

2019-2020

Parent-Student Handbook

*The mission of Trinity Lutheran High School is to educate,
develop, and prepare Christian servants and leaders.*



Trinity Lutheran High School

*1 Trinity Way
Seymour, Indiana 47274
812-524-8547*

On the web: www.trinitycougars.com Email: info@trinitycougars.org

Accredited by:

**AdvancED Accreditation
National Lutheran School Accreditation
State of Indiana Department of Education**

2019-2020 School Year Calendar

August 4	Sunday	Opening Service
August 5	Monday	Teacher Meeting
August 6	Tuesday	New Student Orientation
August 7	Wednesday	First Day of Classes
August 21	Wednesday	School Pictures
September 2	Monday	Labor Day – NO SCHOOL
September 6	Friday	Mid-Term Reports Posted Online
September 18	Wednesday	School Picture Re-takes
October 11	Friday	First Quarter Ends (47 days)
October 16	Wednesday	Report Cards Available
October 17-18	Thurs.-Friday	Fall Break – NO SCHOOL
November 15	Friday	Mid-term Reports Posted Online
November 25-29	Monday – Friday	Thanksgiving Break – NO SCHOOL
December 18-19-20	Wednesday -- Friday	Semester Exams Second Quarter Ends (43 days)
December 23-January 3		Christmas Break – NO SCHOOL
January 6	Monday	School Resumes
January 8	Wednesday	Report Cards Available
February 7	Friday	Mid-Term Reports Posted Online
February 17	Monday	Presidents' Day – NO SCHOOL (Snow Make-up Day)
February 28	Friday	Auction Set-Up – NO SCHOOL
March 6	Friday	Third Quarter Ends (43 days)
March 13	Friday	Report Cards Available
March 16-20	Monday – Friday	Spring Break
April 9	Thursday	Mid-Term Reports Posted Online
April 10	Friday	Good Friday – NO SCHOOL (Snow Make-up)
April 13	Monday	Easter Monday – NO SCHOOL (Snow Make-up)
May 1	Friday	Prom – NO SCHOOL (Snow Make-Up Day)
May 6	Wednesday	Awards Convocation, 7:00 P.M.
May 20-21-22	Wednesday-Friday	Final Exams Fourth Quarter Ends (180)
May 23	Saturday	Baccalaureate/Graduation 10:00 A.M.
May 26-27	Tuesday-Wednesday	Teacher Meetings
May 29	Friday	Final Report Cards Mailed

In case of inclement weather, tune into WCSI (1010) or WZZB (1390) on your AM radio dial for school closing/delay announcements.



All to God's Glory!

*"...WHATEVER YOU DO, DO ALL TO THE GLORY OF GOD."
(1 Corinthians 10:31)*



TRINITY LUTHERAN HIGH SCHOOL PHILOSOPHY

INTRODUCTION

Trinity Lutheran High School is dedicated to the task of helping young people to grow in the Christian faith and in living that faith. To accomplish this mission, Trinity Lutheran High School involves its students in a thorough study of God's Word, worship activities, and service projects while also providing them with a broad range of academic studies and co-curricular activities in a Christ-centered environment.

As good stewards of God-given resources and talents, and as responsible ministers to the youth who have been placed in their care, the members of the South Central Lutheran Association for Secondary Education, together with the administration, teachers, and staff members, are vitally interested in the quality of all areas of the educational program offered at Trinity Lutheran High School.

The needs of the students are of primary concern in the high school ministry, and the TLHS Board of Directors holds that each student should have the opportunity to develop spiritually, intellectually, physically, socially, and vocationally through quality Christian secondary education programs.

STATEMENT OF PHILOSOPHY

Trinity Lutheran High School is a ministry of Christian education owned by an association of sixteen Lutheran Church-Missouri Synod congregations. It is operated in agreement and in compliance with the doctrine and practice of the Lutheran Church – Missouri Synod. Its educational program is based on the teachings of the Bible as the inerrant Word of God and the faithful exposition of those teachings as outlined in the Lutheran Confessions. This Apostolic Christian faith holds that:

- God is Triune – one eternal God existing in three separate and distinct persons: Father, Son, and Holy Spirit.
- Jesus Christ is God manifested in the flesh, born of a virgin, lived a sinless life, suffered and died on the cross for our sins, arose bodily from the dead, ascended into heaven, sits at the right hand of God, and will return visibly in power on the last day according to His Word.
- God created all things and maintains and rules His creation
- Man was created in God's image and, being descended from Adam, through original sin, is by birth totally blind, dead, and an enemy of God, and therefore unable to save himself.
- By God's grace alone and through faith, begun in us by the Holy Spirit, in the accomplished work of Jesus Christ on the cross, we are saved from eternal death.

The school is a part of the educational program provided by the Lutheran churches of south central Indiana. It builds on and continues what Christian homes and churches have begun through parental training and elementary Christian education. The school is a community in which God is praised and confessed, where students and teachers, empowered by God the Holy Spirit, together may live their lives for, and witness to, Jesus Christ as Lord and Savior. It gives emphasis to God's activity in every sphere of life and service to Him in all aspects of life.

The school offers its program to all students of the community and exceeds the standards required for accreditation by the State of Indiana, AdvancED, and the Lutheran Church – Missouri Synod. It provides a curriculum designed for college-bound students, as well as for the student entering the work force after high school. Each student is offered opportunities to develop spiritually, intellectually, physically, and socially, and will be given direction selecting career choices or vocations.

GOALS AND OBJECTIVES

Each student will be given opportunities and provided with learning experiences to develop in several dimensions:

Spiritual Development

- To study and understand the Word of God
- To share in a variety of group and individual worship experiences
- To grow through personal devotion and prayer
- To understand the responsibility in personally witnessing our faith to other people
- To be encouraged to increase his or her service to the body of Christ and to serve the church in local congregations
- To understand the Christian's duty toward and respond to opportunities for service to other people – to be concerned for and involved in helping those in need in the larger community

Intellectual Development

- To develop proficiency in communication skills: reading, writing, listening, speaking, and spelling
- To develop proficiency in the quantitative thinking skills: numeration, computation, mathematical analysis, and reasoning
- To grow in understanding in the areas of the life sciences, earth sciences, and physical sciences and to understand the scientific process
- To develop analytical skills related to both Scriptural and worldly values and to make appropriate decisions
- To be exposed to the aesthetic qualities of the environment, and be aware of and participate in the visual and performing arts
- To understand the processes of information storage and retrieval and the use of information technology as a tool in life

Physical Development

- To understand the processes of growth and maturation as well as the knowledge of the vital functions of the human body from conception through old age
- To understand and develop the practice of good health, hygiene, nutrition, and safety as well as the principles and practices necessary for a properly functioning body and mind
- To learn about healthy recreation through games and activities as well as the rules, techniques, and skills relating to individual and group games and activities

Social Development

- To study and develop appropriate interpersonal relationships in the family, school, and community
- To understand the conservation of resources of society and the physical resources of the earth
- To develop awareness and respect for persons of different racial, religious, ethnic, and socio-economic backgrounds
- To develop understanding regarding participation in civic affairs, in the development, enactment, and enforcement of laws, and the creation and functioning of governing agencies
- To develop self-selected areas of interest that provide for non-vocational use of time
- To grow in self-acceptance, appreciation, and worth as a redeemed child of God
- To study the personal and social significance of work and have the opportunity to develop and expand occupational awareness and aspiration
- To evaluate personal interests, aptitudes, abilities and needs relating to various occupations and to move toward the selection of an occupational interest area

TRINITY LUTHERAN HIGH SCHOOL 2019-2020 FACULTY & STAFF

2019-2020 Faculty/Staff

- Mr. Clayton Darlage Principal
- Mr. Michael McBride Assistant Principal – Outreach and Admissions Director –
Interim Athletic Director - Varsity Boys Basketball Coach

- Mrs. Marianne Wischmeier Director of Curriculum and Instruction
- Mr. David Probst Director of Development
- Mrs. Carrie Adler Art
- Mr. John Anderson Social Studies
- Mrs. Sarah Bumbleburg Special Education Coordinator/Resource Teacher
- Mr. Aaron Ginsberg Athletics Secretary
- Pastor Joshua Haugen Theology
- Miss Rebecca Helmer English, Social Studies
- Mrs. Angie Kerkhof Financial Administrator
- Mrs. Heidi Lawrence Development/Admissions Assistant
- Ms. Jayme Lowe English, ELL, Drama
- Mrs. Lori Moses School Counselor/Testing Coordinator
- Mrs. Kathy Overgaard Administrative Assistant
- Mr. Scott Seavers Personal Finance ToR
- Mrs. Leah Schneider Music
- Mr. Bryan Schroer Agriculture, FFA
- Mr. Barry Stuckwisch Maintenance
- Mrs. Jackie Stuckwisch Mathematics
- Mr. Caleb Tormoehlen Weights
- Miss Lindsey Trah Spanish, Student Government
- Mr. Brent Veach Science
- Mr. Justin Vorthmann Mathematics, PLTW
- Mrs. Rachael Ward Health and P.E. ToR



Policies and Procedures

NON-DISCRIMINATION POLICY

Trinity Lutheran High School will not discriminate on the basis of race, color, sex, national, or ethnic origin in the administration of its educational policies, admission policies, and athletic and other school-administered programs, and guarantees to all the rights, privileges, programs and activities generally accorded or made available to students at the school. Trinity Lutheran High School will not discriminate on the basis of race, color, sex, or national or ethnic origin in the employment of the administrative, teaching, or custodial staffs necessary for the operation of the school.

ANTI-HARASSMENT POLICY

Trinity Lutheran High School will not tolerate any form of harassment, whether it is based on race, age, gender, religion, disability, or national origin. Students, their parents, and employees of Trinity Lutheran High School may not engage in conduct toward any other students, parents, or employee that tends to degrade or harass them. Good judgment in this regard is expected at all times.

SEXUAL HARASSMENT POLICY

Trinity Lutheran High School is committed to maintaining a learning environment that is free from all forms of sexual harassment and in which all employees and students can work and study together comfortably and productively. Trinity Lutheran High School prohibits and will not condone, permit, or tolerate any form of sexual harassment. It shall be a violation of this policy for any student or employee of Trinity Lutheran High School to harass a student or an employee through conduct or communication of a sexual nature as defined by this policy. The administration of Trinity Lutheran High School will act to investigate all complaints, formal or informal, verbal or written, of sexual harassment and will discipline any student or employee who harasses any student or employee of Trinity Lutheran High School.

Sexual harassment may include:

- Sexually graphic or degrading comments about student or employee appearance, dress, or anatomy
- The display of graphic sexually suggestive objects or pictures
- Dirty jokes and offensive gestures
- Any uninvited or unwelcome physical contact or touching, such as patting, pinching, or hugging

Students who have complaints of sexual harassment from other students should report such conduct to their teacher (or principal). The teacher will then file a report with the principal.

Students who have complaints of sexual harassment from teachers or other employees should report such conduct directly to the principal.

Students who have complaints of sexual harassment from the principal should report such conduct to the president of the Board of Directors of the South Central Lutheran Association for Secondary Education, Inc. In all cases, a thorough investigation will be conducted to determine if sexual harassment has occurred. Where investigation confirms allegations, appropriate corrective action will be taken, up to and including expulsion or termination.

ANTI-BULLYING POLICY

Trinity Lutheran High School believes in educating the whole child - spiritually, academically, physically, emotionally and socially. Trinity Lutheran High School (TLHS) also strives to create a positive Christ-centered learning environment, one in which each student is healthy, safe, engaged, supported, and challenged. Therefore, TLHS will not tolerate any form of bullying, intimidation or harassment of any person at TLHS relating to the person's sex, race, color, religion, gender, age, disability, or any other physical, social, spiritual, emotional distinguishing characteristic.

It is the responsibility of all members of the Trinity Lutheran High School community, (administrators, faculty, staff, coaches, volunteers, parents, students, etc.), to build a positive Christ-centered environment and to refuse to tolerate bullying, intimidation or harassment. Rather, all members of the TLHS community are to treat each other with respect and accept one another as equals in the sight of God in the spirit of Christian love. Bullying has no place at TLHS and is inconsistent with the expectations of student conduct, which holds TLHS students to a higher standard.

When is it conflict and when is it bullying?

There is a difference between a conflict and an incident of bullying. The two vary in terms of the balance of power that exists among the parties involved. They also differ in terms of what motivates the aggressor.

Conflict

Conflict is characterized by a mutually competitive or opposing action or engagement. Bullying is typically one-sided, with the power resting more heavily on the side of the aggressor. Conflict can include any disagreements, arguments or fights between two people or two or more groups of people. Things may escalate in conflict to include physicality or name-calling.

Bullying

1. Bullying means aggressive behaviors that involve unwanted negative actions that are repeated over time and involve an imbalance of power.
2. As defined by IC 20-33-8-.2, bullying means overt, unwanted, repeated acts or gestures, including verbal or written communications or images transmitted in any manner (including digitally or electronically), physical acts committed, aggression, or any other behaviors, that are committed by a student or group of students against another student with the intent to harass, ridicule, humiliate, intimidate, or harm the targeted student and create for the targeted student an objectively hostile school environment that:
 - a. Places the targeted student in reasonable fear of harm to the targeted student's person or property;
 - b. Has a substantially detrimental effect on the targeted student's physical or mental health;
 - c. Has the effect of substantially interfering with the targeted student's academic performance; or
 - d. Has the effect of substantially interfering with the targeted student's ability to participate in or benefit from the services, activities, and privileges provided by the school.
3. Bullying behavior must be identified using all of the components of the definition in HEA 1423:
 - a. Repeated behavior
 - b. Intention to cause harm
 - c. Creation of "objectively hostile learning environment" (Imbalance of Power) 24

All members of the TLHS family are responsible for addressing bullying behaviors regardless of where they occur, in-school or out of school by reporting the bullying behavior to the Principal, Assistant Principal, or Guidance Counselor. A student or parent who believes a student has been bullied according to the above definition should report the bullying behavior. No action will be taken against the individual reporting the bullying behavior. Reports of bullying may be made anonymously.

Trinity Lutheran High School will respect the confidentiality of the reporting individual and the individual(s) about whom the report is being made to the greatest extent possible consistent with the Lutheran High School's legal obligations and necessity to investigate alleged bullying behavior. After receiving a report of bullying, the administration will conduct an expedited investigation of the alleged bullying incident. The results of the investigation will be communicated to the individual reporting the bullying incident.

If the incident is in fact found to be bullying behavior, care and support for the targeted student will be provided. Appropriate disciplinary action will be taken and bullying education for the bully will be provided. Disciplinary action may include but is not limited to documentation, probation, detention, suspension and/or dismissal. All disciplinary actions are subject to the discretion of the Principal or his designee.

Teachers, school staff, administrators, or any employee of Trinity Lutheran High School who do not report or fail to initiate or conduct an investigation into a bullying incident are subject to disciplinary action. Individuals who falsely report a bullying incident are subject to disciplinary action.

SECLUSION AND RESTRAINT POLICY

Trinity Lutheran High School believes a safe and healthy environment should be provided in which all students can learn, develop, and participate in instructional programs that promote high levels of academic achievement. As of July, 2014, state law requires all accredited schools to implement a seclusion and restraint plan. The purpose of the plan is to insure that all students and staff are safe in school, and that students who may have a behavior crisis are free from inappropriate use of seclusion or restraint. All behavioral interventions must ensure students are treated with dignity and respect. Seclusion or restraint shall not be used as routine school safety measures; that is, they shall not be implemented except in situations where a student's behavior or action poses imminent danger of physical harm to self or others. Any use of either seclusion or restraint shall be supervised, short in duration and used only for the purposes of de-escalating the behavior. A full copy of the seclusion and restraint plan is available upon request.

TUITION POLICY

Enrollment at Trinity Lutheran High School includes the parental obligation of making regular tuition payments. A tuition payment agreement form will be mailed out each year in June which will present various payment options. Prior to the stated deadline, a family must select an option and return the payment agreement to the office. The selected payment plan will then be provided to the Tuition Payment Committee (TPC) which will track tuition payments throughout the year. This form must be received prior to admittance on the first day of school. If a family needs to adjust the payment plan during the year due to a change in finances, the family must contact the TPC to work out a new agreement. Immediate communication is essential. If no contact is made, the TPC will assess a \$25 late fee for the missed payment (or in the case of insufficient funds). If the account reaches 60 days past due, the student(s) will be withdrawn from Trinity. Seniors will not participate in commencement unless all financial obligations (tuition, fees, fines) are met or are current with the families Tuition Payment Agreement.

ACADEMIC GRADING

The grading system at Trinity Lutheran High School promotes Christian stewardship by both teachers and pupils. Our grading system will establish high standards for both the academically gifted and the average student and will strive to accurately report student achievement and skill.

A grade at Trinity Lutheran High School is a professional judgment by a teacher of a student's progress and represents an evaluation of the following two factors:

1. Achievement: meeting the requirements of the course on the basis of God-given talents. This means satisfactorily completing all assignments, satisfactorily passing tests, and participating in class discussions as required.
2. Christian stewardship in work habits: This means using assigned time for study, bringing required texts and necessary work materials to class, keeping work well organized, paying attention to instructions by the teacher or presentations by classmates, doing independent work, spending sufficient time on homework, and completing assignments on time.

Grades are earned according to the percentages listed below:

A	= 93-100	4.00	C	= 73-76	2.00
A-	= 90-92	3.67	C-	= 70-72	1.67
B+	= 87-89	3.33	D+	= 67-69	1.33
B	= 83-86	3.00	D	= 63-66	1.00
B-	= 80-82	2.67	D-	= 60-62	.67
C+	= 77-79	2.33	F	= 59	0

High Honors: 3.67-4.00 G.P.A.

Honors: 3.33-3.66 G.P.A.

ACADEMIC POLICY, PROMOTION, AND SUMMER SCHOOL

Trinity Lutheran High School expects students to be diligent in their academic progress in preparation for their college or occupational career. Students who do not exhibit a conscious effort to achieve at their God-given level of ability, or who do not show sufficient academic progress, may indicate that their educational needs be better addressed at another institution.

Students are promoted on the following basis:

- All courses are completed successfully with passing grades (60% or better).
- Any failures must be made up in summer school or through re-scheduling if possible. If more than two courses are not successfully completed and the student is allowed to return to Trinity, he/she will be designated in the next grade but may not graduate with his or her class. No student will be designated as a *Senior* unless he/she can take enough courses to obtain a diploma at the end of that school year.

- Students may not retain their status in a grade level for the sole purpose of improving his or her ability to participate in extracurricular athletics.

Students are re-enrolled on the following basis:

- Successful completion of all courses with passing grades (60% or better) or a school-approved plan to make up such deficiencies.
- Consistent display of appropriate Christian behavior.

ACADEMIC INTEGRITY

In a Christian community the expectation is that cheating does not occur. Trinity Lutheran High School defines cheating in the following ways:

- Copying homework, test, and/or quiz answers from others
- Plagiarism, defined as “the taking of ideas and passing them off as one’s own.” For example, cutting and pasting from other documents and claiming the materials as your own, handing in work to be graded that is not the result of your own effort, or copying reports from the encyclopedia or a website without acknowledgement.
- Using inappropriate materials or devices during quizzes and/or tests
- Allowing family members or friends to complete projects
- Purchasing or obtaining materials already submitted and returned (texts, quizzes, etc.)
- Selling or providing old tests and term papers to other students
- Passing answers to other students upon request

All students who take part in academic dishonesty will be suspended from school.

AWARDS

Trinity Lutheran High School students are recognized for various achievements while at Trinity. The honors convocation held in the spring aims to honor all awards received throughout the year in the academic, fine arts, and curricular areas. Student athletes are also honored at the athletic awards nights, held once per season.

COLLEGE ENTRANCE REQUIREMENTS

College requirements vary depending upon the type of school, the type of majors offered, and the competitive nature of the college. Most competitive four-year colleges require the following minimum credits in these specific areas:

English	8 credits	(Including one composition, one American Literature, one British Literature)
Social Studies	6 credits	(Including US History and American Government)
Math	6 credits	(Algebra I, Geometry, Algebra II)
Science	6 credits	(Including two lab courses)
Foreign Language	4-8 credits	(Two years of the same language)

DROPPING A COURSE

A student may drop a semester course within two weeks of the first day of the semester without it appearing on his or her transcript. New courses cannot be added or substituted after two weeks of a semester have elapsed. Schedule change requests must be presented to the school counselor and must have principal and parent approval. Students may not audit classes.

FINALS

All courses at Trinity Lutheran High School require a final examination, final project, or culminating activity to pull together the material learned throughout the semester. Exam schedules will be posted two weeks prior to the scheduled exam dates. The dress code remains in force during final examinations.

GRADUATION REQUIREMENTS

Diplomas Offered by Trinity Lutheran High School

Core 40 Diploma

48 Credits minimum in the following areas:

Theology: 8 Credits

English/Language Arts: 8 Credits

Mathematics: 6 Credits (Algebra 1, Geometry, Algebra 2)

Science: 6 Credits (Biology and Chemistry or Physics, plus one other)

Social Studies: 6 Credits (U.S. History, U.S. Gov't (1), Economics (1), World History or Geography)

Directed Electives: 5 Credits (World Languages, Fine Arts, Career/Technical)

Physical Education: 2 Credits

Health and Wellness: 1 Credit

Electives: 6 Credits

Academic Honors Diploma

The student must:

- ✓ Complete all requirements for the Core 40
- ✓ Earn 2 additional mathematics credits in Pre-Calculus
- ✓ Earn 6-8 world language credits (three years in the same language, or two years each in two languages)
- ✓ Earn 2 fine arts credits
- ✓ Maintain a grade of "C" (70%) or better in courses that count toward the diploma
- ✓ Maintain a grade point average of "B" (3.0 g.p.a.) or better

In addition, complete **one** of the following:

- Complete two AP Courses (4 Credits) and take the corresponding AP exams (no particular score needed)
- Complete dual high school/college credit courses from the Core Transfer Library (6 transferable college credits)
- Earn a combined score of 1750 or higher on the SAT and a minimum of 530 on each section of the test
- Earn a 26 or higher composite on the ACT and take the written section
- Complete a combination of one AP course (2 credits) and corresponding AP exam and dual high school/college credit course(s) (3 transferable college credits)

HOMEWORK POLICY

An important indicator of academic success is student attitude and approach to homework assignments. It is expected that every student fully complete each written and reading homework assignment. Incomplete assignments will be posted on RenWeb and an email will automatically be sent to the parent. Students who demonstrate a consistent lack of preparation for class will be subject to disciplinary action, including detention, suspension, and possible expulsion.

HONOR ROLLS

The honor rolls are computed at the end of each marking period using quarter grades for quarters one and three, and semester grades for quarters two and four. For both levels of honor roll, no grade shall be below 73% (C). The following two levels of honor will be awarded: High Honors: 3.67-4.00 G.P.A.; Honors: 3.33-3.66 G.P.A. for the quarter

MID-TERM REPORTS

Mid-term reports will be announced one week prior to their posting on the internet. Mid-term reports will not be mailed home, but will be emailed and made accessible through RenWeb. These reports are informational for the parent and student and do not go on any permanent record.

REPORT CARDS

Report cards are mailed four times during the school year. Final grades for the semester will be determined by using the two quarter grades and the semester exam grade. The semester grade is calculated by multiplying each quarter percent times two, then adding the results to the final exam percent, and dividing the total by five. Each teacher will determine the grading system that is appropriate for his or her particular discipline and will share the grading system with the student at the beginning of the semester.

STANDARDIZED TESTING PROGRAM

Trinity Lutheran High School administers all required state assessments. The Indiana Department of Education has indicated that the following assessments will be given this school year:

The ISTEP+ Grade 10 is given to all sophomores in the areas of Math and English. This exam is a graduation requirement for the class of 2019, 2020, and 2021. It may be the requirement for 2022, we are waiting for final decisions. The Biology portion is given to all students taking Biology or by the end of their sophomore year, whichever is first, in order to meet the federal requirements of the Every Student Succeeds Act.

ISTAR is an IDOE exam that is offered as an alternate to the ISTEP+. It is intended for some students who are on a certificate of completion track rather than a diploma track.

Students in the tenth and eleventh grade must take the Pre-Scholastic Aptitude Test/National Merit Scholar Qualifying Test (PSAT/NMSQT) to assist in preparing students for their college placement tests. This test is optional for freshman, and is administered at Trinity in October. Juniors who wish to compete in the NMSQT scholarship program must take this test their junior year.

Students who are completing dual credit courses offered at Trinity are required to meet certain pre-requisite test scores (either through the PSAT, SAT, ACT, or an Accuplacer exam) in order to receive the dual credit. These Accuplacer tests are administered in the fall.

Students in grades eleven and twelve are encouraged to take the Scholastic Aptitude Test (SAT) and/or the American College Test (ACT) college entrance exams. These are administered outside of Trinity, though we are working to offer an SAT testing date at Trinity in the spring. It is recommended that students take one or both before the end of their junior year.

The English Language Proficiency Assessment (WIDA) is given annually to students who speak a primary language other than English. The exam is given each year until proficiency is achieved.

STUDENT/PARENT/TEACHER CONFERENCES

Student/Parent/Teacher Conferences are held once a year in the fall. The conference should be viewed as a time for parents to meet with the teachers in order to discuss the progress of the students. Parents and/or teachers may request conferences anytime throughout the year.

VALEDICTORIAN & SALUTATORIAN

Only those students who are scheduled to receive an academic honors diploma and who have been in attendance at Trinity Lutheran High School for their entire junior and senior year will be eligible to be named class valedictorian or salutatorian. The valedictorian and salutatorian will be announced at the close of the third quarter of the senior year. The seventh semester cumulative grade point average will be the primary criterion, but the selection may also include consideration of the grades from the third quarter of the senior year if there is a significant change in G.P.A. Students may not retake classes previously taken for the purpose of qualifying for valedictorian or salutatorian.

Discipline

CHRISTIAN DISCIPLINE

Trinity Lutheran High School is a specific community within the Body of Christ and is bound by the Word of God in all things. The rules and regulations of the school are to be considered either as extensions of the Law of God or as codes of conduct that enable the TLHS community to do *all things decently and in order*.

The Scriptures describe persons as being incapable of perfect obedience to any set of laws. Therefore, the Trinity Lutheran High School community will also find itself confronting the problems caused by the sins and offenses of sinful people.

Unfortunately, there are those who do not respond with repentance and who maintain an attitude of rebellion. For such, God has offered His people the guidelines presented in Matthew, chapter 18. These guidelines for Christian discipline emphasize the need for repentance, honest sorrow over the offense, and a sincere desire to change. Repeated failure to respond with repentance results in the removal of the individual from the community of believers. Such a removal of the individual is an act of love in as much as it states that the community has exhausted its resources in attempting to lead the person to repentance and now removes the individual in order to show him or her that unrepentant life has already separated him or her from God and fellow believers.

One of the unique features of Christian discipline is that it does not force or coerce correct behavior by the use of power. Christian discipline aims at a change in the individual's heart so that he/she will no longer desire to engage in improper behavior.

We trust that each of our students desires to grow in the area of Christian self-discipline. It is our desire and intent to assist each student. We shall work with student until the student indicates that he/she either does not desire that help or is incapable of living within such a self-disciplined community. At that point Trinity would ask the student to seek enrollment at another school.

DISCIPLINARY ACTION

Disciplinary measure will be taken when student behavior warrants such action. Parents will be notified via phone, email, or a referral form carried home by the student when contact is warranted.

Contact will take place at the discretion of the principal or when requested by the parent. It should be noted that the parents will be contacted each time a student is to be suspended from school, leaves school property without permission, or cuts school. Cutting or leaving class without permission may warrant disciplinary action, including suspension.

Should a student continue to exhibit inappropriate behaviors even after detentions have been issued, the student may be issued a suspension.

It should be noted that certain behaviors may warrant immediate action (i.e. detention, suspension, or expulsion). These cases will be handled at the discretion of the principal in consultation with the appropriate teacher.

Continued negative behavior can result in probation, suspension, expulsion, or denial of re-enrollment.

DETENTIONS

Detentions are issued when the classroom teacher or principal feels it would aid in positively modifying the behavior of a student. Detentions are served from 7:30-8:20 A.M. or 3:40-4:30 P.M. within one week following the issue. **Detentions take precedence over jobs, athletics, or any other after school activity.** Students who do not serve their scheduled detention will receive an additional detention and possible suspension.

SUSPENSION FROM SCHOOL

Suspensions remove a student from before and after school activities on the day suspended. The principal will decide if the suspension is to be served in school. A suspension converts to an unexcused absence for each class period missed. Therefore, a zero will be given on homework or quizzes due that period. The following carry automatic suspension from school for a period of time to be decided by the principal:

- Fighting – In the judgment of the teacher, physical contact was made with another student out of anger
- Stealing
- Use of tobacco on or around the school grounds
- Cheating

EXPULSION

Students exhibiting the following behavior subject themselves to possible expulsion:

- Using, possessing, selling, or being under the influence of any illegal drug (including alcoholic beverages) on campus or during a school function or activity
- Any severe negative behavior, including harassment, disrespect of authority, and failure to respond to the disciplinary structure
- Failure to maintain acceptable academic progress

GENERAL SCHOOL RULES

School rules are in effect whenever the student is on campus or participating in a school event.

AREAS

There are certain areas of the campus that are off limits to students during the school day except when given specific permission by a teacher or office staff. These areas include the parking lot, the exterior of the school building, the teacher workroom, the gymnasium, the locker rooms, and any other area not directly supervised during the school day.

CELL PHONES & OTHER ELECTRONIC COMMUNICATION DEVICES

Handheld Electronic Communication Devices (ECD) includes cell phones, smart watches, tablets, cameras, etc. While the many capabilities of these devices have made life easier in some ways, the use of these devices during the school day by students is often the source of disruptions to a positive Christ-centered learning environment. In cases of an emergency, phone calls can be made through the main office.

- These devices may not be on the person, (kept student's locker, car, or book bag/backpack during the school day (8:30 am - 3:30 pm - including lunch) and must be on SILENT mode. Students may only use their devices before and after school, during passing periods, or if they have been given specific permission from the principal or his

designee. If a student is using a device outside of the permitted times, the device will be confiscated and taken to the Main Office.

- Students are prohibited from using ECDs to capture, record or transmit the words (audio) and/or images (pictures/video) of any student, staff member or other person in the school or while attending a school-related activity, without expressed prior notice and explicit consent for the capture, recording or transmission of such words or images. Using an ECD to take or transmit audio and/or pictures/video of an individual without his/her consent is considered an invasion of privacy and is not permitted, unless authorized by the building principal. Acceptable use of ECD during permitted time frames is limited to text communication only.
- Use of cellular telephones and other ECDs that contain built-in cameras is prohibited in locker rooms and bathrooms.
- Students are prohibited from using ECDs to capture, record or transmit the words (audio) and/or images (pictures/video) of any person violating the rules, regulations, or policies of this handbook.
- A school administrator may search confiscated devices if there is reasonable suspicion of inappropriate use.
- Confiscated devices will be secured in the Main Office for pick-up at the end of the day. Identification is needed for pick-up. While every effort is made to safeguard confiscated items, Trinity Lutheran High School and/or Trinity Lutheran High School staff and faculty are not responsible for stolen, misplaced, or damaged confiscated devices.
- Violations:
 - 1st offense:** Detention, device picked up by parent or guardian.
 - 2nd offense:** Detention, device picked up by a parent or guardian.
 - Additional offenses:** In-School Suspension, device picked up by a parent or guardian, loss of privilege to use ECD during permitted time.

Further, chronic misuse of ECD can lead to further disciplinary action and loss of privilege to have the ECD in the school building.

Headphones/Earbuds

To protect the educational environment, the use of headphones/earbuds during the school day is prohibited unless given permission for academic purposes.

DRESS CODE GUIDELINES

Student appearance, as well as behavior, reflects the Christian values taught at Trinity Lutheran High School and is a special part of the Cougars' tradition. Trinity encourages a traditional and conservative style of clothing for its students. Student appearance should always reflect modesty, neatness, and cleanliness. It also should be appropriate for the learning environment desired in an academic setting. Trinity reserves the right to make decisions regarding appropriate dress and hairstyles. ***If an item of clothing is questionable – kindly refrain from wearing it.*** Final decisions about acceptability will be made by the principal or his designee.

The dress guidelines are in effect whenever a student is on campus. Students may not change out of approved attire after school unless they are participating in a school-sponsored activity that allows other dress, which should still reflect our Christian values and teachings.

Standard Dress

- Students may not wear clothing or accessories promoting, advertising, or suggestive of alcohol, tobacco, drugs, profanity, or anything deemed in opposition to Christian values.
- All tops must have sleeves, must have an appropriate neckline, and may not expose the mid-section.

- Pants, shorts, skirts, and dresses should provide appropriate coverage and not be distracting or indecent. Skirts and dresses should be modest in length (e.g. approach the top of the knee). Clothing that reveals underwear, is cutoff, or is worn inappropriately is not permitted.
- Yoga pants, leggings, and the like are permitted if accompanied by an appropriate top.
- Outerwear designed to be worn outdoors (i.e. hats, gloves, jackets, etc.) is not to be worn in the school building, and sweatshirts are to be worn as intended.
- According to Indiana state law, footwear must be worn at all times.
- Hairstyles should reflect moderation and careful grooming. Hair should be in a style and color that does not bring undue attention to oneself.
- Apparel and accessories should be inoffensive to our Christian standards. Tattoos are to be covered, and jewelry should include only earrings, watches, bracelets, and necklaces.
- For all physical education classes, including weightlifting, modest clothing is necessary. Students may not wear shirts with torn sleeves or open sides, and athletic shorts must not be revealing.

Chapel Dress

- Young men shall wear a dress shirt (tucked in) and tie and dress trousers with appropriate footwear to complement this more formal dress day.
- Young women shall wear dresses, dress slacks, or skirt and blouse with appropriate accessories to complement this more formal dress day.

Dress Code Violations

It is the responsibility of every parent and student to be familiar with the dress guidelines. Students who are not properly attired may be asked to correct the violation and could miss valuable instructional time. Students who habitually break the dress code will be referred to the principal for further disciplinary action if previous measures do not correct the behavior.

BOOKS

Students are encouraged to keep paper book covers on school owned textbooks. ***Please be aware that fabric and spandex book covers may damage larger books and should not be used.*** Teachers will assess fines for abused or missing books. Fines must be paid before report cards are issued.

COMPUTER LAB

The presence of a computer network at Trinity provides a virtually unlimited supply of resources and information to the school community, but it also places a great deal of responsibility on all users. All TLHS policies, particularly those pertaining to dishonesty and harassment, apply to all uses of computers and related technologies. No student or teacher may use Trinity's computers without first signing the school's acceptable use policy.

Ethical, legal, and Christian standards that apply to information technology resources are derived directly from our relationship with God and to others through Him. Any user must adhere to the same code of conduct that governs all other aspects of behavior within the Trinity community. All users of information technology resources will be expected to communicate in a responsible, polite, and Christ-centered manner.

Students may use the computer lab or laptop when they have teacher permission and are supervised by a TLHS staff member. Students may use the computers for the purpose of completing assignments, doing resource work, or supplementing classroom lessons. No food or drinks are allowed in the library or computer lab.

CUTTING CLASSES

Cutting class is defined as an unexcused departure from the school schedule and warrants immediate disciplinary action. Students are discouraged from leaving class except in emergencies. Any student who receives permission to be in another part of the campus during class hours must be there with permission from a teacher.

EATING AND DRINKING IN CLASS OR SCHOOL BUILDING

Eating and drinking in class or the hallways is not permitted. Eating and drinking is permitted in the lunchroom during school and in designated areas on the grounds during assigned lunch periods. The principal, upon request from a teacher, may approve exceptions. Open drinks and food containers are not to be placed in lockers. Plain water (not sparkling water or “enhanced” water) may be consumed in class if the teacher gives permission and it does not become a distraction. **Energy drinks (Red Bull, Monster, etc.) are not permitted** for use by the students on campus at any time.

LUNCHROOM

The cleanliness and good order of this area are the responsibility of each individual student. Conversational tones are to be used. Students assigned to lunchroom duty are to help clean up after each lunch period under the direction of the school custodian.

Juniors and seniors will be able to sit outside on the picnic tables if they choose. This is a privilege, not a right, and can be taken away for failure to cooperate with a few simple rules:

- As is the case in the lunchroom, a student who wants to leave – to go to the office, a locker, or the bathroom, for example – needs teacher permission. The parking lot remains off limits.
- The tables, walkway, and grass are to be kept clean. If trash left behind becomes a recurring problem, the privilege may be taken away for a period of time.
- Other than to use the microwaves or drink and snack machines, students who choose to eat outside should remain outside. If a student comes inside for reasons other than using the machines or talking to a teacher, he or she should plan to remain in the lunchroom for the duration of the lunch period.
- Students sitting outside need to return to the lunchroom for closing prayer and clean up duty.
- The tables should not be moved.

PUBLIC COURTING

The public display of affection is a practice that makes some people uncomfortable and, as a matter of mutual respect, couples need to refrain from such activity. As a practical measurement of affection, holding hands and any other contact beyond that is considered inappropriate in the school environment.

SKATEBOARDS, ROLLER SKATES, ETC.

Skateboards, roller skates, roller blades, skate shoes, etc., are not permitted on campus.

SOCIALS AND DANCES

- Students and their dates must dress in an appropriate fashion.
- Students may only bring one person to the dance. He/she must be of the opposite gender.
- All coats and purses must be checked in. If a student needs something from her purse, she must remove it in front of the chaperone and return it as soon as she is finished with it.
- Students must remain once they enter a social activity. If students leave the activity, they must also leave the grounds and may not return.
- There is to be no loitering in cars or returning to cars during the dance.
- All tobacco and illegal drugs (including alcohol) policies are in effect for all school events. Should students choose to participate in such activities, parents will be called immediately to come for the student, and a suspension or expulsion will be pursued for all students involved.

- There is a two-strike policy for inappropriate dancing. Students will be asked to stop the first time. If they have to be spoken to again, they will be asked to leave.
- Rules are printed on the tickets and apply to Trinity students and their dates. By purchasing a ticket, the students agree to comply with these rules.

STUDENT SUBSTANCE ABUSE AGREEMENT

• Any student who intentionally or willingly violates this policy by selling, giving, possessing, using or being under the influence of illicit drugs, narcotics, or alcohol in or on school property or while attending any school function may be (1) expelled from school and (2) reported to the appropriate law enforcement agency for possible legal action.

USE OF TOBACCO and SMOKING

Students and visitors are NOT permitted to use tobacco on the campus of Trinity Lutheran High School before, during, or at afterschool activities. Tobacco in any form is not permitted on school grounds. Students are not permitted to use tobacco at any school-sponsored function or any other time when the student is being associated with Trinity Lutheran High School. Use of tobacco will result in suspension from school. Tobacco products, e-cigarettes, vaping devices, juuls and or other smoking materials and devices are not to be brought into the school building at any time and are NOT to be visible in cars parked on campus.

- Suspension may be the result of any infraction.

Attendance Policy

All students are expected to be in attendance every day that school is in session and to be on time to all classes. If a student is too ill to attend classes, **the parent must call the school prior to 9:00 A.M. or it will be marked unexcused.** In order to effectively partner with parents in accounting for our students, a phone call from the student will not satisfy this request. **Every effort should be made by the student and family to avoid every absence.**

Credit for each class is issued on a semester basis, in agreement with the following policy:

- Students will not receive credit for a class if they are absent more than 9 periods of that class during the semester for any reason. This chronic absenteeism includes all doctor appointments, functions out of school, and absences due to sickness or family vacations. Absences due to school-sponsored events and college visits (three or less) will not be recorded as an absence. These may include early athletic dismissals, field trips, or service and recruitment opportunities approved by the principal.
- Notification of a planned absence by a parent is needed and appreciated, but it does not provide an exemption to this policy. However, in the case of habitual truancy, defined by the state as 10 unexcused absences in a school year, the school must report the child to the department of child services.
- If a student arrives more than 15 minutes late to a class period, it will be recorded as an absence for that period. Students arriving less than 15 minutes late to any class period for any reason without a pass from a teacher will receive a tardy.

If a student is recorded absent for a class period during a semester more than seven (7) times, notification will be given to the student and emailed to the parent(s) concerning the policy and the potential loss of credit for the semester.

If the student exceeds the limit of nine (9) absences of a particular class within a semester, the parent(s) must file an appeal to the attendance committee within one week of notification or credit will not be granted. Parents must have documentation of any significant health issues or other unavoidable obstacles for the absences for their son/daughter. The committee will meet with the parent(s) following the appeal, and will issue a ruling within one week. Any additional absences following the appeal and ruling will likely result in immediate loss of credit for the semester.

Any student who is absent for more than three class periods may not participate in co-curricular activities that same day, unless the principal makes an exception after receiving an authorized doctor's note, or proof of the necessity of the absence.

If a student misses more than one day, homework requests can be made. A student whose absence is unexcused may be given a failing grade of zero for any assignment, project, test, etc. due that day. ***Parental permission for a student to be absent does not necessarily constitute an excused absence.*** Requests for non-emergency excused absences should be made to the office at least three school days in advance.

Appointments with doctors and dentists should be made outside of school hours. In the event that this becomes impossible and an appointment is scheduled during the day, the student/parent should inform the administrative assistant of the absence prior to the appointment and the student must return with a signed doctor's note or pass. This absence will still be counted toward the total. Trinity Lutheran High School reserves the right to determine any exceptions to the above stated Attendance Policy.

TARDIES

Any student who is late to school must report to the office immediately upon arrival to receive a time-stamped pass. Students must present this pass to their first hour teacher to enter the classroom. Students who arrive more than 15 minutes late to the office will receive a pass but will be marked absent for that period. This absence will count against the limit of eight (8) per semester.

Students are expected to arrive on time to every class period of the day. Since understandable situations may cause a student to be late, students are permitted four tardies per semester before a detention is issued.

Should a student receive four (4) tardies during a semester, he or she will receive a one-hour detention. An additional detention will be issued for every additional tardy until the end of the semester. If a student receives eight (8) tardies in a semester, an in-school suspension will be given.

Trinity Lutheran High School reserves the right to determine any exceptions to the above stated Attendance Policy.

PREGNANCY AND STUDENT PARENT(S) POLICY

In the spirit of Christian love and in accordance with God's call to serve one another, students who are pregnant, have become pregnant, or are parents while enrolled at Trinity Lutheran High School must share this information with the principal in order that counseling services and the gifts of forgiveness, reassurance, love, and support, might begin for the student(s) and the family/families who have a familial connection to the unborn child or are currently supporting the child of a teenage parent.

Because this situation is not of the norm and may be disruptive to the educational process, the continued enrollment of the pregnant student or student parent is conditional upon an appropriate Christian attitude which will be reviewed periodically by a committee appointed by the principal.

As stated above, students involved in the creation of and the continued care of a child will be expected to receive Christian counseling. Each student can continue his or her academic progress but may choose to take a lighter load. The student(s) will be expected to find appropriate care for the baby while at school; at no time is the baby to be brought to school during the school day.

FAMILY TRAVEL/TRIPS/PERSONAL DAYS

Absences during the school year due to family travel, trips, or student personal days should be avoided. The greatest roadblock to academic success is absence from school. Prolonged absence generally results in a substantial decrease in

student academic achievement. Therefore, any parental permission for such absenteeism does not constitute an excused absence. All non-school related absences will count toward against the student.

SCHOOL CLOSING AND EARLY DISMISSAL

Trinity Lutheran High School will generally start late, close, or dismiss early when Seymour schools do the same. In case of inclement weather, Trinity utilizes radio and television announcements to inform parents. A complete list of outlets will be posted on the Trinity website in October. Be sure to listen or watch for Trinity Lutheran High School by name.

SCHOOL HOURS

Doors will be unlocked for student arrival at 8:00 A.M. Students who have arranged early arrival with the office may buzz in. Other groups may have permission to arrive earlier for meetings, practices, etc. All doors to the building will be locked promptly at 8:30 A.M. and only the front and rear lobby doors will be accessible via the buzzer system. The school day ends at 3:30 P.M. and unless students are remaining after school for co-curricular activities they must leave no later than 4:30 P.M. If students must stay after school (unless they are in a supervised group) they should be in the cafeteria where supervision is provided until 4:30 P.M.

Student Life

CHAPEL SERVICES AND ASSEMBLIES

The weekly formal chapel service normally held after first period on Wednesdays, is a vital element of the Trinity Lutheran High School community. Parents and members of the community are welcome to worship with us. There are also several assemblies during the school year.

SCHOOL COUNSELING

The purpose of the school counseling program at Trinity Lutheran High School is to support the whole student: spiritually, intellectually, physically, and socially. The school counselor provides academic, vocational, and college counseling to students, as well as short-term counseling for areas of personal conflict. A concerned teacher, the chaplain, and principal may also remediate conflict together with the parent(s) as situations dictate. Topics discussed in a counseling setting are kept confidential unless it is disclosed that there is a situation where someone is being harmed or is likely to be harmed. Referrals are made to professional therapists, outside agencies, and local clergy as deemed appropriate when therapy or long-term counseling is required, such as for psychological disorders.

DAILY ANNOUNCEMENTS

Students who have announcements for the daily bulletin can submit them to the office no later than 12:00 P.M. on the day before the announcement is to be made. A faculty member or office staff must approve all announcements.

HEALTH SERVICES

Students participating in any interscholastic athletic activity must submit an annual sports physical conducted during the summer months prior to the opening of school in August to be eligible for practice or competition. The IHSAA physical form is required to be completed by a certified physician and placed on file. In addition, all students must show proof of proper immunizations to attend school as required by Indiana State Law.

Any prescription to be taken during school hours must have a written order from the physician and be kept in the school office. The student may not privately keep any medications while at school, including over-the-counter and prescription drugs.

- Trinity Lutheran High School will store and dispense medications to students at school only when the parents and a doctor authorize the school to do such. Students are to report to the school office to take medications according to written instructions.
- Students are not to keep medications in lockers, purses, carrying bags, or on their person while at school.

Basic first aid supplies are available in the school office as well as emergency feminine hygiene products.

HOMEROOM

The special curriculum period class is the homeroom. Announcements will be read over the intercom daily and after chapel on Wednesdays. It is very important that students be encouraged to keep the homeroom activities in proper perspective and to give this part of the day the attention that it deserves.

LOCKERS

All students will be assigned a hallway locker. Students taking a physical education class or participating in athletics will be issued an additional locker in the locker room. Combination locks must be used by student in the locker rooms.

Only a school-issued lock will be permitted on lockers. Students are personally responsible for lockers assigned to them. They are to be kept clean on the inside as well as on the outside. As a general rule, hall lockers at Trinity do not have locks on them. If a student wishes to have a locker with a lock, one can be assigned.

PARKING LOT

Students are not permitted to enter cars during the school day without permission from the office. When arriving and leaving school, students must drive carefully. All students are to park in one of the two rear parking lots. Failure to observe these rules may result in temporary or permanent loss of driving privileges.

PURSES & BACKPACKS

Students may use purses and backpacks to transport items to and from school but may not bring them into the classroom.

VISITORS & GUESTS

To ensure a safe and secure learning environment, all visitors, guests, alumni, parents and family members of students must sign-in at the main office and receive a visitor lanyard during the school day. Under no circumstances should a parent or guest interrupt the learning activity taking place in the classroom. Any message for your child will be delivered as soon as practical. In case of an emergency, school personnel will bring your child to you.

Students are not allowed to have guests during the school day unless special permission has been obtained from the Principal or his designee. Guests are to meet Trinity Lutheran High School guidelines, including dress code. Students who are not currently enrolled at Trinity Lutheran High School and are interested in becoming a Cougar, can schedule a visit by contacting the TLHS Admissions and Development office or TLHS Main office at 812-524-8547.

Co-Curricular Activities

ELIGIBILITY

Eligibility for co-curricular activities is reviewed at the end of each marking period. A student who has not maintained at least a 70% average will be ineligible for the following quarter. Accordingly, if a student has earned a failing mark for a semester, the student is ineligible for the next quarter. No student will be allowed to miss a class in which he or she is receiving a failing grade so that a co-curricular activity may be attended. Any student demonstrating serious negative citizenship may be removed from membership in a co-curricular activity.

Students who receive one failing mark and who pass at least six other classes may apply for academic probation, which, if granted, will restore the student's eligibility if certain conditions are met.

The above standards apply to ALL co-curricular activities which are not an extension of a class during the school day.

ATHLETICS

SPORTS MEDICAL FORMS

A physical must be on file for the current school year in order for participation (practice or competition) in any interscholastic athletic activity. At the end of the school year, the physical is no longer in effect. A new physical must be on file each school year before an athlete may attend practice or compete. IHSAA-approved physical forms may be obtained from the office or from the IHSAA website (www.ihsaa.org).

ATHLETIC AWARDS

Athletic awards are presented to our students at the seasonal Athletic Awards banquets.

DRAMA

Several opportunities exist for students to participate in drama and drama-related activities. While the fall performance is an extension of class and is not considered a co-curricular activity, all other drama events including the variety show, and skits are subject to the eligibility requirements as established for all co-curricular activities. Drama letters and awards are established by the drama department and are given on a yearly basis using standards established by the drama sponsor.

MUSIC

A variety of co-curricular and curricular activities are available in both instrumental and vocal music. The music department continues to develop opportunities including contests, special performances, and additional musical groups to challenge students who seek to advance their musical gifts beyond the classroom. Music awards are presented to our students at the end-of-the-year honors assembly.

SERVICE ACTIVITIES

Students will be offered opportunities for various service activities during the school year, both school and community sponsored. Volunteer opportunities will be shared throughout the year addressing the needs of the community.

**TRINITY LUTHERAN HIGH SCHOOL
ACCEPTABLE USE POLICY FOR COMPUTERS AND THE INTERNET**

The use of Trinity Lutheran High School's computers is a privilege, not a right. Inappropriate use will result in the termination of this privilege. The Internet provides opportunities to access countless information around the world. Student users and their parents must understand that Trinity cannot completely control the type of material available. Some material may be controversial or offensive. Trinity does not condone the use of such material and takes appropriate precautions to monitor access. Internet access will be terminated for users who do not follow the rules and regulations established by Trinity.

Acceptable Use

1. The use of your account must be consistent with the educational objectives of Trinity Lutheran High School. Acceptable computer use is limited to activities specifically assigned by a teacher. Use of computer resources for recreational games or any other unassigned activity is prohibited.
2. To transmit or knowingly receive any materials in violation of any federal or state regulation is prohibited. This includes, but is not limited to: copyrighted, threatening, harassing, pornographic, or obscene material.
3. Extensive unapproved computer use for personal or private business purposes is prohibited.
4. Respect the integrity of the computers and network system. Do not intentionally develop or activate programs that may harass other users or infiltrate or alter school software. This includes, but is not limited to: hacking, creating or spreading viruses, installing key-mapping software, forging e-mail, spamming, and attempting to use administrative commands.
5. Do not allow your curiosity to lead you to inappropriate material. Look for clues that might suggest a web link could lead to inappropriate material. If such material is unintentionally accessed, it is your responsibility to close the program(s) involved and inform a teacher or supervising staff member immediately.

Account Information Responsibilities

1. It is each user's responsibility to keep his/her account information private. Do not share your password or allow others to log on to a computer under your account. Allowing others to access Trinity's network by using your account information will result in the termination of your computer privileges. Additional disciplinary measures may be taken against the account owner and user.
2. No user should be logged on to more than one computer simultaneously.
3. Inform a teacher or supervising staff member if you believe another individual has discovered your password.

Privacy

Electronic mail is not guaranteed to be private; system operators have access to all mail. Messages relating to or in support of illegal activities may be reported to the authorities and disciplinary action will follow.

Active and Passive Use

Each computer is under the control of an individual user who is responsible for the content displayed. Since this information may easily be visible to other interested viewers, we must include this category of passive users in our usage policy. Passive users are classified as those individuals who simply join in viewing a computer monitor or who witness or encourage the inappropriate actions of the active user. Passive users are equally accountable for this usage policy, and are further required (in order to retain usage privileges) to report all inappropriate use to a teacher.

Consequences of Unacceptable Use

1. Suspension and/or termination of computer use privileges.
2. Additional disciplinary actions as listed in the student handbook.
3. Referral to civil law enforcement authorities for criminal prosecution.
4. Other legal action, including action to recover civil damages and penalties.
5. Trinity will bill users for damages and repairs to equipment or programs caused by intentional misuse.

Student Information (please print your name neatly)

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(First)
6.

(Last)

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Grade

	/ /
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Student Signature

Date

	/ /
--	-----

Parent Signature

Date