



# Student/Parent Handbook 2025-2026

# HOLY TRINITY LUTHERAN SCHOOL STUDENT/PARENT HANDBOOK

2025-2026

Welcome to Holy Trinity Lutheran School!

The administration and staff at Holy Trinity Lutheran School welcome all students and their parents to the 2025-2026 school year. We firmly believe that a Christian education is essential to enhance the spiritual growth of children, which in turn enhances physical, emotional, and academic growth.

We believe the Christian environment that permeates our school and its classrooms is unique and will prepare students to face both academic and moral challenges as they grow spiritually and intellectually. Jesus said these two lessons summarize all of the Ten Commandments: to love God, Love One Another, and Love Our Neighbor. We believe there are no more valuable lessons we could teach, and students will reaffirm those lessons each day.

This Handbook has been created to acquaint you with the mission, philosophy, and policies of HTLS to help establish strong lines of communication between parent, student, teacher, and school. This Handbook governs the relationship between the School and its families. By enrolling in HTLS, you agree to adhere to the policies, terms and conditions outlined in this Handbook. If any policy, term, or condition in this Handbook conflicts with any classroom policy, this Handbook shall govern. The School reserves the right to modify this Handbook at any time; continued enrollment at the School indicates the consent of the student and the parents to any such changes. Within this document terms such as "HTLS," the "School," "we", "us", "our", and the like shall all mean Holy Trinity Lutheran School, while terms such as "you" and "your" shall mean parents and students. The term "HTLC" is used to represent Holy Trinity Lutheran Church.

If at any time during the school year you have questions, concerns, comments, suggestions, or encouragement, please share them with us. We look forward to serving you and very much appreciate the opportunity to do so. We ask for God's blessings as we work together to best fulfill His Word in Proverbs 22:6, *"Train up a child in the way he should go; even when he is old he will not depart from it."* ESV

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## **I. INTRODUCTION & SCHOOL PHILOSOPHY**

Holy Trinity Lutheran School has been established and is operated by Holy Trinity Lutheran Church, Edmond, Oklahoma. The school exists to serve not only the children of the congregation but also as a mission arm of the church and a witness to the community. As a joint ministry, the school involves congregation members, school and church staff, the family, and the student. The school is an outreach mission of the congregation, and as such, school teachers and staff show they care about each child's total development while maintaining a Christ-centered environment with planned activities appropriate for every age and development stages. Through the teachers and staff, students learn of the unconditional love of Jesus and experience successes that build the foundations for self-esteem and confidence. Parents are assisted in understanding their children and in celebrating God's blessings in their lives.

Our primary goal is for students to learn that Jesus Christ loves and cares for them, and will be with them throughout their life and in heaven. Academically, we strive for each child to develop a love for learning, a sense of self-confidence, and with the physical, social, emotional, and intellectual development necessary to be successful in school. We recognize children learn best through hands-on experiences, in a safe and loving environment where they are encouraged to think for themselves, discover, explore, and create.

All policies, decisions and activities of the school are in harmony with Scripture, the Lutheran Confessions, the Lutheran Church Missouri Synod, and the constitution and the governing documents of Holy Trinity Lutheran Church. HTLS has developed a motto, mission statement, and purpose to serve as the paradigm for those who set policy, administrate the programs, and serve as teachers and workers in school.

## **II. MOTTO, MISSION & VISION STATEMENTS**

**Motto:** Faith. Excellence. Character

**Mission Statement:** Holy Trinity empowers students to grow in Christian faith, pursue excellence in learning, and build strong character—shaping servant leaders who live with integrity and make a lasting impact on the world around them.

**Vision Statement:** To shape generations of lifelong learners who love God wholeheartedly, lead with integrity, serve with purpose, and impact the world around them.

Guiding Scriptures:

### **Faith**

Ephesians 2:8-9 - "For by grace you have been saved through faith. And this is not your own doing; it is the gift of God, not a result of works, so that no one may boast."

### **Excellence**

Colossians 3:17 - "And whatever you do, in word or deed, do everything in the name of the Lord Jesus, giving thanks to God the Father through him."

### **Character**

Philippians 4:8 - "Finally, brothers, whatever is true, whatever is honorable, whatever is just, whatever is pure, whatever is lovely, whatever is commendable, if there is any excellence, if there is anything worthy of praise, think about these things."

## **A. Purpose**

As a Lutheran church and school, we believe we must be Christ-centered in all that we teach and model, demonstrating faith which results in integrity, love, moral values, commitment, cooperation, citizenship, and responsibility. We believe in the integration of these faith qualities in a life ethic, which emphasizes learning and teaching excellence, dedication, and responsibility with a strong confessional Lutheran foundation. We believe this will result in strengthened faith and joy for living as Christ's disciples.

The school exists to provide a program of education, care, and development in harmony with God's will as revealed in the Bible. All of life, including knowledge and service, finds its source, meaning, and purpose in the Lord Jesus Christ. Holy Trinity Lutheran Church operates the school as a part of God's mission to all people, and makes the school and associated programs available to those families of the congregation and the community desiring a Christian education program. Even though the school is important in the training of children, the other programs of the church, such as Sunday school, weekly worship services, and our youth programs are integral parts of the spiritual training of the total child. All parents and students of HTLS are encouraged to participate regularly in these programs.

Our aim and purpose is to provide a total educational program in a caring Christian atmosphere. Not only are there daily religious studies, in which the crucified and risen Christ is exalted, but the secular subjects are also taught in the light of Christ and Scripture. It is our purpose not only to assist parents in educating their children to become good citizens of this country but also to help them to become and remain citizens of the kingdom of heaven. This is done by the daily use of God's Word, prayer, and Christian example through the power and working of the Holy Spirit.

## **B. Statement of Faith**

**We believe** that Christian education is unique because:

1. Christian education views each student as one redeemed by Christ.
2. Christian education carries out God's command for educating mankind.
3. Christian education is powered by the Holy Spirit for accomplishing its goal purposes.

In all matters, the guiding principles of HTLS are found in Scripture, the inspired and inerrant Word of God, and the only norm and source for all we believe and teach, as set forth in the Lutheran Confessions.

**We believe** that our Christian responsibility compels us to pursue academic quality as the proper response to Christ's redemptive work. HTLS strives to make itself an effective educational agency for equipping children and their families for participating in the five functional areas of Christian living: education; worship; evangelism; fellowship; and, service.

**We believe** that each child is a special gift from God, a unique creation, possessing their own personality, learning style and maturation pace. Mindful of this, our programs are designed to encompass the total child, and promote spiritual, physical, cognitive, emotional, and social development of each individual.

**We believe** that God wonderfully and immutably creates each person as male or female. These two distinct, complementary genders together reflect the image and nature of God (Gen. 1:26-27). Rejection of one's biological sex is a rejection of the image of God within that person. We believe that the term marriage has only one meaning: the uniting of one man and one woman in a single, exclusive union, as delineated in Scripture (Gen. 2:18-25).

### **III. HTLS PARENT COMMITMENT & RESPONSIBILITIES**

#### **A. PARENT COMMITMENT**

We ask that parents or legal guardians of HTLS students commit to the following:

1. To carefully examine and agree with the Christian purpose and philosophy of HTLS and desire the school to work with us in the total education of our children.
2. To carefully read and agree to support the policies of the school as stated in this HTLS handbook.
3. In full cooperation with the school, to attend if at all possible, all orientation and informational meetings.
4. To be loyal to the aims and ideals of the school and to bring any questions or criticisms directly to the administration or School Board so that they may be properly considered by those in authority.
5. To pledge to preserve unity in the body, by seeking to resolve any conflict within the HTLS community by addressing the matter appropriately with the person or persons directly involved (Matt. 18: 15-17).
6. To endeavor to live out our calling to a higher standard of conduct as evidenced in thoughts, words, and behavior both in school and to the outside community because as a Christian community, HTLS bears witness to the character of the Lord Jesus Christ. (Eph. 4:1)
7. To understand that the school reserves the right to dismiss a student for any reason it deems necessary.
8. To serve the school in whatever capacity that our time, talents, and gifts allow, and to uphold the school in prayer.
9. To understand and agree that HTLS teachers and administration are given full discretion in accordance with HTLS Board Policy and Oklahoma State law in the discipline of our children.
10. To thoroughly read and sign the Parent Code of Conduct.

#### **B. Parent Responsibilities**

By enrolling their child at HTLS, parents agree to support the mission, purpose, and philosophy of HTLS in the following ways:

1. Requiring students to obey rules and regulations.
2. Striving to send students to school prepared to work and participate.
3. Maintaining an active interest in the student's work.
4. Striving to ensure punctual arrival and avoid absences.
5. Cooperating with school requests, i.e., reading communications, signing and returning school forms, checking grades, and support in matters of discipline.
6. Attending school conferences, open houses, and meetings.



7. Discussing school problems with parties most closely associated with the area of concern.
8. Striving to support the school through family participation at Holy Trinity Lutheran or at your own church.
9. Observe “Matthew 18 Principle.” Matthew 18:15-17 offers the following guidelines:
  - A. Go to the person with whom there is a concern or conflict.
  - B. If the issue cannot be resolved, then seek the help of the respective administrator.

### C. Volunteering

A “school volunteer” is defined as an individual who performs a service within the school without compensation, remuneration or other consideration, and who shall serve under the immediate supervision and direction of the professional staff at HTLS.

Volunteer opportunities include but are not limited to: field trip chaperones (day and overnight), mentoring, tutoring, assisting in a classroom, room parents, class readers, library, cafeteria, or on a playground or other designated duties. Participation in parent-only organizations such as the PTO are not covered under the provisions of this volunteer policy.

A school volunteer need not be a parent of a student enrolled at HTLS. Some volunteer activities may be designated exclusively for parents and guardians of enrolled students. **An individual who wishes to serve as a volunteer at HTLS must complete a background check.**

The School Administration will be responsible for assuring volunteers have the appropriate orientation and training for the service they will provide.

1. Volunteers must sign in and out at a designated location in the school before proceeding to their volunteer site.
2. Volunteers must wear an identifying badge or visitor ticket.
3. Volunteers will always: use appropriate language; discuss appropriate topics; refrain from inappropriately touching students; refrain from disciplining students (behavior that requires discipline should be directed to the appropriate teacher or staff member); refrain from giving gifts or rewards to students; and refrain from developing instructional objectives or lesson plans. Due to food allergies and sensitivities, school volunteers are to refrain from giving a student anything to eat or drink without a teacher’s or staff member’s approval.
4. The dress code for volunteers should be consistent with HTLS dress code yet may be comfortable for any task that may be undertaken.
5. Volunteers must keep confidential any information about a student or any school related incident. If there is a safety concern or an emergency issue, it must be immediately told to someone in authority. Volunteers are to be held to professional standards for maintaining the confidentiality of all individual student information and will not be given access to confidential student records.
6. Volunteers will not be asked to assume responsibility for an entire class in the absence of the supervising staff or administer medication to students.
7. Any volunteer driving HTLS students will obey all applicable laws and

regulations governing the operation of motor vehicles.

8. School volunteers are not covered by workers' compensation insurance.

#### **D. The PTO (Parent-Teacher Organization)**

We encourage all parents to be involved at HTLS. HTLS's parent volunteer group the PTO is critical to the success of the school. Membership in the PTO is open to all parents who have a child enrolled at HTLS and all faculty and staff of HTLS. All members have the right to vote and hold office except for teachers of the school. The PTO assists the school with various fundraising projects, provides volunteer support, and manages teacher appreciation functions. The group meets as necessary to coordinate and prepare for upcoming events and activities.

#### **IV. ACCREDITATION**

HTLS is accredited by the National Lutheran School Accreditation ("NLSA"). This accreditation is renewed every five years. The NLSA is a member of OPSAC (Oklahoma Private School Accrediting Commission) and is recognized by the Oklahoma State Department of Education.

HTLS strives to maintain standards that meet or exceed those expected in area public schools.

HTLS will, in principle, follow the guidelines of the State of Oklahoma related to the length of the school year, annual reports, use of qualified teachers, and other standards of instruction.

#### **V. SCHOOL BOARD**

The HTLS School Board ("Board") is a policy board to oversee the educational life of the school and its ministry of the church to the children within its care.

##### **A. Membership**

The School Board shall not act as a Board of Directors as that term is defined in the Act. The School Board shall consist of nine (9) members. Seven (7) of these members shall be elected by the Voters Assembly during its annual election. The remaining two (2) members shall be ex-officio members to include the President and Senior Pastor (or their designees). School Board members shall serve for a term of two (2) years. School Board members may be elected to succeed themselves but shall not serve more than two (2) consecutive full terms. The terms of School Board members shall be arranged so that no more than four board members shall be elected in one year. In the July meeting the School Board shall elect one of its members as School Board Chair.

##### **B. Duties**

The School Board shall support the School and the school administrator(s) as Voters Assembly Representatives. The School Board Duties shall include:

1. To ensure that the Senior Pastor's Ministry Plan is supported.
2. To obtain the Senior Pastor's approval for religious curriculum content.
3. To approve the overall School curriculum to meet accreditation requirements.
4. To oversee School expenditures within the established budget, and provide financial and progress reports to the Leadership Board through the School Board Chair.
5. To develop and present the annual School Plan and for Voters Assembly approval.
6. To implement applicable overarching Congregation policies.

7. To establish School-unique policies and handbooks where necessary.
8. Strategically plans and visions for the future growth of the school.

## **VI. FUNDRAISING**

HTLS is dependent upon parents and friends to financially support the ministry of the school. Tuition and fees do not fully fund its educational programs, and the school must solicit additional gifts annually to balance the budget. Some businesses are willing to provide matching contributions to HTLS. Parental commitment is an integral part of the school's fundraising efforts, and parents are encouraged to participate in all ways possible, from volunteer service to additional contributions.

## **VII. SCHOOL SPIRIT**

HTLS exists through the grace of God. The school ministry is a blessing and gift that should give its participants a heart of thanksgiving. Representing the school as an ambassador of Jesus Christ should be the primary motivation for every student. Humble hearts and respectful attitudes foster school spirit. It is imperative that each student embraces the school mission and represents HTLS in an honorable way. HTLS is a school of choice and should be gratefully approached as a privilege, not a right. Therefore, students and parents should choose to support school activities in a positive manner. Inappropriate behavior, including but not limited to cursing, name calling, and “trash talking” will not be tolerated in any forum, whether formal competition or playground activities.

## **VIII. SCHOOL COLORS, LOGO, AND MASCOT**

The school colors are royal blue and gold. The school logo is the official mark of HTLS and should not be used by parents or students without permission by the HTLS administration. The official mascot of HTLS is the Lion.

### **A. Pledges**

HTLS believes respect for authority is key to a child’s success, and to that end, HTLS supports the recitation of the Pledge of Allegiance to the United States, the Pledge to the Christian Flag, and the Pledge to the State of Oklahoma.

#### **PLEDGE OF ALLEGIANCE TO THE UNITED STATES**

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

#### **PLEDGE TO THE CHRISTIAN FLAG**

“I pledge allegiance to the Christian flag and to the Savior for Whose kingdom it stands; one in Spirit, saved by grace, united by faith for acts of service and love!”

#### **PLEDGE TO THE STATE OF OKLAHOMA**

“I salute the flag of the State of Oklahoma. Its symbols of peace unite all people.”

## **IX. ADMISSIONS**

### **A. Notice of Nondiscrimination**

Holy Trinity Lutheran School admits students of any race, color, national and ethnic origin, to all the rights, privileges, programs and activities generally accorded or made available to students at the school. We do not discriminate on the basis of race, color, national and ethnic origin in the administration of our policies and other school administered programs.

HTLS reserves the right to refuse admission to any student, whether currently enrolled or prospective. The school does not accept binding federal, state, or local financial assistance and thus is not required to accept or provide adapted programs for children having special needs. The decision to enroll a child with special needs will be made in the spirit of the Gospel, service to all of His people and our abilities to effectively serve your child.

### **B. Academic Requirements for Admissions**

Potential students must be evaluated by school administration and/or teachers of HTLS. Evaluations will consist of a careful assessment of a potential student's social and academic skills and progress. Potential students will be tested, at the discretion of the school, prior to admittance.

### **C. Behavioral Requirements for Admission**

1. Potential students must be in good standing with their current school.
2. Potential students must not have outstanding truancy or disciplinary issues at any prior school or at the student's current school.
3. Students with prior drug, alcohol, or other such problems must have successfully completed a full semester in a regular school program (including being 100% drug and alcohol free) prior to being admitted to HTLS.
4. Students who have been expelled from any other school will be admitted to HTLS on a case-by-case basis.
5. All references will be considered.
6. Students must want to attend HTLS.

### **D. Spiritual Requirements for Admission**

1. Parents/guardians must desire a Christian education for their children and willingly support the school's spiritual goals and objectives.
2. Middle School students (6th-8th grade) must sign an agreement to abide by the policies and expectations stated in the *HTLS Student/Parent Handbook*. Parents must indicate willing support of the school's goals and objectives.

### **E. Admissions Priority**

The school will admit students according to the priority scheme set forth below. Admission does not guarantee a student's enrollment in a particular class.

1. Returning students in good standing.
2. Holy Trinity Lutheran and St. Mark's Lutheran Church Members and siblings of students who are currently enrolled at HTLS, alumni children, children/grandchildren of former or current employees.
3. Students with a reasonable chance to succeed academically, socially, and

spiritually.

#### **F. Age Requirements for Attending School**

Testing is required for all new students regardless of age. Kindergarten placement depends on maturity and readiness of the child. A child must be three years of age by September 1 before being allowed to enroll in the three- year old class. A child must be four years of age by September 1 before being allowed to enroll in Pre- Kindergarten. A child must be five years of age by September 1 before being allowed to enroll in kindergarten. A child must be 6 years of age by September 1 before being allowed in 1st grade. A copy of the child's birth certificate is required for all students enrolling at HTLS for the first time.

#### **G. Enrollment Procedures**

Holy Trinity uses an automatic **re-enrollment** process. In mid January each year, the re-enrollment fee is processed via each family's FACTS account. In early January, the school provides notice of the approaching re-enrollment date. Families who do not plan to re-enroll are asked to notify the school via email before the re-enrollment date. Once the re-enrollment fee is processed, the student's enrollment is complete.

In June, the school will send out a link to the digital Back to School packet from FACTS, which allows parents to verify/update student information and sign the following annual forms and agreements before the start of the new school year:

1. Enrollment Contract
2. Medical Authorization
3. Internet & Chromebook Agreement (for 1st - 8th Grade)
4. Library Agreement (for PreK 4 - 5th Grade)
5. Photo Release Policy

#### **New Student Enrollment Process**

Parents who are interested in HTLS should contact the School Office to schedule a campus tour. If, after touring the school campus, parents would like to enroll the child at HTLS; they should complete the online New Student Application accessible from the HTLS website. Once the application is complete and the application fee has been paid, the prospective student will be scheduled for a shadow day and academic assessment. An acceptance letter with a link to the digital Enrollment Packet from FACTS is provided to families once the shadow day and academic assessment are complete. There is no additional Enrollment Fee. The Enrollment Packet will ask parents to submit the following:

1. Birth Certificate
2. Immunization Records
3. Enrollment Contract
4. Emergency Contacts
5. Health Information
6. Medical Authorization
7. Internet & Chromebook Agreement (for 1st - 8th Grade)
8. Library Agreement (for PreK 4 - 5th Grade)
9. Photo Release Policy

## **H. Records**

A student's records are open for inspection by the student, his parents or guardian, school officials, and certified employees of the school. Copies of records shall be furnished to authorized agencies upon written request of parents/guardians. Student files should include the following:

1. HTLS required enrollment forms
2. Immunization records
3. Copy of birth certificate
4. Academic records (including records from school formerly attended)
5. Various testing results

A student's status will be suspended until all necessary records (e.g. immunization, etc.) have been furnished to the school and updated as may be required from time to time. Grades will not be released to another school or at the end of the year until all outstanding financial obligations, including but not limited to tuition, library fines, after-care, and supply fees, are paid in full, and all textbooks have been checked in with the student's current teacher.

## **Withdrawals**

When a student withdraws from HTLS these steps are to be followed:

6. The parent must provide written notification of the withdrawal.
7. All school textbooks, library books, and other items belonging to the school must be returned to the school office.
8. All financial accounts including but not limited to: tuition, cafeteria balance, and Before & After Care must be settled before any student records will be released (i.e. parents are still responsible for meeting the applicable terms of the Enrollment Contract).

## **X. ACADEMIC POLICIES AND PROCEDURES**

Through the activities in the curriculum students should be able to:

1. respond to God's love and see themselves as His children;
2. show a sense of security and trust, independence and self-responsibility, and channel emotions into appropriate and acceptable outlets;
3. play, work, and communicate with their peers and adults in group situations;
4. demonstrate gross and fine motor skills;
5. demonstrate excellence in grade-appropriate academic subjects;
6. express ideas in his or her own unique ways and use his or her God given talents in creative activities.

## **B. Christian Curriculum**

Above all, our curriculum is centered in Christ. Christian training and instruction are basic to HTLS's existence. All children receive daily religious instruction based upon God's Word and the Lutheran Confessions. Memory work is included as a vital part of religious instruction. Chapel service is held for all classes weekly.

### **C. Educational Curriculum**

Our curriculum specifically targets the needs of each grade level. We hire certified and experienced teachers for each grade level. Our teachers plan daily lessons to meet the needs of the individual students.

### **D. Preschool Curriculum**

Our curriculum is child based and centered in core early childhood philosophy. Active learning takes advantage of children's natural motivations, abilities, and interests. Our classrooms promote active learning and encourage children to think and communicate their discoveries to the teacher and their peers. Our program provides carefully chosen materials and activities that give children an opportunity to choose what interests them. They use materials in ways that meet their own individual developmental level.

Reading and math readiness skills, science, and social skills are all interwoven throughout each school day. Each teacher knows that children think and learn in a variety of ways. The teachers help students use their individual strengths to become more proficient in areas that are not their strong point.

Our curriculum provides experiences that focus on the needs of the whole child. We incorporate activities of many kinds – visual, listening, oral, and reading--along with many hands-on activities. It is comprehensive and basic with emphasis on developing constructive attitudes toward learning and interpersonal relationships among children and teachers, as well as establishing a solid foundation necessary for academic excellence and progress in the next grade.

### **E. Kindergarten**

Our kindergarten class focuses on developmentally appropriate hands-on activities to foster creative thinking and problem-solving skills. Students learn to work independently and in small groups, and social skills are enhanced through positive interactions with other students. A foundation is established through the development of a sound knowledge base and a love of learning that will serve the students well in later academic efforts.

### **F. First through Eighth Grade**

For grades one through eight, the school day consists of classes in reading, language arts, math, religion, social studies, and science.

### **G. Music, Physical Education, Art, Computer and Foreign Language**

Music, art, physical education, computer, and Spanish classes are held weekly for all students in kindergarten through fifth grade.

Middle School students will choose two electives each semester from a variety of options including, but not limited to: Choral Music, Band, Drama, Art, PE, Personal Finance, Robotics, and Coding.

### **H. Computers**

Each classroom is equipped with a computer cart to assist the students with their curriculum. No

student may access the internet at school without an Internet Permission Form signed by a parent.

Students are not allowed to take school issued devices off campus without approval from school administration.

#### **I. Field Trips/Transportation of Students**

Field trips are a wonderful part of our curriculum that aid in learning and development. Parents will be notified in advance of upcoming trips and will be asked to sign a permission slip before students are allowed to participate in a field trip. Parents are encouraged to attend and to share in our learning experience. A note will be sent home explaining the trip, including times and costs.

Students may travel with their own parents, but will not be allowed to ride with another adult unless that adult driver has provided the school with the following:

1. Proof of insurance, with a minimum liability coverage of \$100,000/\$300,000 and with Uninsured/Underinsured coverage (UM coverage) as well.
2. A parent of the child rider must also sign a permission slip, agreeing to allow the child to ride with the other adult who will be driving.

Any student transported in an automobile will use an appropriate restraint system according to Oklahoma statutes. Oklahoma law specifies the type of restraint system that **MUST** be used for children of varying ages. No child under the age of 13 may ride in the front seat of an automobile. Children 2 and under **MUST** be transported in a rear facing approved seat. Children 2-4 years **MUST** be transported in a secured car seat with an internal harness system. Children 4 to 8 years less than 4'9" tall **MUST** be transported using an approved child passenger restraint system or booster seat. Children 8 and older or taller than 4'9" must use approved seat belts when transported in an automobile.



### **Oklahoma's Child Passenger Safety Law**

([https://www.ok.gov/health/County\\_Health\\_Departments/Johnston\\_County\\_Health\\_Department/Car\\_Seats/index.html](https://www.ok.gov/health/County_Health_Departments/Johnston_County_Health_Department/Car_Seats/index.html))

#### **Birth - 2 Years:** Rear-Facing

All children under age 2 must be properly secured in a rear-facing car seat. Rear-facing is the safest way for small children to travel. They should remain rear-facing until they reach 2 years of age or until they exceed the height and weight limit of the car seat.

#### **2 - 4 Years:** Forward-Facing

All children under age 4 must be properly secured in a car seat with an internal harness. A 5-point harness is the safest restraint system and should be used as long as possible (until the child exceeds the harness' weight limit).

#### **4 - 8 Years:** Booster

All children at least 4 years old (but younger than age 8) must ride in a child passenger restraint system or booster seat, unless they are taller than 4' 9". A booster seat should be used until the child can properly fit into a seat belt.

#### **8 Years and Older:** Seat Belt

All children taller than 4' 9" (or age 8 and up) should be restrained in a seat belt. Front seat airbags may hurt small children. Riding in the back seat of the vehicle is the safest way for children to travel. Children under 13 years old are not allowed to ride in the front seat.

### **J. Achievement Testing**

Achievement tests are administered to students each spring in 1<sup>st</sup> grade and above. Some research indicates that test scores in 1<sup>st</sup> and 2<sup>nd</sup> grade are not fully reliable; however, we test at these levels to give students the experience of performing in a standardized testing situation. Parents are reminded that test results at these grade levels can fluctuate. Test scores in 3<sup>rd</sup> through 8<sup>th</sup> grade tend to be more stable and are more indicative of a student's true achievement level to date. These tests enable us to measure the academic growth of our students and to assess the quality of our curriculum and teaching methods. We currently use the Iowa Test of Basic Skills for 1<sup>st</sup>-6<sup>th</sup> grade. The Pre-ACT test is administered for 7<sup>th</sup> and 8<sup>th</sup> grade.

### **K. Academic Integrity Policy**

Each student must do his or her own work. We will assume that an assignment turned in with an individual's name on it, is that individual's work.

Each teacher will be given great latitude to structure group work versus individual work; each teacher will also be empowered to make the decision as to whether a student is short-circuiting the process so that a student's participation is no longer within the boundaries of propriety or integrity. With this in mind, the following will be considered cheating:

1. All copying of answers or ideas on homework, quizzes or tests.

2. Gaining an unfair academic advantage over other students by such processes as:
- a) Passing along (or willingly receiving) answers during quizzes or tests within a class period;
  - b) Conveying (or willingly receiving) quiz or test questions and/or answers to students who have yet to take tests or quizzes covering the same or similar material;
  - c) Taking “cheat sheets” into quizzes or tests and having them in eyesight during the quiz or test;
  - d) The use of electronic devices to replicate assessed information;
  - e) Emailing study notes or material that was completed by another student;
  - f) Group study when a teacher has specifically expressed that individual work only is required; and
  - g) All plagiarism (the taking of other’s ideas or words and representing them as one’s own, e.g. writing research papers without proper citation.)

HTLS values academic integrity, therefore any student who violates the academic integrity policy will forfeit credit for assignments or assessments involving any violation. Repeat violations could result in expulsion from HTLS.

#### **L. Report Cards**

Report cards will be published at the end of each quarter. Parents are encouraged to confer with their student’s teachers when there is a question concerning report cards or grades. Parents are encouraged to use the school’s online portal, FACTS, to monitor grades and progress. Annual standardized test scores are sent home with the last quarter report cards. Students’ financial accounts must be current for release of official academic records including report cards and standardized test scores.

#### **M. Textbooks**

Textbooks are issued by each classroom teacher. If a book is lost or damaged, replacement or repair cost will be assessed to the student’s account. This includes any books checked out through the library.

#### **N. Grading Systems**

HTLS believes grades should reflect a student's progress as well as a student’s academic skills in view of their peers. By enrolling in HTLS, students and their parents agree and consent to the following grading systems and to the HTLS policy on late/ missed work:

##### **PRESCHOOL**

Consistently Successful	√
Progressing	+
Having Difficulty	-

## KINDERGARTEN

All of the time	1
Some of the time	2
Not noticed	3
Excellent	E
Satisfactory	S
Needs Improvement	N

## GRADES 1-8

90-100	A
80-89	B
70-79	C
60-69	D
50-59	F
Incomplete	I

An “incomplete grade” must be made up within two weeks after the close of the grading period in which the “I” is received. If the work is not completed in a timely manner, the incomplete grade will be recorded as an “F.”

### **O. Homework and Make-Up Work:**

1. Late work due to an excused absence such as sickness and/or vacation will be dealt with on an individual basis. Generally, a student will be given one school day to make up work for each day they were absent.
2. If a student is absent more than one day, a parent may request the child’s homework.
3. Requests for homework should be made by 9:00 a.m.; every effort will be made to have the homework ready by the end of the day. It is the parent’s responsibility to pick up the homework from the school office.
4. All make-up work and tests will be given at the convenience of the teacher. The student shall receive full credit for make-up work submitted according to the deadlines stated above.
5. If the student is absent due to suspension, the work missed must be made up and turned in as set forth by the teacher. Should tests or quizzes be given during the day or days of suspension, the student will be expected to take them on the day of the student’s return.
6. All assignments are due on the original due date provided by the classroom teacher.
7. Assignments turned in after the original due date will be marked as "late" and subject to the following for **4th and 5th graders**:

#### **Days Late:**

One school day  
Two school days  
Three school days

#### **Max Credit:**

95%  
90%  
80%

Four school days	70%
Five school days	60%
Six plus school days	50%

*An assignment more than five days late will receive a maximum of 50% if completed and turned in before the end of the current grading quarter. If the assignment is not turned in, a zero will be entered into the grade book for the assignment.*

Once the quarter has concluded, no assignments will be accepted, except for extenuating circumstances deemed appropriate by school administration.

#### **P. Parent Teacher Conferences**

Required Parent Teacher Conferences are held at the end of the first nine-week period for all students.

#### **Q. Grade Level Advancement**

Students advance to the next grade level at the end of the school year after satisfactorily completing the course of study required in their present grade.

If a teacher feels that a child is not doing the type of work that will lead to success at the next grade level the following procedure should be followed:

1. The teacher should inform school administration of the concern and discuss alternatives that will be in the child's best interest.
2. When retention is being considered the child's parents should be notified in writing by April 15<sup>th</sup>.
3. School administration after consulting with the teacher and parents, will take an official school position on retention of the child.
4. The parents may make an appeal in writing to the HTLS Board if they do not agree with the school's position. The HTLS Board may consult with the teacher and school administration; however, the final decision regarding advancement or retention rests with the HTLS Board.

### **XI. MIDDLE SCHOOL ACADEMIC AWARDS & POLICIES**

The above academic policies apply to Middle School students unless specifically stated otherwise. In addition, the following awards and policies shall apply to middle school students:

#### **A. Honor Roll**

1. The Honor Roll includes students making a 3.5 GPA.
2. The High Honor Roll includes students making a 4.0 GPA.
3. If the integrity of a grade is compromised through academic dishonesty, the student may be disqualified from the Honor Roll.

#### **B. Academic Probation**

A student in grades 6 through 8 whose grade point average drops below 60% in the five core subjects (English, Math, Science, Social Studies, Religion) at the end of the semester will be placed on academic probation for the following semester. The core GPA must be raised to at least 73% or 2.0 GPA by the end of the probationary period. Failure to do so will result in dismissal from school.

The school will notify parents when their student is placed on academic probation. If probation occurs during the second semester, the student may attend summer school or take an online course (approved by the administration) to raise his/her grade and be removed from the probationary status.

### **C. Homework/Make-Up Work**

Homework is considered part of the student's grade. The following guidelines pertain to homework and makeup work.

1. Students are responsible for obtaining missed assignments from their teacher(s).
2. Students will be allowed one day for each day missed up to five days to make up work missed during absences. After five days, the teacher and principal will decide upon requirements for makeup work.
3. If work or tests assigned prior to the absence fall due while the student is gone, the work should be turned in or a test taken the day of the student's return.
4. If a student deliberately misses school without parental knowledge or permission or is on suspension, then the work missed must be made up with the possibility of the grade being lowered at the discretion of the teacher. Any projects or assignments due on the day of the "cut class" will be marked late and may receive a grade penalty.
5. All assignments are due on the original due date provided by the classroom teacher.
6. Assignments turned in after the original due day will be marked as "late" and subject to the following:

<b>Days Late:</b>	<b>Max Credit:</b>
One school day	90%
Two school days	80%
Three school days	70%
Four school days	50%

7. No assignments will be accepted or receive credit beyond four (4) days past the original due date of the assignment.

## **XII. ATTENDANCE POLICIES AND PROCEDURES**

### **A. Tardiness, Fees, and Arrival**

Students must arrive on time each day to ensure adequate participation in daily lessons and activities. Students who are not seated in their classroom at the time school starts will be considered tardy. Three (3) tardy arrivals are equal to one (1) unexcused absence and will result in parents being notified to rectify the situation (3 tardy arrivals = 1 unexcused absence). Students entering after their class start time must check in at the school office before joining their class. Medical, dental, or vision appointments are not counted as tardy arrivals, although a note (or appointment card) from the doctor may be required. A conference between teacher or administration and parents may be called to address

ongoing tardiness.

Students arriving late to school, leaving school early, or returning to school during the day must check in or out at the office. Weather conditions or other similar occurrences will provide exceptions as determined by the administration. Class times are as follows:

Pre-K 3 through 8<sup>th</sup> Grades: Monday through Friday      8:30 AM – 3:30 PM

The car line begins at 8:15 AM. Students will not be allowed into their classrooms prior to 8:15 AM. If arriving earlier than that designated time, students will be automatically entered into our Before Care Program.

Car Pick-Up begins at 3:30 PM. Any students not picked up by the completion of our carline will automatically be entered into our After Care Program.

#### **B. Retention Due to Attendance**

In order for a child to receive academic credit for attending school, they must be present 50% or more of the school day. If a child's absences total fifteen (15) total days for the year, a conference will be called to determine if the child will be allowed to advance to the next grade level. Serious illnesses or other reasons a child may miss an excessive amount of school will be reviewed on an individual basis. If a child accumulates more than twenty (20) days of absences during the school year, the student shall be strongly considered for retention in the current grade. Once a student has more than nine (9) absences, excused or unexcused, parents will be notified by the school administration. A parent conference may be called to discuss the child's absences. **The parents must meet with school administration and the child's classroom teacher to explain the reason(s) for the numerous absences and to discuss academic progress. The final decision regarding retention or promotion will be made by the HTLS Board.**

#### **C. Planned Absences**

To support academic success and reinforce the importance of school attendance, family events should be planned during school holidays. In the event a family must remove their child from school for a family reason, parents should contact the school director.

#### **D. Attendance Policy**

1. **Excused Absences**. Excused absences are those which are unavoidable and unexpected, such as in a case of illness of the child or a death in the family. The Director determines whether an absence is excused or unexcused. Absences for medical, dental and vision appointments will be excused; however, parents are strongly encouraged to schedule such appointments for outside of the school day. Students should remain at home when they are contagious or ill to the point that school productivity is not possible. If a parent determines their child should remain at home, they should notify the student's teacher as soon as possible, preferably by 8:30 a.m. Each teacher will report the names of absent students immediately after the opening of school. The school will then contact the family when children have not been reported absent by the parents.

2. **Unexcused Absences.** Absences will be deemed unexcused under any of the following circumstances:

- a) The school is given no explanation as to the reason for the absence.
- b) School administration will determine the absence was not unavoidable, that is, the reason given for the absence is not deemed to be a valid excuse for missing school.
- c) An absence is not due to illness, or an emergency, and was not pre-arranged (excused in advance by school administration).
- d) The school was not notified by 8:30 AM on the day of the absence and the student did not bring a written explanation for the absence on the first day of their return to school.
- e) The student is required to have health documentation (e.g. a doctor's note) to be excused, and the family does not provide any the day the student returns to school.

3. **Partial Day Absences.** A student must be in attendance a minimum of five (5) class hours to receive credit for a full day. When a student is in class for four (4) hours or less, the student will receive a half (1/2) day absence.

#### **E. Truancy**

1. The school will comply with truancy according to Oklahoma State law (70-10-106):

“If a child is absent without valid excuse four (4) or more days or parts of days within a four-week period or is absent without valid excuse for ten (10) or more days or parts of days within a semester, the attendance officer shall notify the parent, guardian or custodian of the child and immediately report such absences to the district attorney in the county wherein the school is located for juvenile proceedings pursuant to Title 10 of the Oklahoma Statutes.”

2. When a child meets either of the above criteria, school administration shall notify (orally and in writing) the parent of the child that school attendance is required by State law. If within five (5) days after the warning has been received, the parent, guardian, or custodian of such child does not bring the child to school, then the Director shall make a complaint against the parent, guardian, or custodian of such child to the district attorney.

### **XIII. TUITION AND FEES**

#### **A. Payment of Tuition**

Tuition is due the first day of each month. Tuition is set for each school year and is communicated in writing to parents. A late fee is assessed after tuition payment is ten (10) days delinquent. Please see the appendix for the current year's tuition and fee schedule.

According to the Enrollment Contract, if during the course of the school year a child is withdrawn from the school, tuition for that month will not be refunded. If the family has prepaid for any

additional months, any amount prepaid will be refunded, less any amount owed in fees or other charges. If the student is withdrawn after the beginning of the seventh month of the school year, tuition for the entire year will be enforced.

Children may not be permitted to maintain their enrollment into the second semester when there is still a first semester tuition balance. Full payment of all tuition of a prior school year must be made before consideration is given to enrollment of a student for a subsequent school year. Student records will not be released until full payment has been received for any outstanding tuition or other fees.

#### **B. Enrollment Fee**

An enrollment fee is due at the time of enrollment/re-enrollment. This fee is assessed in addition to other required fees and tuition. The enrollment fee is non-refundable and non-transferable.

#### **C. Financial Aid**

Financial aid to assist with paying tuition is available to qualifying students. The yearly school budget, as set by the School Board, will determine the amount of money available for tuition assistance. Monetary gifts may be donated to the general school tuition assistance budget for students. These donations will be received as a tax-deductible contribution. Monetary gifts may also be donated to a particular student's account, but cannot be received as a tax-deductible contribution, as decreed by law.

Families interested in applying for tuition assistance must complete an application and submit it with the processing fee to the agency on the application. A copy of the agency assessment will be returned to school administration. In no case will tuition assistance funded directly from the tuition assistance budget exceed fifty (50%) of the actual tuition costs. Tuition does not include enrollment fees or any other costs such as lunch or childcare outside of school hours.

School Administration shall track the balance of the HTLS Tuition Assistance account containing restricted funds that have been allocated to HTLS Tuition Assistance. The Board shall decide annually how much of the Tuition Assistance account shall be awarded in grants for the following school year. The Board may also designate additional funds from the Tuition Assistance account to make awards during the school year as they deem appropriate. They may also award tuition reductions that will not be funded from the Tuition Assistance account.

##### **1. Confidentiality Statement**

Holy Trinity Lutheran School fully complies with the U.S. government's Family Education and Privacy Act (FERPA). In brief, any information supplied that is pertinent to a financial aid application is kept in strictest confidence and is viewed only by those individuals responsible for making the award determination. HTLS recognizes that this is extremely sensitive information. Discussion of this information by school employees and committee members, outside of the context of the award decision, is prohibited.

##### **2. Non-Discriminatory Statement**

Holy Trinity Lutheran School does not discriminate on the basis of gender, race, color, national or ethnic origin in the award of any Tuition Assistance.



### 3. Tuition Assistance Application Process

Step 1: Fill out an application.

Since all types of assistance require an evaluation of a family's need, a Tuition Assistance Application must be completed by the parent/guardian online via FACTS and pay the applicable fee. In addition to this, we require that the family provide:

- a) A complete copy of last year's IRS form 1040
- b) A letter of explanation of any unusual or extenuating circumstances that you would like the School Board to consider.

Step 2: Review by the HTLS School Board.

The Board will review the processed application in light of the type of assistance for which it qualifies and the amounts available for distribution. The personal information provided is kept confidential within the Board.

Step 3: Decision.

The School Administration will inform families of the Board's decision and discuss arrangements for payment of the remainder of the tuition bill.

### 4. Review and Cancellation of Awards

The school reserves the right to review and cancel tuition assistance at any time because of changes in financial resources, residency, marital status, because of failure to pay any outstanding tuition amounts in a timely fashion, or because of the student's failure to remain in good standing in both academics and discipline at the school.

### 5. Timely Payment of Tuition Accounts

Once assistance is approved, it is expected that the portion of the family's tuition bill that is not covered by tuition assistance will be paid in a timely manner. A family not keeping the tuition payment schedule as agreed upon at the time they were notified of their assistance package might jeopardize their assistance award. This is subject to review at the end of each semester.

### 6. Acceptable Behavior

A student is expected to maintain appropriate conduct at HTLS. If a student is suspended for more than one day (not including in-school suspension) during a semester he or she may become ineligible for continued assistance at the end of that semester.

### 7. Parent's Responsibility

The following responsibilities comprise the minimum requirements to maintain eligibility for the Tuition Assistance Program.

- a) Complete all application materials accurately. Inaccuracies or errors can result in delays in your consideration for tuition assistance and may result in your inability to receive assistance due to the lack of funds. Intentional misreporting of information on applications may require that funds be paid back to the school and result in forfeiture of future financial aid.

- b) Complete all application material on time and send them to the appropriate place.
- c) Understand the conditions under which your financial aid package is offered and comply with the criteria for retaining your financial aid awards.
- d) Pay in a timely manner any portions of your tuition bill not covered by tuition assistance.
- e) Notify the school office of any changes in your financial or marital status.
- f) Parent(s) must also complete at least one hour of volunteer service for every \$200 awarded (not to exceed 20 hours of volunteer service per semester per family) to the school by participating in special programs or fundraisers, special projects, assisting in the school lunchroom or with playground supervision, assisting in a classroom or in the school office, or by serving in other capacities as approved by the Director. Volunteer hours shall be documented and turned in to the school office each semester.

#### **XIV. CHAPEL PROGRAM**

In keeping with the mission of HTLS, chapel will be held weekly as a part of the curriculum. Attendance is required. Chapel exists for the purpose of corporate worship to reaffirm the school's community commitment to God and each other. Chapel serves to teach and remind students and faculty that they are here to glorify God in truth, unity, and encouragement. A student enrolled in HTLS accepts the responsibility of participating in the HTLS chapel program. Students are to participate and engage in chapel services as a significant experience in the whole person development while attending HTLS. Parents are encouraged and welcome to attend Chapel at any time.

#### **XV. STUDENT CONDUCT AND DISCIPLINE**

The school's discipline policies reflect the belief that children are unique individuals created and loved by God. HTLS is a community of individuals committed to loving God and one another. Students are challenged to pursue sound judgment, self-confidence, leadership, and strong moral character in a Christian academic environment. Achievement of these goals depends on holding to the standards that honor God and other people.

##### **A. Procedures for Teachers**

Each teacher will establish specific written procedures to be followed in their classroom. These procedures will include the following guidelines:

1. Recognize and encourage acceptable behavior.
2. Teach by example and use fair and consistent rules, assuring the discipline is relevant to the offense (i.e.: natural consequences; multiple warnings and increasing severity for repeat offenses).
3. Give clear directions and provide guidance on the child's level of understanding.
4. Use redirection by stating alternatives when behavior is unacceptable.
5. Speak in such a way that the child knows their behavior is unacceptable, but they are acceptable.
6. Help children to know why their behavior is unacceptable. Help the child to work out acceptable alternatives to the situation. Help children to talk things out and cooperate with others by using words to solve problems.
7. Communicate with children by showing an attitude of affection and concern, giving the child a chance to talk out their feelings, and speaking in a calm way with a

kind tone of voice.

8. Teach children to understand how others feel by having their feelings understood.
9. Give guidance for activities in an orderly fashion, help children to feel successful, and give options if tasks prove too difficult.
10. Guide children with concern and understanding. Make sure that they know that they are still loved and are forgiven by you and God.
11. Encourage a Christian attitude by asking for apologies and forgiveness.
12. In extreme circumstances, remove children immediately if behavior may harm self or others.
13. And always, pray with the child to encourage their faith walk with Christ.
14. At all times, a love and logic approach to student discipline should be used.

#### **B. Unacceptable Punishments**

It is against the HTLS Code of Conduct for any teacher or staff to:

1. Subject a child to a punishment of a physical nature;
2. Use sarcastic remarks, harsh or profane language, or actual or implied threats of physical punishment; or,
3. Punish the child in association with restriction to food, rest, or access to bathroom facilities.
4. Use student labor tactics for punishment.

#### **C. Student Conduct Expectations**

We expect our students to follow the guidelines outlined below in their conduct at school.

1. Treat each other with respect and kindness in a way that is pleasing to God.
2. Respect the rights and property of others and of the school.
3. Act in a safe manner at all times.
4. Live in harmony with others.
5. Maintain a commitment to effort and quality of work.

#### **D. Serious Disciplinary Problems**

A serious disciplinary problem is generally defined as one in which the child's behavior:

1. Hampers the smooth flow of the classroom or school;
2. Requires constant one-on-one attention;
3. Inflicts physical or emotional harm on other children;
4. Is physically abusing to staff and or teachers; or
5. Does not conform to the rules and guidelines of the school.

#### **E. Teacher's Procedure for Handling a Disciplinary Problem**

When a disciplinary problem occurs, the following actions will be taken:

1. First occurrence: Child is disciplined according to classroom rules.
2. Second occurrence of a similar problem: Child is disciplined according to classroom rules and given a more serious punishment, such as longer time-out or loss of a privilege. The teacher will notify the student's parents or guardians.
3. Third occurrence of a similar problem: Child is sent to school administration for disciplinary action and the parent is called. The school administration will

counsel the student and pray with them. Disciplinary action may include loss of recess time, in school suspension in another classroom or in the office, isolation during lunch or during a particular class, and after school detention.

4. Fourth occurrence of a similar problem: Child is sent to school administration for disciplinary action and the parent is called. The school administration will counsel again with the student. Disciplinary actions may include those mentioned above for the third occurrence or the student may be sent home for a suspension of at least one day effective immediately. A parent will be expected to pick the child up from school as soon as possible after being called.
5. Suspended students will conference with the Director, teacher and parent before being allowed back into the classroom.
6. Further incidents could result in the child being removed from the school.

Steps may be skipped for a serious offense. Documentation will be kept after each incident for record and discipline purposes. Teachers should pray with the child after each disciplinary action.

#### **F. Disciplinary Probation**

A student may be placed on disciplinary probation as part of the disciplinary procedures described below. This status means that any act of unacceptable student behavior, as defined in this handbook, deemed serious or major by the school administration would result in immediate expulsion.

#### **G. Disciplinary Suspension**

Two types of student suspensions are used by the school.

1. Out of school suspension removes the student from the school community. A student that has been suspended from school may not participate in any school or co-curricular event scheduled during the time of the suspension.
2. In-school suspension isolates a student within the school community. A student that has received in-school suspension may not participate in any school or co-curricular event during the time of the suspension.

#### **H. Expulsion**

A student who has been expelled must remain outside of the school community for the remainder of the current semester plus one additional semester before making an application for re-admission.

#### **I. Procedure for Chronic Disciplinary Issues**

The Director may deem any incident or pattern of incidents that significantly impedes the learning of other students to be serious enough to immediately review a student's status with the school by forming a Conduct Review Panel.

#### **J. Conduct Review Panel**

At the discretion of school administration, a Conduct Review Panel may be assembled and consist of administration, teachers, and school board members. This is not a judicial body with evidence reviews. The purpose of the panel is to facilitate, by recommendation, reconciliation between the student and the school community, student body, and administration.

#### **K. Appeal Procedures**

A student who has been expelled may petition the School Board for reinstatement. If an expelled student desires to be reinstated, the student must notify the Head of School, who will notify the Chairman of the School Board. A time for such an appeal hearing will be set.

At the hearing, the student shall make his petition for reinstatement. The School Board will consider the statement and respond to the parents in writing regarding the decision within a reasonable time. Decisions of the Board shall be final.

All students are advised that the School Board does not intend to automatically reinstate any student who has been expelled. The Board may or may not grant reinstatement in cases of intentional violations of school rules, especially those regarding drugs, alcohol, theft or other serious moral offenses or those that impact the safety of other students or school staff.

#### **L. Dismissal from Class and Re-admittance**

Each student is responsible to be a steward of his/her attitude and responses to rules and regulations of the school. Actions that are disobedient, disrespectful, discourteous, abusive of permission, or are otherwise disruptive will not be tolerated. Perpetual and consistent negative behavior will not be allowed to go unchecked. When a student's behavior is deemed unacceptable or a school regulation has been violated, that student may be dismissed from the class.

1. The office will record and file the disciplinary action, including the reason asked to leave the class.
2. An accumulation of class dismissals will result in disciplinary action and could result in suspension or expulsion.

#### **M. Detention**

The following disciplinary measures may be used for students.

1. Early Morning Detention - Early Morning Detention (EMD) is served before school. The parents will always be notified.
2. After-School Detention - After School Detention (ASD) is served after school. The parents will always be notified.
3. Lunch/Recess Detention- Lunch/Recess is served during the student's lunch/recess period. The parent will always be notified.

After three detention periods a school suspension may be issued.

Missing detention will incur one additional assigned detention in addition to the original detention for the 1<sup>st</sup> offense, one day of detention in addition to the original for the 2<sup>nd</sup> offense; a student/parent meeting with the school director/principal will be scheduled for the 3<sup>rd</sup> offense. Continual missing of detention may result in a suspension.

#### **N. Serious Behavior Infractions**

The following are considered unacceptable behavior for any HTLS student. Appropriate disciplinary action will be taken as deemed necessary. The developmental age of the student and circumstances will be taken into consideration.

1. Cheating and plagiarism - All students must submit work that is his/her own. Anyone involved in an act of cheating will be subject to the following action:

- a) Parent conference and a 0 % on the work/test for the first offense; work/tests that are retaken may be given credit for a maximum of 50%;
- b) Suspension and a 0 % on the work/test for the second offense.
- 2. Inappropriate language or verbal abuse. The use of inappropriate language or verbal abuse is unacceptable at any time and may result in suspension.
- 3. Damage done to property of the school or another student's property is intentional disrespect and will result in disciplinary action.
- 4. Fighting - All fighting will result in suspension.
- 5. Sexual harassment – See Sexual Harassment Policy.
- 6. Bullying and Harassment – See Bullying and Harassment Policy
- 7. Use of tobacco in any form - use or possession of tobacco in any form will not be permitted anywhere on school property or at any school sponsored activity. A student found guilty of this may be suspended.
- 8. Use of electronic cigarettes (Vapes) – Use or possession of electronic cigarettes in any form will not be permitted anywhere on school property or at any school sponsored activity. Students found guilty of this may be expelled.
- 9. Stealing will not be tolerated at HTLS. Students will be suspended or possibly expelled.
- 10. Dangerous Weapons and Distracting Items - No person may have any kind of weapon on school premises or at a school sponsored activity. Students guilty of this may be expelled.
- 11. Pornographic material – Possession of such material including the misuse of the HTLS Internet is unacceptable and may result in suspension.

**O. Other Behavior Infractions**

- 1. *Falsifying parental signatures*: It is a serious offense to falsify a parental signature. The student may be suspended for such action.
- 2. *Public Display of Affection (PDA)*: Embracing or kissing on the HTLS campus or at school activities is not appropriate. If a school official determines students are inappropriately engaging in such actions, students may incur consequences to be determined at the discretion of the Director.

**XVI. HARASSMENT, INTIMIDATION, AND BULLYING**

HTLS is committed to establishing an effective learning environment that promotes personal safety, respect, dignity and equality for all students. Moreover, HTLS is committed to fostering a Christ-centered school community where the love of God and compassion of Jesus is foremost. HTLS is also committed to establishing and maintaining a learning environment and school climate that is free from harassment, intimidation, and bullying.

It is the expectation that no one should feel left out or afraid, and it is the goal of the school that everyone can be safe, and everyone can be respectful of others. It is understood that there will be C.A.R.E:

**A. CARE Expectations**

- 1. **Create** a climate where students know where to ask for help and how to ask for help.

2. **Action** to investigate immediately and document by the adult leadership of HTLS.
3. **Responding** appropriately and following through with consequences.
4. **Effective** understanding of circumstances will be sought with compassion and insight.

#### **B. Harassment, Intimidation, and Bullying Definitions**

1. *Harassment*: Harassment in itself means to trouble, worry or torment, with repeated questions or attacks. The victim feels hassled and becomes very frustrated, as the harassment may be a continuous event.
2. *Intimidation*: Intimidation involves making someone else afraid, intentionally making them timid, or to force them in some manner by using threats of violence.
3. *Bullying*: Bullying is aggressive behavior or intentional harming of another person. Bullying occurs within an interpersonal relationship characterized by an imbalance of power that involves the exploitation of a less powerful person by one seeking an unfair advantage. It is repeated over time.
4. *Physical Bullying*: Harm to another student's person or property (e.g. threatening harm or gestures, tripping, hitting, starting fights, extortion, assaulting with a weapon, homicide.
5. *Emotional Bullying*: Harm to another's self-worth using remarks, insulting gestures, harassing/frightening phone calls, emails, text messages.
6. *Social or Cyber Bullying*: Harm to another's group acceptance by gossiping, playing tricks, spreading rumors, racial insults, exclusion tactics, arranging public humiliation, undermining other relationships, or ruining a reputation, which may take place over digital devices like cell phones, computers, and tablets.

#### **C. Reporting Bullying**

Any student who is or has been subjected to bullying is encouraged to report all such incidents to his or her school administration or a teacher. It is the duty of any employee who had knowledge of possible bullying of a student to report the incident/s to the school director/principal. It is the responsibility of students who witness bullying behaviors against another student to report the behavior to a teacher or other supervising adult in close proximity at the time of the incident. Students who stand by when a student is being bullied, in essence, are giving tacit approval to the behavior and could be considered "inactive participants. All reports of bullying should state the name of the student or employees involved, the nature, context and extent of the prohibited activity, the dates of the prohibited activity and any other information necessary to make a full report and investigation of the matter. All formal or informal bullying complaints shall be promptly investigated as quickly as reasonably possible.

#### **D. Investigating and Resolving Bullying**

The following objectives shall guide the investigation and resolution of bullying. The school school administration will:

1. Determine if the incident may be defined within school policy on bullying.
2. Deal with incidents immediately. Prompt sensitive attention should help all parties find resolve and prevent issues from becoming more complex.
3. Investigate the incident by interviewing alleged victims and alleged

bully/bullies. Interview bystanders in the spirit of finding a solution for all concerned.

4. Take some short-term measures while facts are being determined.
5. Document and keep factual notes in the offending student's file.
6. Assign consequences and ensure that appropriate consequences are understood for the violation of this policy.
7. Make proper communication with parents.

In an effort to involve more people in the restoration process if a student is involved in three or more occurrences of bullying and or harassment, the school administration shall set up a review board of at least two other teachers. This review board will evaluate the status of any student who repeatedly bullies or harasses other students. The school administration has the ability to deem any incident of bullying, harassment or intimidation to be serious enough to immediately review a student's status with the school.

## **XVII. DRESS AND APPEARANCE POLICIES AND PROCEDURES**

HTLS requires that all students wear clothing that reflects their Christian training and does not disrupt or distract from their educational process. Neat, clean and modest appearance is a basic requirement for all clothing apparel. Without causing anyone undue hardship, the school desires to keep the dress standard of our school high, so that we provide and maintain a positive impression within HTLS and the community.

Students in grades kindergarten through 8th grade are required to wear uniforms Monday through Thursday. The uniform dress code shall follow the requirements that have been outlined through our chosen uniform company "French Toast." All other uniform choices can be purchased at other retailers as long as there are no visible tags showing and they follow the selected style and color choices. Shirts must be buttoned.

Shoes and socks will follow the school dress code as listed below. Tights worn under uniforms should be solid in color. Colors of tights should be white or navy blue. Shorts must be worn under skirts and dresses. If a student chooses to wear a jacket, sweater, or a sweatshirt over their uniform on uniform days, the jacket, sweater, or sweatshirt should be solid in color and in uniform colors. Friday will be "Free Friday"; this is when students may dress as they wish providing, they abide by the school dress code.

PARENTS AND STUDENTS ARE ENCOURAGED TO USE GOOD JUDGMENT AND ACCEPT THE RESPONSIBILITY FOR THEIR ATTIRE WHILE ATTENDING SCHOOL AND SCHOOL-RELATED FUNCTIONS. The Director will evaluate dress and grooming. If necessary, the Director will counsel students and parents.

Compliance with the following dress code is the responsibility of every student and parent, and will be enforced by all staff:

### **A. Dress Code Expectations and Guidelines**

1. Parents are to assure children are dressed according to the weather and this code WHEN THEY COME TO SCHOOL.



2. Shoes and socks are required. They should stay on the child's feet without any extra effort. All buckles, straps, and laces should be in place and fastened. Cleats (rubber or steel) and flip flops are not permitted. "Tennis" (athletic) shoes are required for all students in the gym for physical education. Dress sandals may be worn without socks. Sandals without a back strap are not permitted.
3. Neat, clean, relatively new denim is acceptable on non-uniform days. Pants with holes are not permitted. Sagging pants or shorts (wearing them with the waistline below the body waistline) are not permitted. Undergarments should not be exposed.
4. Clothing with offensive pictures or words is not allowed. "Offensive" may include, but is not limited to, items relating to violence, drugs, alcohol, sex and race.
5. Dresses, skirts, split skirts, skorts, and shorts (all must be hemmed or cuffed) that are shorter than mid-thigh will not be permitted. Shorts must be worn under dresses and skirts at all times.
6. Spandex shorts and pants, bare midriffs, or halter-tops are not permitted.
7. Shirts should be tucked in as often as possible. If shirts are worn "untucked", they may not be longer than the fingertip's length; otherwise they must be tucked. Untucked shirts or sweaters may not be oversized or completely cover shorts, skirts, dress or split skirts. Tank tops and athletic jerseys may be worn over a shirt with sleeves.
8. Sleeveless attire that exposes undergarments (bras and sports bras) is not permitted. This also includes shirts that have cutout neck and armholes. Sleeveless attire must be at least 2 inches wide across the shoulders.
9. Tights/leggings may be worn as long as the seat is completely covered by a top when arms are completely outstretched overhead.
10. Hair must be groomed and kept neat and clean. Hair should not cover the eyes or be a distraction while working in class. Hair worn in any extreme style or color, which might be distracting or unduly conspicuous, is not acceptable.
11. Any fashion or individual style choice which causes undue classroom distraction will be addressed by administration as deemed necessary.

#### **B. Dress Code Enforcement**

Implementation and enforcement of the dress code relies heavily on the support and discretion of parents. It is the desire of the school to maintain an appropriate standard in an atmosphere of grace. Dress code violations will be evaluated using a two-tier approach:

*Out-of-dress code* infractions are those that are difficult to be corrected at school. The student will not be admitted to class. Either the student must go home to change, or a parent must bring appropriate attire to school. *Dress-code infractions* are more easily correctable at school. The student will be required to correct the problem with the potential of serving detention. Dress is by nature subjective, and all dress policy decisions made by the administration will be final.

#### **C. Dress Code and School-Related Activities**

HTLS students who attend school-related activities away from school are expected to observe the same standards of dress and behavior expected of them on the HTLS campus.

#### **D. Dress Code Exceptions**

Any exceptions to the dress/appearance code may be made by the administration to promote harmony, unity and purpose.

### **XVIII. HEALTH & WELLNESS**

#### **A. Medications**

When possible, students should receive medication outside of the school day. However, if directed by a physician to receive medication during the school day, the following regulations must be met:

1. Medication must be brought to school in the original container with the appropriate label (i.e. doctor's prescription intact).
2. A "Request to Administer Medication" form signed by the parents needs to accompany all medication.
3. Anytime the medication dosage or time of administration is changed, a new bottle must be brought in and a new form must be signed.
4. All medications will be kept in the School Nurse's office.

#### **B. Immunization Requirements**

The school will follow immunization requirements established by the Oklahoma DHS. Proof of immunization must be provided to the school at the time of enrollment. If immunizations are not complete, or if alleged immunizations are not confirmed before school begins, students will not be admitted to class until the requirements are met. Families may apply for an exemption from this requirement by submitting a form to the school.

A copy of current immunization requirements is available in the school administrative offices or can be found on the Oklahoma Department of Health Services website:

([https://www.ok.gov/health/Disease\\_Prevention\\_Preparedness/Immunizations/](https://www.ok.gov/health/Disease_Prevention_Preparedness/Immunizations/))

#### **C. Illness and Other Health Concerns**

HTLS is concerned about the health of its students and is obligated to protect their health in whatever ways are reasonably possible. To this end, we have established the following guidelines:

1. Students, teachers, other employees, and volunteers will not be allowed in school with a fever, vomiting, head lice (until free of nits), pink eye, or any other symptom of disease or illness.
2. If a student is running a fever of 100 or higher, the student will be sent home. The student is not to return to school until he or she has been fever-free for twenty-four (24) hours. A child who has a contagious illness, skin or eye infection, diarrhea or vomiting should stay at home until at least 24 hours from the last symptom. If your child should exhibit these symptoms at school, you will be notified and asked to pick the child up.
3. When a child becomes ill at school, the child will be made as comfortable as possible until such time as arrangements can be made for having the child picked up. We will attempt to call the parent first, and then the other persons listed in the emergency information.
4. Each student must have a completed emergency contact card located in the school office and the student's classroom. Be certain to contact the school office if

family doctor or emergency phone numbers change.

5. If the child has any physical restrictions, the school must be provided a doctor's note explaining what these restrictions are. A doctor's note is also required if the child is not to participate in physical education class or recess for an extended period of time.

6. All medical waste including syringes, needles, and lancets will be disposed of in approved containers which are kept in the school administrative offices.

7. School staff will not apply sunscreen or insect repellants; families will be expected to provide and apply these items before the child comes to school if extended outdoor activities or outings are planned.

#### **D. Emergency Medical Procedures**

By enrolling in the school, parents and students consent to the following emergency procedures and authorize the school to take the following steps. Parents and students understand and agree that the school may take the following steps without liability for any injury or damages incurred in connection with the School's emergency procedures set forth herein. Further, no teacher or member of the HTLS staff will be held liable for any liability incurred in connection with the school's emergency procedures or in administering care to an injured or ill child.

In case of a serious medical or dental emergency the following steps will be taken:

1. Call 9-1-1
2. Call the parents. If a parent cannot be reached, alternative emergency numbers will be called.
3. A teacher or staff member will remain with an injured child in an emergency vehicle or at an emergency facility until a parent or other authorized adult arrives.

If a child sustains a cut, burn or other injury that might require medical evaluation, parents will be notified immediately. First aid supplies will be maintained in the office and classrooms and taken on field trips as necessary.

### **XIX. PERSONAL POSSESSIONS**

#### **A. Prohibited Items**

Students are not to bring personal possessions to school without the teacher's permission, including toys or other distracting possessions. When permission is granted to bring personal items, items need to be marked with complete identification. All removable outer wear should be labeled with the student's name. Items such as video games, large amounts of money, weapons of any kind, including pocket knives, laser pointers, and lighters **are not allowed** at HTLS and will be confiscated and held until a parent comes to pick them up. HTLS assumes no responsibility for items that are damaged, misplaced or lost at school.

#### **B. Consent to Search**

By enrolling at HTLS, each child and his/her parent's consent to the following procedure: any backpack, purse, satchel, messenger bag, or other type of carryall entering HTLS is subject to search by school authorities or law enforcement personnel working with them. Such search may be conducted without warrant for any reasonable purpose.

## **XX. EMERGENCY DRILLS & PROCEDURES**

Emergency exit plans are posted in each classroom. Emergency drills are conducted throughout the school year. Students are asked to take all such drills seriously and to follow their teacher's directions quickly and quietly.

In cases of actual hazardous weather conditions in which students have taken shelter, parents are requested not to put themselves at risk by traveling to the school or by taking students out of the building while dangerous conditions prevail. Please take care of your own safety and allow us to provide for the safety of your child. HTLS is equipped with a FEMA graded tornado shelter. By enrolling in the school, parents and students agree that HTLS shall not be liable for any injury sustained in connection with use of or decisions related to the storm shelter, including decisions concerning when to take shelter. HTLS makes no representations or warranties in connection with its on-site storm shelter and assumes no liability for the design, construction, placement, or performance of the shelter.

### **A. School Closing—Inclement Weather**

In the event of inclement weather, HTLS independently makes decisions regarding the closing of school. School officials will post school closures on the school website, and the local Oklahoma City news & radio stations. School closings will also be placed on social media (Facebook.)

## **XXI. SECURITY**

The safety and well-being of all students and staff is our goal. Accordingly, it is imperative that all parents, students, and others entering the school comply with the following security procedures and policies. Policies are overseen and enforced by our school resource officer. Access to the school is controlled by an electronic key-card access system. Only those individuals listed on a student's pre-approved pick-up list will be permitted to pick-up a child from the school. By enrolling in the School, students and parents consent to the security procedures and policies of the school.

### **A. Parent Access**

When entering the building, all parents must enter the building via the South Link Doors and check in at the school office unless dropping off their student at regular drop-off times.

Parents with students in Pre-K 3 - 8th grade will enter South Link Doors for any and all school business. Parents with students in MDO may enter the Sanctuary Entrance.

For Before & After Care, all parents shall enter and exit the Family Life Center Doors via the doorbell system.

All visitors must enter through the south breezeway entrance and check in at the school office. Visitors will receive a visitor name badge that must be worn at all times while in the building. The school reserves the right to ask any visitor not displaying proper credentials to immediately leave the building.

## XXII. DROP-OFF & PICK-UP POLICY

At the beginning of the year, each family must submit a list of people allowed to pick up the student(s) (Emergency Contact Card). Each teacher and the school office will have a list and will check the ID of anyone other than a parent or regular caregiver who picks up your child. If the person picking up a child is not on the list, the child will not be released to that person. Parents are responsible for keeping the list current. If someone who is not on the pre-approved list will be picking up a child, a parent must provide a signed note to the child's teacher. The Note must include the full name of the person who will be picking up the child, and that person must show a picture ID if they are not known to school personnel. If a teacher has not received a written and signed note in advance, a child will NOT be allowed to leave the premises accompanied by someone not on the list.

1. Example 1: If your child is to go home with "Johnny" to play after school, you must send a signed note from you saying Johnny's mother can take your child home.
2. Example 2: Grandmother from another state is in town visiting and wants to pick up your child from school. If the teacher does not have a note from the parent, the child cannot go home with Grandma.
3. A diagram outlining directions for Student Drop Off and Student Pick Up is provided in an Appendix to this document.

## XXIII. BEFORE & AFTER SCHOOL CARE

Holy Trinity Lutheran School offers ***Before and After School Care*** for those students who want to take advantage of this service. It is available only to students attending HTLS between the ages of 3 years (pre-k 3) through 8<sup>th</sup> grade. Through this program, Before and After Care staff will provide supervised play time in a controlled secure environment through a variety of engaging activities. Children are offered an afternoon snack, following established policies regarding food allergies.

Before and After Care staff will follow all emergency procedures established for the school. Health, medication, and wellness policies and procedures for Before and After Care will follow those established for the school.

Students participating in Before and After Care programs will be expected to follow all conduct and discipline policies as outlined for the school. Staff will monitor for and report any suspected abuse and neglect as outlined in School policies. Children are supervised by paid School Staff; volunteers are not utilized for these programs.

The hours are 7:30 AM to 8:15 AM and from 3:45 PM- 5:45PM on days that school is in session. The cost is a set charge per child per hour regardless of the number of sessions attended per day by the students. Before and After Care will not be open if school is not in session. **A late fee of a dollar a minute will be charged if your child is not picked up by 5:45 PM. Please see the Tuition and Fee schedule to determine Before and After School care weekly charges.**

## **XXIV. LUNCH**

1. Hot lunches are available at HTLS. Online lunch ordering deadline dates will be distributed prior to the first day of school. Students who do not order lunch are expected to bring a sack lunch.
2. Soft drinks are not allowed.
3. Gum is not allowed at any time.
4. It is imperative that everyone treats all cafeteria workers with respect.
5. Microwave dinners or items that require heating are not allowed.
6. Lunch time is a time of training students in table manners and communication skills. Students will not be allowed to speak loudly or participate in behavior not conducive to a peaceful lunch environment.
7. Students will enter the cafeteria line single file, avoiding “cutting” or saving a place in line for others.
8. Students make a single file line when they reach the serving area.
9. All students are responsible to see that the area where they sit is cleared of all debris when they are finished eating.

Parents may occasionally choose to take their child from school for lunch. Parents should follow the school’s check out procedures when having lunch off campus. When a child is taken out of school for lunch every effort should be made for them to be returned to school by the end of their scheduled lunch period. Classroom teachers can supply specific times. All lunches will be eaten in the cafeteria unless the school administration grants special permission.

## **XXV. TECHNOLOGY POLICIES AND PROCEDURES**

### **A. School Telephone**

The school telephone number is (405) 844-4000. Students will not be allowed to accept incoming calls at any time. If you need to leave a message for your child, you may do so with the school office. Students will not be allowed to make phone calls except in emergencies or special circumstances.

### **B. Cell Phones and Electronic Devices**

Cell phone use, including web use, games, and social media, is not permitted during the school day (this includes before and after care hours). If a cell phone is brought to school, it must remain in the student’s backpack and be silenced. Smartwatches and other devices are included in the above cell phone policy.

Violations of this expectation will result in the loss of the device until the end of the school day for the first-time offense. If there is a second occurrence, the school will retain the device until the end of the day and the student shall serve a lunch detention. A parent must come and pick up the device from the office.

Student use of cell phones will not be permitted during the afternoon pick-up process. Any communication between the parent and a student should be funneled through the school office and/or the child’s teacher(s). If there is a third occurrence, cell phone privileges may be permanently lost. Record keeping of each incident will be kept in the school office.

Smart phones, tablets, or other electronic device use will not be permitted during or between classes (unless authorized by a teacher for educational purposes) and may result in those items being confiscated.

### **C. Authorized Use of Technology**

Technology, such as computers, must be used appropriately. *HTLS monitors use of e-mail and the Internet.* HTLS prescribes the following requirements and conditions for authorized use of technology:

1. On campus, HTLS students are permitted to access computers designated for student use. This is a privilege, not a right.
2. In the HTLS school environment, each student is responsible for his/her use of technology resources whether provided by HTLS or personally owned.
3. While accessing HTLS or personally owned technology resources on or near school property, in school vehicles, at school-sponsored activities, and via off-campus remote access, each student must act in an appropriate manner consistent with school rules and legal guidelines.
4. HTLS uses network monitoring software and internet filtering software (as defined in the Children's Internet Protection Act) to filter objectionable materials. Parents and guardians must be aware that content filtering tools are not completely fail-safe and while at school, direct supervision by school personnel of each student using a computer or accessing the internet is desired but not always possible. The school will take reasonable precautions to prevent students from having access to inappropriate materials which do not serve legitimate pedagogical concerns. These inappropriate materials include but are not limited to violence, nudity, obscenity, prejudice, or graphic language.
5. Neither HTLS nor its employees shall be held responsible for any objectionable material that a student may intentionally or unintentionally access.
6. In cases where a student views or reproduces inappropriate materials, he or she may be suspended from use of the computer and will be subject to disciplinary action.
7. Any intentional act by a student that damages HTLS technology hardware, software, operating systems, or data will be considered vandalism. Any intentional act that requires a person's time to repair, replace, or perform corrective work on HTLS technologies or data is also considered vandalism and will result in disciplinary action.
8. Students should not trespass in another person's folders or work files. Students should not share logins or passwords.
9. Students must never attempt to access a teacher's or administrator's workstation.
10. School and network administrators and their authorized employees monitor the use of information technology resources to help ensure that uses are secure and in conformity with this policy. Any personal device connecting to HTLS wireless or wired network may be scanned or monitored to assure it adheres to basic security standards.
11. HTLS reserves the right to examine, use, and disclose any data found on the school's information networks in order to further the health, safety, discipline, or

security of any student or other person, or to protect property. They may also use this information in disciplinary actions and will furnish evidence of crime to law enforcement.

12. All laws and school policies apply for all employees and students, including those relating to copyright/trademarks, confidential information and public records. Information electronically transmitted or stored is subject to the same copyright laws as govern non-electronic data. The intellectual property of others will be granted the respect afforded copyrighted materials.

#### **XXVI. GIFT EXCHANGES**

Students should not bring gifts (Birthday, Christmas, Valentine's Day) for other students to be exchanged at school. The only exception to this is when a teacher has instructed students to bring an item for a class gift exchange. Please do not bring or have balloons or flowers delivered for your student's birthday. While this may be a fun thing to do, it is distracting to have them in the classroom all day. If you have them delivered, the flowers or the balloons will remain in the school office until the end of the school day.

#### **XXVII. LOST AND FOUND**

All student belongings must be clearly labeled with the student's name. A "Lost and Found" will be in the school building. Students should check in the office immediately when they have lost an item. The office will make every attempt to return all labeled items to their owner. Items not labeled or unclaimed after a reasonable amount of time will be disposed of or donated.

#### **XXVIII. PETS AT SCHOOL**

Due to students having allergies, students or parents should not bring pets to school. This includes inside pick-up or checking a student in/out. Any exceptions to this policy will need to be approved by the child's teacher and school administration.

#### **XXIX. SEXUAL HARASSMENT POLICY**

All employees, volunteers, and students have a right to work and study in an environment where the dignity of each individual is respected. For that reason, we expect all employees, volunteers and students to accomplish their work and study in an efficient and reasonable manner with concern for the well-being of their fellow employees, volunteers and students. Any harassment of employees, volunteers or students by employees, is not permitted regardless of their relationship or status.

This policy sets forth rules and regulations to be followed by all employees, volunteers or students of HTLS with regard to the issue of sexual harassment.

1. "Employee" means any person who is employed by HTLS and who is authorized to act on behalf of HTLS, whether that person is acting on a temporary or permanent, full or part-time basis.
2. "Volunteer" means any person who volunteers his or her services to HTLS and acts as a representative of HTLS, without being compensated, whether that person is acting on a temporary or permanent, full or part-time basis.
3. "Student" means any person who is enrolled in any HTLS school program.
4. In the case of the HTLS employee, "sexual harassment" is defined as unwelcome sexual advances, request for sexual favors, and other verbal or physical



conduct of a sexual nature by one employee toward another employee which (a) is made an explicit or implicit term or condition of any employee's employment, or (b) is used as a basis for employment decisions affecting that employee or (c) has the purpose or effect of unreasonably interfering with an employee's work performance or creating an intimidating, hostile, offensive working environment.

5. In the case of an HTLS student or volunteer, "sexual harassment" is defined as unwelcome sexual advances, request for sexual favors or other unwelcome verbal or physical conduct of a sexual nature by any person toward a student or volunteer.

6. Employees, volunteers and students are strictly prohibited from engaging in any form of sexual harassment of any employees, volunteer, student or applicant for employment. Any employee, volunteer or student engaging in sexual harassment will be subject to appropriate disciplinary action. The disciplinary action will be based on the facts taken as a whole and the totality of the circumstances such as the nature, extent, content and gravity of such activities or incidents.

Any employee, volunteer or student who is or has been subjected to sexual harassment or knows of any employee, volunteer or student who is or has been subjected to sexual harassment would promptly contact the school director/principal or school board. Employees, volunteers or students who for whatever reason feel uncomfortable reporting such to the school director/principal may report the harassment directly to the chairman of the school board. Employees, volunteers and students are encouraged to report complaints and work with HTLS to resolve these kinds of problems. HTLS is dependent on each person's cooperation in reporting incidents which create an offensive or hostile school or work environment. In the event a complaint is reported, a confidential investigation will be undertaken immediately. Any employee who is subjected to a job-related sexual harassment is entitled to protection under the Title VII of the Civil Rights Act of 1964 and the Oklahoma Anti-Discrimination Act and may report such incidents to the United States Equal Employment Opportunity Commission of the Oklahoma Human Rights Commission.

### **XXX. CHILD ABUSE AND NEGLECT AND HUMAN TRAFFICKING**

#### **A. Abuse and Neglect**

Any school staff who has reason to believe a child has been abused or neglected will report the matter to the DHS Child Abuse and Neglect Hotline (1-800-522-3511) as per Oklahoma Statutes. School staff should then report the situation to the school administration, who will also report the situation to the Senior Pastor and to the School Board Chair. All information related to the situation will be maintained in a confidential manner.

#### **B. Human Trafficking**

Any school staff having reason to believe that a person or agency dealing with the school is engaging in the crime of trafficking will report the situation promptly to the Oklahoma Bureau of Narcotics and Dangerous Drugs Control as per Oklahoma Statutes. School staff should then report the situation to the School Director who will also report the situation to the Senior Pastor and to the School Board Chair. All information related to the situation will be maintained in a confidential manner.

### **XXXI. SMOKING AND WEAPONS POLICY**

Holy Trinity Lutheran Church and School is a smoke free facility. This includes sidewalks, porches, entry areas, and playgrounds. Vaping is prohibited in the same manner as smoking. Tobacco use of any kind is prohibited while on the premises of HTLS.

No weapons of any kind are permitted in HTLS.

### **XXXII. A FINAL WORD**

Parents who send their children to Holy Trinity Lutheran School entrust to our teachers a great responsibility. Our teachers, in turn, are charged with instructing, leading, guiding, and directing children so that they may achieve their own individual and unique potential as gifts of God with varied abilities and talents.

Each child's spiritual and moral growth is addressed during the teaching of religious lessons such as Bible study, and God's Word permeates student relationships with each other and their teachers throughout every school day and in every subject.

Teachers act in place of parents as they deal with their students. At times, special guidance and correction are needed as children test their developing maturity and independence. They are taught to assume responsibility for their actions and to accept the consequences as well. On every such occasion, their misbehavior is forgiven as they come to an understanding of their errors in true repentance. We offer a balance of God's Law and God's Gospel.

Direct communication with the home is maintained as needed. For effective, positive results in a given situation of a student's need, and for a meaningful learning experience at such times, parents and teachers must reinforce each other's efforts on behalf of a child. This can be done best through communication, thereby arriving at a course of action to be pursued together in the best interest of the child.

## **Appendix A          Parking Lot Procedures**

The school driving entrance is on the west side of the building and the school driving exit is on the east side. Always enter campus via the West Entrance and exit campus via the East Exit. **Please remember to drive slowly in the parking lot.** There are a lot of children and adults walking from their cars into the building during morning drop off times.

### **A. Drop-Off**

Students may be dropped off between 8:15 and 8:30 am for PreK-8 and 8:50 and 9:00 am for PreK as well. If you wish to drop your children off via the carline, follow the blue pathway for drop off and exit. If you wish to drop off your child in their classroom, follow the red pathway, park and enter the building through the South Link Doors.

### **B. After School Pick-Up**

For the safety of your children and our teachers and staff, please follow the following procedures when picking up your children.

1. At dismissal time your child will be escorted to your car...**Do not exit your vehicle.** If your child should need assistance buckling up, please pull forward to the designated area once your child is in your car.
2. If you choose NOT to use the pick-up car line at dismissal time, please park in the parking lot. Please remain in your car until the pick-up line is completed. You may then walk to the door to pick up your child. **NEVER WALK BETWEEN PICK-UP LINE CARS!!!**
3. Always be sure to have the provided name tag prominently displayed in your car window; this is required to pick up your child. If someone else will be picking up your child, that person must be listed on your pick-up list and also have the required name tag. Additional name tags can be requested from the teacher or at the office.
4. Children remaining after scheduled pick-up time will automatically be admitted into after care.

