be retained. An exemption may be given if a student missed an extended time while under a doctor's supervision. It is best practice to provide a doctor's note to the school office when applicable.

Tardiness

Students are tardy if they are not in their rooms and seated by 7:55 AM. Each teacher keeps his/her own record on tardiness and will report to the office those who have been tardy. **An accumulation of seven tardies will result in one absence.** This is ongoing for the year, not limited by quarter or semester. A student is considered tardy even if the tardiness is the parent's "fault." There are no excused tardies.

Students who have early morning doctor or dental appointments will be classified as late arrivals. They must bring a note from the doctor or dentist with time released. A late arrival will count as a tardy, but will not be considered when counting toward an absence.

ACADEMIC PROGRAM

Faculty

The faculty at Trinity Klein are certified educators. Many of our faculty members have Lutheran Teacher Degrees and/or a Lutheran Colloquy certifying them to teach in LCMS schools. Additionally, all faculty have a Bachelor's degree and many also have Masters in Education degrees.

Core Curriculum & Instruction

The curriculum at Trinity Klein is carefully selected to provide our students with the academic rigor and preparation necessary to be successful in their future educational endeavors. Our learning objectives align with the Texas Essential Knowledge and Skills but are supplemented with Christian Learning Objectives (CLO) unique to Trinity Klein. The CLO are Bible-centered and support our objectives of Christian education.

The Christian religion is taught not only as an added subject area but as a way of life permeating the total curriculum. As students progress through the grades, they grow in their spiritual life through systematic

instruction and practice with Lutheran doctrine, prayers, and daily exposure to the Word of God. It is an expectation that all children enrolled at Trinity Klein take part in the religion program.

Trinity Klein reviews and adopts curriculum on a rotating cycle and purchases on the basis of curriculum needs in any given subject area. Each year one or more specific areas of the curriculum are researched and evaluated by the teachers and administration. In each curriculum area, we review numerous textbooks from both Christian and national publishers. Updates are made as needed. Teachers are tasked with integrating the Christian faith into their lesson structure. A well-rounded program of studies includes Religion, Memory, Language Arts, Social Studies, Science, and Mathematics. All subjects are taught with a Christian approach and given a Christian interpretation.

It is the policy of Trinity Klein Lutheran School that macroevolution is a religious doctrine contrary and destructive to the faith proclaimed by the L.C.M.S. Therefore, classroom instruction involving this view of origins shall be with the purpose of providing students with accurate information enabling them to formulate informed decisions and have understanding regarding the church's positions.

Grading & Assessments

Grading Scales

Report Cards are posted quarterly on RenWeb.

All students in Kindergarten-8th Grade will receive a grade for each core subject. Our core grading scale is as follows.

Our 1-8 core grading scale is:

Grade %	Letter Grade
90-100	A
89-80	B
75-79	C
70-74	D
0-69	F

Our Kinder grading scale is:

Grade Scale	Meaning
5	Exceeds Expectations
4	Meets Expectations
3	Approaching Expectations

2	Skill Developing
1	Skill Not Present

2.5-3.4	C
1.5-2.4	D
1.4 & below	F

All K-4 ancillaries & 6-8 Study Halls (with conduct/comments):

3	E
2	S
1	N

Our conduct grading scale is:

Conduct Scale	Meaning
5	Excellent
4	Above Average
3	Satisfactory
2	Needs Improvement
1	Unacceptable

Our 5-8 elective grading scale is:

Number Grade	Letter Grade
4.5-5	A
3.5-4.4	B

Honor/Merit Roll

Trinity Klein recognizes two lists each grading period to recognize high academic achievement for students in grades 5-8.

Honor Roll

Students who receive As and Es in all subject areas on their report card for each of the first three grading periods.

Merit Roll

Students who receive As with no more than two Bs and nothing below an 'S' on their report card for each of the first three grading periods.

Retention Policy

Elementary

Students are promoted on the basis of academic achievement. If a child is not achieving at expected levels, the teacher, who is the most qualified to determine the future success of the child, may initiate the following process:

- 1) A conference with the Principal and Director of Student Services to review retention and explore the retention path;
- 2) Student Services will determine if appropriate evaluations have been completed and if there are resources available to assist the student in achievement;
- 3) If deemed appropriate, a conference will be scheduled with the parents to begin discussing the possibility of retention and alternative options. These conferences typically begin during the 3rd Quarter of the school year;
- 4) If all alternative options have been explored, it will be the goal of all concerned parties that parent(s), teacher(s), Student Services, and the Principal would mutually reach an acceptable decision regarding retention.

While the parents are the most influential persons in the child's life and their support is crucial to the success in retaining the child, if the Principal, Student Services, and the teacher agree that retention is the most appropriate alternative, then the child will be retained if they choose to continue at Trinity Klein.

Elementary & Middle School

If a child doesn't meet the academic requirements for promotion to the next grade level, one or more of the following may be implemented by the Administration of Trinity Klein:

- 1) Retention;
- 2) Non-acceptance of the student the following year;
- 3) A summer program for credit recovery by meeting a specific number of hours and a specific level of objectives-based achievement (cost incurred by the parent);
- 4) A required Full Individual Evaluation (FIE) if one has not been completed (cost incurred by the parent);

Once a path is agreed upon, Student Services will write a plan that will be signed by the Principal, Director of Student Services, and parent(s). Failure to complete the agreed upon plan will result in either retention or non-acceptance the following year.

School Supplies

School packets are included in your students' fees for grades K-6. The school supply fee is billed to your FACTS account in August. For students enrolled in grades 7-8, Trinity Klein will send your student the supply list in July.

Homework Policy

Trinity Klein values homework as a means to instill a positive work ethic and self-discipline in students. The purpose of homework is to provide opportunities:

- to have independent practice of a skill learned in the classroom,
- to receive formative feedback about learning, and/or
- to prepare students for assessments.

Teachers will be considerate of the time needed to complete homework assignments and follow best practices for their grade level. Each grade level will communicate homework expectations with parents.

In addition to homework, all families of Trinity Klein are encouraged to promote a literacy-rich environment at home. Being read to and reading independently is directly associated with academic success at every grade level.

Responsibility Notices

Parents will be notified through the RenWeb Behavior Portal when a student is negligent in carrying out daily responsibilities such as turning in homework assignments or bringing needed classroom materials. This is a notification tool to make the parents aware of the student's behavior. The purpose of the Responsibility Notice is to communicate with and inform parents. No disciplinary action is taken for a responsibility form - it is a notification tool. Parents are asked to respond to the teacher to acknowledge receipt of the notice.

In order to empower our students we must give them age appropriate responsibilities. Understanding that students are developing and may fail to complete a given responsibility, we believe that a certain amount of leniency is appropriate. While a certain amount of leniency is appropriate, standards are needed to guide the student toward independence and responsible behavior. The following standards have been developed:

Elementary School

Responsibility Parent Communication

- 1st – 3rd grade – formal parent communication can be utilized when a student struggles with classroom responsibilities.
- 4th grade – formal parent communication can be utilized when a student struggles

with classroom responsibilities. In the event responsibility notices are needed, a maximum of 8 responsibility forms are allowed per teacher with a maximum of 5 per subject area before work is graded as is.

- 5th grade – The student is allowed 6 responsibility notices per teacher with a maximum of 4 per subject area before work is graded as is.

Once the maximum number of responsibility notices has been given, any partially completed assignments will be graded as is. In an effort to maximize student success, a teacher may initiate an individualized written plan for a student regarding missing work, the teacher will contact parents to arrange a conference to work together to implement the plan.

Middle School

The following only applies to responsibility notices of an academic nature (missing or incomplete assignments).

- 6th grade – The student is allowed 3 responsibility notices per subject per quarter for the 1st semester. This number will drop to 2 forms per subject per quarter for second semester.
- 7th grade – The student is allowed 2 responsibility notices per subject per quarter for the 1st semester. This number will drop to 1 form per subject per quarter for second semester.
- 8th grade – The student is allowed 1 responsibility notice per subject per quarter.
- H.S. Credit classes – The student is allowed 1 responsibility notice per H.S. Credit class per quarter during first semester but is not allowed any responsibility notices during second semester.

Once the maximum number of responsibility notices have been given, any partially completed assignments will be graded as is. Students who do not have an assignment at the time it is due (whether it is in their locker, misplaced, or forgotten) will receive a zero for the assignment.

Students are still held responsible to know the content of the assignment for future evaluation purposes. In an effort to maximize student success, a teacher may initiate an individualized written plan for a student regarding missing work.

If a student's academic progress continues to be hindered due to a lack of responsible effort on the part of the student and results in a failing grade or grades, Student Services and Administration will request a meeting with parents to discuss a plan.

K-5 Ancillary Programs

Our Elementary students in grades K-4 have dedicated instruction in ancillary classes of Physical Education, Spanish, Art, Music, and Computer Literacy.

5th Grade students take PE, Spanish, and Computer Literacy classes. Additionally, they select one Fine Arts class from Choir, Band, or Art to participate in.

6-8 Elective Programs

Our Middle School is able to provide a variety of elective options for students in 6-8th Grade.

Students in 6th Grade are still required to take PE, one Fine Arts class to take (Choir, Band, or Art) and a Computer Literacy class. Additionally, they can choose from a selection of other academic classes to round out their elective schedule: Exploratory Block Elective, Study Hall, or Servant Leadership.

Students in 7-8th Grade have the following options for elective classes:

- Roughly 20 elective classes are offered each year.
 - A continued option of a Fine Art selection: Band, Art, and Choir
 - Multiple Computer Literacy courses available
 - Multiple options for High School Credit courses are available, including but not limited to Spanish, Communication Applications, Health, and Google Applied Digital Skills
- Space in elective classes is limited in some cases. Students will be selected based on academic performance and date of elective requests.

Parent Requests for Class Placement

Requests by parents for specific teachers are discouraged. There is a concerted effort to place students in the best classroom for them. Academic, social, behavioral needs in conjunction with teacher input are used to place students. If a family disagrees with the classroom placement they should contact administration.

Field Trips

Field trips are an important part of the curriculum at Trinity Klein Lutheran School. Field trips enrich and expand the curriculum, strengthen observation skills by immersing children into sensory activities, increase children's knowledge in a particular subject area, and expand children's awareness of their own community. Each grade level can take up to two field trips during the year.

When possible, Trinity Klein vehicles will be used to transport students. Trinity Klein has 4 vehicles that meet federal safety guidelines. Buses 102, 104, and 105 can transport 14 passengers and the driver. A regular driver's license is needed to drive one of these vehicles. Bus 103 can transport up to 27 students. A Commercial Driver's License (CDL) is required to drive this vehicle.

Chaperones

The number of chaperones may be limited due to the nature of the field trip. In order for chaperones to properly supervise students, younger siblings are not permitted to attend. All chaperones will be screened and will be issued name tags to be worn during school-sanctioned field trips. No unscreened person will be allowed direct access to Trinity Klein students. For proper screening, chaperones should be declared 48-hours or more in advance of an event. Any parents who are asked to directly monitor students will be required to have a background check completed 48 business hours before the field trip.

Parent Drivers

In some cases, parents may be asked to transport students in their own personal vehicle or a parent may be asked to drive one of Trinity Klein's vehicles. Parent drivers must have a background check and a Motor Vehicle Report (MVR) completed. Potential drivers should be declared at least one week prior to the field trip. Additions to the drivers' list will be denied without 48-hour notice. As part of the required forms, all drivers must acknowledge the "Cell Phone Use Policy" to demonstrate our commitment to the safety of our students. Parents driving private vehicles must provide current proof of insurance at least 48 hours in advance of the field trip.

Buses and private vehicles should follow the same itinerary and schedule to create a uniform experience for our students. Parent drivers are not allowed to make stops (e.g. for drinks, food, photos, or any other purpose outside of the field trip itinerary). Parents found in violation of this policy will not be allowed to transport students in the future.

Students are assigned by their teacher to vehicles for all field trips. The teacher will submit a passenger list to the administration prior to the field trip. For safety purposes, no changes may be made to this list without approval from the administration.

STUDENT SERVICES

Our ultimate goal is to meet the learning needs of students so that they can experience academic success and personal growth. Each student is evaluated on an individual basis with the attempt to determine our ability to meet those needs. A student whose physical, emotional, and/or academic needs do not exceed our staffing capabilities will be given consideration for admissions. Accommodations and modifications are provided in the regular classroom setting based on a student's diagnosis through formal educational evaluation.

Trinity Klein's Student Services operates by a Response to Intervention (RTI) model. RTI includes the four following essential components:

1. **Benchmark screening:** using benchmarks, other informal assessment, teacher observation and student performance to identify a student's academic achievement or lack thereof. (See below for details.)
2. **Teaching with research-based instruction:** using strategies that have been identified by independent research as being the most effective at improving student learning outcomes. (See below for details.)
3. **Using a multi-tiered system for student placement: (See below for details)**
 - Tier 1: efforts applied universally across all students to create optimal learning outcomes in the classroom.
 - Tier 2: efforts applied for selected students in a targeted manner to reduce or eliminate learning difficulties as soon as they are identified.
 - Tier 3: efforts applied in response to significant and chronic learning problems to improve student success as much as possible.
4. **Documentation and Collaboration:** The student services team meets with teachers and administration regularly to discuss student benchmark scores and performance in the classroom and to document student progress and intervention on plan on a Student Documentation Report (SDR).

Details of Tier and Research-based Instruction

Tier 1 Instruction

The regular education classroom teacher is trained in research-based teaching strategies. Research-based instruction is then provided for the whole class. Students who do not make expected appropriate academic gains for the grade level, may be referred to tier 2 instruction.

Tier 2 Instruction

There are three distinguishing characteristics of Tier 2 intervention; it needs to be (a) evidence-based, (b) provided in small groups, and (c) utilize a specific intervention with fidelity. Tier 2 interventions are typically 45 minutes in length and offered 2 or 3 times during a week.

Tier 2 involves small groups of students with similar learning needs who work daily with a teacher or student services aide using a specific instructional practice. Tier 2 instructional materials and methods

are typically similar to those used for the Tier 1 core instruction. It is important to note that Tier 2 intervention is ALWAYS in addition to Tier 1 universal (core) instruction (Brown-Chidsey & Bickford, 2016). Tier 2 needs to supplement Tier 1 because students who have not yet met learning goals need more time to learn, practice, and review knowledge and skills. The goal of tier 2 is that students, who participate, will make the improvements needed to reach grade-level learning goals.

- **Math Intervention**

The Student Services team uses a tier 2 math intervention curriculum called Moving with Math. Moving with Math is a research-based math curriculum designed to reteach instruction previously taught in tier 1 while providing multi-sensory, direct and explicit strategies and instruction.

- **Language Arts Intervention**

The Student Services team uses various language arts curricula created by the Neuhaus Education Center in Houston, Texas. The Neuhaus curricula are all research-based and are designed to reteach instruction previously taught in tier 1 while providing multi-sensory, direct, and explicit strategies and instruction.

If students do not make appropriate academic gains in tier 2 based on benchmark scores, etc., a referral will be made for a formal educational evaluation to be conducted by the local school district or by a private diagnostician.

Tier 3 Instruction

- **Reading Intervention/Dyslexia Therapy:**

Trinity Klein's Director of Student Services leads a team of trained and certified Basic Language Therapists in K-2, 3-5, and 6-8. These therapists work with students using a curriculum from the Neuhaus Education Center in Houston, Texas called *Basic Language Skills*. It is based on the Orton-Gillingham approach to reading instruction. This approach is a multi-sensory phonics technique practiced as a direct, explicit, systematic, and cumulative teaching style. It is most commonly used for individuals with dyslexia; however, it is also highly effective for all individuals learning to read, spell, and write.

There is a cost of services associated with the tier 2 and tier 3 programs. Please inquire with Student Services for more information.

ACHIEVEMENT, COGNITIVE, & BENCHMARK TESTING

Achievement Testing

Students in grades 2 – 8 use the NWEA MAP achievement test. The MAP Test (Measures of Academic Progress) is an adaptive achievement and growth test. It creates a personalized assessment experience

by adapting to each student's learning level—precisely measuring progress and growth for each individual student.

Kindergarten students take the Scholastic School Readiness Test (SRT) in April. The SRT is an effective tool for determining the readiness of each student for first grade. Students will be evaluated by ten subtests. Score and skills ratings for each subtest are measured along with an overall readiness score and rating. The School Readiness Test (SRT) assists educational professionals in determining a student's readiness for first grade and allows teachers to learn about entering students' abilities, particularly any factors that might interfere with the learning process or success in school.

Cognitive

Students in Grades 1, 3, 5, and 7 take the Cognitive Abilities Test (CogAT). The CogAT is a multiple-choice K-12 assessment that measures reasoning skills with different types of verbal, quantitative, and nonverbal questions. The CogAT is a cognitive test which consists of a verbal battery, quantitative battery, and nonverbal battery. Each battery is a separate section of the test containing 3 different types of questions that cover unique cognitive abilities. Unlike achievement testing, the CogAT does not measure how much a student has learned but focuses instead on a student's ability to display cognitive abilities that research has associated with academic success. These abilities include reasoning and problem-solving using verbal, quantitative and spatial (non-verbal) methods to find the answers.

Benchmark Assessments

Benchmark Testing is offered to all students at three different windows – beginning, middle, and end of the school year - that allows teachers and administrators the ability to evaluate student growth as the year goes on.

Trinity Klein uses NWEA MAP as a Benchmark test for students in Grades 3-8th. The MAP Test (Measures of Academic Progress) is an adaptive achievement and growth test. It creates a personalized assessment experience by adapting to each student's learning level—precisely measuring progress and growth for each individual student.

Trinity Klein uses Acadience Reading and Math as a benchmark test for grades K-2. Acadience Reading and Math is a benchmarking/assessment system used to identify students' proficiencies in the academic areas of reading and math. It is a valuable and necessary tool used to identify struggling learners, monitor all students' reading and math skills and drive instruction for the teacher.

STUDENT/CAMPUS LIFE

General Health Policy Information

Physicals and Screenings

It is requested that all children receive a complete physical and dental examination before they enter school. In this way, necessary work can be taken care of before conditions become so severe that valuable school time is lost during the school year.

Children in Pre-K, Kindergarten, Gr. 1, 3, 5 & 7 are required by Texas law to have a vision and hearing screening each year. Each fall the school will make arrangements to have these tests given to the above students. Scoliosis screening is required in 5th and 7th grade girls and 8th Grade boys.

Illnesses and Campus Attendance

Parents are not to send their children to school when they show signs of sore throat and fever. After a prolonged absence from school due to illness, children should be examined by the family doctor before returning to school.

A parent will be called to pick up the child if any of the following are observed:

1. Fever over 100 degrees or higher
2. Vomiting or diarrhea
3. A significant rash
4. Heavy yellow or green nasal discharge
5. Ongoing complaint of pain
6. Head lice or scabies
7. Excessive coughing
8. Any other injury that appears serious

Our school is required by law to uphold the following recommendation and guidelines:

1. AIDS: Per Federal guidelines. Universal Precautions.
2. Chicken Pox: You must have a physician's permit to re-enter school. The last crop of lesions must be scabbed over and the child must be examined by the school nurse.
3. Diphtheria: Must have a physician's permit to re-enter school.
4. Fever: Anything over 100.0 degrees is considered a fever and must be excluded.
The child must be fever free for greater than 12 hours (24 is recommended) before returning to school.
5. Hepatitis: You must have a physician's permit to re-enter school.
6. Impetigo: You must have a physician's permit to re-enter school. All lesions must be healed and child must be examined by the school nurse prior to returning to school.

7. Measles: You must have a physician's permit to re-enter school. Child must be free from rash and child must be examined by school nurse prior to returning to school.
8. Meningitis: You must have a physician's permit to re-enter school.
9. Mononucleosis: You must have a physician's permit to re-enter school.
10. Mumps: You must have a physician's permit to re-enter school.
11. Pink Eye: May return to school after using physician prescribed eye drops/ointment for 24 hours.
12. Pediculosis (head lice): Children will be allowed to return to school once the prescribed treatment has been administered and the child is found to be nit free by the school nurse.
13. Ringworm of scalp and skin: Child may return to school with a permit from the physician provided prescribed treatment has been initiated and the area is covered.
14. Scabies: Must have physician's permit to re-enter school.
15. Shingles: May attend school if rash is slight and it must be covered by clothing.
16. Small Pox: Must have physician's permit to re-enter school. Risk of transmission lasts until all scabs are off. Child must be examined by school nurse.
17. Streptococcal infection: Also referred to as Strep Throat, Scarletina or Scarlet Fever. Child may return to school with a physician's permit, after having been free from symptoms (fever, sore throat and rash) and on antibiotic therapy for 24 hours.
18. Tuberculosis: Child must have a physician's permit and must be taking the prescribed medication.
19. Whooping cough: Child must have a physician's permit to re-enter school.

In cases where a doctor's release is required, the note must be brought on the day your child desires to return to class. He/she will not be allowed to re-enter without this release.

We realize it is inconvenient for many to keep a sick child at home. However, the well being of all of our children, their classmates and the teachers must take first priority for all of us.

Dispensing of Medication

Teachers are prohibited from dispensing medicine of any kind to the children unless off site on a school sponsored trip and then only with authorization. Students are strictly prohibited from carrying or dispensing medicine whether prescribed or over the counter. If a child is to bring medication to school, he/she should leave it with the Nurse immediately upon arrival to school. Prescription medication must be in the original Pharmacist's bottle with a label including the child's name, type of medication, dosage amount, and Dr.'s name. Ask your Pharmacist to prepare

two medication bottles, one for home and one for school. The medication must be accompanied by a MEDICATION FORM (available in the school office.)

Your child will be able to obtain Tylenol or Advil (or the generic equivalent) for headaches/aches/pains, Tums or the generic equivalent for indigestion, hydrocortisone cream 1% or Benadryl cream for irritation from insect bites, antihistamines and decongestants for allergies or congestion, and cough drops for cough. In addition, triple antibiotic ointment for minor abrasions as well as basic first aid. Permission to give the above medications is an optional tab in Renweb. No medications will be given without parental consent. Trinity Klein staff will not administer alternative medications such as vitamins, oils, minerals, or herbal products.

K-8 Dress Code Regulations

Apparel

Chapel Dress - students must wear the **Official Blue Polo shirt** for chapel.

Shirts - Students may wear the following shirts tucked in:

- the current year's spirit shirt;
- any shirt purchased from Trinity Klein Spirit Store;
- any polo (can have a small logo* as defined below);
- Past spirit shirts are allowed if in good condition.

** **NOTE:** Long-sleeved shirts that fit the above criteria are allowed, but they may not be worn as jackets in the classroom. Long-sleeved shirts may be worn under a shirt that meets the criteria above.*

Pants - Students may wear:

- regular style blue denim
- uniform pants, provided they are:
 - khaki, navy blue, or black
 - neat and modest as defined below*

Shorts, Skirts, Skorts - Students may wear shorts provided they are:

- uniform-style
- khaki, navy blue, or black in color
- neat and modest* (as defined below)

Dresses - Female students may wear:

- Dresses and jumpers, provided that they are:
 - uniform style or
 - neat & modest* (as defined below)
 - Long Sleeve shirts may be worn under jumpers provided they are:
 - neat & modest

- Leggings may be worn under dresses or jumpers provided they are:
 - solid color
 - full-length

Shoes - All students are required to wear shoes that meet the following criteria:

- Athletic or closed toe shoes with a back
 - No Crocs permitted on either campus
 - No high-heeled shoes are not allowed on campus.

Outerwear - This includes sweatshirts, jackets, hoodies, sweaters, and pullovers. It may be worn:

- Over dress code shirts
- **Indoors** provided they are:
 - Trinity Klein apparel purchased from the spirit shop
- **Outdoors** provided they are:
 - Neat & modest

DEFINITIONS

- **Neat and Modest** on our campus is defined as:
 - Having sleeves
 - Shorts, Skirts, Skorts, jumpers, or dresses that are not more than 3" above the top of the kneecap as measured when standing up straight
 - This rule is for both boys and girls
 - Shirts that are tucked in
 - All clothing should:
 - fit properly
 - no midriff seen at any time
 - no excessive bagginess or tightness
 - No leggings or jeggings
 - no low cut design (both for shirts and pants)
 - no cropped shirts/sweaters
 - have no rips, fraying, tatters, slits, or excessively faded apparel
 - be worn correctly
 - have no adornments of any size (other than manufacturer's logo as referenced below)
 - Adornments include but are not limited to: embroidery, loops, extra pockets, sequins, rhinestones, and glitter
- Logos
 - Acceptable logos are:
 - from the manufacturer (No Team logos or insignias)
 - no larger than 1 in. x 2in

- Personal Hygiene - The administration reserves the right to determine whether hygiene, make-up, and/or jewelry is appropriate.
 - Hair should be:
 - clean,
 - not covering the eyes or blocking the student’s vision in the classroom,
 - a natural occurring color (hair that is distracting or a disturbing influence in the classroom will not be permitted)
 - Make-up
 - Elementary School - No makeup allowed.
 - Middle School - Light facial makeup will be allowed.
 - Jewelry
 - Earrings
 - Females may wear earrings provided the earring is worn on the earlobe (no dangling jewelry).
 - Jewelry
 - Jewelry or adornments that are distracting or a disturbing influence in the classroom will not be permitted.

Dress Code Violations

Just because an infraction to the dress code goes undetected, it does not validate its appropriateness.

Category 1 – Can be fixed immediately

- A. Student is asked to correct the problem (parents will be contacted as appropriate)
- B. Dress code email will be sent for frequent violations
- C. Disciplinary actions may be taken after parent contact with no correction

Category 2 – Cannot be fixed immediately (wrong shirt, pants, jeggings, etc.)

- A. If it is neat and modest they can wear it for the rest of the day
- B. If it is NOT neat and modest they can phone home for a replacement or borrow from the front office (if available)
- C. Dress code email will be sent
- D. Discipline form will be completed for frequent violation

Chapel Polo Dress Code Violation

- A. Student receives a warning
- B. Student will miss recess or have a silent lunch
- C. Parent will be asked to bring correct clothing to school or student will be given an

official polo and their FACTS account will be charged

Personal Hygiene

The administration reserves the right to determine whether hygiene, make-up, and/or jewelry is appropriate.

- Hair should be:
 - Clean,
 - not covering the eyes or blocking the student's vision in the classroom, and
 - a natural occurring color (hair that is distracting or a disturbing influence in the classroom will not be permitted).

- Make-up
 - Elementary School - No makeup allowed.
 - Middle School - Light facial makeup will be allowed.

- Jewelry
 - Earrings
 - Females may wear earrings provided the earring is worn on the earlobe (no dangling jewelry).
 - Other Jewelry
 - Jewelry or adornments that are distracting or a disturbing influence in the classroom will not be permitted.

Cell Phone Policy 23-24

We believe that students learn best when they are provided an environment with minimal distractions. Their time on our campus is maximized by reducing the distractions of cell phones and other personal electronic devices.

Cell phones and other unauthorized personal electronic devices are not allowed at school or on school grounds during the school day which includes morning and afternoon Extended Care. The school day also refers to any and all school sponsored field trips or off-campus activities, such as Field Day. If a student's electronic device is seen, used, or heard during the school day, it will be confiscated and turned over to school administration. Electronic devices include, but are not limited to, Kindles, iPods, Apple Watches or other watch devices with communication capability.

Cell phones and other electronic devices are permitted at athletic events on/off campus as indicated and supervised by the individual coach. Coaches have the right to specify times that phones can and cannot be used at athletic events. Misuse of this privilege will result in consequential measures as stated below.

Cell Phone Consequences:

1st offense – Behavior Notice sent home

2nd offense – Behavior Notice sent home, detention assigned, parent must collect phone, and pay a \$25 fine

3rd offense – Behavior Notice sent home, suspension assigned, parent must meet with administration, collect phone, and pay a \$50 fine

TKLS is not responsible for or damage to electronic devices that are brought to school or athletic events.

Media Output

Any media output, including but not limited to texting, email, and internet directed toward a member of Trinity Klein's student body, faculty, or staff that does not comply with the TEN COMMANDMENTS (as defined in Luther's Small Catechism), may be cause for disciplinary action. This action may include but not limited to expulsion, suspension, detention, and/or required counseling. (See discipline section on page 41.)

School Chapel

Every Wednesday morning at 8:10 AM a worship service is held. Students engage in worship together. The sermon emphasizes practical lessons in Christianity which students can apply to their daily lives. Parents are invited to attend.

Chapel Offerings

A chapel offering schedule will be set up prior to the opening of school. Typical projects selected include but are not limited to Trinity Klein Church Ministries, Camp Lone Star, Coreluv, and Operation Christmas Child.

Prayer Partners

TKLS has a very special program called Prayer Partners. The students are given the name of another TKLS student of a different age and are asked to pray for them. Students can experience first-hand the power of prayer. Various activities and service projects are arranged by the cooperating teachers. The prayer partners will sit together at selected chapels and various events. Prayer partners are a great opportunity for our younger children to be nurtured and for the older children to develop mentoring roles. We want emphasis to be placed on their relationships as friends and prayer partners. To make sure that remains the focus, the giving of gifts is discouraged. If they wish to do something for their prayer partners, the children should be encouraged to make cards for each other or write special notes.

Lunch Service

If you choose to send a sack lunch, we ask that it be sent with your child in the morning.

- No fast food is to be brought under any circumstances.
- No soft drinks will be allowed (even if poured into a different container).
- No lunches can be accepted via a delivery service (e.g. Door Dash, Uber Eats).

Each child is expected to eat his or her own lunch. No exchanging of food will be allowed.

Children are provided with the opportunity to eat a hot lunch in the cafeteria. The lunch program is solely managed by *ESSEN Catering*, an outside vendor. Lunches can be pre-purchased online at <https://essencater.h1.hotlunchonline.net>

The prices for a meal and beverage are as follows:

Cost of Meals:

- \$5.25 Preschool-PreK-4th Grade
- \$7.25 5th Grade-8th Grade
- \$1.50 Gatorade
- \$2.00 Chocolate Milk
- \$2.50 Extra portion added to a purchased lunch
- \$2.25 Extra portion added to a pizza lunch
- \$6.50 Forgotten Lunch Preschool-PreK-4th Grade
- \$8.50 Forgotten Lunch 5th Grade-8th Grade

Forgotten Lunch Policy 2022-2023:

- In the event that a student forgets to bring a lunch from home **OR** if a parent does not place a lunch order online, ESSEN will provide a lunch consisting of sandwich, chips, vegetable or fruit of the day and milk.
- FACTS will be billed at the end of the month for any emergency lunches.

No Refund Policy 2023-2024:

- There will be no refunds for pre-ordered lunches if a student is out sick, on a field trip, attending a special event, etc, and the order has not been canceled 48 hours in advance. Be sure to check the classroom and/ or school calendar before placing your lunch order.

Cancelation Policy

- To cancel an order, click on the "Order" tab. On the menu, purchases will appear

in white.

- Click on the lunch item and select "Cancel / Credit Purchase." This will apply a credit to the lunch account and can be used on future orders.
- All orders must be canceled before the 48 hour cut-off period.

Please remember that all ordering is done directly through the lunch vendor, ESSEN, and not through the school office. You may view the menu and order on-line beginning Aug. 1. Lunch orders must be placed 48 hours prior to the date of lunch service.

**ESSEN
281-271-5150
info@essencatering.com**

Cookie Club

Trinity Klein Lutheran School offers students in grades 3-8 the opportunity to have a Chocolate Chip Cookie every Wednesday. In order for your child to have a cookie every Wednesday, they must be a part of the "Cookie Club". The Cookie Club entitles your child to (1) one Chocolate Chip Cookie every Wednesday during this school year. **Limited open enrollment for the Cookie Club is emailed to parents at the beginning of the school year and a deadline in August provided.** Price for the Cookie Club is \$50 per child, for the year. This will be billed to your FACTS account in September.

Library

Trinity Klein Lutheran School maintains a school library with the support of a part-time librarian and a volunteer-staff. Each Elementary class has scheduled visitation once each week. Middle School students have routinely scheduled visits and enjoy a Library cart that is brought to their classroom with grade-appropriate selections.

Students in grades 1-8 may borrow a total of three books for a two-week period. Kindergarten students may borrow one book for the same time period and with the same stipulations as above stated. Materials are to be returned to the library during school hours or may be returned to the book drop, located in the wall outside the library door, at any time.

If a book is lost or destroyed, the borrower will be expected to pay full replacement cost and shipping as necessary. Should a parent choose to replace the lost/damaged item, only like items will be accepted. (Example: We will not accept a paperback replacement for a hardcover or library bound book of the same title.) Final report cards will not be issued until all borrowed items are returned and lost/damaged item fees are paid.

Lost and Found

All lost and found items are put into the lost and found contains located in the Lower Grade hallway leading to the Elementary Gymnasium or in the FLC near the boys locker room.. The owner may recover any lost items before or after school. At certain times of the year all items will be in the MS gyms for students to review. After a published warning, all unclaimed items will be donated to a charity.

PARENT OPPORTUNITIES TO PARTNER WITH TKLS

Volunteers Opportunities

Eagle Parent Involvement Community (E.P.I.C)

The success of our school is dependent upon the cooperation and volunteer efforts of our parents. Eagle Parent Involvement Community (EPIC) is an organization that provides volunteer experiences.

EPIC has several functions, the most important being cooperation and communication between parents and school. EPIC provides an opportunity to meet new people, serve the school, talk with one another, and become an active participant in the process of educating our children through dedicating time and talents.

Ways to volunteer through EPIC

- Room Parent – assisting the teacher to plan and coordinate with class parents with classroom parties and activities. Teacher’s birthday, Christmas party, Gala Basket, Valentine’s Day treat, help with Teacher Appreciation Week, and end of year swim party
- Asst. Room Parent – assist the room parent with above mentioned activities
- Grill Team–A Team of Dads willing to grill out for the following events:
 - Trinity Klein Tailgate - September
 - Fall-O-Ween - October
- Treat Train – Plans and organizes a themed treat one month of the school year for the teachers. (Ex. Popcorn and Cokes, Trailmix and Drink, Pancake Bar and Juice) You will be responsible for creating the theme, decorating the cart, and the base of what you will need for food. We will then help you acquire the rest of your needs through donations.
- TAPPS – Commits to one day a week in the teacher work room to complete tasks asked by the teachers like running copies, laminating, stapling, and cutting. This is a weekly commitment and we ask that you are able to fulfill your day each week.
- Library – Assist the librarian with checking books out and re-shelving books. In addition-helping with the two book fairs during the school year.
- Gala - Helping plan and execute items needed for the gala like decorations, baskets, and procurement.
- Classroom Field Trips – Help chaperone classroom field trips.

- Sports – Volunteering for various sports events at the school like ticket collecting, spotting, scoreboards, and concession stands.
- PSIA – Help with the District meet by grading, judging, hospitality, or monitoring

Booster Club

As the parent/guardian of a student involved in any of our athletic teams, you are automatically a member of the Booster Club. The Booster Club is led by a number of appointed positions (service coordinator, events, concessions, communications, and Spirit Shop Coordinator) with the Athletic Director serving as advisor.

Booster Club's purpose is to "encourage, promote and help support" Trinity's teams and athletic program. Boosters operate concession stands and collect admissions at our home games. Booster sponsors the sale of Spirit shirts and fan wear. They organize and sponsor the Trinity Klein Invitational Basketball Tournament, a JV Volleyball tournament, a Cross Country meet, and many other events. Every May, TKLS hosts a Field Day for 5-8th graders from area Lutheran schools.

Fundraisers

Annual Fund

The Annual Fund is an annual campaign held each fall to raise funds to provide enhancements to our campus, grow our academic and extracurricular programs, provide need-based financial aid and offer cutting edge technology. Accreditation agencies and potential donors consider participation and results of an annual fund campaign to be key indicators in determining their support of an organization. We need every family to participate to provide the best possible educational opportunities for our students.

Gala

Trinity Klein Lutheran School hosts a Spring Gala. The gala is a time of fellowship, fun, and an opportunity to raise needed event funds for the school. This event is held off campus and requires the participation of families to make it a success.

Corporate Sponsorships

Our generous corporate sponsors demonstrate their support of students and education at Trinity Klein Lutheran School and we want to make sure you are recognized in return. Corporate Sponsorship offers your company, corporation, or organization a unique advantage with communication platforms that promise to reach hundreds of school and early childhood families throughout the school year and summer months. Enrolled families, former students, church members and visitors will be able to see your support of Trinity Klein Lutheran School.

Regardless of the plan you select, every dollar goes directly toward programs and projects that support Trinity Klein Lutheran School as we strive to create disciples for Christ who Worship, Grow, Serve, and Go. 2020-21 Corporate Sponsorships will conclude June 30th of each school year. Current year sponsors will be given first right of refusal to continue current sponsorship level.

To learn more about our Corporate Sponsorship program, call or email Erika Alman, Director of Development at almane@trinitykelin.org or call 281-376-5810.

Trinity Klein Lutheran Educational Trust Fund

The Educational Trust Fund allows donations to support Trinity Klein for years to come. When money is deposited in the trust fund, the principle amount stays in the fund and is not used. The fund therefore continues to grow and accumulate. The interest accumulates on a yearly basis. The Education Trust Fund allows designation for memorials for loved ones.

Discipline

Responsibility-Centered Discipline (RCD)

Trinity Klein is trained in Responsibility-Centered Discipline (RCD). RCD is a discipline model that is centered on students taking responsibility for their own behavior as well as their own academic success. We understand that behavior and academic effort are often connected and nearly always positively impacted by strong teacher-student relationships that have been built.

The RCD method allows our staff to fulfill the mission of the school as they teach students about respect and our responsibility to live our lives with the ultimate respect for God and His commandments. All disciplinary action at Trinity Klein Lutheran School is done with the purpose of teaching young people to grow and mature in their attitudes toward God, others, and themselves. Teachers and Administrators will be viewing discipline concerns through the following three levels:

Level 1

In Level 1, the student quickly recognizes that he or she has made a mistake, takes responsibility for the problem and works well with the teacher to resolve the issue. Level 1 behaviors are common in the day to day activities of school. Teachers redirect and students learn from the redirection. If these behaviors become repetitive or disruptive, or redirection is unsuccessful, teachers will communicate with the parents.

Level 2

In Level 2, students begin to show signs of resistance in accepting responsibility for their behavior. Redirection is met with arguing, ignoring, or occasionally defiance. Level 1 behaviors often require a 1-1 conversation with the student and/or time for the student to think through the situation before being able to accept responsibility. Level 2 behaviors will be communicated home to parents and lay out an improvement plan for the behavior moving forward. The Director or Principal will be notified if the behavior plan is unsuccessful and the behavior continues or escalates.

Level 3

In Level 3 behaviors, the student is unwilling to accept responsibility and unwilling/unable to work through the process of correcting the behavior. Level 3 situations often involve an office referral to the Director or the Principal. Level 3 behaviors cannot be redirected and often create a disruption in the school environment, an unsafe situation, or a problem that cannot be resolved in that moment.

Behavior Module in RenWeb

A specific notice is emailed home via the RenWeb portal. This notice will explain inappropriate behavior and the consequences. This notice includes a place for the teacher to comment and communicate the behavior incident or concern to the parents. Parents are asked to email the teacher/administrator to confirm that they have received the notice.

Student Consequences for Specific Inappropriate Behavior

In an effort to provide families with examples of various infractions and possible consequences, administration has listed situations below. Please note that these examples are meant to be a guide and are not all-inclusive. Any of these examples can escalate from a Level 1 to a Level 3 depending on how the student responds to redirection and takes responsibility for their behavior. *A pattern of disobedience and/or disrespect may result in more serious consequences which may include but not be limited to suspension or expulsion.*

Disregarding School Rules

Examples: Chewing Gum or having food in class
 Running in hallways and on sidewalks
 Violating Dress Code
 Possession of nuisance items or cell phones

Tardiness

Excessive Talking / Lack of self-control / Interrupting the teacher

Failure to follow teacher directions

Cell Phone Use

Consequence: Student receives redirection and has the opportunity to take responsibility. Parents will be notified through the behavior portal in RenWeb. Consequences may include loss of privileges, silent lunch, or detention. Repetitive behavior will be referred to administration as necessary.

Inappropriate Behavior to Authority Figures

Examples: Arguing or raising one's voice at a teacher or staff member
Deliberate disregard or defiance of instructions or class rules
Deliberate disregard or disrespect using web/media output - see Acceptable Use Policy on page 47.
Failure to accept responsibility for behavior

Consequence: Student receives redirection and has the opportunity to take Responsibility. Parents are notified through the behavior portal in RenWeb and students are referred to administration.

Inappropriate Language

Examples: Cursing or Swearing
Name Calling
Gossip
Rude /Unkind behavior

Consequence: Student receives redirection and has the opportunity to take Responsibility. Parents are notified through the behavior portal in RenWeb and students are referred to administration.

Inappropriate Physical Display

Examples: Touching someone in an inappropriate way, area, and/or manner
Hitting, Slapping, Biting, Kicking, Choking / Physical Violence
Manipulating the clothing of another person
Using physical force against another person

Consequence: Student meets with administration, receives consequences ranging from a detention to suspension or possible expulsion depending on severity of incident and prior discipline. Parents are notified through the behavior portal in RenWeb.

Cheating

Examples: Looking at another student's work during a quiz or test
Copying another person's work
Having possession of another student's assignment
Plagiarizing a work from the Internet or written text without Citation; Using notes when they are not allowed (cheat sheets)

Sharing work via Google without permission

Consequence: Student meets with administration and receives consequences ranging from a zero on the assignment, quiz, test, or project to a detention or suspension depending on severity of the incident and prior discipline. Parents are notified through the behavior portal in RenWeb.

Forgery

Examples: Student signs a parent's signature on a form

Consequence: Student meets with administration and receives consequences ranging from a detention to a suspension, depending on severity of the incident and prior discipline. Parents are notified through the behavior portal in RenWeb.

Public Display of Affection (PDA)

Examples: Holding Hands
Kissing
Excessive touching / hugging
Inappropriate physical contact

Consequence: Student meets with administration and receives consequences ranging from a detention to a suspension, depending on severity of the incident and prior discipline. Parents are notified through the behavior portal in RenWeb.

Making Personal Threats

Examples: Written or Verbal Statements to do or encourage physical harm to another person. These can be posted on social media, communicated via phones or other electronic devices, written, or spoken.

Consequence: Student meets with administration and receives consequences ranging from a detention to a suspension or expulsion, depending on severity of the incident and prior discipline. Parents are contacted directly and through the behavior portal in RenWeb.

Theft

Examples: Taking something that is not yours
Finding an item that does not belong to you and failing to turn it in or return it.

Consequence: Student meets with administration and receives consequences ranging from a detention to a suspension or expulsion, depending on severity of the incident and prior discipline. Parents are contacted directly and through the behavior portal in RenWeb.

Destroying or Defacing School Property

Examples: Writing on desks or walls
Intentional flooding of or destruction of restroom facilities
Using furniture in a manner other than that for which it was intended

Consequence: Student meets with administration and receives consequences ranging from a detention to a suspension or expulsion, depending on severity of the incident and prior discipline. Students must pay for the repair or replacement of the item damaged. Parents are contacted directly and through the behavior portal in RenWeb.

Sexual Harassment

Examples: Using inappropriate sexual terminology to attack, harass, or ridicule another person; Making reference to, suggesting, or participating in sexual behavior; Touching someone inappropriately; Making lewd/sexual gestures

Consequence: Student meets with administration and receives consequences ranging from a detention to a suspension or expulsion, depending on severity of the incident and prior discipline. Parents are contacted directly and through the behavior portal in RenWeb. *Students may be required to seek counseling.*

Major Offenses with Serious Consequences

Activities: Possession of a Gun, Knife, or Weapon at any school sponsored activity; Possession of an Illegal Drug, Alcohol, or Tobacco at any school sponsored activity; Selling or distributing a controlled substance; Being charged with a criminal activity

Consequence: Student will be immediately removed from the student population and Klein ISD Police and/or Pct. 4 may be contacted to supervise until parents can arrive on campus; Student receives suspension and/or possible expulsion.

Specific Consequences

Detention

A student serving detention will either serve for **up to** one hour on a designated afternoon (3:30-4:30) or during a lunch period as designated by administration or teaching staff. Detentions will not be altered to accommodate school sponsored activities or student schedules. A student may be asked to do physical work to improve our facilities. They may do physical fitness conditioning or work in study hall during this 1 hour. This will be at the discretion of the Principal or the Directors. If a child is absent the day detention is assigned, the detention will be served on the next designated detention day.

In-School Suspension

Students may serve in-school suspension if classroom behavior is inappropriate in such a way that it is getting in the way of others ability to learn or repetitive behaviors persists with repeat incidents. This form of discipline may also be administered if it is believed by administration to be

the most appropriate consequence. Students serving in-school suspension are required to do all of the daily school work and have each teacher sign off that it was adequately completed.

Out-of-School Suspension

For inappropriate student behavior considered to be a major offense or repetitive concern, students may be suspended for 1-3 days, or until specified criteria is met. For example, counseling may be required, and the student will not be readmitted until enrollment and participation in the required counseling program is in place. Out-of-school suspension may also be served in cases where in-school suspension is deemed not practical by administration. Students serving out-of-school suspension are required to do all of the daily school work and have each teacher sign off that it was adequately completed.

Expulsion

Any student may be expelled permanently by the School Administrative Staff. The expulsion will be preceded by a meeting with parents or guardians. The parents or guardians may appeal the expulsion to the The School Commission if they believe it to be unfair.

Revocation of Student Privileges: Any student who receives any combination of two school suspensions during the school year will have all off-campus privileges revoked for the remainder of the year. These privileges will be revoked immediately from the time the second suspension is given. Off-campus activities include but are not limited to field trips, any athletic or academic competition on another campus, Outdoor Education, and school parties. The student will also lose off-campus privileges the following year if one school suspension is obtained in that year. Parents will be responsible for any financial loss due to the suspensions which could be the case for the Leadership Retreat, Outdoor Ed, the Washington D.C. trip, various field trips, and/or the Valparaiso, Indiana basketball trip.

Student Conduct Expectations

Trinity Klein Lutheran School has a foundational expectation that all students represent Trinity Klein in a manner consistent with our Christian faith and core principles. Using God's word as our guide, we seek to empower our students to strive for excellence academically and spiritually as they use their gifts and talents to serve God and others.

Our **Conduct Expectations** at Trinity Klein are God's Words to us in Holy Scripture:

ATTITUDE

In 1 Corinthians 10:31, God's people in Corinth are told, "whatever you do, do everything for the glory of God." Our attitude is a reflection of our relationship with our Lord and Savior, Jesus

Christ. Students at Trinity Klein are challenged to remember this verse as students on our campus and as Christians in our community.

What does this look like at Trinity Klein? Your attitude matters to God! Students and parents at Trinity Klein are expected to have an attitude that gives God glory in all things. This is reflected in your positive and cooperative approach to interactions with school administration, faculty, and staff.

RESPECT/HONOR

1 Peter 2:17 says, “Show proper respect to everyone. Love the family of believers, fear God, honor the emperor.” Here, Peter is reminding us that we have a responsibility to live our lives in a respectful manner as people who have been saved by grace alone through the blood of Jesus and live in a way that honors Him.

What does this look like at Trinity Klein? Students and parents are expected to show respect not only to our Trinity Klein family but also to the larger community around us. Failing to show others respect or to live in a manner that honors God is not living in accordance with God’s commandment for us to love others. Trinity Klein students and parents are expected to have honor and respect for God, others, and themselves.

INTEGRITY

In Titus 2:6-7, Paul writes to Titus cautioning him to be a good example for others; “In the same way, encourage the young to be self-controlled in everything. Make yourself an example of good works with integrity and dignity in your teaching.” Paul understood that Christians were representatives of Christ in those early years of the Christian Church just as we are still today.

What does this look like at Trinity Klein? As representatives of Jesus and Trinity Klein, students and parents are responsible for safeguarding the reputation and public perception of both Trinity Klein and our Christian faith. This responsibility means that students and parents are expected to refrain from any activity that would cast a negative light on Trinity Klein or cause someone to question the authenticity of Christian faith. This is what it means to live with Christian integrity.

Each student in Grades 5-8 is asked to sign an acknowledgement of the Student Conduct Expectations. This is distributed and collected by Homeroom teachers.

Communication

Good communication between teacher, parents, and child will help to make the total area of discipline a positive, beneficial experience. Parents will be notified of disciplinary action in a timely manner. Any parental concern about a teacher’s attitude, discipline action, or other behavior affecting the student/teacher relationship, needs to be expressed to the teacher so resolution can take place.

Consistency & Parent Support

In administering discipline, an attempt will be made to be as consistent and uniform as possible with the understanding that each situation with a child can be unique. Discipline policies are formulated by the administration and the teaching staff, and approved by The School Commission. Lack of parental support for school staff in discipline measures is a reasonable cause for The School Commission to ask a family to remove their children from the school.

Community Representation

A fundamental expectation of those who are a part of the Trinity Klein Lutheran School family is that all students, parents, and staff members will represent Jesus and respect the mission of Trinity Klein to reach the tens of thousands for Christ at all times at all times, not just during school hours. As representatives of Jesus and Trinity Klein, we each hold the responsibility to safeguard the reputation and public perception of the school and refrain from any activity that would cast a negative light on Trinity Klein or cause someone to question the authenticity of the Savior we represent. Examples of such activities include, but are not limited to:

- Any display of inappropriate content, any negative reference by name, or any disparaging remark about Trinity Klein or anyone affiliated with Trinity Klein on personal internet blog sites (public or private), Facebook, Twitter, or other social media.

Individuals are not authorized to use the school name, logo, or insignias of Trinity Klein, in any manner that would appear to be sponsored by Trinity Klein, without prior permission from the Principal or Advancement Director. This includes but is not limited to embroidery, screen printing, digital designs, social media, and/or other public forums.

Trinity Klein will guard the reputation of the school and individual persons affiliated with the School by implementing appropriate discipline for behavior in violation of this policy.

Acceptable Use Policy

Computer and Internet Terms and Conditions

The network is provided for students to conduct research and participate in educational activities. Access to network services is given to students who agree to act in a considerate and responsible manner. Parent permission is required.

Access to the Network

Access is a Privilege - not a right. Access entails RESPONSIBILITY.

1. Supervision - Trinity Klein Lutheran Computer Lab and COW carts will be supervised any time students are authorized to use the computers. However, each individual computer will not be monitored by a supervisor at all times.
2. Acceptable Use- The use of school computers must support education and

research and be consistent with the educational objectives of Trinity Klein Lutheran School. Transmission of any material in violation of any U.S. or state regulation is prohibited. This includes, but is not limited to copyrighted material, and threatening or obscene material. Use for purchasing or promoting items to sell is generally not acceptable.

3. Network Etiquette - Users are expected to abide by the generally accepted rules of network etiquette.
4. Security - Security on any computer system is a high priority especially when the system involves many users. If a user feels he /she can identify a security problem on the Internet, he/she must notify a system administrator. Do not demonstrate the problem to other users. Users shall not intentionally seek information or obtain copies of, or modify files, other data, or passwords belonging to the other users, or misrepresent other users on the network. Attempts to gain unauthorized access to system programs or computer equipment will result in cancellation of user privileges. Downloading of information onto the hard drives is prohibited without proper authorization. Any user identified as a security risk or having a history of problems with other computer systems may be denied access to school computers.
5. Vandalism- Vandalism will result in cancellation of privileges. Vandalism is defined as any malicious attempt to harm, modify, or destroy computer hardware, data of another user, Internet or any of the other networks . This includes, but is not limited to the uploading or creation of computer viruses.
6. Inappropriate Use- The school administrators and faculty will deem what is inappropriate use and their decision is final. This can include access to inappropriate material on the Internet as well as the use of the computer for activities that are not authorized. Inappropriate material is any material not related to educational research. This includes but is not limited to material containing sexual content, obscene language, and any other material considered adult in nature. The faculty and staff of Trinity Klein may request the school administration to deny, revoke, or suspend computer use. See policy guidelines below:

Procedures Regarding Inappropriate Sites

1. The student will immediately remove himself/herself from the situation. Do not announce verbally to draw attention to the site.
2. Report to the instructor immediately without drawing the attention of the other students.
3. Any other student seeing the screen must follow steps 1 & 2 or he/she will be considered as part of the situation and may face consequences as well.

4. The teacher will back out of the site and clear the screen.
5. An interview will take place between the student and teacher to discuss how this situation occurred.
6. Any repeat visit to the site by this student (or any other student) will result in privileges being revoked.
7. Guidance - Outside of school, parents bear responsibility for the same guidance of Internet use as they exercise with information sources such as television, radio, phone, movies and any other offensive media.

Consequences for Disregarding Acceptable Use Policy

The following guidelines will be used when considering consequences:

1st Offense – Discipline Form and/or suspension of technology use up to 1 school week.

2nd Offense – Discipline Form, Suspension and/or extended loss of technology use

3rd Offense – Discipline Form and meeting with administration for further consequences.

** Trinity Klein Lutheran School specifically denies any responsibility for the accuracy or quality of information from the Internet.*

** Parents wishing to restrict computer access must provide a request in writing to Administration.*

GRIEVANCE POLICY

When a parent feels that there is a situation existing that causes conflict either between the teacher and the student or between the teacher and the parents, then the following procedure needs to be followed. The procedure follows Biblical principles in dealing with conflict.

Classroom Teacher Grievance

- The parent(s) should schedule a conference with the teacher so the conflict can be discussed and resolved.
- If after the conference, the parent(s) feel the situation is still unresolved, they should seek counsel from the Director of the child's grade level and determine whether filing a formal grievance is the next appropriate step.
- The Director will accept the grievance in writing (or via email), review it, and schedule a conference with both the parent(s) and the teacher.
 - A member of the SAS team may join this meeting if necessary.
 - Matters of classroom discipline/management, student relations and safety, curriculum & instruction, or facilities will be referred to the Principal for review.
 - Matters dealing with admissions, campus activities, food service, extended care/enrichment will be referred to the Advancement Director for review.
 - Matters regarding Athletics will be referred to the Coach/Athletic Director.

- The Principal is available to offer general counsel after proper channels have been pursued.
- If after this second conference, the parent(s) feel the situation is still unresolved, the principal will review the grievance and conference with the parent(s).
- If after this third conference, the parent(s) still feel the issue is unresolved, they may submit the grievance to The School Commission in writing and request permission to address the issue at the next regular scheduled School Commission meeting. This request must be submitted one week prior to the meeting to the chairman of The School Commission.

Administrative Grievance

Anyone having a conflict with the way the administration implements school policy, may also file a grievance.

- The parent(s) should schedule a conference with the administrator with whom the grievance is with and request another administrator to attend.
 - The conflict should be discussed with a resolution as the goal.
 - The conflict will be presented to SAS for discussion and review.
- If the conflict is still unresolved, the parent(s) may fill out a written grievance and request that the grievance be addressed at the next regular scheduled The School Commission meeting. The request must be made one week in advance of the meeting to the chairman.

NOTICE OF RECEIPT & UNDERSTANDING

Student Name(s) _____

Parent's/Guardian's Signature _____

Print Name _____

Parent's/Guardian's Signature _____

Print Name _____