



## **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

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#### *Trinity Klein Lutheran Church & School Mission Statement*

*Connecting generations to the love of Jesus.*

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#### *Trinity Klein Lutheran School Purpose Statement*

Trinity Klein Lutheran School **connects generations to the love of Jesus**  
through Christ-centered education that nurtures  
**faith formation, character development, and academic excellence.**

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#### *Trinity Klein Lutheran School Vision*

Trinity Klein Lutheran School will be a student-first community of learners  
with safe spaces for student growth and accountability  
in academic excellence and spiritual formation,  
as they live in and share the love of Jesus with  
each other, their community, and the world abroad.

## Campus Core Values



We create **S.P.A.C.E.S** to Grow:

### **Student 1st Education**

We pursue student-centric, whole child education that builds academic skills & knowledge while also fostering life skills such as leadership, communication, a Growth-Mindset, and a desire for life-long learning.

#### Student Value Statement:

*I will demonstrate a Growth-Mindset as I pursue lifelong learning with curiosity and resilience.*

#### Spiritual Support:

"Therefore, since we are surrounded by such a great cloud of witnesses, let us run the race that is set before us, looking to Jesus, the founder and perfecter of our faith."  
Hebrews 12:1

### **Perseverance**

We have and will preserve through the trials that come with parochial education and are committed to furthering Trinity Klein's impact on students and families in our community.

Student Value Statement: *I will try my best even when it is hard and embrace challenge because it leads to growth.*

Spiritual Support: "Now for a little while you may have to suffer various trials, so that the genuineness of your faith, more precious than gold, which though perishable is tested by fire, may redound to praise and glory and honor at the revelation of Jesus Christ." 1 Peter 1:6–7,

## **Accountability**

*Trinity Klein Lutheran School is accountable, first and foremost, to our God. We are committed to partnership with the church as one organization, Trinity Klein Lutheran Church and School. We strive to foster accountability in ourselves and our students.*

Student Value Statement: *I am responsible for the choices I make.*

Spiritual Support: "Nothing in all creation is hidden from God's sight. Everything is uncovered and laid bare before the eyes of him to whom we must give account."  
Hebrews 4:13

## **Christian Character**

We are a school community making decisions in accordance with God's design and will. We accept our call as part of his creation and seek to reflect Jesus in all we do by the Grace of God.

Student Value Statement: *I am a child of God and I will make choices that please Him, carrying myself in a God-pleasing manner in all I do.*

Spiritual Support: "For those who are led by the Spirit of God are the children of God."  
Romans 8:14

## **Empathy**

While we may not understand all the situations our students and families are dealing with, we will approach each situation with the compassion and love of Christ Jesus.

Student Value Statement: *I may not have experienced what you have, but I can listen and try to understand.*

Spiritual Support: "Finally, all of you, have unity of mind, sympathy, brotherly love, a tender heart, and a humble mind." 1 Peter 3:8

## **Safety**

Campus policies, procedures, and structures are in place to create an environment where students are physically and spiritually safe and feel safe in interactions on campus.

Student Value Statement:  
*I will think about how my words and actions affect others and impact the safety of our*

*campus.*

Spiritual Support: “The name of the Lord is a strong tower; the righteous man runs into it and is safe.” Proverbs 18:10

## 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 Lutheran Church or becoming a member, please contact Carrie Miller, the Connection Coordinator, at [millerc@trinityklein.org](mailto:millerc@trinityklein.org).

Worship Services are held:

Sundays at 8:15 am (Traditional) and 10:45 am (Contemporary)

Wednesdays at 6:30 pm (Traditional)

## Member Tuition Discount Policy

### **PURPOSE**

To establish a process for church members to demonstrate their active participation in the congregation of Trinity Klein Lutheran Church in order to receive the active member tuition discount at Trinity Klein Lutheran School or Concordia Lutheran High School.

### **ELIGIBLE GROUPS**

- Any Trinity Klein Lutheran School or Concordia Lutheran High School student who is a member of Trinity Klein Lutheran Church and whose parent or guardian is also a member of Trinity Klein Lutheran Church prior to school enrollment.
- Any student and family transferring from another LCMS congregation.
- New church members who meet the established criteria for a minimum of one semester.

### **SCOPE OF POLICY**

The required number of in person check-ins for the year will be 50% of the number of Sundays in the fiscal year. For members with multiple students the 50% requirement must be met by all students. Qualified check-ins are as follows:

1. All on-campus worship services including
  - a. Sunday morning on-campus worship
  - b. Sunday morning kids' worship
  - c. Wednesday on-campus worship services including Advent and Lent
  - d. All other on-campus special worship services
2. Online Service attendance does **NOT** count

In the event of extenuating family circumstances, families may file for an exception to be considered by the School Commission. All exception requests **MUST** be filed no later than June



1<sup>st</sup> to be considered. After June 1<sup>st</sup> there will be no exceptions made for families that do not meet the required number of check-ins. All exception requests will also be shared with Elders for the purpose of congregational care.

### **TRACKING OF ATTENDANCE**

It is the responsibility of each member family to check in for church services on campus. Attendance records can be monitored through the family's FACTS account. In the Parent Portal, under the "Student" section, there is a tab labeled "Portfolio" where each student's church attendance is recorded.

Each family is responsible for monitoring their church attendance count. The school administration will begin notifying families of any tuition changes no earlier than June 1st if the required attendance number has not been met. If a family loses their member tuition status, it can be regained by meeting the minimum attendance requirement in the following year.

### **DISCLAIMER**

As the church continues to grow and expand available programming, the policy will continue to be reviewed. Be aware that going forward new programs may come available as qualified check-ins, and the 50% requirement may be adjusted to reflect programming changes. No changes to the check-in requirements would be made during an active school year.

### 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 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 LSAC in 2023.

TKLS is one of only eight schools in the United States to be named EXEMPLARY by the LSAC in 2014 due to our continued excellent rating.

### Our Governance

Trinity Klein Lutheran School (the school) is an institution of Trinity Evangelical Lutheran Church (the church). The School Administrative Staff (SAS) is responsible for the development and implementation of policies. The School Commission (the Commission), subject to the limitations in the Constitution, Bylaws, and operative policies approved by the Board of Directors (the Board), is the final authority on decisions involving policy implementation. The SAS, together with the various Directors, establish procedures to implement policy and manage the daily operation 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 Campus Principal, Athletic Director, Director of Advancement, Early Childhood Director, and Student Services Director.



**Tracy King, Campus Principal: BA in English & Psychology (1999); M.Ed in Curriculum & Instruction (2009); Educational Leadership Certificate (2023)**

As Campus Principal, Mrs. King establishes and supervises the curriculum & instruction for each grade level. 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 establishing discipline programs. She responds to student/parent/teacher concerns 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); M.Ed in *Cognition, Motivation, and Development* (2024)**

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 Coordinators, 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.

**Elizabeth Williams, Early Childhood Director:**

As the Early Childhood Director, Mrs. Williams 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.



**Becky Bishop, Student Service Director: BA in Elementary Education (1998) / M. Ed in Reading (2009)**

As the Director of Student Services, Mrs. Bishop develops and manages a schoolwide Response to Intervention (RTI) program that integrates assessment, targeted interventions, collaboration, and thorough documentation to ensure students receive instruction tailored to their individual learning needs. She also supervises teachers and student services personnel in areas such as training, implementation

of research-based instructional strategies, and student placement within the RTI framework. In addition, Mrs. Bishop oversees the Trinity Educational Plans (TEPs), collaborates with the Admissions Director to review and evaluate prospective student applications, leads and manages instructional aides, and coordinates schoolwide standardized testing.

**School Leadership Team**

SAS works daily with the School Leadership Team that consists of a campus and grade-level leaders. The School 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 SLT staff consists of:

**Carrie Baehr, Lower Elementary Director: BA in Elementary Education (1998) / M. Science in Management & Leadership (in progress)**

As the Lower Elementary Director (K-2), Mrs. Baehr supports SAS in the daily operations of our lower elementary classrooms. She works with the K-2 teachers to ensure quality teaching and learning in the classroom. She observes instructional time and provides feedback to align with best practices.



**Kerrie Roesler, Upper Elementary Director and Admissions Support: BA in Elementary Education (2011) / M. Ed in Educational Administration (2016)**

As the Upper Elementary Director (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. Mrs. Roesler also coordinates the campus-wide Project Based Learning curriculum with teachers throughout the year.



**Matt Luevano, Middle School Director: BS in Elementary Education, Lutheran Teacher Diploma (2006) / M.Ed in Coaching and Athletic Administration (2023)**

As the Middle School Director (6-8), Mr. Luevano supports SAS in the daily operations of our Middle School. He works with the 6-8 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**

Trinity Klein has an [Admissions Handbook](#) for your review.

### **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.

## **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**

## 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 3-8. 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:

1. Emergency notifications will be sent via text through FACTS. *Please keep your contact information updated at all times.*
2. A message will be sent via email to the email address on file in FACTS. *Please keep your contact information updated at all times.*
3. Information will be posted on our website ([www.tkeagles.org](http://www.tkeagles.org)) and our official Facebook page [@trinitylutheralschool](https://www.facebook.com/trinitylutheralschool).

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 FACTS

## 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

Trinity Klein 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 \$3.75 per ½ hour. After 6:00 PM, the fee will increase to \$1.00 per minute. \$5.00 per minute for those identified by extended care staff as having habitual late pickup

## 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.

Trinity Klein employs an off-duty officer to patrol our campus daily. Each student is charged a security fee to help cover the expense of campus security.

### 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'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 only permitted to be in the area they have signed in for. **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

### School Hours

School begins at 7:50 AM and dismisses at 3:15 PM.

All students arriving between 7:25-7:45 AM are to proceed directly to the designated classroom for their grade level. Students arriving between 7:45 – 7:50 AM will report directly to their homeroom classroom. Any child arriving after 7:50 AM is considered tardy. Families should aim to arrive on campus no later than 7:45 to give their student(s) time to arrive to their classroom. Tardies are disruptive to a student's start to the school day.

#### Classification of Arrivals/Departures:

- Arrival after 7:50 AM and before 9:30 AM is considered tardy. (Late arrival excused with a medical note.)
- Arrival after 9:30 AM and before 11:30 AM is considered a half-day absence.
- Arrival after 11:30 AM is considered a full-day absence.
- Departure before 11:30 AM is considered a full-day absence.
- Departure after 11:30 AM and before 1:30 PM is considered a half-day absence.

*\*In order to participate in Extracurricular Activities, a half-day school attendance is required. Please see above for specific arrival and departure times to classify as a half-day.*

Regular attendance is necessary if a child is to do their best work in school. If your child shows signs of illness, they 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 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.

Location of carlines are as follows:

- K-2 Carline: located off Carrot St./Okra St./Turnip St.
- 3-5 Carline: located off Klein Church Rd.
- MS Carline: located off Spring Cypress Rd

#### General Procedures

Staff will be at or near all carline locations each morning and afternoon.

- MS Students can be dropped off at the location that is most convenient for the family and the students.
- ES Students can be dropped off at the 3-5 carline or K-2 carline locations.

**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 K-2 carline location.

## SchoolPass 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
- 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.

## 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 two days, parents are requested to get missed assignments from the teacher(s) **via an email to the teacher**.

## Assignment Requests

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 enter any planned late arrivals or early departures in the SchoolPass app. Be sure to include the time of arrival/departure and the reason. The app will notify your child's teacher and the school office in real time. This enables the school office to schedule the time to call your child to the office for departure. It also gives the teacher the ability to adjust schedules and routines or gather classwork to accommodate a late arrival or early departure. When picking up your child, please come into the school office to sign your child out. Students are not allowed to wait outside for parents to pick them up. Please note, only the parents or people designated in FACTS will be allowed to take children out of school unless previous arrangements with the school have been made.

### **Excessive Absences**

Texas State Law requires that students meet 90% attendance in order to be eligible for promotion. At Trinity Klein, this means that students may have no more than 10 absences (excused and unexcused) per semester or 20 absences (excused and unexcused) for the school year.

*\*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 considered tardy if they are not in their rooms and seated by **7:50 am**. Each teacher keeps his/her own record on tardiness and will report to the office those who have been tardy. **Students arriving after 8:00 am will be required to get a tardy slip from the front office in order to go to class.**

Once students have received 7 tardies, **a parent/guardian/designated carpool adult will be required to physically come into the school office to complete a Tardy Form in order for their student to receive a pass to class.** 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 medical appointments will be classified as late arrivals. They must bring a note from the medical professional, which includes date and time released. A late arrival will count as a tardy, but will not be considered when counting toward the Tardy Form policy.

## ACADEMICS

### 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.

### 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. Families who disagree with their child's classroom placement, are encouraged to contact administration for better understanding of factors influencing placement.

### 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 LCMS. 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.

### 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 5 vehicles that meet federal safety guidelines. Buses 102, 104, and 105 can transport 14 passengers, and we also have a 14-passenger van. 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:**



- a. Tier 1: efforts applied universally across all students to create optimal learning outcomes in the classroom.
  - b. Tier 2: efforts applied for selected students in a targeted manner to reduce or eliminate learning difficulties as soon as they are identified.
  - c. 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 interventions on a Student Documentation Report (SDR).

For more details on Student Services, please refer to the [Student Services Handbook](#)

### Achievement Testing

Students in grades 2 – 8 use the NWEA MAP achievement test in Science. 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 achievement 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 Assessment

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 three 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 Testing

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 3-8. The MAP (Measures of Academic Progress) Reading and Math Test. MAP 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

### Health and Wellness

#### 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, and grades 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:

- Fever over 100.4 degrees or higher
- Vomiting or diarrhea
- A significant rash
- Heavy yellow or green nasal discharge
- Ongoing complaint of pain
- Head lice or scabies

- Excessive coughing
- Any other injury that appears serious

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

- AIDS: Per Federal guidelines. Universal Precautions.
- Chicken Pox: 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.
- Diphtheria: Must have a physician's permit to re-enter school.
- Fever: Anything over 100.4 degrees is considered a fever. The student may return to school when they have not had a fever (and are not using fever-reducing medicine) for at least 24 hours.
- Hepatitis: Must have a physician's permit to re-enter school.
- Impetigo: Must have a physician's permit to re-enter school. All lesions must be healed and the child must be examined by the school nurse prior to returning to school.
- Measles: Must have a physician's permit to re-enter school. Child must be free from rash and must be examined by the school nurse prior to returning to school.
- Meningitis: Must have a physician's permit to re-enter school.
- Mononucleosis: Must have a physician's permit to re-enter school.
- Mumps: Must have a physician's permit to re-enter school.
- Pink Eye: May return to school after using physician prescribed eye drops/ointment for 24 hours.
- Pediculosis (head lice): Students may return to school once treatment has been administered. Upon return to campus, the school nurse will conduct a check to ensure there are no live lice before the student is allowed to return to the classroom.
- Ringworm of scalp and skin: May return to school with a permit from the physician, provided prescribed treatment has been initiated and the area is covered.
- Scabies: Must have a physician's permit to re-enter school.
- Shingles: May attend school if the rash is slight and it must be covered by clothing.
- Small Pox: Must have a physician's permit to re-enter school. Risk of transmission lasts until all scabs are off. Child must be examined by the school nurse.
- Streptococcal infection, (also referred to as Strep Throat, Scarletina or Scarlet Fever:) Must have a physician's permit to re-enter school, having been free from symptoms (fever, sore throat and rash) and on antibiotic therapy for 24 hours.
- Tuberculosis: Must have a physician's permit and must be taking the prescribed medication.
- Vomiting: In accordance with CDC recommendations, a student who has vomited twice within a 24-hour period should not return to school until at least 24 hours have passed since the last episode of vomiting.
- Whooping cough: 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 FACTS. Parents can opt-in or opt-out of some or all of these medications during registration or at any time throughout the school year by contacting the school nurse. No medications will be given without parental consent. Trinity Klein staff will not administer alternative medications such as vitamins, oils, minerals, or herbal products.

### **Spiritual Life**

ALL STUDENTS must take part in the religious instruction, devotions, and weekly chapel services at Trinity Klein Lutheran School.

### **Chapel**

Chapel is held every Wednesday morning at 8:10 AM, during which 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. Middle School students attend a separate chapel on the first Friday of each month.

### **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 cross-campus mentorship 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:

*ESSEN*

281-271-5150

[info@essencatering.com](mailto:info@essencatering.com)

Lunches can be pre-purchased online at <https://essencater.h1.hotlunchonline.net>

## Cost of Meals

- \$5.75 Preschool and PreK - 4th Grade
- \$7.50- 5th - 8th Grade
- **\$8.00 Salad Bar**
- \$1.50 Gatorade
- \$2.00 Chocolate Milk
- \$2.50 Extra portion added to a purchased lunch
- \$2.00 Extra portion added to a pizza lunch
- \$7.75 Forgotten Lunch Preschool and PreK - 4th Grade
- \$9.50 Forgotten Lunch 5th Grade - 8th Grade

## Forgotten Lunch Policy 2025-2026

- 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 2025-2026

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.

### Cancellation Policy

- All orders must be canceled before the 48 hour cut-off period.
- 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 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.*

### First Friday Lunches

We understand that it can be especially hard for younger students to separate from their parents or see fellow classmates eating lunch with their parents. Therefore, the lunchroom is not open for parents to eat lunch with students during the school day..

Trinity Klein values the fellowship of parents at lunch and is therefore introducing First Friday Lunches. Parents will be invited, by grade level, on specific First Fridays to eat in a designated area, the elementary gym. Your student's teacher will communicate which First Friday your grade level will be inviting parents to each lunch with them. This is an excellent opportunity to get to know other parents as well!

### 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 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.

### Pets

Pets are not allowed on the Trinity Klein campus. **Pets in vehicles in the carline should be leashed to prevent any possible issues.**

### Library

Trinity Klein 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 containers 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.

### Athletics

Students at Trinity Klein are offered opportunities to participate in various Athletic programs beginning in 5th grade. See our [Athletic Handbook](#) for information regarding our Athletic programs.

## CONDUCT

### 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 family (parent and student) in Grades 5-8 is asked to sign an acknowledgement of the Student Conduct Expectations. This is distributed and collected by Homeroom teachers at the start of each year.***

### **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.

## **BEHAVIOR & DISCIPLINE**

Trinity Klein promotes SPACES to Grow for all students. This campus-wide initiative means that our mistakes are opportunities for growth. We seek to approach behavior and discipline through a relational approach with consistent standards and God's grace interwoven into each situation.

Elementary School and Middle School Behavior & Discipline policies can be found in the Policy & Procedure Subsection for each campus.

[Elementary School Policies & Procedures](#)

[Middle School Policies & Procedures](#)

### **Our Behavior Framework**

Our teachers are trained in Responsibility-Centered Discipline (RCD). RCD is a discipline model centered on students taking responsibility for their own behavior. During school-age years, behaviors often have both natural and imposed consequences. Responsibility-Centered Discipline is a simple two-part model: RCD seeks to 1) build strong teacher-student relationships that positively impact behavior and academic achievement and 2) equip students to accept responsibility for their choices through a process of reflection.

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.

Using RCD as a foundation, Trinity Klein Administration and Leadership are also trained in Reframing Behavior through Crisis Prevention Institute, the leaders in connecting behavior to brain development and stress response. Reframing Behavior teaches actionable strategies and techniques to help staff and students stay regulated during stressful situations which positively supports better outcomes.

Reframing Behavior training is trauma-informed, people-centered, and neurodiversity-affirming. Feelings of fear, stress, and anxiety impact the way students navigate a variety of situations and are often primary antecedents for unwanted behaviors at school. Our job as administrators and leaders is to help students not only change unwanted behaviors but to build necessary skills to process and understand them.

Campus leaders are equipped to:

***Reframe: to frame (something) again and often in a different way.***



#### **Reframe Our Perspective**

See behavior through a neuroscience-informed lens.



#### **Reframe Our Awareness**

Ensure we are regulated enough to do what we need to do.



#### **Reframe Our Actions**

Positively support our students.



#### **Reframe Our Relationships**

Lay the foundation for supporting each other throughout this journey.

As administrators, teachers, and students work together to reframe behavior, we are working together to create a campus where Responsibility-Centered Discipline is naturally occurring because students are able to quickly recognize that he or she has made a mistake, take responsibility for the problem and works well with the teacher to resolve the issue.

### **Behavior Module in FACTS**

A specific notice is emailed home via the FACTS 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.

### **Technology 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.

- Supervision - Trinity Klein technology (iPads and Chromebooks) will be supervised any time students are authorized to use it. However, each individual device will not be monitored by a supervisor at all times.
- 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.

- Network Etiquette - Users are expected to abide by the generally accepted rules of network etiquette.
- 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.
- 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.
- 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:

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

**2<sup>nd</sup> Offense** – Discipline Form, Suspension and/or extended loss of technology use.

**3<sup>rd</sup> 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 the Administration.*

### Cell Phone Policy

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 30.)

## PARENT OPPORTUNITIES TO PARTNER WITH TKLS

### Volunteers Opportunities

The TKLS Volunteer Handbook is available [HERE](#).

### Eagle Parent Involvement Community (EPIC)

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.

#### EPIC Volunteer Opportunities:

- Room Parent – assisting the teacher to plan and coordinate classroom parties and activities, such as: teacher's birthday, Christmas Party, Gala Basket, Valentine's Day, help with Teacher Appreciation Week, and end-of-year swim party
- Asst. Room Parent – assist the room parent with above mentioned activities
- Treat Train – plan and organize a themed treat one month of the school year for the teachers. (Ex. Popcorn and Cokes, Trailmix and Drink, Pancake Bar and Juice) Create the theme, decorate the cart, and gather the base of what you will need for food. We will then help you acquire the rest of your needs through donations.
- Eagle Express - Parents assist in the running day for 1st-4th grade on the soccer field. This occurs once a week.
- TAPS – commit 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 - help plan and execute items needed for the gala like decorations, baskets, and procurement.
- Classroom Field Trips – help chaperone/drive on classroom field trips.

- Sports – volunteer 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 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, such as Middle School Field Day for 5-8th graders held at Concordia Lutheran High School.

### **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 connect generations to the love of Jesus through Christ-centered education that nurtures faith formation, character development, and academic excellence. 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](mailto: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 Educational Trust, the principle amount stays in the fund and is not used. The fund therefore continues to grow and accumulate interest on a yearly basis. The Educational Trust Fund allows memorial designations.

### **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.

## **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 in the spirit of Matthew 18.

1. 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.

2. 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. A member of the SAS team may join this meeting if necessary.
  - b. Matters of classroom discipline/management, student relations and safety, curriculum & instruction, or facilities will be referred to the Principal for review.
  - c. Matters dealing with admissions, campus activities, food service, extended care/enrichment will be referred to the Advancement Director for review.
  - d. Matters regarding Athletics will be referred to the Coach/Athletic Director.
3. The Principal is available to offer general counsel after proper channels have been pursued.
4. 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).
5. 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 regularly scheduled School Commission meeting. This request must be submitted one week prior to the meeting to the chairman of The School Commission.
6. An expedited review of a grievance may be requested, however the School Commission may not be able to accommodate this request.
7. The SAS ruling is considered final and in effect until the grievance is heard and a decision is rendered by the School Commission.
8. Grievances submitted in proper order will be heard by the School Commission. If the submitting party requests an audience with the School Commission they will be allotted (5) minutes at the beginning of the next School Commission meeting, after which they will be excused to allow the School Commission to deliberate and reach a decision.
9. Grievances will be heard once by the School Commission, and the School Commission decision is final.

### Administrative Grievance

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

1. The parent(s) should schedule a conference with the administrator with whom the grievance is with and request another administrator to attend.
  - a. The conflict should be discussed with a resolution as the goal.
  - b. The conflict will be presented to SAS for discussion and review.
2. 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 regularly scheduled School Commission meeting. The request must be made one week in advance of the meeting to the chairman.
3. An expedited review of a grievance may be requested, however the School Commission may not be able to accommodate this request.
4. The SAS ruling is considered final and in effect until the grievance is heard and a decision is rendered by the School Commission.



5. Grievances submitted in proper order will be heard by the School Commission. If the submitting party requests an audience with the School Commission they will be allotted (5) minutes at the beginning of the next School Commission meeting, after which they will be excused to allow the School Commission to deliberate and reach a decision.
6. Grievances will be heard once by the School Commission, and the School Commission decision is final.

## **NOTICE OF RECEIPT & UNDERSTANDING**

Student Name(s) \_\_\_\_\_

Parent's/Guardian's Signature \_\_\_\_\_

Print Name \_\_\_\_\_

Parent's/Guardian's Signature \_\_\_\_\_

Print Name \_\_\_\_\_