

Student Handbook

2017-2018



HOLY TRINITY

L U T H E R A N S C H O O L

Grades 5-8



Accelerated Reader

Accelerated Reader, AR, is a computer program that we have been using to assist our teachers in monitoring students' independent reading. Students take tests on books they have read, and students, teachers, and parents can use the computer-generated reports to evaluate the books that students choose to read and their ability to recall facts from those books. Please consult the grades 5-8 policy for AR.

Assessments

We will utilize both formal and summative assessments with the children. There are many opportunities for students to show their understanding of the material that is learned and presented. In addition to the classroom assessments, Holy Trinity utilizes NWEA MAP Test and MobyMax as assessment tools to best meet the needs of each child.

Assignment Books

Each child will receive an assignment folder to use throughout the school year. The usage of this folder is required so that each child can acquire proper organizational and time management skills. Assignments are posted on the SmartBoard throughout the day.

Attendance

Technically the school day begins promptly at 8:30 a.m. In our classroom, we begin at 8:00 a.m. We begin at this time to accomplishing the following tasks:

Reciting Memory Treasures

Organizing and putting materials in their proper location.

Sharpening pencils.

Making sure we have everything ready for the school day. That way we do not need to go back and forth to our lockers.

Working on school work from the previous day.

Studying/reviewing previous lessons.

Working on future projects.

Getting assistance from the teacher.

Students who are not ready to start the school day and are not in their seat by 8:30 a.m. will be considered tardy. Students not in the classroom by 9:00 a.m. will be considered absent.

Please make sure you notify me before 8:30 a.m. if your child will be tardy or absent. This is out of concern for your child's safety. The teachers are responsible for your children when school begins. Though discouraged during school hours, if you have an appointment, please inform me in advance with a note or email message.

Birthdays

Our classroom celebrates birthdays. A birthday treat is welcomed. Please make sure you check with the teacher for any food allergies in the class prior to bringing in treats. Please refrain from celebrating your child's birthday party during the school day. You may distribute

invitations at school only if you intend to invite the whole class, otherwise send them through the mail.

Book Orders

Periodically, I may send home Scholastic Book order forms. Feel free to order appropriate reading materials for your child. During the year, our school may offer a Scholastic Book Fair.

Classroom Parent Leaders

It would be best if there were at least two room parents that could coordinate classroom events and other classroom needs. Please let us know if you would be interested in this opportunity.

Computers/Technology

There are multiple computers and surfaces available for student usage to research and conduct projects. Please make sure you read and sign the technology usage policy. Your child will not be able to use the computers unless this is signed. Your child is required to have a flash drive to allow them to use more than one computer at school. It is highly recommended to frequently back up their work. Make sure you regularly scan your home computers and flash drives for viruses. The students will be taught computer terminology and skills throughout the school day. Our class will also acquire typing skills through www.edutyping.com.

Discipline

There are three main classroom standards that complement our classroom procedures.

ALWAYS PROTECT THE TEAM.

NO WHINING, NO COMPLAINING.

BE EARLY.

We accomplish these standards by listening to the Author and Perfecter of our faith.

"Love the Lord your God with all your heart and with all your soul and with all your strength and with all your mind."

"Love your neighbor as yourself."

When children do not follow the standards and procedures in our classroom, then the following consequences will be enforced:

Verbal warning- Name on board.

One check next to name on board- 10-minute loss of recess.

Two checks next to name on board- Full loss of recess.

Three checks next to name on board- whole loss of recess and parents notified.

If the student is dismissed from the classroom due to disruptive or disrespectful behavior, the parents will be notified and an automatic detention will be issued.

Due Process

It is hoped that an open relationship will exist between parents, teachers, students, principal, and pastors at all times so that they may mutually assist each other in understanding and in assisting students meet their spiritual, educational, and social needs.

Some positive ways for parents to build strong home and school cooperation are showing interest in their child's school work and school activities, assisting their child in understanding and using the abilities God has given them, setting a Christian example to support Biblical instruction, and worshipping at home and in church.

If problems arise, parents should make contact in the following order, seeking the direction of God's Word and especially using Matthew 18: 15-18 as a guide:

Contact the teacher first and discuss the matter.

If the matter is not satisfactorily resolved, contact the principal.

If the matter is not resolved or being adequately addressed, contact the parent relation member of the Board of Christian Education.

The above procedure assumes parents will address needs which their children bring to them. If students themselves find need to address matters to others beyond their parents and teacher, they would follow the same order as above.

Field Trips

Periodically, our class will go on field trips. These will be designed to be experiential learning excursions which may require the usage of chaperones and drivers. Please be advised that you will need to follow all Safety Program procedures prior to going on a field trip. It would be best to take care of these obligations prior to the start of the school year. Two bigger field trips that the students participate in are the three-day trip to Mt. St. Helens or the Washington Coast and the two-day Environmental Camp.

Grades

The teachers utilize an online grading system as a means of communication. A username and password will be sent to you at the beginning of the school year. Please use this as a tool to access current grades, missing work, attendance, and student progress. If you have any questions, please speak with the teacher regarding that subject.

Graded Papers

Students receive immediate feedback on their school work. School work is returned either the same day or the next school day after it has been handed in. Each child will have their own mailbox in the classroom. Please make sure you read and review graded papers on a daily basis. Please keep your papers in your folder system as a method of review. This will greatly assist your child's educational experience! If you see an error, please immediately bring it to the teacher's attention.

Grading Scale

A+ (100%)	A (95-99%)	A- (93-94%)
B+ (91-92%)	B (87-90%)	B- (85-86%)
C+ (83-84%)	C (79-82%)	C- (77-78%)
D+ (75-76%)	D (71-74%)	D- (69-70%)
F (68% or less)	I (incomplete work)	

Homework

Our school's policy is about 10 minutes of homework per grade level; therefore we will follow that policy in our classroom.

5th grade- 50 minutes 6th grade- 60 minutes

7th grade- 70 minutes 8th grade-80 minutes

The amount of homework your child takes home is dependent upon how appropriately they use their work time during the school day. If your child responds that they do not have any homework to accomplish, ask them to proactively work on upcoming projects, reports, study prior lessons, or read a novel. Please notify the teacher if homework times exceed the suggested amount. The parent may be required to sit with their child for the school day if time is not wisely utilized.

Hours

School hours are 8:00 AM until 3:30 PM. Holy Trinity also offers Extended Study Time (E.S.T.) hours from 6:30-8:00 AM and 3:30- 6:30 PM. Students must be brought to the main school door at the beginning of the day and picked up by 3:45 PM by a parent or authorized individual. Any child not picked up by 3:45 PM will be taken to E.S.T.

Illness

If your child is sick (vomiting, diarrhea, or a fever of 100 or more), they must stay home. Students have one day for each day missed to complete missing work. If your child is out for an extended period of time, please meet with the teacher to devise a plan to make up the missing work. Please notify me prior to 8:00 AM if your child will be sick.

Incomplete/Missing Work

Grades K-4 Policy:

It is our hope that nobody in grades K-4 will need to stay after school or come early to school. If a child is not finished with their work, they will finish it at recess. Incomplete work may also need to be completed at home and returned the next school day. Please make every effort to assist your child to faithfully complete the work on time. Working together will greatly benefit the child's education.

Holy Trinity will follow these guidelines for grades 5-8:

All assignments are due at 8:30 am or before class begins at the discretion of the teacher. The work needs to be handed into the proper folder at the homework station. If homework is not turned in on time, the assignment will be considered late. The student will remain inside until the assignment is completed and corrected if the whole class has already corrected the assignment.

An incomplete assignment is an assignment that is not complete or not completed correctly at the time that it is due. The start of the given subject. (Ex. Math will be incomplete if it is not finished by the start of Math class.) The consequence for an incomplete assignment is as follows: Student will receive a late work check and stay inside and finish their work until it is complete and corrected.

Consequences for late work checks:

1-3 Checks--No consequence

4-6 Checks--30 minute detention per check

7-9 Checks--60 minute detention per check

10+ Checks--Ineligible from extracurricular activities for the remainder of the term.

The detention is a homework detention. The student will have a study session where they will work on improving their organizational skills and study skills to cut down on and eliminate late assignments. All detentions start at 3:45pm.

Students must maintain a 2.00 GPA on the mid-term and quarter reports. If this average is below a 2.00 at the time the reports are given, the student will be placed on probation. Any F's on any report would make the student ineligible, and the student will be placed on probation. Teachers will notify the athletic director of any ineligible students. The athletic director will notify coaches. Only eligible students may participate in games and/or occupy a position on the team bench. Participating students shall not have reached their 15th birthday prior to June 1 of the previous school year. The probation period is the time that the students are not eligible to participate in sports. The probation period will be 4 weeks after midterms or quarter marks.

Incompletes may be made up for credit during the first 4 weeks of the subsequent quarter. The student shall be ineligible for games until the incompletes are cleared.

If a student is sick or absent and misses school, they will have two days to complete the homework for every day that they were absent. (Example: If a student is sick on Monday and returns on Tuesday, they have until Wednesday to turn in Monday's homework.) If a student doesn't turn in the homework at that time, the assignments will be treated as incomplete and missing. Graded homework should be kept in the expanding file folder until the end of the quarter. The papers will be organized by subject and will appear in chronological order. The folder will serve as a resource for studying, helping the teacher review problem areas for a student and will also give parents an opportunity to see all graded assignments and know how their child is doing in each class.

Subjects

Memory Treasures

Each child and family will receive a memory treasure schedule for Catechism and Hymnology. Please regularly check this for upcoming memory-treasure due dates. Memory treasures are required to be learned prior to the day of recitation.

Bible Class

Holy Trinity utilizes Christ Light and other Northwestern Publishing House publications during our Bible classes. Grades 7&8 conduct topical lessons for adolescents. Please regularly ask your child what they are learning in their Bible classes. Many topics require parental involvement. If you have any questions pertaining to the lesson material, please speak with me.

Catechism

Pastors Voss, Hoff, and Lange conduct the Catechism classes. Please speak to them regarding anything pertaining to this class.

Grammar & Writing

Our class will alternate between grammar units and writing units throughout the school year. Please assist your child during the writing units by checking their work for proofreading and revising errors. This process will not only help your child as a writer, it will also help you know what your child is writing. Once a year, our class conducts a research project. Please assist your child at this time by acquiring the proper resource materials from your local library. During our class time, we will also be learning proper writing and journaling techniques and strategies.

Math

The students in 5th grade use My Math (McGraw-Hill 2016) and focus on basic math skills with hands-on activities preparing them for the next level.

The students in grades 6-8 focus on Whole Numbers, Algebra, Statistics, Decimals, Fractions, Algebra, Ratios, Proportions, Measurement, and Geometry (enVision Math, 2016). It is our goal to have students enter into Algebra 1 in their 9th grade year.

Reading

The 5th through 8th graders will alternate between basal units (Pearson, 2015 in 7th/8th, Storytown in 5th/6th) and novel units. The traditional balanced approach to reading instruction will be followed. During the class period the teacher reads aloud, the students read silently, and then we continue with our reading instruction for the day. There are a variety of activities that strengthen reading skills such as pronunciation, vocabulary, and comprehension.

Science

Our class utilizes Science Explorer (Pearson, 2012), FOSS kits, and CK-12 Online Curriculum for our school's science curriculum. Grades 5-8 focus on Earth Science, Life Science, and Physical Science on a four-year cycle.

Social Studies

The 5th & 6th grade students study World History and World Geography (Houghton-Mifflin, 1999). The students in 7th and 8th grade will study Call To Freedom (Holt, 2000). One year they will study beginnings to 1865 and the next year we will study 1865 to the present. Students will learn items pertinent to their country as well as becoming active Christian citizens in their country.

Music

Students receive instruction in proper singing techniques, music theory, music history, and develop music listening skills. All students also receive instruction in important elements that make up Lutheran worship. Children are required to sing in church and school services and for activities on their scheduled dates. This participation will be reflected in the performance portion of their grades.

Physical Education

Holy Trinity utilizes the Spark program along with a variety of instructional materials for our physical education curriculum. This curriculum reinforces an active learning environment to create healthy lifestyles that will go with them into adulthood. We also cover 32 varying health topics that share both God's amazing work with the human body as well as dealing with deal with the earthly sin that comes with it.

Spelling & Handwriting

Our school utilizes Spelling and Vocabulary (Houghton Mifflin, 2000) for our curriculum in grades 3-8. Our class also utilizes www.spellingcity.com. You will find spelling word activities, games, and quizzes to assist the students with their spelling. Our school utilizes Zaner-Bloser for our handwriting instruction. Even in today's technological world, Holy Trinity will continue to instruct proper procedures for manuscript and cursive handwriting skills.

Select Choir

Mrs. Wendinger conducts our school's junior choir program. This program is held two days per week. Junior choir is optional, but is highly recommended. This is a great vocal opportunity for our students. There are additional singing opportunities in the church and community for the junior choir.

Supply List

Large Size Backpack	Erasers
3 Red Pens	Pencil Pouch
#2 Pencils	3 Blue or Black Pens
2 Boxes of Kleenex	2 Paper Towel Rolls
7-Pocket Expanding File Folder	7 Spiral Notebooks (College)
Loose-Leaf Paper (College 200 Sheets)	*NIV Bible
Ear Buds/Earphones-Not Headphones	*Hymnal
2-3x5 Note Cards-Spiral Bound	3-Ring Binder(1 Inch for Catechism)
2 Large Containers of Clorox Wipes	*Catechism
Extra Pair of Gym Shoes	Scientific Calculator
Flash Drive 2G or Higher	Emergency Preparedness Kit
Glue Stick & Elmer's Glue in the Bottle	Scissors
*Charcoal Drawing Pencil Set (Avoid Graphite Lead)	
*Pencil Eraser for Drawing	Coloring Pencils (Any Size)
Black Sharpie (Regular and Fine Point)	Ruler or Straightedge
*Japanese Sumi-e Brushes (Small and Large)	*Sketch Book
Art Box Only for 7th/8th Grade	Set of Markers (any size)

Watercolor Paint Set (5th and 6th could be simple tray set, but 7th and 8th should have the 24 watercolor tube set)

Website

Our school website is www.htls-wa.org. You will find useful information pertaining to events at your school. You may also access the individual teacher's class sites here. You will find helpful links for your child's classroom items.

May the LORD bless our efforts as we partner together for the education of His little lambs. If there is anything you need to further this partnership, please feel free to contact me. I am here in my ministry to assist you in any way possible.

In His Service,

Mr. Martin Santos, Mr. Joel Plocher, Mr. Jason Kelley

Luke 18:15- "Let the little children come to me, and do not hinder them, for the kingdom of God belongs to such as these."

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