

## HOLY TRINITY LUTHERAN SCHOOL



Since 1958, Holy Trinity Lutheran School has excelled in providing a quality, Christian education in the south Tampa area. HTLS maintains a qualified, dedicated, experienced, and degreed Christian faculty with a low student/teacher ratio.

### **ADMINISTRATIVE TEAM AND CONTACT INFORMATION**

Kelly Reilly, Principal: [principal@htlstamp.org](mailto:principal@htlstamp.org)  
Cathleen Douglas, Admissions & VPK Director: [cathyhtcs@gmail.com](mailto:cathyhtcs@gmail.com)  
Kathy Yoakum, Church & School Secretary: [office@htlstamp.org](mailto:office@htlstamp.org)  
Andrew Schembeck, Pastor: [pastor@holytrinitytampa.org](mailto:pastor@holytrinitytampa.org)

*Our Mission is...*

...to provide academic excellence within a safe, Christian environment where students from diverse backgrounds will be academically, spiritually, and morally equipped to meet the challenges of the future.

*“Train a child in the way he should go, and when he is old,  
he will not turn from it.” Proverbs 22:6*

### **NON-DISCRIMINATORY POLICY**

Holy Trinity Lutheran School admits students of any race, color, nationality, and ethnic origin to all rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, nationality, or ethnic origin in administration of its educational policies and athletic and other school-administered programs.

## ACCREDITATION, LICENSING, AND CREDENTIALS



Holy Trinity Lutheran School (HTLS) is fully accredited through the National Lutheran School Accreditation Commission, which is recognized nationally as well as in the State of Florida. Additionally, HTLS has been granted Florida-Georgia District Accreditation.

The Lutheran Church, Missouri Synod, an international church body of 2.4 million members in 6,000 congregations, has a long, strong heritage of support for Lutheran schools. Holy Trinity Lutheran School is the primary mission of Holy Trinity Lutheran Church. Lutheran schools make up the largest Protestant school system in the United States and are in every state along with several hundred located in other countries.



Holy Trinity Lutheran School (HTLS) is fully licensed through Hillsborough County Child Care Licensing. HTLS meets or exceeds DCF Child Care Standards.



Holy Trinity Lutheran School (HTLS) is an approved VPK & Step Up for Students provider.

## PHILOSOPHY

The Philosophy of Holy Trinity Lutheran School reflects the school's commitment to its students of all ages.

“Train a child in the way he should go, and when he is old he will not turn from it.” Proverbs 22:6

All who have been brought to faith in Jesus Christ are commissioned by Him to preserve and extend the kingdom of God. Christian education is a vital component of the congregational ministry. With the leading of the Holy Spirit, we strive to strengthen the faith of every child.

All children are accepted as creations of God with their own talents and abilities. We strive to give all children the opportunity to develop to their full potential. Academic excellence is provided with a low student/teacher ratio, within a safe, Christian environment. Students from diverse backgrounds will be academically, spiritually, and morally equipped to meet the challenges of the future. The teachings of God and His will are not taught as one subject, but are integrated into all subjects and activities. Our qualified, dedicated, and experienced faculty is committed to providing a Christian education, which is developmentally appropriate and academically challenging, focusing on enhancing the social, emotional, cognitive, and physical development of all Holy Trinity students at all levels.

We recognize that the family is the primary influence in the total education of a child. It is our belief that this influence can be most effective when the home, church, and school cooperate in the education of children to the glory of God. To accomplish this, we recognize that we need God's guidance and Spirit.

### **CREDO FOR HOLY TRINITY LUTHERAN SCHOOL**

A credo is a statement of belief. This credo tells what the teachers of Holy Trinity Lutheran School should believe about Christian education. Please read it carefully. What you believe about education is one of the single most important factors a parent will consider when evaluating a school's program.

- We believe that Christian education is commanded by God to equip God's people for service to Him.
- We believe that Christ is the center of Christian education. His love is presented daily through the Word of God. Through the power of the Holy Spirit and by the teacher's direction and example, children are led to share God's love with others.
- We believe that systematic instruction in God's Word gives the Holy Spirit boundless opportunity to lead the children to faith and to strengthen their love for their Savior.
- We believe that the family is the primary influence for Christian education. The Lutheran School supplements and reinforces what is taught in the home.
- We believe that Christian education is a vital aspect of God's mission: to make disciples of all people. God gives this command to the church through His Great Commission.

*"Therefore go and make disciples of all nations, baptizing them in the name of the Father and of the Son and of the Holy Spirit, and teaching them to obey everything I have commanded you. And surely I am with you always, to the very end of the age."*  
Matthew 28:19-20



### **HOLY TRINITY LUTHERAN CHURCH**

Holy Trinity Lutheran Church was founded in 1955 and is a member congregation of the Lutheran Church - Missouri Synod. We accept the Scriptures as the inspired and inerrant Word of God.

The Mission of the Lutheran Church of the Holy Trinity...

- Following Jesus; growing disciples, embracing our community.

The Vision of the Lutheran Church of the Holy Trinity...

- Compassionate, Christ Centered Community.

Holy Trinity Lutheran School is a primary mission of the congregation of Holy Trinity Lutheran Church. The School Board of Holy Trinity Lutheran School is comprised of active members of the congregation. All are volunteers. They are dedicated to maintaining the highest standards of Christian academic education.

**HOLY TRINITY LUTHERAN SCHOOL**  
**CORE VALUES**

**Christ Centered:** I bear witness in my teaching and interactions with others by recognizing teachable moments to explain Christ's relevance and love.

*Acts 22:15 – "You will be his witness to all men of what you have seen and heard".*

**Respect:** I put myself in the other person's shoes. Their concerns, personal life, and their success bring us closer together.

*Ephesians 4:2 – "Be completely humble and gentle; be patient, bearing with one another in love".*

**Communication:** I discuss issues with my colleagues to work through challenges with them. Bonds of trust are established when I communicate openly, respectfully, and honestly with them.

*Ephesians 4: 25 - "Therefore each of you must put off falsehood and speak truthfully to his neighbor, for we are all members of one body".*

**Development:** I grow as an individual and develop a successful career when I participate in educational and other training opportunities.

*John 15:16 – "You did not choose me, but I chose you and appointed you to go and bear fruit, fruit that will last."*

**Accountability:** I own my actions and the outcomes of my work – both good and bad. Instead of waiting for someone else to do it or speak up, I take responsibility to make sure that work gets done.

*Romans 14: 12 – So then, each of us will give an account of himself to God".*

**Service:** I am actively involved with and give back to the communities we serve. I look for ways to help others by giving of myself.

*1 Peter 4:10 – "Each one should use whatever gift he has received to serve others, faithfully administering God's grace in various forms".*

**Adaptability:** I recognize that change is inevitable and I will embrace change as an opportunity to *grow*.

*Acts 22:10 – "What shall I do Lord? I asked. Get up, the Lord said, and go into Damascus. There you will be told all that you have been assigned to do."*

## ENROLLMENT INFORMATION

### ADMISSIONS

It is the aspiration of Holy Trinity Lutheran School to give the benefits of a Christ-centered education to as many children as possible. It is also the sincere desire of the administration and faculty to insure that each student enrolled at HTLS has the opportunity for academic success. Consequently, all applicants are required to participate in the admission process outlined below.

*For clarification and brevity, the use of the word "parent" shall refer to a child's parent, step-parent, guardian, and/or authorized caretaker.*

### RECORD OF HEALTH REQUIREMENTS

All students attending school in the State of Florida must submit a Florida Certification of Immunization form (Form DH 680) and Student Health Examinations form (Form DH 3040) as distributed by the Florida Department of Health. The record of immunizations should include DTP, OPV, HIB, MMR, Hepatitis B, and Varicella. Immunizations are to be updated as required by the State of Florida.

Per sections 5.01 (1) and 5.01 (2) of the *Rules and Regulations of the Hillsborough County Child Care Licensing Office* based on the *Hillsborough County Code of Ordinances and Laws Chapter 28, Section 171* as amended by *Hillsborough County Ordinance No. 13-5 and Rules and Regulations for Child Care Facilities*:

- If a parent fails to provide the **Student Health Examination Form DH 3040** or the **Florida Certification of Immunization Form DH 680** within thirty (30) Calendar Days of enrollment, HTLS "shall not allow the child to remain in the program."
- **There are no exceptions to these forms.**

### RECORD OF BIRTH

In accordance with county and state requirements, a copy of a birth certificate is required as proof of age when enrolling a student in the following grades:

- 2/3 Pre-Kindergarten (Cubbies): 2 years, 6 months of age and young 3s (also *must be 3 by September 1, 2018*)  
(Children **MUST** be toilet trained or nearly toilet trained in pull-ups.)
- Pre-K 3: 3 years of age on or before September 1 (Children **MUST** be toilet trained.)
- Pre-K 4 (VPK): 4 years of age on or before September 1 (Children **MUST** be toilet trained.)
- Kindergarten: 5 years of age on or before September 1
- First Grade: 6 years of age on or before September 1
- Second Grade: 7 years of age on or before September 1
- Third Grade: 8 years of age on or before September 1
- Fourth Grade: 9 years of age on or before September 1

### GENERAL ADMISSION PROCESS

Holy Trinity follows the schedule as outlined below for those families who are interested in potential enrollment. Each parent/guardian must:

1. Submit an *Application for Admission* for each child with a non-refundable \$50.00 Application Fee for each child.
2. Supply copies of any previous report cards and/or standardized test scores, where applicable. If the applicant has been home schooled, copies of letters of intent and termination as well as the portfolio of records and copies of annual educational evaluations and nationally normed achievement tests as required by Florida Statute 1002.41 need to be provided.
3. Copies of any diagnostic evaluations including psychological, psychiatric, speech, aptitude, screenings, and therapy reports must be furnished.

4. The Parent/Guardian will receive notification of acceptance or denial from the Admissions Director.  
 Please Note: We strive to meet the needs of every student. However, HTLS reserves the right to accept and/or re-enroll only those students whose needs we determine we can meet. HTLS is not a special needs school. Evaluations by qualified professionals may be required for some of our students at the expense of the parent. Therefore, before any modifications can be made to the curriculum of any THLS student, a full professional evaluation must be made, submitted to the classroom teacher and the Principal. A 504 may be created by the staff if deemed necessary.

- Comment [k1]:** Not needed here.
- Comment [k2]:** I think we should remove this phrase. Seems harsh and message is already delivered in previous sentence.
- Comment [k3]:** Implemented this year.

**There is a six week probationary period for all incoming students.**



**PROGRAMS OFFERED**

**Cubbies (PK2/3)**

School day scheduling for the Cubbies’ program is flexible. Children may attend 2 days (Tuesday/Thursday), 3 days (Monday/Wednesday/Friday), or 5 days a week. Additionally, children may attend half-day (8:00 A.M. until noon) or full-day (8:00 A.M. until 3 P.M.) Full day students will take naps. *Children must be mostly toilet trained.*

Arrival Time: 8:00 A.M.  
 Dismissal Time(s): 12:00 Noon for Half-Day Students  
 3:00 P.M. for Full-Day Students

**Tiny Tigers (PK3)**

This program is a five-day program. However, students may attend half-day (8:00 A.M. to noon) or full-day (8:00 A.M. to 3:00 P.M.) Full-day students will take naps. *Children must be toilet trained for this program.*

Arrival Time: 8:00 A.M.  
 Dismissal Time(s): 12:00 Noon for Half-Day Students  
 3:00 P.M. for Full-Day Students

**Mighty Tigers (VPK)**

Students may attend with a VPK voucher from the State of Florida or be “self-pay.” VPK students may attend just for the VPK Voucher Hours (8:00 A.M. to 11:00 A.M. for morning VPK students or noon to 3:00 P.M. for afternoon VPK students) or the school day can be extended. Students in the Morning VPK classes may add one hour from 11:00 A.M. until noon for Lunch Bunch or from 11:00 A.M. until 3:00 P.M. for afternoon Wrap-Around Care which includes a naptime. Both programs are available for additional fees. Students in the Afternoon VPK classes may extend the school day from 8:00 A.M. until noon with morning Wrap-Around Care for an additional fee. *Children must be toilet trained for these programs.*

**Morning VPK 4-year-old students**

Arrival Time: 8:00 A.M.  
 Dismissal Time(s): 11:00 A.M. for VPK Hours Only  
 12:00 Noon for VPK with “Lunch Bunch”  
 3:00 P.M. for VPK with Wrap-around Care

**Afternoon VPK 4-year-old students**

Arrival Time: 8:00 A.M. for VPK with Wrap-around Care  
 12:00 Noon for VPK  
 Dismissal Time(s): 3 P.M. for VPK Hours Only

**Tigers (Elementary)**

Arrival Time: 8:00 A.M.  
 Dismissal Time: 3:00 P.M.

**Please Note: If the need arises and parents of half-day students need the child to stay at HTLS until 3:00 P.M., limited space is available for parents to make arrangements. Please inform the school office at least 24 hours in advance (unless it is an emergency) so that the school has the opportunity to make sure correct staffing and napping materials are in place for the number of students. This service is available for an additional fee that will be reflected on your bill.**

#### **MORNING & AFTERNOON EXTENDED CARE**

HTLS provides Extended Morning Care and Afternoon Care to its families. There is a nominal charge for this service. Both are held in the Fellowship Hall. Morning Care is held from 7:00 A.M. to 8:00 A.M. Afternoon Extended Care is from 3:00 P.M. dismissal until 6:00 P.M.

#### **Guidelines for Parents**

A parent MUST sign a student in or out on the appropriate sheet. HTLS is responsible for all children in our care. Signing them in and/or out transfers the accountability from the parent to HTLS in the morning and from HTLS to the parent in the afternoon. Because of security, supervision, and safety of HTLS students, only Holy Trinity students may attend Extended Care and parents may not attend Extended Care along with the child.

**HTLS will NOT provide Extended Care on the holidays and specified other days as indicated on the School Calendar.**

#### **Morning Care**

Students arriving prior to 7:50 A.M. must go to Morning Care in the Fellowship Hall. The child must be signed in on the appropriate roster.

#### **Extended Care**

Students attending extended care may stay until 6:00 P.M. Parents may park in the El Prado parking lot to sign the child out of extended care. Please use the doorbell to signal your arrival as the doors are kept locked for safety. The child will be released after the child is signed out on the appropriate roster.

#### **SPIRIT DAY**

**Spirit Day is the first Friday of each month at Holy Trinity (with some exceptions).** It is a half-day of school for most students and a full day for the teachers and staff. In addition to preparation and planning for the month, it is a time set aside for staff and faculty workshops and/or meetings.

#### **Spirit Day Dismissals:**

- Morning VPK 11:00 dismissal will not change. Those children will still be picked up in car line at 11:00 A.M.
- Noon dismissals for Cubbies (PK2/3), Tiny Tigers (PK3), and Morning VPK Lunch Bunch will be in car line at 12:00 noon.
- Afternoon VPK will not be affected due to their schedule, class will still be held from 12-3p.m.
- All other students will be dismissed at the noon car line unless those children are signed up for Extended Care.
- Extended Care students will go directly to the Fellowship Hall.
- There will be a car line at 3:00 P.M. for Afternoon VPK students and any other student leaving at 3 P.M.
- Extended Care students will be picked up in the Fellowship Hall following normal Extended Care procedures.

### Spirit Day Uniforms

- On Spirit Days, students may wear their Spirit Day T-shirts (*available in the school office throughout the school year*) with dark bottoms to include blue jeans, which must be clean, and neat (no rips or holes), appropriate clothing in the school colors (blue and gold/yellow), or regular school uniforms. Athletic shoes/sneakers or Mary Jane-type shoes must be worn with socks. Slip-ons, clogs, Crocs, boots, or sandals are not allowed.

### Spirit Day Snacks

- A special snack for the entire class may be dropped off in the carline. This is coordinated with the homeroom parent who, in turn, informs the teacher. One or two healthy-type snacks, or a sweet treat and a healthy snack, along with a juice drink or water are preferred.

### Spirit Day Lunches

- Morning VPK Lunch Bunch will not eat lunch on Spirit Day but will have additional activities. Children attending Extended Care or Afternoon VPK with Morning Wrap-Around need a lunch from home. There is no hot lunch service on Spirit Day Dismissal Days.



### **DROP-OFF AND PICK-UP PROCEDURES**



Your child's safety and well-being are of utmost concern to the faculty and staff at HTLS. These policies are made to keep our students and staff members safe and we sincerely regret any inconvenience they may cause our parents. We appreciate your support adhering to these policies **as we are mandated to follow them by our school's accreditation policy and Child Care Licensing Ordinances.**

### CAR LINE TIMES

Morning Arrival	7:50 A.M. – 8:15 A.M.
Morning "VPK Only" Dismissal	11:00 A.M. – 11:10 A.M.
Afternoon "VPK Only" Arrival	11:50 A.M. – 12:00 Noon
Half-Day/Morning VPK Lunch Bunch Dismissal	12:00 Noon – 12:15 P.M.
Full Day/Afternoon VPK Dismissal	3:00 P.M. – 3:15 P.M.

### GENERAL CAR LINE RULES

**The car line is for all grade levels and the preferred way for Holy Trinity students to arrive at and depart from the school. It is also the safest method to keep our campus secure.** Under no circumstances are students allowed to be left at any place on the school's campus without supervision.

For the safety of all children and staff:

- All students must enter the vehicle from the passenger's side door.
- Parents are not to exit cars to secure children. Children will be buckled by either the parent while still in the vehicle or by HTLS staff.
- Parents may not beckon to the child while the children are being escorted to cars as the child may try to run to the parent in front of other cars and drivers.
- Parents may not talk/text on cell phones while driving in the parking lot. (Children will not be loaded/unloaded if a driver is on a cell phone.)
- Parents must observe a speed not to exceed 5 mph in the parking lot.
- Parents must be mindful of all students, teachers, and cars in the car line.
- Parents must enter the back parking lot by lining up along Kensington on the playground side. Entrance by coming off of Dale Mabry is NOT permitted.



### CAR LINE ARRIVAL/DISMISSAL PROCEDURES

#### Morning Arrival/Noon/3 p.m. Dismissal: Kensington Lot

- All car traffic must enter the Kensington parking lot through the playground side gate.
- Cars should form ONE line, pulling all the way up to the first drop-off/pick-up spot.
- **Teachers will take the students to or from their cars, from the passenger's side of the vehicle, only at one of the 4 designated areas which are indicated by neon green little "men".**
- Please make sure the child is fully dressed and prepared to exit the car and be escorted to the classroom.
- Cars will exit through the Dale Mabry side gate.
- Any child arriving after 8:15 a.m. is considered tardy and must go to the office to be signed in.
- Any child not picked up from car line by 3:15 p.m. will be taken to Extended Care

#### VPKA and Afternoon Only VPKC&D Arrival Car Line: El Prado Lot

VPKD and Afternoon only VPKC students will use the El Prado Blvd. front parking lot for drop-off only.

- All car traffic should enter through the first entrance of the El Prado Blvd. parking lot
- **Teachers will take the students from their cars.**
- Please make sure the child is fully dressed and prepared to exit the car and be escorted to the classroom.
- Cars will follow the arrows and exit from the parking lot back onto El Prado Blvd.

**Please understand that the car line is not the appropriate forum for a parent-teacher discussion. Concerns may be addressed at a mutually agreeable time between the parent and teacher/administrator.**

### ALTERNATE ARRIVALS/DEPARTURES

#### Car Arrivals Not Using the Car Line

**Non-car line arrivals from the El Prado parking lot are not supervised by staff and may present a security risk for our campus.**

- If at any time it becomes necessary, parents should park in the front El Prado parking lot and proceed to the office to gain access to the campus for drop-off.
  - **Please note that there are students arriving and departing from the El Prado Lot so extreme caution should be used.**
  - **For safety's sake, parents may not park in the Kensington parking lot and walk children into class. It is much safer to enter from the front and walk down the sidewalks than to cross through the car line traffic.**

#### Pedestrians and Bicycle Riders:

Because Holy Trinity is a neighborhood school, several families choose to walk or to ride bicycles to school with children. Once again, safety is of utmost importance. Holy Trinity follows the "rules of the road" that state that walkers should walk against the traffic and bike riders should ride with the traffic.

#### Pedestrian Traffic

- **Arrival/Departure**
  - The parent should enter from the front of the school whenever possible and walk his or her child down the appropriate sidewalk.
  - If the parent must enter from Kensington, once inside the gate the parent and child must use the sidewalk to reach the child's classroom. **The parent MUST hold the child's hand at all times when in the parking lot.** The parent must be vigilant in looking out for cars and at traffic.

- **The parent may not leave with his or her child without making contact with the teacher and having the teacher release the child.**

**Bicycle Traffic**

- For drop-off, the parent should enter from the front of the school. The bicycle(s) should be parked by the office and enter on foot. The parent should walk his or her child to the classroom using the continuous sidewalks and not walking on the parking lot. **The parent MUST hold the child’s hand at all times.**
- For pick-up, the parent should park by the office and go to your student’s appropriate pick-up area.
- Parents must make sure that bicycles do not interfere with others entering or exiting the school.
- **The parent may not leave with the child without making contact with the teacher and having the teacher release the child.**

**RELEASE AUTHORIZATION**

Because the safety of all HTLS students is of utmost concern, teachers will NOT release students to any other adult than the parent or one of the people the parent has listed on the ***Persons Authorized to Remove Child from HTLS (Pick Up Authorization) List*** filled out at the time of registration. If another adult will be picking up your child, you must add that person’s name to the ***Pick Up Authorization List***. Persons who are unfamiliar to our staff will be required to show photo identification.

If you have an individual picking-up your child for a special circumstance who is not listed on the ***Persons Authorized to Remove Child from HTLS (Pick Up Authorization) List***, you must call the School Office ahead of pick-up time so that the arrangements can be verified.

An administrator or teacher will NOT release a student to any person other than the child’s parent without the verified authorization of the parent who has custody of the child. Exceptions to this policy exist for a law enforcement officer or court official, provided that the person’s identity and authority are established.

**EARLY RELEASE / STUDENT SIGN OUT**

Parents need to make the child’s teacher aware of the date, time, and reason for early release in writing by the day of the release. **All Early Release Students must be picked up by 2:30 p.m.** so that it does not interfere with the 3:00 p.m. pick-up line. When a student must leave before the end of the regular school day for any reason, a parent must go directly to the School Office to sign the student out. **PARENTS MAY NOT** take their child from the classroom. This presents a safety concern. Office personnel will retrieve the student from the classroom and bring the child to the School Office for dismissal.

Early Releases will be considered excused if it is for reasons such as medical appointments, severe weather, or other emergency circumstances over which parents and students have no control.

**ALL NON-EMPLOYEES, INCLUDING PARENTS, MUST REPORT TO THE SCHOOL OFFICE TO SIGN IN AND OBTAIN A VISITOR’S BADGE TO BE WORN WHILE ON SCHOOL PROPERTY**



**INCLEMENT WEATHER**

In the event of severe weather (hurricane, tropical storm, flooding, etc.), Holy Trinity will be closed if Hillsborough County schools are closed. This information can be obtained by monitoring local radio or television stations, or logging onto [www.sdhc.k12.fl.us](http://www.sdhc.k12.fl.us).

If threatening weather conditions occur, a parent may go to the school office and sign the child out for the remainder of the school day. A parent may leave a message on the school’s telephone number, 813-839-0665. Messages will be

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checked as time allows.

The HTLS Crisis Management Plan provides for the safety of the school's students and staff while on campus. Weather is monitored in the office through the broadcast from a NOAA weather radio, the internet, and local broadcast television. If warranted, the students will be moved by teachers to specified "safe rooms" within the school.



HTLS has the responsibility for teaching children both academics and the Christian faith. We are unable to do this if your child is not in school for reasons other than illness. Because learning builds day by day, a child who misses a day of school misses a day of learning. Your child's success in school depends on having a solid educational foundation. This can best be obtained through regular school attendance.

Likewise, tardies and early releases interrupt the learning process. When a student arrives in the classroom after the school day has begun, it is disruptive to the rhythm of the day for the child, the teacher, and the class. He or she misses areas of learning that include morning social interaction, morning organizational activities, and instruction or directions. When a student leaves early, it again causes an interruption to the class's rhythm, limits the child's participation in the group's activities, and causes the child to miss academic instruction. By placing a high priority on school attendance, a parent is teaching his or her child the importance of an education.

**Please Note:** HTLS must lawfully abide by Compulsory School Attendance as stated in Florida Statute 1003. **HTLS must report excessive unexcused tardies, early releases and unexcused absences to the Department of Education on a quarterly basis for elementary students.**

#### **NOTIFYING HTLS IN THE EVENT OF ABSENCES**

It is the responsibility of the student's parent to explain a student's absence.

- Parents are to call the office if their child will be absent. (Our telephone voicemail at 813-839-0665 is available 24 hours a day for your convenience.)
- The parent must inform school personnel if the student has a communicable disease.
- Parents should make every effort to not schedule vacations, doctor appointments, etc. during school days. If a medical or dental appointment must be made during the school day, a written doctor's note verifying the appointment must be submitted upon the student's return to school.
- Vacations during school days are unexcused absences. Work must be made up within 3 school days upon the student's return. **WORK WILL NOT BE GIVEN IN ADVANCE.**

#### **TARDY POLICY**

**The school day begins at 8:00 A.M.** Students are considered tardy if they are not seated at their desks by 8:15 A.M. (except for Afternoon Only VPK students who will be considered tardy at 12:15 P.M.) **At this time, for safety, all classroom doors are locked. Unexcused tardies and/or unexcused early releases will be reflected on Elementary Students' report cards.**

If a student is tardy, the parent must take the student(s) to the School Office. The parent will be asked to indicate the reason for the tardy using the office attendance system. The student will be escorted to the classroom by school personnel.

Tardies will be considered excused if it is for reasons such as medical appointments, severe weather, or other emergency

circumstances over which parents and students have no control.

#### **EXCESSIVE ABSENCES**

- Per Florida Statute 1003. If an elementary child misses more than twenty (20) days of school, he/she may be retained in that grade.
- Per Florida Statute 1003.26, if an elementary student misses more than 10 days in a semester, a meeting with the parent will be called with the Principal or other School Administrator. At HTLS the Chair or designated member of the School Board will also attend this meeting.
- When a child has missed 5 school days during a nine-week grading period, the teacher will send an informational note home to the parent unless the parent has/have provided the teacher with a doctor's note.
- Excluding illness with a doctor's note, if a child misses 10 or more days in a semester, the parent will be contacted by the Principal or other School Administrator.
- 5 unexcused tardies=1 absent



#### **CHAPEL AND WORSHIP**



Chapel services are held for all morning students on Wednesday mornings at 9:00 a.m. in the HTLC sanctuary.

Afternoon VPK Only students are invited to join the all school Chapel service on Wednesday mornings. Additionally they will have a special Religion Time/Chapel on Wednesday afternoons led by the Teachers, Principal and/or Pastor.

Chapel is part of religious instruction. Students are required to sit with their respective classes. The children learn from experience how to conduct themselves in the house of God and take an active part in the services. The message strives to emphasize a practical lesson in Christianity that children can apply to their daily lives. Parents and other relatives are invited to join their child as the class enters the sanctuary.

The offerings collected are directed to missions, charitable institutions, or other worthwhile organizations. Chapel envelopes are sent home on Tuesday prior to Chapel. The source of each quarter's donation will be shared with students, families and the Holy Trinity Congregation.

It is the school's belief that because parents of Holy Trinity students have enrolled them in a Christian school, the parents are concerned with their child's total spiritual well-being. Students will be taught that Christians view Sunday as the Lord's Day and regular worship in Church and Sunday School is desired. Regular public worship as a family is encouraged.

On Chapel mornings, parents may park in the El Prado parking lot in order to attend Chapel with his or her child.

**Comment [k4]:** No longer doing this with new security procedures.

*If your family does not have a church home, you are invited to attend worship services at Holy Trinity Lutheran Church. Sunday School and Adult Bible classes are held on Sundays at 9:00 A.M. Church worship services are Sundays at 10:30 A.M. HTLC also holds special services for holidays and on Wednesdays during Lent (in the spring before Easter) and Advent (in the winter before Christmas).*

#### **THIRD SUNDAY SING**

Students at all grade levels will have designated months in which they add to Sunday worship service for the Third Sunday Sing. This is an opportunity for our students to sing to the glory of our Lord and to the congregation as a way to thank them for their support of our school.

**Comment [k5]:** I would like to change this process for next year. I will share more in my Principal's report for May.

Participation by pre-school students is highly encouraged and is mandatory for Elementary grades. Lack of participation can have an effect on an Elementary student's report card.

The schedule for the Third Sunday Sings will be published at the beginning of the school year and any changes will be shared with families in writing.



**The HTLS Elementary uniform shirts must be purchased from our approved vendors, *The Golden Egg* at 3625-B S. Manhattan Avenue, Tampa, FL 33629 or online through **Land's End Uniforms**.  
*Be sure to allow several weeks for ordering.***

**HTLS Preschool Uniform T-shirts can be purchased directly through the school office.**

Navy bottoms may be purchased through these vendors. However, they may be purchased at other vendors as long as the garment meets the Holy Trinity Uniform Policy.

#### **DRESS CODE ENFORCEMENT POLICY**

Our uniform and dress code policy must be adhered to at all times. **Uniforms MUST be clean and fit properly.** If a student violates policy, the parent will be **notified by the teacher or the office to remedy the situation by the next school day.**

**Items causing distraction within the classroom will be removed at the discretion of the teacher.**

It is important to remember that our uniform policy pertains to the entire year. **If a student outgrows his/her uniform, the replacement must be purchased.**

Our Parent/Teacher League (PTL) offers a uniform recycling program. Most items can be purchased for \$5 each. If you desire to purchase a recycled uniform, please contact a member of the PTL Board or one of the School Office staff.

**Grooming and Jewelry for ALL Boys:** Hair must be clean and neatly groomed and away from the student's eyes. Trendy or distracting haircuts (Mohawks, spikes, and the like) are not allowed and the student's parent will be notified by the office to remedy the situation. Boys will not wear hats, earrings, or bracelets. Temporary or ink tattoos are NOT permitted. Students with temporary tattoos will be sent to the office for their removal. The only jewelry that may be worn is a wristwatch without a set alarm and a cross/Christian symbol worn appropriately around the neck.

**Grooming and Jewelry for ALL Girls:** Hair must be clean, neatly groomed, and away from the student's eyes. Trendy or distracting hair cuts or colors are not allowed. The student's parent will be notified by the office to remedy the situation. Hats, other head coverings, nail polish or acrylic nails, or tattoos are not permitted. If worn, the student will be sent to the office for removal. The only jewelry that may be worn is a wristwatch without a set alarm, cross/Christian symbol worn appropriately around the neck and post earrings (not hoop or dangle earrings). Make-up may not be worn or brought to school.

#### **PRE-K: CUBBIES/TINY TIGERS (PK-3)/MIGHTY TIGERS (VPK)**

**The Uniform:** Cubbies/Tiny Tiger/Mighty Tiger T-shirt (purchased through the school office) and navy blue pull-on shorts/pants for boys and navy blue pull-on shorts/pants/skorts for girls (no buttons, zippers, or belts) purchased from a vendor of choice.

**Shoes:** They must be plain athletic shoes/sneakers with NO characters or light-ups. Shoes with Velcro fasteners are recommended (*required for Cubbies*). They should have scuff-proof soles. Because students participate in physical activities during the school day, Crocs, sandals, clogs, boots, or slick-bottom shoes are NOT to be worn.

**Socks:** They must be ALL WHITE, ALL BLACK, or ALL NAVY with NO characters or additional colors. Socks

**Comment [k6]:** Would like to re-visit this. Is this necessary? It is very difficult to enforce and not sure I see the benefit of this restriction. Definitely no acrylic nail, but I think polish is ok.

must be worn with shoes at all times.

Due to the age of the students, it is mandatory that a large zip-lock bag with a full change of clothing, including underwear and socks, be in the student's backpack at all times. It is also suggested that a navy or white sweatshirt or sweater be kept in the backpack at all times.

#### **TIGERS: ELEMENTARY BOYS**

**Chapel/Dress Uniform** (*This uniform must be worn on Chapel days, to school events and may be worn on other days as well.*) Navy blue pull-on pants with an elastic waist (for kindergarten)/navy blue zip front pants (for 1<sup>st</sup>-2<sup>nd</sup>); white Polo-style shirt with HTLS logo; socks; and the school shoe. No belt is required for kindergarten. Belts are mandatory for 1<sup>st</sup>-3<sup>rd</sup> grade. Shirts **must** be tucked in. This uniform is required with **no exceptions**.

**Standard (Daily) Uniform**: Navy blue pull-on shorts or pants with an elastic waist (for kindergarten)/navy blue zip front short or pants (for 1<sup>st</sup>-3<sup>rd</sup> grade); white, gold, navy, or light blue Polo-style shirt with HTLS logo; socks; and the school shoe. No belt is required for kindergarten. Belts are mandatory for 1<sup>st</sup>-3<sup>rd</sup> grade. Shirts **must** be tucked in.

**Shoes**: They must be either ALL BLACK or ALL WHITE athletic shoes/sneakers with NO characters, light-ups, or additional colors. Shoes must have laces with scuff-proof soles. Students may NOT wear roller shoes, skate shoes, wheelies, boots, Crocs, sandals, clogs, or shoes with slick-bottoms.

**Socks**: They must be ALL WHITE, ALL BLACK, or ALL NAVY with NO characters or additional colors. Socks must be worn with shoes at all times.

#### **TIGERS: ELEMENTARY GIRLS**

All uniforms (jumper, shorts, dresses and skorts) must be no more than 2" above the back of the knee.

**Chapel and Dress Uniform** (*This uniform must be worn on Chapel days, to special events, and may be worn on other days as well.*) Navy blue "uniform-style" jumper with a ALL white Peter Pan blouse underneath. Navy blue or black "jumper" shorts **must** be worn under the jumper. "Jumper" shorts may not be visible below the jumper's hemline. The jumper **may not** be worn with the polo. This uniform is required **with no exceptions**.

**Standard (Daily) Uniform**: Navy blue "uniform-style" skorts, navy blue pull-on shorts (or pants) with an elastic waist; white, gold, navy, or light blue Polo-style shirt with HTLS logo. Shirts must be tucked in. : Navy polo dress with the HTLS logo may also be worn.

**Shoes**: They must be either ALL BLACK or ALL WHITE athletic shoes/sneakers with NO characters, light-ups, or additional colors OR black or navy Mary Jane-style shoe. Athletic shoes/sneakers must have laces with scuff-proof soles. Students may NOT wear roller shoes, skate shoes, wheelies, boots, Crocs, sandals, clogs, or shoes with slick-bottoms. Soles must be continuous (no separate heel) with heel height not exceeding 1 inch.

**Socks**: They must be ALL WHITE, ALL BLACK, or ALL NAVY with NO characters or additional colors. Socks must be worn with shoes at all times.

#### **COLD WEATHER UNIFORM**

##### **Cubbies, Tiny Tigers, and Mighty Tigers**

The cold weather clothing items are allowed as the weather demands. As appropriate, pre-school students may wear long-sleeved shirts under the required T-shirt with long navy blue pull-on pants (white or navy leggings for girls) or navy sweatshirts and sweatpants. These students may also wear sweatshirts and sweatpants with the HTLS logo; Polar Tec fleece jackets and hoodie jackets with the HTLS logo. Logoed items are to be purchased from *The Golden Egg or Land's End Uniforms*.

They may also wear plain, navy or white sweaters in the classroom and in Chapel that have been purchased elsewhere.

**Comment [k7]:** Add necessary P.E. uniform information

**Comment [k8]:** Add necessary P.E. uniform information

Other sweatshirts and jackets may be worn to and from school and at recess, but must/will be taken off as soon as the child is in the classroom or in Chapel.

#### **Tigers (Elementary Students)**

The cold weather clothing items are allowed as the weather cools. As appropriate, students may wear long-sleeved polos with the school logo or Peter Pan blouses; uniform sweatshirts and sweatpants with the HTLS logo; Polar Tec fleece jackets and hoodie jackets with the HTLS logo. These are to be purchased from *The Golden Egg or Land's End Uniforms*.

Students may also wear plain, navy or white sweaters in the classroom and in Chapel that have been purchased elsewhere. Other sweatshirts and jackets may be worn to and from school and at recess, but must/will be taken off as soon as the child is in the classroom or in Chapel.

Elementary girls may also wear white or navy tights or leggings under the jumper or navy pull-on pants. (Keep in mind that if the weather warms throughout the day and the student wants to remove the sweater or HTLS sweatshirt, he/she must have the required school shirt underneath.)

#### **SPIRIT DAY UNIFORMS**

The first Friday of every month is designated as Spirit Day. On Spirit Days, students may wear their Spirit Day T-shirts (available in the school office throughout the school year) with dark bottoms to include blue jeans, which must be clean, and neat (no rips or holes), appropriate clothing in the school colors (blue and gold/yellow), or regular school uniforms. Athletic shoes/sneakers or Mary Jane-type shoes must be worn with socks. Slip-ons, clogs, Crocs, boots, or sandals are not allowed.



#### **PARENT - SCHOOL RELATIONSHIP / SAFETY**



HTLS has been given the responsibility for educating your child and providing for their safety and well-being. HTLS takes this responsibility seriously. Please help us by doing the following:

- **All visitors on campus, including parents and guardians, MUST sign in at the School Office.**
- Make sure the School Office has a current telephone number where you can be reached in case of an emergency. **Please inform the School Office regarding changes of address or telephone numbers.**
- Make sure your child attends all special “mandatory” school functions as well as all necessary school activities.

#### **ON-CAMPUS/CLASSROOM NON-DISRUPTION POLICY**

Please respect our “On-Campus/Classroom Non-disruption Policy.” This policy is intended to reduce campus disruptions between 8:00 A.M. and 3:00 P.M.

- Make sure your child is in school and arrives/arrive on time to school.
- Do not open the gates on Kensington during the school day. Please only use the El Prado parking lot.
- Make sure your child is rested, nutritionally fed, and dressed according to the HTLS dress code.
- Make sure your child arrives at school with the necessary materials, homework, and lunch (when appropriate).

#### **FORGOTTEN ITEMS**

- If your child forgets work or materials, the missing items may be brought to the School Office.
  - Please do not disturb the learning that is taking place in the classroom by taking the item(s) directly to the classroom.
  - It will be up to the discretion of the teacher whether or not the item(s) will be brought to the child in the classroom.

#### **PARENT/TEACHER CONFERENCES**

Scheduled conferences for all students are held twice annually in [redacted]. Please make every effort to meet with your child's

**Comment [k9]:** Looking to revise this timeline so would like to leave specific months out.

teacher for these important conferences. This is an excellent opportunity for both parents and teacher to discuss a child's progress when the teacher gives the parents a child's report card.

If there are concerns at any other time, either the parent or the teacher may initiate a special time for a meeting. Under no circumstances should "impromptu" discussions take place during arrival, dismissal, or during the academic day. Please make appointments for all conferences.

#### **PARENTAL CONCERNS**

If a parent has any questions or concerns regarding his or her child, classroom procedures, or a situation in the classroom, the parent should first contact the teacher because the teacher has firsthand knowledge with respect to the child and the classroom atmosphere.

Parents can make an appointment with the teacher to discuss the issue by leaving a message with the office personnel, sending a note to the teacher through the child's backpack, or e-mailing the teacher. The teacher will respond to the request when his/her schedule allows. In the event that a parent feels that a problem is not resolved after a conference with the teacher, the Principal should be consulted.

Any questions regarding school policies should be directed to the Principal and a School Board member who will bring your concerns to the monthly School Board meeting.

#### **PARENTAL INTERFERENCE**

Students may be expelled as a result of parents or family members causing disruption to the smooth operation of the school or being detrimental to the educational mission of HTLS.

#### **CLASS PARTIES, HOLIDAYS, AND SPECIAL OCCASIONS**

The Room Representative is responsible for coordinating the details in advance with the teacher. **It is imperative that all planning is done IN ADVANCE with the teacher.** All parties and snacks should be planned with the students in the class as the focus. The parent providing the snacks/activities may be present in the classroom after having first checked in at the school office for a visitor's badge. However, in view of understandable safety and liability issues, HTLS cannot allow siblings or friends in the classroom.

##### **Class Parties**

**Class parties** may be held on the following holidays: **Christmas Party** on the last day prior to Christmas Break, **Halloween**, and an **End of the Year Party**. The time frame for the parties, refreshment guidelines, and a craft or special activity will be decided upon by the teacher with input from the Room Representative.

##### **Holiday Snacks**

Depending upon the wishes of the teacher, a **holiday snack** may also be provided for the class for **Valentine's Day, the 100<sup>th</sup> Day, and St. Patrick's Day**. As on Spirit Days, the teacher will often suggest that a healthy snack, a sweet snack, and drink may be sent in. The teacher will also decide on the time frame and any activities that need to be provided with the Room Representative. These holidays are considered to be "special snacks" for the students during snack time and not parties.

#### **STUDENT BIRTHDAYS**

Student's birthdays may be recognized with a special treat for the class. Parents may send in the treat with plates, napkins, plastic ware (if needed), and a drink. If a child has a summer birthday, an alternate birthday such as a "half" birthday may be celebrated. There will be no in-class parties in celebration of the birthday. HTLS will not accept deliveries, of any kind (i.e.: flowers) for a student. HTLS will not send home gift bags or the like to students in the class.

Please Note: Please do not bring in or send in balloons for birthday celebrations. They are disruptive to the classroom and pose a risk to wildlife if they escape outside.

If a birthday party is being planned for a day outside of school, invitations or thank you notes may be delivered



through the children's backpacks ONLY if the entire class is included. If not, please mail invitations to the children's homes. Parents need to be mindful of how sensitive children are if they feel excluded.

#### **TELEPHONE USAGE**

Except for emergencies, students will not be permitted to place or receive calls on school phones or cell phones. Arrangements for transportation, school activities, lunch, etc., should be made prior to coming to school. If you have a message for your child, a teacher, or the Principal, please call the office personnel.



#### **LUNCHES FROM HOME**

All lunches from home must be self-contained in a lunch box with a cold pack. *We cannot provide refrigeration or heating for a student's lunch.* Parents should keep in mind that students are at their best when they have a nutritious, healthy lunch with limited sugars. **Under no circumstances will commercial lunches (i.e.: fast food) be allowed to be brought in to the school. Candy, soda, and carbonated drinks are not allowed in the lunches.** If they are brought in, they will be returned unopened in the child's backpack.

#### **EMERGENCY LUNCHES**

Lunches should be brought from home at the beginning of the school day. In case lunches are delivered to the school, they must be brought to the School Office **no later than 11:00 A.M.** There are no exceptions. After 11:00 A.M., an Emergency Lunch ticket will be given to your child and they will receive the hot lunch that is on the menu for that day. Repayment in the form of a previously purchased lunch ticket or a fee of \$5.00 will be due 2 days after emergency lunch is given.

#### **CATERED LUNCHES**

White Hat Catering will provide a daily catered lunch option for HTLS Students. Meal tickets will be purchased directly from White Hat Catering. Parents will be given a monthly calendar to help families choose which days the student will be purchasing lunch.

#### **DAILY SNACKS**

Pre-school students will be served one-three snacks per day (depending on the length of their day). Every effort is made for snacks to be healthy. Allergies are taken into consideration. Water is served with each snack.

Elementary Students are asked to bring their own morning snack in their lunch box that will be eaten during a morning break. If your student will be purchasing a catered lunch, we ask that you still send a lunch box with a snack for your child. The purpose of a morning snack is to help give students an energy and brain boost. For this reason, healthy snacks should be provided. Items such as chips and candy do not serve as a healthy snack. Water will be served, but students may also bring a water bottle.



## HEALTH INFORMATION

### SCREENINGS

Holy Trinity and the Hillsborough County Public Health Department (HCPHD) cooperate in all matters concerning student health. A nurse visits the school to screen students in certain grades for hearing, vision, and/or scoliosis issues. Any recommendations toward correction are made to the parent.

**For the protection of your child, the staff, and other children, it is imperative that you keep your child at home if he/she has had any of the following conditions in the previous 24 hours: fever, sore throat, excessive coughing, conjunctivitis (pink eye), diarrhea, bleeding (more than with just a scrape), vomiting, rash (unless a doctor's note specifies the rash is not contagious), head lice (the child must be nit-free to return to school).**

If your child has been under a physician's care or recently had a contagious ailment, please bring a **written doctor's note** stating that the child can return to school.

Students may be sent to the office to have their temperatures taken using an ear thermometer. If your child has a fever or other condition that prohibits your child from returning to his or her class, you or your designated contact person will be called to pick up your child in a timely manner. The school cannot supervise sick children. Minor cuts and scratches will be treated at school with soap, water, and a bandage.

In the event your child becomes seriously injured or ill or has a head injury, you or your designated contact person will be notified. Your *Emergency Medical Treatment Authorization* covers any injury serious enough to require the attention of a doctor.

**In the case of a medical emergency, 911 will be called immediately.** You or your designated contact person will be notified as well.

### MISSED WORK BECAUSE OF ILLNESS

Missed work will be sent home in a folder upon the child's return to school. This work is generally due no more than three days after the student's return.

### MEDICATIONS

If a child is receiving medication at home, a parent must notify the teacher in writing regarding the type and purpose of medication, duration of medication, and any possible side effects.

In order to protect the safety of each person in our school, the following procedures must be followed whenever it is necessary to administer medication at school.

- A *Medication Administration Authorization Form* signed by the physician and signed and dated by the Parent must accompany all medications brought into the School Office. Copies may be obtained from the School Office.) **Medications may NOT be taken to the classroom.**
- If possible, your child's pediatrician or other doctor should try to schedule medication that can be taken before or after school hours. When this is not possible, a parent may come to school during the school day to administer medication. It is always best to do this when a child is not in an academic class. The parent should report to the school office. The child will be brought to the office so you can administer the medication to your child there.
- All medicine must be brought to the School Office in an original container. It must be labeled with the student's name, physician's name, dosage, and the frequency of administration. **Medicine cannot be**

transported between home and school on a daily basis. Separate containers should be requested from the pharmacist.

- Parents must supply equipment for administration (cup, spoon, dropper, etc.), labeled with the child's name.
- **No medication can be put in a child's backpack or lunch box. This includes cough drops, cough syrup, eye drops, and chap stick as well as all over-the-counter medications including aspirin/Tylenol and the like, ointments/creams, and stomach medications. A parent must deliver these items to the office or the appropriate teacher with a written note (signed and dated) authorizing dispensing of this type of medication.**
- Medication not picked up at the end of the school year will be destroyed.
- All medical assistance for chronic conditions for Holy Trinity Lutheran School students will be handled on a case-by-case basis through the Administration, School Board, Child Care Licensing, the student's physician, and student's parent.



## ACADEMIC INFORMATION

### CURRICULUM

The curriculum at Holy Trinity Lutheran School is academically rigorous, developmentally appropriate, and Christ-centered. It is designed to allow each student to build a foundation for a secure and successful academic future.

HTLS is accredited through NLSA (National Lutheran Schools Accreditation). NLSA is a rigorous national accrediting process designed to evaluate schools based on their unique purpose as Lutheran schools. It helps schools evaluate the quality of their academics and programs as well as the spiritual dimension of the school. (Copies of Holy Trinity's accredited and approved curriculum are on file in the School Office.)

HTLS offers a safe learning environment where academics and Christian values are emphasized. Its challenging course work and grading scale, sets the school's standards for excellence. By design, the classes have a low student to teacher ratio which allows for individualized student attention.

Additionally, the curriculum used in the Voluntary Preschool program is an approved VPK curriculum and is re-approved yearly. This curriculum meets or exceeds state VPK standards. All programs and activities affecting Holy Trinity's preschool students are developmentally appropriate and within the guidelines of Hillsborough County Child Care Licensing.

Core Academic Subjects taught (based on level) include:

- Religion
- Language Arts: Reading Skills, Writing Skills, Handwriting, Reading, Phonics, English Grammar, Spelling, Literature, Creative Writing
- Mathematics: Number Recognition, Counting, Graphing, Patterning, Measurement, Number Knowledge, Basic Addition Facts, Basic Subtraction Facts, Computation Skills, Problem-Solving Skills, Algebraic and Geometric Concepts
- Social Studies: Geography, History, Current Events
- Science: General Science, Physical Science, Life Science

Enrichment Subjects are included in the classroom curriculum. These (based on level) may include: Physical Education, Music, Art/Creative Expression, Cooperative Play, Library, , STEAM (Science Technology Engineering Arts Math) and Computer Education.

### **HOMEWORK POLICIES**

Holy Trinity upholds the philosophy that homework provides necessary practice and reinforcement and helps the student develop personal responsibility. Homework may be given nightly Monday through Thursday. The school ascribes to the general practice recommended by the national PTA which recommends 10 minutes of homework for Kindergarten, 10-20 minutes for 1st, and add 10 minutes for each higher grade. It should not exceed this timing unless a student needs to complete a long-term assignment (book report, special project, and the like), needs to complete make-up work due to absences, or needs to complete classroom work that was not completed within the allowed class time.

**Comment [k10]:** Updated to match School Board Manual

Each student should be afforded a place within the home where homework is to be completed. This place should have all the materials needed and be in a quiet, non-distracting location where a student is able to work without interruption. A student should not be distracted by TV, videos, video games, or conversation while doing homework.

Appropriate completion of homework assignments is expected and will be positively reflected on the student's progress reports. For Elementary students, the parents are informed daily by a written note or by a note in the student's planner/assignment sheet by the teacher whether or not homework and/or class work was completed correctly and on a timely basis. An occasional missed assignment will be dealt with by the teacher. A student may be required to make up the homework the next night or during recess or have a grade lowered depending upon the assignment and the circumstance. If there is an issue with a student's timely completion of homework, the teacher will set up a conference with the parent (and Principal, if warranted) so that the situation can be mutually resolved.

#### **Homework Exceptions**

- There may be times when unscheduled family activities or illnesses occur which interfere with homework. When this happens, a parent will send in a note requesting that the child be given an extension on homework. Teachers will normally honor such requests as long as this privilege is not abused.

### **GRADING SYSTEM**

Holy Trinity uses one grading scale for Cubbies-2<sup>nd</sup> Grade, for consistency. The grading scale is as follows:

- 3 = Consistently Demonstrated
- 2+ = Satisfactory Progress
- 2 = Beginning to Make Progress
- 1 = Needs Improvement
- NA = Not Assessed

Beginning in 3<sup>rd</sup> Grade, Holy Trinity uses the following grading scale:

- A = *Excellent*: Demonstrates consistent application of concepts, ideas, objectives or behaviors
- B = *Good*: Demonstrates a clear understanding of concepts, ideas, objectives or behaviors
- C = *Satisfactory*: Is in the process of understanding concepts, ideas, objectives or behaviors
- N = *Needs Improvement*: Needs additional time or more background experiences before an understanding of concepts, ideas, objective, or behaviors can be attained.
- U = *Unsatisfactory*: Has not yet demonstrated an understanding of concepts, ideas, objectives or behaviors

The following will be used as additional Academic Progress Codes for grades K-4<sup>th</sup> :

- AL = Above Level
- OL = On Level
- BL = Below Level

### **ASSESSMENTS AND TESTING**

Holy Trinity assesses/tests all students in order to provide a measurement of actual academic growth for its students as well as allowing the opportunity to evaluate and update curriculum. PK 2/3 students are assessed in the Fall and the Spring using *Ages & Stages*. The parent is asked to participate in this process along with the teacher. Teachers in PreK-3 and VPK 4 formally assess each student individually twice a year. These assessments are reported to the parent through Parent/Teacher Conferences and the report cards.

Holy Trinity utilizes the NWEA *MAP (Measures of Academic Progress)* Standardized Assessment. *MAP* creates a personalized assessment experience by adapting to each student's learning level—precisely measuring student progress and growth for each individual. Essential information about what each student knows and is ready to learn within 24 hours and will help guide teacher's instruction. This assessment is administered three times throughout the year: fall, winter & spring, for all students in grades Kindergarten-4th.

### **PROGRESS REPORTS/REPORT CARDS**

Pre-school progress reports are issued twice a year at Parent/Teacher Conferences, once in the fall and then again in late winter.

For Elementary students, grading periods are divided into four quarters. Report cards are issued following the end of each quarter: two of which are given to parents at the time of Parent/Teacher Conferences and the remaining two are sent to families for their review. A parent signature of acceptance will be required for the 1<sup>st</sup>-3<sup>rd</sup> Quarters. Final report cards will not be released if there are any outstanding fees due to Holy Trinity or if a student has not returned library books or other loaned school materials.

### **GUEST SPEAKERS AND FIELD TRIPS**

Curriculum is enriched through educational programs and/or guest speakers who come to the school. These activities correlate with curriculum or provide enrichment to the students. Students are expected to participate in special programs as they occur on school days.

Elementary students will take occasional field trips that enhance their curriculum. The teachers and administration will arrange for the class to be transported by parent drivers.

Field trip fees are non-refundable because HTLS pays for these events several weeks prior.

### **STUDENT PERFORMANCES**

The school usually has three performances a year in which all classes participate

- Thanksgiving Program
- Christmas Program
- Spring Musical

**Comment [k11]:** Since we split Pre0school and Elementary into two programs, Cubbies now participate.

### **AFTER SCHOOL PROGRAMS**

Throughout the school year HTLS partners with local businesses to offer After School Programs for the students. Options may include, but are not limited to, Garden Club, Soccer Shots, Ms. Lisa's Dance, Bricks 4 Kidz (Legos), Mad Science, Shining Stars, , and *Spanish/ Chinese Language Class*. Cost and age requirements vary by program. Sign-ups and payments are run directly through the individual programs. Information on offering will be sent home as they become available.

 **DISCIPLINE** 

The faculty and staff, as well as the parents of Holy Trinity students, have high expectations and goals for the behavior and academic achievement of Holy Trinity students. Holy Trinity students, whether at school, at home, or in the community, should always behave in a manner that reflects positively on himself/herself, his or her family, his or her classroom, his or her teacher, and the school.

The early school years are very important in molding the personality and self-esteem of the young child. Because each child is testing his or her own methods of behavior, no definite or absolute set of rules can be set for pre-school or early childhood discipline. At Holy Trinity teachers may use some of the following:

- teach the child to use language skills to help the child resolve conflicts
- redirect a child from an inappropriate activity
- give a child time away from the group (time out) in order for that child to regain control

Children will be taught that all children are special to God and so we, in turn, love and respect one another. Teachers will work individually with their class and parents to set guidelines for behavior appropriate to the age level. If a problem arises, the teacher will inform the parent and they will work together on a behavior modification plan.

Persistent misbehavior will cause the teacher to bring it to the attention of the Principal. The parent will be contacted to come in for a conference with the teacher and Principal. The student may be asked to attend as well.

Severe misbehavior such as chronic hitting or biting will be reason for a call home and a parent pick-up. Continued misbehavior may result in suspension and/or expulsion from school.

The Holy Trinity Discipline policy is designed to develop self-discipline and good citizenship. The rules are to be obeyed for the safety of our students, faculty, and families. Consequences will be imposed if warranted.

At all times, students should:

- **demonstrate** Christian concern for others as well as self.
- **respect** the rights of others.
- **accept** and respect those in authority.
- **grow** in an understanding and demonstration of Christ-like behavior that result from self-discipline.

At all times, teachers and staff should:

- **demonstrate** Christian concern for each child, other faculty and staff members, and all volunteers.
- **respect** the individuality of each child, other faculty and staff members, and all volunteers.
- **exercise** their authority prayerfully and in Christian love.
- **grow** in an understanding and demonstration of Christ-like behavior.

### **GUIDING PRINCIPLES FOR STUDENTS**

Although the students at HTLS are of various ages, they are expected to adhere to the following principles in an age-appropriate manner.

- Students should understand teachers and parents are representative of God and are to be obeyed in order to follow the will of God.
- Students should understand that their conduct will be shared with their parents.
- Parents need to help students arrive on time, with all materials, and in compliance with the dress code.
- Students should work together with the classmates and teacher(s) to complete designated lessons.
- Students should use their time wisely and respect the time of others.
- Students should use good work habits and work quietly and efficiently.
- Students should not disturb others.
- Students should respond to teachers when asked and should always be truthful.
- Students should be attentive, orderly, helpful, kind, and honest.
- Students should show respect for the property of the church, school, and others by keeping all property neat, clean, and free from harm or defacement.
- Students will adhere to the rules of the classrooms and school. These rules include:
  - Listen and follow directions the first time.
  - Raise your hand and be recognized by the teacher before talking.
  - Students should move in an orderly fashion from one area of instruction to another as designated by the teacher.
  - Keep hands, feet, objects and inappropriate comments to yourself.
  - Be properly prepared for each class.
  - Complete homework and other assignments and bring them to class when designated.
  - Comply with school dress code.
  - Follow the posted playground, recess, and extended care rules.

### **UNACCEPTABLE CONDUCT**

Unacceptable conduct within our classroom environment is characterized under two categories: academic and behavioral. One deals with the individual student's lack of preparation for and inappropriate participation in classroom activities. The other one deals with the individual student's personality and inability to relate to fellow students. Both are disruptive to our classroom setting and cause a loss of precious time in the teaching schedule. Accordingly, both are dealt with under the same rules.

Unacceptable Behaviors include:

- Running in classrooms or hallways.
- Disruption to our classroom setting.
- Chewing of gum on campus
- Disrespect of authority or peers
- Using or implying foul language or profanity.
- Making or implying obscene gestures
- Causing harm or injury to self or others.
- Destruction or defacement of church, school, or individual property.
- Instigating others to misbehave
- Intentionally striking another person either physically or with an object
- Fighting either verbally or physically
- Bullying or harassment
- Vandalism of any sort

- Lying, cheating or stealing
- Not following directions/rules involving safety of students
- Deliberately breaking school rules
- Bringing toys, computer games, tape recorders, radios, Gameboys, electronic games, collectible memorabilia cards, iPods, or other items not necessary for classroom activities to school, except when permission is given in advance by a teacher. If a teacher takes away from a student such items that are not permitted to be in school or which become a nuisance, the parent will be required to pick up the item. The item will not be returned to the student. **HTLS shall not accept responsibility for personal property of any kind including toys, money, jewelry, etc.**

#### **DISCIPLINARY ACTIONS**

Although it is sincerely hoped that severe disciplinary actions will never need to be taken with a student, there are plans to address such situations. If a student repeatedly makes poor choices academically and/or behaviorally, other measures will be taken. These actions include, but are not limited to, the following:

- **Counseling/Evaluations**

If it is deemed necessary by HTLS (teachers and administrators), the student and/or parent may be asked by the school's representative to attend counseling sessions to modify unacceptable behaviors. The counseling may be done "in-house" with the church's pastor if appropriate or by an outside consultant that is mutually agreed upon by the school's representatives and the parent.

Psychological or psychiatric evaluations may also be requested by the school's representative should the situation be warranted. These would be done by an outside consultant that is mutually agreed upon by the school's representative and the parent.

- **Behavior Modification and/or Academic Contract**

This plan/contract is written by the classroom teacher and/or Principal. It lists specific behaviors to be corrected as well as specific goals and plans for improving the student's performance. An appropriate time limit for the child's age is specified. It may be signed by the student's parent, classroom teacher, the Principal, and/or the student. If the student does not comply with the contract, the parent is informed by the classroom teacher, Principal. If warranted, outside resources such as evaluations or counselors may be needed to assist the child, or the child's placement at Holy Trinity might be re-evaluated.

- **Suspensions**

Suspensions are issued by the Principal upon the recommendation of the classroom teacher. The reasons for the suspension are reviewed by the Chair of the School Board or another designated School Board Member.

- **In-School Suspension**

- The student is suspended from attending regular classes and all school activities for a period of time appropriate for the child's age (not to exceed 3 school days).
- The student, instead of attending his or her regular classes, is expected to work on class assignments in a work area designated by the Principal and/or teacher.

- **Out-of-School Suspension**

- The student is deprived of all the privileges of attending school for a period of time appropriate for the child's age (not to exceed 3 school days) by the Principal.
- The student is expected to work on class work and complete assignments while serving an out-of-school suspension.

- **Expulsion**

In very rare instances, it may become clear that a student will need to be removed from Holy Trinity Lutheran School on a permanent basis. This action is taken by the School Board upon the request of the Principal.

#### **DAMAGED SCHOOL OR CHURCH PROPERTY**

If a student damages any school or church property, the damaged item(s) must be repaired or replaced. The cost of such repairs or replacements may be passed along to the student's family.



### **ZERO TOLERANCE**

Holy Trinity is required to abide by Florida Statute 1006.13 which is called the “Zero Tolerance” policy for crime and victimization. Through this Statute, the faculty, staff, and School Board members have the right to examine and search any and all personal belongings of any student. If warranted, the student will be reported to law enforcement. Any harm or threat of harm to anyone at Holy Trinity will not be tolerated. If this policy is broken for any reason, the student who breaks the policy will automatically be expelled from Holy Trinity Lutheran School. Zero tolerance offenses apply to offenses that occur on school property, at any school function, or threaten or injure anyone associated with Holy Trinity Church and School. These offenses include: possession of any weaponry, explosives, or controlled substances; making a threat or false report; assault and battery/abuse of anyone associated with the school; sexual offenses; robbery; arson; kidnapping/false imprisonment; civil harassment/bullying; vandalism; and continuous disruptive behavior. Law enforcement will be notified in the case of any violations.



According to The American Academy of Pediatrics (AAP), excessive amounts of media can have negative effects on children ranging from attention issues to obesity. The AAP has written guidelines for parents and practitioners recommending no screen time for children under the age of two and less than two hours of screen time for children three and older per day. Our intention is to teach children to be well educated, well rounded, and devoted Christians that will go into the world and be able to compete with the best.

Given that most children will also have entertainment screen time outside of school and taking into consideration the recommendations of the AAP, Holy Trinity Lutheran School is adopting the following policy with regards to the use of technology at school. Children attending HTLS ages 2, 3, and 4 years old will not have direct computer skills lessons or computer time in the classroom, but their teachers will use educational technology to enhance their lessons. This may include but is not limited to showing specific information that is directly related to a teaching point and educational movies. In addition to what the teacher brings to her/his class to enhance a lesson, the elementary grade classes will have direct computer skills lessons and lessons on the computer to enhance learning in other subjects. This is not meant to exclude the use of media on cold or rainy days. Nor does it mean that other activities will always be replaced by showing a movie on those days.

### **SCHOOL COMPUTER USE GUIDELINES**

A student must use the computer as instructed by the teacher and follow the instructions given for careful use. The student is expected to be cooperative during the activity and treat all equipment with care. Since the use of computers is a privilege, inappropriate use may result in the temporary cancellation of those privileges. Students will be held responsible for their actions and activity while using technology at HTLS.



### **WHAT IS THE PTL?**

The PTL (Parent-Teacher League) is a partnership between the parents and teachers at Holy Trinity Lutheran School. This partnership plays a vital role in the success of Holy Trinity and the future of its children. Throughout the year the PTL will create opportunities for parents and teachers to become better acquainted. The PTL keeps an open line of communication flowing between the school and parents.

The PTL is a great organization that supports the school with fun activities, fellowship, parent presentations, and school

fundraisers. During the upcoming school year the PTL proudly hosts a multitude of events. These events include some of the following: Santa Shop, Easter event, a book fair, along with some fundraisers during the year to help the school.

There are 4 PTL meetings throughout the year. Upcoming events, opportunities for parents to be involved, and ways to support the school are covered. In addition, meetings may include informative topics from guest speakers that will help parents. Parents are able to earn Parent Volunteer Hours by attending the monthly meeting!

### **HOW DOES THE PTL WORK?**

The PTL has an executive committee that plans the schedule of events for the PTL during the school year. Committee chairs are needed to organize the details regarding programs and projects for the school year. All families will be asked to complete a form indicating their interest in helping with the various events throughout the school year. If you are interested in becoming part of the PTL team, please contact Jennifer McCoy them at [HTLSPTL@gmail.com](mailto:HTLSPTL@gmail.com) or ask the school office for details.

The PTL looks forward to a wonderful school year. With parents and teachers working together, Holy Trinity Lutheran School can continue to be a very special place for its children.



### **THIRD SOURCE FUNDING & FINANCIAL POLICIES**



Student tuition only covers a marginal amount of the overall expenditures for your student(s) to be educated at HTLS. Each student is funded in three ways:

- Many members of Holy Trinity Lutheran Church give of their time, tithes, and talents to insure well-maintained buildings and quality education for students.
- Tuition plays a role in the formula for successful Christian education.
- Fundraisers provide HTLS the ability to keep tuition costs as low as possible.

### **TUITION POLICIES**

- **Late Tuition Payments (all accounts are subject to late fees)**
  - Accounts 14 days past due will be charged a \$25 fee unless prior arrangements are made with the principal and/or business manager
  - Unless arrangements have been made with the office staff, accounts one month or more behind in payment will be turned over to the school board for action.
- **Returned checks** for any reason (i.e., insufficient funds) will incur a fee of \$35.
  - The **second returned** check will result in the account becoming a “cash only” account. All remittances will have to be in the form of cash or money order.
- **Payment Methods: payments may be made by cash, check or online payment**
  - All checks are to be made payable to Holy Trinity Lutheran School and/or HTLS.
  - Payments may be mailed to the school, delivered to the School Office, or placed in an envelope marked “Office” and sent via the child’s backpack.
  - Online payments may be set up by visiting [www.htlstampa.org](http://www.htlstampa.org)
- Families who register their child but do not enroll him/her may be financially obligated for the vacated position in the class. Release from this obligation can only be granted by the Holy Trinity Lutheran School Board.

### **FUNDRAISERS**

Fundraisers are one way for parents to provide Third Source Funding for Holy Trinity Lutheran School. Traditionally there is one large fund-raiser in the fall and another during the spring. Additional smaller fundraisers take place during the year. Families are strongly encouraged to financially support and participate in these Third Source Funding events. Information about fundraisers will come home through the backpacks on a timely basis.

### **DONATIONS**

All money given to HTLS that is not for school fees or charges are tax deductible as sanctioned by your accountant and the I.R.S. The donor will be given a donation letter from the school to use for tax purposes. Please retain a copy of your check as donations do not appear on your school statement.

### **PARENT PARTNERSHIP SERVICE HOURS POLICY**

We truly value the help and support of all of our families. In order to help HTLS continue to grow and be successful, we call on families to help throughout the year. *Please note that service hours are only required for families of Cubbies, Tiny Tigers VPK Lunch Bunch and Wrap-Around and Elementary students. VPK only families are voluntary*

- HTLS requires 12 Service Hours per household. (8 hours for single parent families)
- Any parent not fulfilling their required hours will be billed at the rate of \$15 per hour.
- Parents may choose to opt out of the Service Hour requirement by paying \$180 up front.
- All required Service Hours must be recorded in the Parent Service Hours log located in the School Office before the last day of school.
- Unfulfilled Service Hours will be invoiced accordingly.
- Any unpaid amount will be treated the same as unpaid tuition and are subject to above stated late fees.

### **REFERRAL PROGRAM**

For every family that places your name on their application and completes 2 month's attendance, you will receive \$100 off your tuition.