



Student/Parent Handbook 2026-2027

HOLY TRINITY LUTHERAN SCHOOL STUDENT/PARENT HANDBOOK

2026-2027

Welcome to Holy Trinity Lutheran School (HTLS)! We are grateful for the opportunity to partner with you in your child's education during the 2026–2027 school year. At HTLS, we believe a Christ-centered education nurtures students spiritually, academically, emotionally, and physically. Through daily instruction, worship, and relationships, we seek to help students grow in their faith while learning to love God and serve others, following Christ's command to “Love God, Love One Another, and Love Our Neighbor.”

This handbook outlines the mission, philosophy, policies, and expectations of HTLS and serves as a guide for the partnership between the school and its families. It is intended to establish clear communication between parents/guardians, students, teachers, and the school. The handbook governs the relationship between the school and its families and may be modified at any time throughout the year; continued enrollment indicates agreement with any updates or changes. By enrolling at HTLS, families agree to abide by the policies contained herein. We encourage open communication throughout the year and welcome your questions, concerns, and encouragement. Thank you for entrusting us with your child's education. We pray for God's blessings on our partnership as we work together to fulfill His calling in Proverbs 22:6: “Train up a child in the way he should go; even when he is old he will not depart from it.”

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I. INTRODUCTION & SCHOOL PHILOSOPHY

Holy Trinity Lutheran School (HTLS) is a ministry of Holy Trinity Lutheran Church (HTLC) in Edmond, Oklahoma, serving both the families of the congregation and the surrounding community as an outreach of Christ's love. Through a partnership between the church, school, and families, we are committed to nurturing the spiritual, academic, physical, social, and emotional growth of every student in a safe, caring, and Christ-centered environment.

Our highest priority is that all students come to know and trust in Jesus Christ as their Savior and grow in faith through His Word. At the same time, we strive to cultivate a love of learning, confidence, character, and the knowledge and skills students need to succeed.

Every policy, decision, and activity at HTLS is guided by Holy Scripture, the Lutheran Confessions, the teachings of The Lutheran Church—Missouri Synod, and the governing documents of Holy Trinity Lutheran Church, ensuring that Christ remains at the center of all we do.

II. MOTTO, MISSION & VISION STATEMENTS

Motto: Faith. Excellence. Character.

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

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

Guiding Scriptures:

Faith

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

Excellence

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

Character

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

A. Purpose

Our purpose is to provide a total educational program in a caring Christian atmosphere. As a Lutheran school, we believe we must be Christ-centered in this purpose. Through demonstrating our faith and its integration into our life ethic, we teach integrity, love, moral values, commitment, dedication, cooperation, citizenship, and responsibility. We seek not only to educate children to become good citizens of this country but also to help them become lifelong disciples of Jesus

Christ and faithful citizens of the Kingdom of Heaven.

The school exists to provide a program of education, care, and development in harmony with God's will as revealed in the Bible. All of life, including knowledge and service, finds its source, meaning, and purpose in the Lord Jesus Christ. HTLC operates the school as a part of God's mission to all people and makes the school and associated programs available to those families of the congregation and the community desiring a Christian education program.

B. Statement of Faith

We believe that Christian education is unique because:

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

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

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

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

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

III. HTLS PARENT COMMITMENT & RESPONSIBILITIES

A. Parent Commitment

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

1. To carefully examine and understand the Christian purpose and philosophy of HTLS and desire for the school to partner with us in their total education.
2. To carefully read and agree to support the policies of the school as stated in this HTLS handbook.
3. In full cooperation with the school, to attend if at all possible, all orientation and informational meetings.
4. To be loyal to the aims and ideals of the school and to bring any questions or

criticisms directly to the administration or School Board so that they may be properly considered by those in authority.

5. To pledge to preserve unity in the body, by seeking to resolve any conflict within the HTLS community by addressing the matter appropriately with the person or persons directly involved (Matt. 18: 15-17). Observe “Matthew 18 Principle.”

Matthew 18:15-17 offers the following guidelines:

- A. Go to the person with whom there is a concern or conflict.
 - B. If the issue cannot be resolved, then seek the help of the respective administrator.
6. To endeavor to live out our calling to a higher standard of conduct as evidenced in thoughts, words, and behavior both in school and to the outside community because as a Christian community, HTLS bears witness to the character of the Lord Jesus Christ (Eph. 4:1).
7. To understand that the school reserves the right to dismiss a student for any reason it deems necessary.
8. To serve the school in whatever capacity that our time, talents, and gifts allow, and to uphold the school in prayer.
9. To understand and agree that HTLS teachers and administration are given full discretion in accordance with HTLS Board Policy and Oklahoma State law in the discipline of our children.
10. To thoroughly read and sign the Parent Code of Conduct.

B. Volunteering

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

Volunteer opportunities include but are not limited to: field trip chaperones, mentoring, tutoring, assisting in a classroom, room parents, class readers, library, or other designated duties.

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

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

1. Volunteers must sign in and out at a designated location in the school before proceeding to their volunteer site.
2. Volunteers must wear an identifying badge or visitor ticket.
3. Volunteers will always: use appropriate language; discuss appropriate topics; refrain from inappropriately touching students; refrain from disciplining students (behavior that requires discipline should be directed to the appropriate teacher or staff member); refrain from giving gifts or rewards to students; and refrain from developing instructional objectives or lesson plans. Due to food allergies and sensitivities, school volunteers are to refrain from giving a student anything to eat or drink without a teacher’s or staff member’s approval.

4. The dress code for volunteers should be consistent with HTLS dress code yet may be comfortable for any task that may be undertaken.
5. Volunteers must keep confidential any information about a student or any school related incident. If there is a safety concern or an emergency issue, it must be immediately told to someone in authority. Volunteers are to be held to professional standards for maintaining the confidentiality of all individual student information and will not be given access to confidential student records.
6. Volunteers will not be asked to assume responsibility for an entire class in the absence of the supervising staff or administer medication to students.
7. Any volunteer driving HTLS students will obey all applicable laws and regulations governing the operation of motor vehicles.
8. School volunteers are not covered by workers' compensation insurance.

C. The PTO (Parent Teacher Organization)

We encourage all parents/guardians to be involved at HTLS. HTLS's parent/guardian volunteer group, the PTO, is critical to the success of the school. Membership in the PTO is open to all parents/guardians who have a child enrolled at HTLS and all faculty and staff of HTLS.

IV. ACCREDITATION

HTLS is accredited by the National Lutheran School Accreditation (NLSA). This accreditation is renewed every five years. The NLSA is a member of Oklahoma Private School Accrediting Commission (OPSAC) and is recognized by the Oklahoma State Department of Education. HTLS strives to maintain standards that meet or exceed those expected in area public schools. HTLS will, in principle, follow the guidelines of the State of Oklahoma related to the length of the school year, annual reports, use of qualified teachers, and other standards of instruction. HTLS gives preference to Oklahoma-certified educators while reserving the discretion to employ other qualified individuals whose education, experience, and character align with the school's mission and educational objectives.

V. SCHOOL BOARD

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

A. Membership

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

B. Duties

The School Board shall support the School and the school administrator(s) as Voters Assembly

Representatives. The School Board Duties shall include:

1. To ensure that the Senior Pastor's Ministry Plan is supported.
2. To obtain the Senior Pastor's approval for religious curriculum content.
3. To approve the overall School curriculum to meet accreditation requirements.
4. To oversee School expenditures within the established budget, and provide financial and progress reports to the Leadership Board through the School Board Chair.
5. To develop and present the annual School Plan for Voters Assembly approval.
6. To implement applicable overarching Congregation policies.
7. To establish School-unique policies and handbooks where necessary.
8. Strategically plans and visions for the future growth of the school.

VI. FUNDRAISING

HTLS depends on the generous support of parents/guardians, alumni, congregation members, and friends to strengthen and enhance its ministry. While tuition and fees provide the primary funding for the school's day-to-day operating expenses, fundraising efforts and charitable gifts make it possible to expand educational opportunities, enhance student programs, improve facilities, and invest in resources that further the school's Christ-centered mission.

VII. SCHOOL SPIRIT

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

VIII. SCHOOL COLORS, LOGO, AND MASCOT

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

A. Pledges

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

PLEDGE OF ALLEGIANCE TO THE UNITED STATES

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

PLEDGE TO THE CHRISTIAN FLAG

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

PLEDGE TO THE STATE OF OKLAHOMA

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

IX. ADMISSIONS

A. Notice of Nondiscrimination

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

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

B. Academic Requirements for Admissions

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

C. Behavioral Requirements for Admission

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

D. Spiritual Requirements for Admission

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

E. Admissions Priority

The school will admit students according to the priority scheme set forth below. Admission does

not guarantee a student's enrollment in a particular class.

1. Priority enrollment is offered to currently enrolled students and siblings of students who are currently enrolled at HTLS.
2. Students whose educational needs, goals, and family commitment align with the mission and programs of HTLS and who are likely to benefit from the school's academic, social, and spiritual environment.

F. Age Requirements for Attending School

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

G. Enrollment Process

Re-Enrollment Process

Holy Trinity uses an automatic **re-enrollment** process. In early January, the school provides notice of the approaching re-enrollment date. Families who do not plan to re-enroll are asked to notify the school via email before the re-enrollment date. In mid January each year, the re-enrollment fee is processed via each family's school financial account. Once the re-enrollment fee is processed, the student's enrollment is complete. As part of the re-enrollment process, families must maintain accurate and up-to-date demographic information, including but not limited to:

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

New Student Enrollment Process

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

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

8. Library Agreement (for Kindergarten - 8th Grade)
9. Photo Release Policy

H. Records

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

- HTLS required enrollment forms
- Immunization records
- Copy of birth certificate
- Academic records (including records from school(s) formerly attended)
- Various testing results

A student's status will be suspended until all necessary records (e.g. immunization, etc.) have been furnished to the school and updated as required. Grades will not be released until all outstanding financial obligations have been paid in full, and all school issued books and supplies have been returned.

I. Withdrawals

When a student withdraws from HTLS the following steps must be completed:

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

X. ACADEMIC POLICIES AND PROCEDURES

A. Chapel Program

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

Our child-centered preschool curriculum provides hands-on learning experiences that build a strong foundation for academic, social, and spiritual growth.

B. Kindergarten

Our kindergarten program uses hands-on activities to build creative thinking, problem-solving, independence, collaboration, and a strong foundation for lifelong learning.

C. First through Eighth Grade

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

D. Music, Physical Education, Art, Technology and Foreign Language

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

Spanish classes are held weekly for all students in kindergarten through eighth grade.

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

E. Computers

Each classroom is equipped with a computer cart to assist the students with their curriculum. No student may access the internet at school without an Internet Permission Form signed by a parent/guardian.

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

F. Field Trips/Transportation of Students

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

Students may travel with their own parent/guardian, but will not be allowed to ride with another adult unless that adult driver has provided the school with proof of insurance and a valid driver's license. If a child rides with an adult, other than their guardian, the guardian must sign a permission slip, agreeing to allow the child to ride with another adult.

See the following for details:

Oklahoma's Child Passenger Safety Law

([OK Child Passenger Safety Law Website](#))

Birth - 2 Years: Rear-Facing

All children under age 2 must be properly secured in a rear-facing car seat. Rear-facing is the safest way for small children to travel.

They should remain rear-facing until they reach 2 years of age or until they exceed the height and weight limit of the car seat.

2 - 4 Years: Forward-Facing

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

4 - 8 Years: Booster

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

8 Years and Older: Seat Belt

All children taller than 4' 9" (or age 8 and up) should be restrained in a seat belt. Front seat airbags may hurt small children.

Riding in the back seat of the vehicle is the safest way for children to travel. Children under 13 years old are not allowed to ride in the front seat.

G. Achievement Testing

Achievement tests are administered each fall to students in second through eighth grades using the Iowa Test of Basic Skills. In addition, 8th grade students take the Pre-ACT in the spring. These assessments help measure student academic growth over time and provide insight into the effectiveness of our curriculum and instructional practices.

H. Academic Integrity Policy

Each student is expected to complete his or her own work with honesty and integrity. Work submitted with a student's name is assumed to be entirely that student's own unless otherwise directed by the teacher. Teachers are given professional discretion to determine the appropriate balance of individual and group work and to identify when a student's actions compromise academic integrity.

HTLS places a high value on academic integrity. Any student who violates this policy may receive no credit for the assignment or assessment involved in the violation. Repeated violations may result in further disciplinary action, up to and including expulsion from HTLS. See Section XIV.L.1. for more details concerning academic integrity.

I. Report Cards

Report cards will be published at the end of each quarter. Parents are encouraged to confer with

their student's teachers when there is a question concerning report cards or grades. Parents are encouraged to use the school's online portal, FACTS, to monitor grades and progress. Students' financial accounts must be current for release of official academic records including report cards and standardized test scores.

J. Textbooks

Textbooks are issued by classroom teachers. If a textbook or library book is lost or damaged, the cost of replacement or repair will be charged to the student's account.

K. Grading Systems

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

PRESCHOOL

Consistently Successful	✓
Progressing	+
Having Difficulty	-

KINDERGARTEN

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

GRADES 1-8

90-100	A
80-89	B
70-79	C
60-69	D
0-59	F
Incomplete	I

An incomplete grade or "I" must be made up within two weeks after the close of the grading period in which the "I" is received. If the work is not completed, the incomplete grade may be recorded as an "F".

L. Homework and Make-Up Work

1. Late work due to an excused absence such as sickness and/or vacation will be dealt with on an individual basis. Generally, a student will be given one (1) school day to make up work for each day they were absent.
2. If a student is absent more than one day, a parent/guardian may request the child's homework.

3. Requests for homework should be made by 9:00 a.m.; every effort will be made to have the homework ready by the end of the day. It is the parent/guardian's responsibility to pick up the homework from the school office.
4. All make-up work and tests will be given at the convenience of the teacher. The student shall not receive a grade reduction for make-up work submitted according to the deadlines stated above.
5. If the student is absent due to suspension, the work missed must be made up and turned in as set forth by the teacher. Should tests or quizzes be given during the day or days of suspension, the student will be expected to take them on the day of the student's return.

M. Late Work

All assignments are due on the original due date provided by the classroom teacher. Assignments turned in after the original due date will be marked as "late" and subject to the following for **4th and 5th graders**:

Days Late:	Max Credit:
One school day	95%
Two school days	90%
Three school days	80%
Four school days	70%
Five school days	60%
Six plus school days	50%

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

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

N. Parent Teacher Conferences

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

O. Grade Level Advancement

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

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

1. The teacher should inform school administration of the concern. When retention is being considered the child's parents/guardians should be notified in writing by April 15.
2. School administration, after consulting with the teacher and parents/guardians, will take an official school position on retention of the child.

3. The parents/guardians may make an appeal in writing to the HTLS Board if they do not agree with the school's position. The HTLS Board may consult with the teacher and school administration; however, the final decision regarding advancement or retention rests with the HTLS Board.

XI. MIDDLE SCHOOL ACADEMIC AWARDS & POLICIES

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

A. Honor Roll

The Honor Roll is based on a cumulative GPA each semester in the five core subjects of: Religion, Math, ELA, Social Studies, and Science.

The Honor Roll includes students making a 3.5 GPA.

The High Honor Roll includes students making a 4.0 GPA.

If the integrity of a grade is compromised through academic dishonesty, the student may be disqualified from the Honor Roll.

B. Academic Probation

A student in grades 6 through 8 whose grade point average drops below 60% in the five core subjects (Religion, Math, ELA, Social Studies, and Science) at the end of the semester will be placed on academic probation for the following semester. The core GPA must be raised to at least 73% or 2.0 GPA by the end of the probationary period. Failure to do so may result in dismissal from school. The school will notify parents/guardians when their student is placed on academic probation. If probation occurs during the second semester, the student may attend summer school or take an online course (approved by the administration) to raise his/her grade and be removed from the probationary status.

C. Homework/Make-Up Work

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

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

6. Assignments turned in after the original due date will be marked as "late" and subject to the following:

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

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

XII. ATTENDANCE POLICIES AND PROCEDURES

A. Arrival

Class times are as follows:

MDO: Tuesday through Thursday	9:00 AM – 2:00 PM
Pre-K 3 through 8 th Grades: Monday through Friday	8:30 AM – 3:30 PM

Students must arrive on time each day to ensure adequate participation in daily lessons and activities. Those who are not seated in their classroom at the time school starts will be considered tardy. Students entering after their class start time must check in at the school office before joining their class.

Three (3) tardy arrivals are equal to one (1) unexcused absence (3 tardy arrivals = 1 unexcused absence) and will result in parents/guardians being notified to rectify the situation. Medical, dental, or vision appointments are not counted as tardy arrivals, although a note (or appointment card) from the doctor may be required. A conference between teacher or administration and parents/guardians may be called to address ongoing tardiness.

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

The car line begins at 8:10 a.m. and concludes at 8:30 a.m. If you arrive after the car line has ended, you must park and walk your child into the main school entrance and check in at the office. For student safety, do not drop off your child unless staff members are present to supervise and ensure safe entry into the building. See appendix A for more information.

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

B. Retention Due to Attendance

Students must attend at least 50% of the school day to receive attendance credit. Parents will be

notified after nine (9) absences. At fifteen (15) absences, a conference may be held to discuss attendance, academic progress, and possible grade retention. Students with more than twenty (20) absences may be strongly considered for retention. Extenuating circumstances, such as serious illness, will be reviewed individually. The final decision regarding promotion or retention rests with the HTLS Board.

C. Planned Absences

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

Attendance Policy

1. **Excused Absences.** Excused absences include unavoidable circumstances such as illness, death in the family, or medical/dental/vision appointments. Administration determines whether an absence is excused. Students should remain home when ill or contagious—see Health and Wellness section. Parents must notify the teacher as soon as possible, preferably by 8:30 a.m. If no notice is received, the school will contact the child's parents/guardians.
2. **Unexcused Absences.** Absences will be deemed unexcused under any of the following circumstances:
 - a. No reason is provided for the absence.
 - b. The reason is not considered valid or unavoidable by school administration.
 - c. The absence is not due to illness, emergency, or pre-approved in advance.
 - d. The school is not notified by 8:30 a.m. and no explanation is provided upon return.
 - e. Required documentation (e.g., doctor's note) is not provided when applicable.
3. **Partial Day Absences.** A student must be in attendance a minimum of five (5) class hours to receive credit for a full day. When a student is in class for four (4) hours or less, the student will receive a half (1/2) day absence.

D. Truancy

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

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

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

XIII. TUITION AND FEES

A. Payment of Tuition

Tuition is set for each school year and is communicated in writing to parents/guardians and published on the school website. Tuition is due according to the schedule established in each family's payment plan. A late fee is assessed after tuition payment is ten (10) days delinquent.

As stated in the Enrollment Contract, if during the course of the school year a child is withdrawn from the school, tuition for that month will not be refunded. If the family has prepaid for any additional months, any amount prepaid will be refunded, less any amount owed in fees or other charges. If the student is withdrawn after the beginning of the seventh (7th) month of the school year, tuition for the entire year will be enforced.

Children may not be permitted to maintain their enrollment into the second (2nd) semester when there is still a first (1st) semester tuition balance. Full payment of all tuition of a prior school year must be made before consideration is given to enrollment of a student for a subsequent school year. Student records will not be released until full payment has been received for any outstanding tuition or other fees.

B. Enrollment Fee

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

C. Financial Aid

HTLS is committed to supporting families in making a Christian education affordable. The Parental Choice Tax Credit (PCTC) has increased access to private education; however, we recognize that some families may require additional financial assistance. HTLS has an Opportunity Scholarship Fund (OSF) account for this reason. All scholarships and tuition assistance awards are determined by the HTLS School Board and are based on demonstrated need, available funds, and required documentation.

1. Application Process:

Families seeking additional financial assistance must complete the following steps:
Step 1 – Apply through OSFKids - Begin by creating an account at osfkids.org. Then, submit a new application.

Step 2 – School Board Review - Once the application has been submitted, notify school administration. The School Board reviews applications in August and

February, and as needed during crisis situations. The Board takes into consideration the type of assistance for which the family qualifies and the amount of funds available for distribution. All personal financial information is kept strictly confidential.

Step 3 – Decision & Notification - After the Board has made a determination, school administration will notify the family of the final decision and discuss arrangements for payment of any remaining tuition balance.

2. Funding and Award Determination:

Scholarship amounts depend on the donations available within Holy Trinity's Opportunity Scholarship Fund (OSF) account, consisting of tax-free contributions made by donors specifically for tuition scholarships. Each year, the School Board determines the total amount to be awarded for tuition assistance.

Families seeking tuition assistance must provide documentation showing they applied for the Parental Choice Tax Credit (PCTC). If a family applies for but does not receive PCTC funds, tuition assistance from the OSF may not exceed fifty percent (50%) of the actual tuition cost.

Please note: Tuition does not include enrollment fees or additional expenses such as lunch or childcare outside of regular school hours.

If a family does receive the PCTC and requests further assistance, additional awards are determined by the Board. The Board may request supplemental information, a meeting with school administration, or a written explanation of unusual or extenuating circumstances.

The Board may designate additional awards during the year as needed. The Board may also grant tuition reductions that are not funded through the OSF account to families with extenuating circumstances.

3. Confidentiality:

Holy Trinity Lutheran School adheres to the Family Educational Rights and Privacy Act (FERPA). All information provided for financial aid consideration is treated as strictly confidential and is available only to necessary administration and leaders responsible for determining awards. Discussion or sharing of this information outside the decision-making process is prohibited.

4. Non-Discrimination Statement:

HTLS does not discriminate on the basis of gender, sex, race, color, national origin, or ethnic origin in the awarding of tuition assistance.

5. Review and Cancellation of Awards:

HTLS reserves the right to review or revoke tuition assistance if:

- a. A family's financial circumstances change significantly.
- b. Residency or marital status changes in a way that affects need.
- c. Tuition payments are not made according to the agreed schedule.
- d. The student fails to remain in good academic or behavioral standing.

6. **Student Conduct and Eligibility:**

Students receiving financial assistance are expected to consistently demonstrate appropriate behavior. Significant or repeated behavioral concerns may result in a review of eligibility and could lead to a discontinuation of financial assistance.

XIV. STUDENT CONDUCT AND DISCIPLINE

A. Procedures for Teachers

Each teacher will establish and communicate classroom procedures that promote a safe, respectful, and Christ-centered learning environment. Classroom discipline will emphasize recognizing positive behavior, using fair and age-appropriate expectations, providing clear guidance and redirection, and helping students learn from their choices through natural and logical consequences. Teachers will model Christian love, grace, and forgiveness by treating each child with dignity, encouraging respectful communication, fostering conflict resolution, and praying with students. In situations where a student's behavior poses a risk to themselves or others, appropriate action will be taken to ensure the safety of all.

To ensure every student is treated with dignity and respect, HTLS prohibits any form of corporal or physical punishment. Teachers and staff may not use sarcasm, harsh or profane language, or actual or implied threats of physical punishment. Discipline may never involve withholding food, rest, or access to restroom facilities, nor may student labor be used as a form of punishment.

B. Student Conduct Expectations

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

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

Students are expected to conduct themselves in a manner that reflects Christian values and contributes to a positive learning environment. This includes treating others with respect and kindness, honoring the rights and property of others and the school, acting safely at all times, living in harmony with one another, and demonstrating a commitment to personal responsibility, effort, and quality in their work.

C. Serious Disciplinary Problems

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

1. Hampers the flow of the classroom or school.
2. Requires constant one-on-one attention.
3. Inflicts physical or emotional harm on other students.

4. Is physically abusive to staff and/or teachers.
5. Does not consistently conform to the rules and guidelines of the school.

D. Procedure for Handling a Disciplinary Problem

When a student demonstrates repeated or ongoing behavioral concerns, HTLS will respond using a progressive discipline approach designed to provide accountability, restoration, and opportunities for growth. Consequences may vary based on the severity of the behavior, the student's age, and the circumstances involved.

Possible disciplinary steps include:

1. First Occurrence: The student will receive appropriate correction and consequences according to classroom expectations and teacher-established procedures.
2. Second Occurrence of a Similar Behavior: The student will receive additional consequences, which may include loss of privileges or other age-appropriate disciplinary measures. The teacher will communicate with the student's parent/guardian.
3. Third Occurrence of a Similar Behavior: The student will be referred to school administration for further intervention. The parent/guardian will be contacted, and administration will counsel with the student and encourage reflection, repentance, and restoration. Consequences may include, but are not limited to:
 - a. In-school suspension in another classroom or administrative office
 - b. Isolation during lunch or a specific class period
 - c. After-school detention
4. Fourth Occurrence of a Similar Behavior: The student will be referred to administration, and the parent/guardian will be contacted. Additional consequences may include those listed above or an immediate suspension from school. If a suspension is issued, the parent/guardian will be expected to pick up the student as soon as possible.
5. Following a suspension, a conference with the student, parent/guardian, teacher, and school administration will take place before the student returns to class. Continued or significant behavioral concerns may result in further disciplinary action, including possible removal from HTLS.

Steps may be skipped for a serious offense. Documentation will be kept after each incident for record and discipline purposes.

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

E. Disciplinary Suspension

Two (2) types of student suspensions are used by HTLS:

In-school suspension isolates a student within the school community. A student

who has received in-school suspension may not participate in any school or co-curricular event during the time of the suspension.

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

F. Expulsion

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

G. Procedure for Chronic Disciplinary Issues

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

H. Conduct Review Panel

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

I. Appeal Procedures

A student who has been expelled may petition the School Board for reinstatement. If an expelled student desires to be reinstated, the parent/guardian of the student must notify the Head of School, who will notify the Chairman of the School Board. A time for such an appeal hearing will be set. An appeal hearing will be set during the next scheduled Board meeting, or a special Board meeting, no later than the next scheduled Board meeting.

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

The Board may or may not grant reinstatement in cases of intentional violations of school rules, especially those regarding drugs, alcohol, theft or other serious moral offenses or those that impact the safety of other students or school staff.

J. Dismissal from Class and Re-Admittance

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

K. Detention

The following disciplinary measures may be used for students. The student's parents/guardians will always be notified for the following detentions.

Early Morning Detention - served before school.

After School Detention - served after school.

Lunch Detention - served during the student's lunch period.

After three detention periods within a semester, a school suspension may be issued.

L. Serious Behavior Infractions

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

1. *Cheating, Plagiarism, and Artificial Intelligence (AI)*: All students must submit work that is their own. Cheating, plagiarism, unauthorized use of AI, or any other form of academic dishonesty is prohibited. AI tools may only be used with the teacher's permission and in accordance with the assignment's instructions. Submitting AI-generated work as one's own is considered plagiarism. All HTLS students involved in academic dishonesty may be subject to the following consequences:

a. First offense: Parent conference and a 0% on the assignment or test.
If a retake or redo is permitted, the maximum score will be 50%.

b. Second offense: Suspension and a 0% on the assignment or test.

2. *Inappropriate language or verbal abuse*: The use of inappropriate language or verbal abuse is unacceptable during school or any school sponsored activity at any time. A student found guilty of this may be suspended.

3. *Property damage*: Intentionally damaging the property of Holy Trinity Lutheran Church and School (HTLC/S), a teacher, or another student is a serious offense. A student found guilty of this will receive disciplinary action.

4. *Fighting*: All fighting will result in suspension.

5. *Sexual harassment*: See Sexual Harassment Policy.

6. *Bullying and Harassment*: See Bullying and Harassment Policy.

7. *Use of tobacco in any form*: Use or possession of tobacco in any form will not be permitted anywhere on school property or at any school sponsored activity. A student found guilty of this may be suspended.

8. *Use of electronic cigarettes (Vapes)*: Use or possession of electronic cigarettes in any form will not be permitted anywhere on school property or at any school sponsored activity. A student found guilty of this may be expelled.

9. *Stealing*: Stealing will not be tolerated at HTLS. A student found guilty of this may be suspended and possibly expelled.

10. *Dangerous Weapons/Items*: No person may have any kind of weapon on school premises or at a school sponsored activity. A student found guilty of this may be expelled.

11. *Pornographic material and misuse of HTLS Internet*: Possession of such material, including the misuse of the HTLS Internet is unacceptable. A student

found guilty of this may be suspended (see Section for Technology Policies and Procedures).

M. Other Behavior Infractions

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

XV. HARASSMENT, INTIMIDATION, AND BULLYING

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

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

A. C.A.R.E. Expectations

1. **Create** a climate where students know where to ask for help and how to ask for help.
2. **Action** to investigate immediately and document by the adult leadership of HTLS.
3. **Responding** appropriately and following through with consequences.
4. **Effective** understanding of circumstances will be sought with compassion and insight.

B. Harassment, Intimidation, and Bullying Definitions

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

playing tricks, spreading rumors, racial insults, exclusion tactics, arranging public humiliation, undermining other relationships, or ruining a reputation, which may take place over digital devices like cell phones, computers, and tablets.

C. Reporting Bullying

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

D. Investigating and Resolving Bullying

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

1. Determine if the incident is defined within school policy on bullying.
2. Deal with incidents as quickly as reasonably possible. Prompt, sensitive attention should help all parties find resolution and prevent issues from becoming more complex.
3. Investigate the incident by interviewing alleged victims and alleged bully/bullies.
4. Interview bystanders in the spirit of finding a solution for all concerned.
5. Take short-term measures while larger facts are being determined.
6. Document and keep factual notes in the offending student’s file.
7. Assign appropriate consequences and ensure that these are understood for the violation of HTLS policy.
8. Continually maintain communication with parents/guardians of students involved.

The school administration has the ability to deem any incident of bullying, harassment or intimidation to be serious enough to immediately review a student’s status with the school.

XVI. DRESS AND APPEARANCE POLICIES AND PROCEDURES

HTLS requires that all students wear clothing that reflects their Christian training and does not disrupt or distract from their educational process. Neat, clean and modest appearance is a basic requirement for all clothing apparel.

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

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

Parents and students are encouraged to use good judgment and accept responsibility for their attire while attending school and school-related functions.

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

A. Dress Code Expectations and Guidelines

1. Parents are responsible for ensuring students arrive dressed according to the dress code and weather conditions. Shoes and socks are required and must be securely worn at all times. Shoes must have all straps, buckles, and laces fastened. Cleats, flip-flops, and sandals without a back strap are not permitted. Athletic shoes are required for all students participating in physical education in the gym.
2. Denim is acceptable on non-uniform days. Pants with holes are not permitted. Sagging pants or shorts (wearing them with the waistline below the body waistline) are not permitted. Undergarments should not be exposed.
3. Clothing with offensive pictures or words is not allowed. “Offensive” may include, but is not limited to, items relating to violence, drugs, alcohol, sex and race.
4. Dresses, skirts, split skirts, skorts, and shorts (all must be hemmed or cuffed) that are shorter than mid-thigh will not be permitted. Shorts must be worn under dresses and skirts at all times.
5. Spandex shorts, bare midriffs, and halter-tops are not permitted.
6. If shirts are worn “untucked”, they may not be longer than fingertip length; otherwise they must be tucked. Untucked shirts or sweaters may not be oversized or completely cover shorts, skirts, dresses or split skirts.
7. Sleeveless attire that exposes undergarments (bras and sports bras) is not permitted. This also includes shirts that have cutout neck and armholes. Tops must be at least 2 inches wide across the shoulders.
8. Leggings may be worn as long as the seat is completely covered by a top when arms are completely outstretched overhead.
9. Hair must be groomed and kept neat and clean. Hair should not cover the eyes or be a distraction while working in class. Hair worn in any extreme style or color, which might be distracting or unduly conspicuous, is not acceptable.
10. Any fashion or individual style choice which causes undue classroom distraction will be addressed by administration as deemed necessary.

B. Dress Code Enforcement

Implementation and enforcement of the dress code relies heavily on the support and discretion of parents/guardians. It is the desire of the school to maintain an appropriate standard in an

atmosphere of grace. Dress is by nature subjective, and all dress policy decisions made by the administration will be final. Dress code violations will be evaluated using a two-tier approach:

1. *Out-of-dress code* infractions are those that are difficult to be corrected at school. Either the student must go home to change, or a parent/guardian must bring appropriate attire to school. The student will not be admitted to class until changed to meet the dress code expectations.
2. *Dress-code* infractions are more easily correctable at school. The student will be required to correct the problem with the potential of serving detention.

C. Dress Code and School-Related Activities

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

D. Dress Code Exceptions

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

XVII. HEALTH AND WELLNESS

A. Medications

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

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

B. Immunization Requirements

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

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

[Oklahoma State Department of Health's immunization guidance](#)

C. Illness and Other Health Concerns

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

1. Students, teachers, other employees, and volunteers will not be allowed in

school with a fever, vomiting, head lice (until free of nits), pink eye, or any other symptom of disease or illness.

2. If a student is running a fever 100 degrees or higher, the student will be sent home. The student is not to return to school until he or she has been fever-free for twenty-four (24) hours without the use of fever-reduction medications. A student who has a contagious illness, skin or eye infection, diarrhea or vomiting should stay at home until at least twenty-four (24) hours from the last symptom. If a student should exhibit these symptoms at school, his/her guardian will be notified and asked to pick the student up.
3. When a student becomes ill at school, the student will be made as comfortable as possible until such time as arrangements can be made for having the student picked up. HTLS will attempt to call the primary emergency contact first, and then the other persons listed on the emergency information form.
4. If the student has any physical restrictions, the school must be provided a medical provider's note explaining what these restrictions are. A medical provider's note is also required if the student is not to participate in physical education class or recess for an extended period of time.
5. All medical waste including syringes, needles, and lancets will be disposed of in approved containers which are kept in the school administrative offices.
6. School staff will not apply sunscreen or insect repellents; families will be expected to provide and apply these items before the student comes to school if extended outdoor activities or outings are planned.

D. Emergency Medical Procedures

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

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

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

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

XVIII. PERSONAL POSSESSIONS

A. Prohibited Items

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

B. Consent to Search

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

XIX. EMERGENCY DRILLS AND PROCEDURES

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

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

A. School Closing—Inclement Weather

HTLS makes independent decisions regarding school closures due to inclement weather. Notifications will be sent via school-wide text and email, posted on the school website, official social media channels, and local news stations.

XX. SECURITY

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

A. Parent Access

When entering the building, all parents/guardians must enter the building via the main school entrance and check in at the school office unless dropping off their student at regular drop-off times.

Parents with students in Pre-K 3 - 8th grade will enter the main school entrance for all school business. Parents with students in MDO may enter the Sanctuary Entrance.

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

XXI. DROP-OFF AND PICK-UP POLICY

All authorized pickup contacts must be listed in your student information system. Parents/guardians are responsible for keeping this information current.

Students will only be released to individuals listed as approved contacts. Any person picking up a student must present a valid photo ID if not personally known to school staff. If someone who is not listed as an approved contact in the student information system will be picking up a student, a parent/guardian must notify the school in advance with written authorization including the person's full name. Without prior approval, the student will not be released.

XXII. BEFORE AND AFTER SCHOOL CARE

HTLS offers Before and After School Care for students in PreK 3 - 8th grade. The program provides supervised activities in a secure environment and includes an afternoon snack.

All school emergency, health, medication, and discipline policies apply. Students are expected to follow all school behavior expectations. The program is staffed by paid employees; volunteers are not used.

HOURS & FEES

Before Care: 7:30–8:15 AM (school days only)

After Care: 3:45–5:45 PM (school days only)

Fee: Charged per child per hour at designated rate.

Late pickup: \$1 per minute after 5:45 PM

Before and After Care is not available on days when school is not in session, or on early release days, either scheduled or unscheduled.

XXIII. LUNCH

Hot lunches are available through HTLS. Order deadlines will be provided prior to the start of the school year. Students who do not order lunch must bring a sack lunch.

Soft drinks, gum, and items requiring heating are not permitted. Microwaves are not available for

student use.

Lunch is a structured time for students to practice manners and respectful conversation. Students are expected to remain orderly, follow cafeteria procedures, and clean their eating area before leaving.

Parents who wish to join their child for lunch in the cafeteria must provide at least 24-hour notice to the student's teacher and the front office. All lunches are eaten in the cafeteria unless administration grants prior approval.

XXIV. TECHNOLOGY POLICIES AND PROCEDURES

A. School Telephone

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

B. Cell Phones and Electronic Devices

Personal electronic devices including cell phones, smart phones, smartwatches, tablets or similar devices are not permitted during the school day (this includes during or between classes, the afternoon pick-up process and Before and After Care hours). If such a device is brought to school, it must remain in the student's backpack and be silenced. The use of these devices for any reason, including web use, games, and social media is not allowed, unless authorized by a teacher for educational purposes, and may result in those items being confiscated.

Violations of this expectation will result in the loss of the device until the end of the school day for the first-time offense. If there is a second occurrence, the school will retain the device until the end of the day and the student shall serve a lunch detention. A parent/guardian must come and pick up the device from the office. If there is a third occurrence, cell phone privileges may be permanently lost. A record of each incident will be maintained by school administration. Student use of cell phones will not be permitted during the afternoon pick-up process. Any communication between the parent/guardian and a student should be funneled through the school office and/or the student's teacher(s).

C. Authorized Use of Technology

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

On campus, HTLS students are permitted to access computers designated for student use. This is a privilege, not a right.

In the HTLS school environment, each student is responsible for his/her use of technology resources whether provided by HTLS or personally owned.

While accessing HTLS or personally owned technology resources on or near school property, in school vehicles, at school-sponsored activities, and via off-campus remote access, each student must act in an appropriate manner consistent with

school rules and legal guidelines.

HTLS uses network monitoring software and internet filtering software (as defined in the Children's Internet Protection Act) to filter objectionable materials. Parents and guardians must be aware that content filtering tools are not completely fail-safe and while at school, direct supervision by school personnel of each student using a computer or accessing the internet is desired but not always possible. The school will take reasonable precautions to prevent students from having access to inappropriate materials which do not serve legitimate pedagogical concerns. These inappropriate materials include but are not limited to violence, nudity, obscenity, prejudice, or graphic language.

Neither HTLS nor its employees shall be held responsible for any objectionable material that a student may intentionally or unintentionally access.

In cases where a student views or reproduces inappropriate materials, he/she may be suspended from use of the computer and will be subject to disciplinary action.

(See section Student Conduct and Discipline, subsection Serious Behavior infractions for more details.)

Any intentional act by a student that damages HTLS technology hardware, software, operating systems, or data will be considered vandalism. Any intentional act that requires a person's time to repair, replace, or perform corrective work on HTLS technologies or data is also considered vandalism and will result in disciplinary action.

Accessing other people's folders or work files is not permitted, and may result in disciplinary action. Students should not share logins or passwords.

Students must never attempt to access a teacher's or administrator's workstation, and doing so may result in disciplinary action.

School and network administrators and their authorized employees monitor the use of information technology resources to help ensure that uses are secure and in conformity with this policy. Any personal device connecting to HTLS wireless or wired network may be scanned or monitored to assure it adheres to basic security standards.

HTLS reserves the right to examine, use, and disclose any data found on the school's information networks in order to further the health, safety, discipline, or security of any student or other person, or to protect property. They may also use this information in disciplinary actions and will furnish evidence of crime to law enforcement.

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

XXV. GIFT EXCHANGES

Students may not exchange personal gifts at school for birthdays, holidays, or other occasions unless specifically directed by a teacher for a class activity.

Balloons and flowers should not be delivered to students during the school day. If delivered, they

will be held in the office until dismissal.

XXVI. LOST AND FOUND

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

XXVII. PETS AT SCHOOL

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

XXVIII. SEXUAL HARASSMENT POLICY

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

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

"Employee" means any person who is employed by HTLS and who is authorized to act on behalf of HTLS, whether that person is acting on a temporary or permanent, full or part-time basis.

"Volunteer" means any person who volunteers his or her services to HTLS and acts as a representative of HTLS, without being compensated, whether that person is acting on a temporary or permanent, full or part-time basis.

"Student" means any person who is enrolled in any HTLS school program.

In the case of the HTLS employee, "sexual harassment" is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature by one employee toward another employee which (a) is made an explicit or implicit term or condition of any employee's employment, or (b) is used as a basis for employment decisions affecting that employee or (c) has the purpose or effect of unreasonably interfering with an employee's work performance or creating an intimidating, hostile, offensive working environment.

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

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

Any employee, volunteer or student who is or has been subjected to sexual harassment or knows of any employee, volunteer or student who is or has been subjected to sexual harassment must

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

XXIX. CHILD ABUSE AND NEGLECT AND HUMAN TRAFFICKING

A. Abuse and Neglect

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

B. Human Trafficking

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

XXX. SMOKING AND WEAPONS POLICY

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

No weapons of any kind are permitted in HTLS.

XXXI. A FINAL WORD

Parents/Guardians who enroll their children at HTLS entrust teachers with the responsibility of instructing, guiding, and directing students to reach their God-given potential. Spiritual and moral development is integrated throughout the school day and across all subjects, with God's Word shaping instruction, relationships, and expectations.

Teachers serve in partnership with parents/guardians in loco parentis, providing guidance, correction, and support as students grow in maturity and responsibility, always balancing accountability with grace. When needed, communication with parents/guardians is maintained to ensure a consistent and cooperative approach between home and school in the best interest of the student.

Appendix A Parking Lot Procedures

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

Before School Drop-Off

Students may be dropped off between 8:10 a.m. and 8:30 a.m. for PreK through 8th grade and 8:55 a.m. and 9:00 a.m. for MDO. If you wish to drop your student off via the carline, follow the established route for drop off and exit. MDO parents must walk their child into the classroom each morning.

After School Pick-Up

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

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

