

Trinity Lutheran School

2008-2009

Parent Handbook



**A Program of Christian Education
Preschool – 6th Grade**

**1111 E. 22nd St
Cheyenne, WY 82001
(307) 635-2802**

<http://school.trinitycheyenne.org>

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Trinity Lutheran School 2008-2009

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Mr. Bill Daniels

Mr. Dale Putnam, Chairman

Mr. Sean Stevens

Mr. Phil Warner

Mr. Christian Boehlke, Advisory

Pr. John Christensen, Advisory

Welcome

Dear Parents,

As we look forward to another school year, I thank you for your strong commitment to your child's education at Trinity Lutheran School. We live in a world that continues to bombard us with teachings that confuse us and our children. Your choice of a Christian Education for your child is worthy of praise.

At Trinity Lutheran School, the Word of God is the authority for all that we do. We have high expectations for the progress of both our faculty and students. We expect hard work and good discipline. We ask for your continued support at home as we work together to train these children up in the way that they should go.

We would like to invite anyone who has no church home to come and worship at Trinity Lutheran Church. Our services are Saturday at 5 p.m., and Sunday mornings at 8:00 a.m. and 10:45 a.m. Bible class/Sunday School hour is at 9:30 a.m. All are welcome.

May God grant us the wisdom and courage to raise our children to be God-fearing citizens who do make a difference in our world.

In Christ,

Christian Boehlke
Principal

Profile of Trinity Lutheran School

STATEMENT OF FAITH

A. We believe, teach, and confess that the canonical books of the Bible, the Old and New Testaments, are the only verbally inspired and only infallible, authoritative, inerrant Word of God, fully sufficient for all of faith and life. (2 Tim. 3:16, 2 Peter 1:21. See FC Rule and Norm.)

B. We accept without reservation the confessional writings of the Evangelical Lutheran Church, as found in the Book of Concord, as the true and unadulterated statement and exposition of the Word of God. (Matt. 10:32-33, 1 Tim. 1:13, John 3:31-32. See the Preface to BOC.22-24.) The following articles are a summary of the main points of our doctrine.

(References are to Holy Scriptures and the Book of Concord.)

ARTICLES OF DOCTRINE

A. We believe, teach, and confess that there is only one divine substance (essence), which is named and is God and three distinct and co-eternal Persons of this one divine essence: the Father, the Son, and the Holy Spirit (the Holy Trinity). (Deut. 6:4, 1 Cor. 8:4; Matt. 3:16-17, Matt. 28:19, 2 Cor. 13:14, Gal. 4:6. See AC I)

B. We believe, teach, and confess that since the fall of Adam all who are born according to the course of nature are conceived and born in sin, so that they are unable by nature to have true fear of God and true faith in God; and this inborn sickness and hereditary sin is truly sin and condemns to the eternal wrath of God all those who are not born again through Baptism and the Holy Spirit. (Ps. 51:5, Rom. 5:12-14, Eph. 2:1-3, Rom. 8:7, Gen. 8:21, 1 Cor. 2:14, Matt. 15:19. See AC II)

C. We believe, teach, and confess that Jesus Christ is true God, begotten of the Father from eternity, and also true man, born of the Virgin Mary; that He lived a sinless life, did His miracles, shed His blood in His vicarious and atoning death, rose from the dead in the same body that was crucified, ascended to the right hand of the Father, and will personally return in power and glory to judge both the living and the dead. (Is. 7:14, Matt. 1:20-25, Luke 1:31-35, John 1:1-18; Heb. 4:15, John 20:30-31, Heb. 2:17, Heb. 9:12, 2 Cor. 5:19-21, Acts 10:40-41, Acts 1:9-11, Matt. 25:31-32 See AC III)

D. We believe, teach, and confess that we receive forgiveness of sin and become righteous before God by grace, for Christ's sake, through faith in Him, apart from any merit, works, or decision of our own, when we believe that Christ suffered for us and that for His sake our sin is forgiven. (Rom. 3:21-26, Rom. 4:3-5, John 3:16-19, Eph. 2:8-10. See AC IV.)

E. We believe, teach, and confess that we cannot obtain this saving faith by our own reason or strength; therefore, God has instituted the preaching ministry, that is, He has given the Gospel and sacraments, so that through these the Holy Spirit works faith when and where He pleases in those who hear the Gospel. (Rom 10:14-17, 1 Peter 1:23, Titus 3:5, John 20:21-23, Matt. 26:27-28. See AC V.)

F. We believe, teach, and confess that this saving faith is bound to bring forth the good fruits of a Godly life, and that it is necessary to do the good works commanded by God. (Ps. 51:10, Rom. 8:9, 2 Cor. 5:17, Gal. 5:22-23, Eph. 2:10, Eph. 5:18-20. See AC VI.)

G. We believe, teach, and confess that there is one holy Christian and Apostolic church, which is the assembly of all believers among whom the Gospel is preached in its purity and the holy sacraments are administered according to the Gospel; it is enough for the true unity of the Church that the Gospel be preached in conformity with a pure understanding of it and that the sacraments be administered in accordance with the divine Word. (Eph. 4:4-6, John 8:31-32, 1 Cor. 1:10, Acts 2:42, 1 Cor. 12:12-13, Gal. 3:26-28, 1 Cor. 10:16-17. See AC VII & VIII.)

H. We believe, teach, and confess that Baptism is necessary, that grace is offered through Baptism, and that infants and children should also be baptized, for in Baptism they are offered to God and become acceptable to Him. (Matt. 28:19-20; Mark 16:16; Acts 2: 38-39; Mark 10:13-15; John 3:5-6; Matt. 18:6; Rom. 6:3-5; 1 Pet. 3:21. See AC IX.)

I. We believe, teach, and confess that the bread and wine of the Lord's Supper are really the true body and blood of Christ, which are there distributed and received by all who commune. (Matt. 26:26-28; Mark 14:22-24; Luke 22:19-20; 1Cor 10:16)

J. We believe, teach, and confess that God created the world from nothing by His Word in six natural days (Gen. 1:1-2:4, Ps. 33:6, Heb. 11:3, 2 Peter 3:5-6; 1 Tim. 6:20-21); that He created man as male and female and blessed them with marriage and family (Gen. 1:26-31, 2:18-25; Eph. 5:22-6:4); that He will raise the bodies of the saved and the lost in the resurrection, those who are saved unto eternal life and those who are lost to eternal damnation (John 5:28-29).

Upon your request, you may receive from the church office, a copy of Luther's Small Catechism with Explanation, which explains the doctrine of the Lutheran Church in greater detail.

MISSION STATEMENT

The Mission of Trinity Lutheran Church and School is to share the saving gospel of the death and resurrection of Christ Jesus to all people - especially, to those who have not yet received the joy of forgiveness and assurance of eternal life with Jesus, Our Savior.

PHILOSOPHY

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

Dr. Martin Luther: "Nothing at all will help us but taking the Word of God seriously and preserving it diligently for ourselves and our posterity, especially through the maintenance of good schools and education of youth."

Trinity Lutheran School is a vital part of the mission of Trinity Lutheran Church and the Lutheran Church–Missouri Synod. We have a comprehensive program of quality education based on a classical approach, including the proclamation of Jesus Christ as Lord and Savior. Our school is a place where God's Word and the Christian faith are related to all subjects to help each child become a mature Christian adult.

SCHOOL STANDARDS

Excellence in all things: academic, physical, social, moral, spiritual.

Truth in all things: personal, academic, theological.

Love to all people: with respect, compassion, and mercy.

Honor to all in authority: especially parents, teachers, pastors, Board of Education.

Faithfulness in every responsibility: relationships, possessions, reputation, faith and worship.

SCHOOL ADMINISTRATION

Trinity Lutheran School is a ministry of Trinity Lutheran Church. The Board of Day School Ministry is responsible to the congregation for the operation and maintenance of the school. The Board establishes all policies regarding the administration of the school. The Principal, in cooperation with the faculty, is responsible for the execution of all policies and guidelines established by the Board of Day School Ministry.

Your inquiries about the church or school are welcome, and we will assist you in any way possible.

GRIEVANCE GUIDELINES

The purpose of the Grievance Guidelines is to build and sustain the love which God commands us to have toward our neighbor and to improve our school. Ephesians 4:25-27, 31-32 is especially significant for this purpose:

Therefore each of you must put off falsehood and speak truthfully to his neighbor, for we are all members of one body. "In your anger do not sin": Do not let the sun go down while you are still angry, and do not give the devil a foothold... Get rid of all bitterness, rage and anger, brawling and slander, along with every form of malice. Be kind and compassionate to one another, forgiving each other, just as in Christ God forgave you.

Likewise, these Guidelines will help us keep James 4:11-12:

Brothers, do not slander one another. Anyone who speaks against his brother or judges him speaks against the law and judges it. When you judge the law, you are not keeping it, but sitting in judgment on it. There is only one Lawgiver and Judge, the one who is able to save and destroy. But you—who are you to judge your neighbor?

We expect all matters of concern to follow the general outline of Matthew 18:15-17:

"If your brother sins against you, go and show him his fault, just between the two of you. If he listens to you, you have won your brother over. But if he will not listen, take one or two others along, so that 'every matter may be established by the testimony of two or three witnesses.' If he refuses to listen to them, tell it to the church; and if he refuses to listen even to the church, treat him as you would a pagan or a tax collector.

Matthew 18 directs us first to the person with whom we have the concern. The most effective means toward resolution is to initiate honest and open communication. In most cases the concern is quickly resolved and a stronger relationship is often an added benefit.

If unresolved, we may ask for intervention and support from the next level of authority. Every effort will be made to bring about communication

between the parties involved leading to resolution and Christian reconciliation (Matthew 5:23-24).

The order of authority in any concern is:

First and foremost, to the person with whom we have a concern as noted above. Otherwise, the following order should be observed:

- the Teacher
- the Principal
- the Board of Christian Day School

It is the responsibility of the Principal to help facilitate this process and bring about reconciliation.

CONTACTING TEACHERS AND PRINCIPAL

If you need to get in touch with your child's teacher or the principal, please call the school at 635-2802 to leave a voice mail at the proper extension. All phone calls will be returned after school hours. A list of all extensions is included on page 2 of this handbook.

Organization

AFFILIATION

Trinity Lutheran School is a vital part of the ministry of Trinity Lutheran Church and is one of over 1,800 Lutheran Church–Missouri Synod (LCMS) schools, serving more than 200,000 students nationwide.

WORSHIP AND BIBLE STUDY OPPORTUNITIES

Trinity Lutheran Church – 1111 E. 22nd St.

- Saturday evening worship at 5:00 p.m.
- Sunday morning worship at 8:00 a.m. and 10:45 a.m. with regular Sunday School and Bible Study classes at 9:30 a.m. for ages three through adult.
- Bible studies throughout the year. See Church Office for more information.
- Vacation Bible School is held during the summer months.
- Catechism instruction is offered to Grades 7-8.
- Wednesday Evening services are held during Advent and Lent.
- Adult Instruction classes are offered for those who desire to join Trinity Lutheran Church.

Our Savior Lutheran Church – 5101 Dell Range

- www.oursaviorcheyenne.org
- Sunday morning worship at 8:00 a.m., 10:30 a.m. Christian Education at 9:15 a.m.
- Monday evening worship at 7:30 p.m

King of Glory Lutheran Church – 8806 Yellowstone

- www.kingofglorylutheran.org
- Sunday morning worship at 9:00 a.m.
- Christian Education at 10:30 a.m.
- Wednesday evening worship at 7:00 p.m.

BOARD OF CHRISTIAN DAY SCHOOL

The Board of Christian Day School, elected by the voters of Trinity Lutheran Church, governs the School and Child Care. Monthly board meetings are open to the public. However, if you wish to speak at a meeting you must contact the chairman prior to the meeting to be included on the agenda.

CLASSICAL CURRICULUM

With Christ at the center, Trinity Lutheran School is a classical school providing quality education in all academic subjects. Classical education values all branches of learning. Expectations are high, discipline is strict, and memorization is vital. The classical curriculum cultivates in the students the ability to think broadly, deeply and creatively.

The Bible is the principal textbook of our school. Our Bible lessons also incorporate Luther's Small Catechism. We are led in worship on Monday afternoons at 2:30 p.m. and on Wednesday mornings at 8:45 a.m.

The classical curriculum concentrates on the humanities, is teacher directed, and is rich in content. Students are held to high expectations. It is based on reason and employs the model of the ancient Greek Trivium:

- Grammar - knowledge, memorization
- Logic - understanding, questioning
- Rhetoric - application, creativity

We believe this curriculum provides students with the tools for learning and generates within them a love and enthusiasm for learning as well as the discipline to accomplish it.

Preschool & Pre-Kindergarten – Pre-Grammar Stage

The philosophy of Trinity Preschool and Pre-Kindergarten stems from the belief that the home has the primary responsibility for the young child's physical, social, and spiritual development. To assist parents with this responsibility, our three and four year old classes provide a structured environment in which the children learn and develop social skills and are nurtured in their spiritual growth through the study of the Bible.

The Preschool and Pre-Kindergarten curriculum is intended to guide the children in a progression of skills which is theme related in the following areas: knowledge of Holy Scripture, language, mathematical reasoning, number sense, orientation in time and space, scientific reasoning, music, visual arts, movement and coordination.

Consequently, the Preschool and Pre-Kindergarten program is an introduction and foundation for the classical education the children will receive at Trinity Lutheran School in grades Kindergarten through 6th.

Grades K-6th – Grammar Stage

Religion - God's Word is the heart of our curriculum. A survey of the entire Bible is completed in the grammar stage. In addition, we memorize many Bible passages and Luther's Small Catechism.

Language Arts (Reading, Literature, Spelling, Grammar, Handwriting, and Composition) - Spalding's The Writing Road to Reading is the basis of our language arts program. The objective of the Spalding program is to help all children learn to speak precisely, spell accurately, write proficiently, and read fluently with comprehension. Spalding is combined with a literature program and Shurley Grammar.

Mathematics - Saxon Math is an incremental approach that provides students a solid foundation in the language and basic concepts of math.

History - Focusing on Western Civilization, history studies follow a chronological survey: Creation, Egyptian Period, Greek-Roman Period, the Middle Ages, Renaissance, Reformation, and American History.

Geography - A thorough study of the continents where the goal is to connect geography with the history, culture, and economy of the land.

Science - In the early grammar stages, the students study physical and life sciences. They are then introduced to a general systematic study which includes the scientific method, designing experiments.

Latin - Through the study of Latin, students gain discipline, build an understanding in language structure, and enhance their English vocabulary.

Music and Art - Students are instructed on three levels: creative, analytical, and instructive. Drawing lessons are the foundation of the art curriculum. In music, children are given many opportunities to sing, hear, and appreciate quality music. We believe that through these fine arts, the children develop observational skills and an appreciation for masterpieces by artists and composers.

Physical Education - The ancient ideal of “a sound mind in a sound body” is rooted in the view that the truly educated person has learned to manage his life physically, mentally, and morally. Therefore, physical education is taught in all grades.

Library - The purpose of the Trinity Lutheran School Library is to support the school curriculum. Our goal is to encourage students to read fine literature and teach basic library skills.

HOMEWORK

Homework is a daily and critical part of our curriculum. It is used as a constructive exercise for mastery of the subject, as well as an opportunity for parents to be actively involved with their children in their studies. Memorization is a key component of our curriculum and it is strongly recommended that time be taken each night to cover any materials that need to be memorized.

The students will have homework on Monday-Thursday. Normally, in the Kindergarten through 6th grades, homework is not assigned on weekends or vacations; however it may be assigned at the discretion of the classroom teacher. Each day's homework sheet requires a parent signature in K-6th grades. Since homework is essential for the learning process, it is to be completed and brought

to school on a daily basis. Parents have the ultimate responsibility for following through with the consistent discipline of homework.

K-2nd Homework Policy

At the third late or incomplete assignment each quarter, the student will receive a yellow slip. Every subsequent late assignment will result in the student missing a recess. An excessive number of late assignments will require a meeting with the teacher and Principal.

Homework/Sick Guidelines-Parents may pick up homework from 3:30-4:00 p.m. on the day the student is ill. The student will have two days for every day of absence to complete homework without penalty unless other arrangements have been made.

3rd - 6th Homework Policy

Homework/Sick Guidelines-Parents may pick up homework between 3:30-4:00 p.m. on the day the student is ill. Homework will not be available before 3:30 p.m. The student will have until the Monday after the absence to complete homework without penalty unless other arrangements have been made.

Late Assignments will be lowered 10% for each day the assignment is late. After three days a failing grade will be given, though the assignment must be completed.

CHOIR

Participation in choral events, such as singing at Sunday morning services at Trinity Lutheran Church, participation in the Christmas Service, and any other event, is mandatory. Failure to participate will result in an F in music for the quarter.

The following singing dates are required for K-6th:

- September 21st
- October 26th – Reformation
- December 17th – Christmas Service
- February 22nd
- April 19th
- May 21st – Ascension

HONOR ROLL

Honor Roll awards will be given to those in Grades 3-6. The criteria are as follows:

- Principal's Award 4.0 GPA
- First Honor Roll 3.5 - 3.99 GPA
- Second Honor Roll 3.0 - 3.49 GPA

To qualify for the Honor Roll, students may not have a D or F on their report card. Students will be recognized in Chapel at the end of each quarter.

IMPORTANT PARENT INFORMATION

You are an important part of your child's education, and your interest and involvement are vital.

Worship

Faithful church and Sunday school attendance is expected of both children and their parents. Those having no church home of their own are invited to join us in worship and to share regularly the blessings of the Gospel. Sunday school and Church attendance will be recorded on the K-6th report card. You are also invited to join us for Chapel on Monday afternoons and Wednesday mornings.

P.E.N. (Parent's in Education Network)

As a parent of a child enrolled in Trinity Lutheran School, you are automatically a member of the school's P.E.N. The P.E.N. exists to support the school with fund-raising efforts, maintain open lines of communication between parents and school staff, and help parents stay closely involved with their child's schooling. Please make every effort to be active in P.E.N. activities. You and your child will benefit.

Birthdays and Parties

Birthdays will be recognized in the classroom. If your child wishes to share a treat with his class, we will set aside a time to enjoy it.

Invitations to private birthday parties are not to be distributed at school. Please mail your invitations. For a list of addresses, please contact the school office.

All parties at Trinity Lutheran School will be Christ-centered parties in keeping with our Mission. There will be no Halloween costume party.

Christmas and Easter parties will be classroom parties organized by room parents in cooperation with the classroom teacher. Contact your child's teacher if you would like to plan an additional party.

Visiting

Parents are always welcome in the classroom. Due to our rigorous curriculum and schedules, the fewest number of interruptions is ideal to maintain the learning environment. Consequently, we request your visit be scheduled in advance with the teacher or Principal.

Admission and Procedures

REGISTRATION PROCEDURE

Parents seeking to enroll children at Trinity Lutheran School must register their child by completing the necessary paperwork. This includes an authorization of release of educational and health records for each student. Any student without all necessary paperwork on file will not be allowed to attend school until the paperwork is current.

Trinity Lutheran School offers a classical, Christian curriculum. We welcome children from all backgrounds who might benefit from this school; however, we are not staffed to serve children with unusual behavioral problems or severe learning disabilities.

Parents of all students must read the Parent Handbook and return a signed copy of the Trinity Lutheran School Parent Agreement Form. **All new students are subject to a one quarter probation period.** Spiritual, academic, and behavioral objectives must be met for enrollment to continue. Failure to meet these standards will result in dismissal.

Trinity Lutheran School reserves the right to place students in the appropriate instructional level as determined by standardized tests, previous records, and any additional placement tests of ability and achievement, not solely upon the age of the student.

Enrollment is not limited to Lutherans, but matters of faith will be taught exclusively in accord with the Scriptures and the Book of Concord while respecting the denominational preferences of non-Lutherans.

Due to limited class size, members of Trinity, Our Savior, and King of Glory Lutheran Churches receive first priority for registration until the date announced. Second priority will be given to all students currently enrolled who are not members of Trinity, Our Savior, or King of Glory. After this time, enrollment will open to the general public on a first-come-first-registered basis.

REGISTRATION REQUIREMENTS

Trinity Lutheran School requires that any student desiring to enroll be toilet trained and meet the age requirements listed below.

Preschool – Students must be three years old by September 15th.

Pre-Kindergarten – Students must be four years old by September 15th.

Kindergarten – Students must be five years old by September 15th.

TUITION

Tuition is due on the 15th of each month and payments can be dropped off at the school office where a volunteer will be recording all payments. After the 20th of the month, a \$30.00 late fee will be charged. For a detailed list of rates, please stop by the school office. All monthly rates are based on nine months beginning in August.

Parents with more than one child attending Trinity Lutheran School are given a discount. Members of Trinity Lutheran Church, Our Savior Lutheran Church, and King of Glory Lutheran Church receive discounted tuition rates. Other scholarships may be available.

The Principal must suspend the student(s) from school if tuition and fees are not paid by the last Friday of each month. Should late tuition be paid or arrangements be made to the satisfaction of the Board of Day School Ministry the student(s) will be reinstated without prejudice.

If tuition remains unpaid, a student's enrollment for the following year will be marked as "pending" until the previous year's tuition has been paid in full. Students with "pending" enrollment will be in jeopardy of losing their spot for the following school year.

SCHOOL HOURS

Preschool – Monday/Wednesday/Friday

Classes meet M/W/F from 8:15-11:15 a.m.

Preschool – Tuesday/Thursday

Classes meet Tue./Thurs. from 8:15-11:15 a.m.

Pre-Kindergarten – Monday-Friday AM

Classes meet Monday-Friday from 8:15-11:15 a.m.

Pre-Kindergarten – Monday-Friday PM

Classes meet Monday-Friday 12:15-3:15 p.m.

Kindergarten – Sixth Grade

Classes meet Monday-Friday from 8:15-3:15 p.m.

CHILDCARE AVAILABILITY

Trinity Lutheran has childcare services available on the premises from 6:30 a.m. until 6:00 p.m. Monday through Friday for children ages 3 and up. Before and after school care is available for a monthly fee, however you must have your child signed up for the service to avail yourself of it. You will need a signed contract, emergency contact information and shot records on file with the Childcare Center, per Department of Family Services (DFS) regulations, in order to use the childcare facility; if you do not have DFS required paperwork on site with the Childcare Center, your child will not be watched in our childcare under any circumstance, as DFS regulations forbid this. There is no "Drop-in" service available at our center. We recommend you contact the Childcare Center directly to sign your child up for before and after care if you feel you will have need of it / 307-635-2802 ext 15.

BEFORE SCHOOL PROCEDURE

Students who arrive before 8:00 a.m. are required to check in to the Childcare Center* (see requirements above), which opens at 6:30 a.m. Only children signed up for childcare services with the Childcare Center will be allowed in childcare; only those students who have made arrangements with teachers for tutoring are allowed in the classroom before school. Please be mindful of these rules and time restrictions.

Preschool, Pre-Kindergarten AM Students

Preschool and Pre-Kindergarten students who arrive between 8:00 a.m. and 8:10 a.m. may go directly to their classroom.

Kindergarten – 6th Grade Students

K-6th students arriving between 8:00 a.m. and 8:10 a.m. are to report to the lunch room where they will be supervised until the first bell.

Pre-Kindergarten PM Students

Pre-Kindergarten afternoon students who arrive before 12:00 p.m. must be signed into child care if they are in the Childcare Center program* (see requirements in 1st paragraph this page), or the parents must remain with them until noon when they may go directly to the classroom. Pre-K students arriving between 12:00 p.m. and 12:10 p.m. may go directly to the classroom.

The west entrance to Trinity Lutheran School, through the playground will always be locked for the security of our students.

AFTER SCHOOL PROCEDURE

All students will remain in their classrooms until a parent comes to pick them up. Any individual coming to pick up a child must be listed on the School Registration Form that is filed in the school office. If an individual is not registered, a note to the child's teacher notifying them of who will be picking the child up is required. A child will not be released to any adult who has not been authorized to pick up a child. Please be prepared to show identification. Children must be picked up by 11:30 a.m. for the morning dismissal and by 3:30 p.m. for the afternoon dismissal*.

***If you believe you will have need of before or after school childcare services, please be sure your signed contract, emergency contact information and shot records are all on file with the Childcare Center ahead of time; monthly fees for this service are paid in advance. We do not offer any "Drop-in" service at our childcare facility. Please contact the Childcare Center directly at 307-635-2802 ext. 15 with any questions or stop in to arrange your child's admission.**

SECRETARIES

The secretaries of Trinity Lutheran Church and School are paid employees and are here to answer questions you might have. They also have many other tasks to complete. Please respect their time and the work that must be accomplished.

NON-DISCRIMINATORY POLICY

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

School Guidelines

SCHOOL RULES

Be Respectful

Students will honor and obey pastor, teachers, parents, and others in authority. Students will show care and concern for the safety and space of others. Students will show proper care for the property of the church and school. Students will set a Christian example in word and deed.

Be Responsible

Students will be responsible for their behavior.

Be Safe

Students will use good health and safety habits.

SCHOOL SAFETY

All visitors to our school are asked to sign in and sign out at the office by signing our visitor log. When taking your child out during the school day, the school secretary or Principal will notify your child's teacher so he/she can be dismissed from the classroom.

CLASSROOM RULES

Listen carefully.

Matthew 13:43b "He who has ears to hear, let him hear!"

Be obedient.

Romans 13:1 “Let every soul be subject to the governing authorities. For there is no authority except from God, and the authorities that exist are appointed by God.

Respect people and property.

Matthew 7:12a “Therefore, whatever you want men to do to you, do also to them.”

Do your personal best.

Proverbs 12:27b “Diligence is man’s precious possession.”

Keep a place for everything and keep everything in its place.

I Corinthians 14:40 “Let all things be done decently and in order.”

CONSEQUENCES

Preschool/Pre-Kindergarten

Children are expected to conduct themselves in a normal, reasonable manner for their age in relationship to their fellow students and teacher.

This positive behavior will be encouraged in various ways – when children arrive, during the class period, and when children leave.

Unacceptable behavior can be one of the following but not limited to these examples – fighting, open disobedience to rules and regulations, harming and misusing personal property of others, inappropriate language, etc.

The following will be the procedure for dealing with unacceptable behavior.

1. The teacher will speak with the child and try to work out a resolution.
2. A phone call or written report to parent if and when an incident warrants it.
3. Conference with parents to work out a mutually agreed upon procedures to modify and change inappropriate behavior.

In the case of severe behavior, a child will be suspended immediately and parents must meet with the teacher and principal before the student can be reinstated.

Kindergarten – 2nd Grade

The consequences for breaking the rules are:

1. Warning
2. Yellow Slip – 5 minutes on the wall at recess.
3. Yellow Slip with Check - Stay in at recess.
4. Orange Slip - Stay in three recesses and note to parents.
5. Red Slip - two yellow slips and an orange slip in one day, or bullying, cheating, fighting, disrespect of authority, lying, or stealing. Student will be sent home for the remainder of the day. The student and parent must meet with the Principal before returning to class.

3rd -6th Grade

The consequences for breaking rules are:

- Warning
- Note home to parents
- Detention – A detention will be given if the behavior continues after steps one and two have been conducted. A detention will be served after school at the discretion of teacher. Parents will be called and informed immediately that their child has been given a detention and will be informed of when their child will serve the detention.
- Suspension for the remainder of the day. Student and parent must meet with the Principal before returning to class. In addition, bullying, cheating, fighting, disrespect of authority, lying, or stealing will result in immediate suspension. The student and parent must meet with the Principal before returning to class.

DISCIPLINE GUIDELINES

As parents and teachers we accept the challenge to "train up a child in the way he should go," Proverbs 22:6. Cooperation between the home and school in the interest of the child is a necessary component of education. In Christian education, the home, the church, and the school must work together closely. In handling behavior problems, the following measures may be taken:

1. Teacher and Child

The teacher will work with the student to develop confession and absolution and to apply appropriate consequences for misbehavior (such as time out, loss of recess, detention, separation from other students, a visit to the Principal's office and/or a call to the parents).

2. Child, Teacher, Parents and/or Principal

If the problem is not resolved in step one, either the parents or Principal are included to help bring about correction, confession, and forgiveness.

3. Child, Teacher, Parents, and Principal

If the efforts of step two have not brought about a resolution of the conflict, the Principal will meet with teacher, parent(s), and child to resolve the issue. If successful, confession and forgiveness are in order. If a resolution cannot be achieved at this point, suspension, or dismissal are viable options. We further understand that in cases of flagrant misbehavior (e.g. bullying, rank disrespect, lying, cheating, stealing, profanity, physical violence, irreverence), steps two and three may be employed immediately.

ACADEMIC GUIDELINES

Grading Scale

99 - 100% A+	83-84% C+
95 - 98% A	77-83% C
93 - 94% A-	75-76% C-
91 - 92% B+	73-74% D+
87 - 90% B	67-72% D
85 - 86% B-	65-66% D-
	Below 64% F

Report Cards and Conferences

Report cards are issued every quarter, beginning with Kindergarten. The 1st Quarter report card will be given at the Parent/Teacher Conference. The remaining three are sent home with the students on the Wednesday following the end of each quarter.

Two mandatory conferences are held each year after the 1st and 3rd Quarters to discuss each student's progress in schoolwork, achievement, and classroom behavior. Parents or teachers may schedule additional conferences as needed.

Academic Probation

Students who fail in one or more subjects are placed on academic probation. The Principal, teacher, parents, and student must meet at the beginning of the next quarter. Following this, weekly progress reports will be issued.

If the student is still failing in one or more subjects by midterm, an additional meeting must be held. Two consecutive quarters of failing grades may result in expulsion.

LUNCHROOM GUIDELINES

The lunch period is as follows:

11:25 a.m. – 12:00 p.m.

Each day there will be no talking allowed for the first 20 minutes of lunch so that children will be able to have enough time to eat. We invite all parents to join us for lunch any day of the week. Students sit with their assigned groups at lunch Monday-Thursday. On Fridays, students will be allowed to sit where they wish.

In an effort to encourage nutrition and healthy eating habits, pop is not allowed and candy is strongly discouraged. Lunches are available through the Laramie County School District at a cost of \$3.00 per lunch. Milk is also available for those eating cold lunch at a cost of \$.40 per milk. Free and discounted lunches are available for those who meet the state requirements. Please ask at the office for more information.

LIBRARY

Each student may check out one or two books at a time. Failure to return library books will remove the student's privilege to check out books. If a book is still missing after a month, a note will be sent home with the book title and its price, so that you may reimburse the school. This is done so that your child will be able to check out books again.

It is the policy of Trinity Lutheran School that books returned damaged must be paid for. Failure to make satisfactory arrangements will result in all of the following: 1) the student will have his library privileges suspended; 2) Trinity Lutheran School will note all unpaid fees in permanent record until they have been paid.

The Librarian is under the supervision of the Principal and the Board of Christian Day School.

Book needs are prioritized after consultation with the school faculty. The library reserves the right to pass on or to return book donations.

ATTENDANCE AND TARDY POLICIES

Regular and punctual attendance is absolutely necessary for the benefit of your child. If your child will be absent please call the school before 8:00 a.m. and leave a message at the extension of your child's teacher. This is for the security of your child. In addition, we ask that you contact the teacher to discuss prearranged absences and provide written notification of such absences. If any student accumulates five (5) unexcused absences during the course of the school year, the child will be deemed "habitually truant" and will be reported to the proper authorities.

After three tardies in a nine week period, the teacher will contact the parent to inquire into the reason for the tardiness. Every three tardies will count as an unexcused absence.

When a student has missed 10 days of school during a quarter (whether excused or unexcused) the child's progress will be reviewed by the child's teacher, parents, and the Principal. Areas to be looked at will include: grades, completion of all homework, and participation in class activities. Following this review a decision on the course of action to be taken will be made by the Principal with input from the teacher.

DRESS CODE

All Students in Preschool -6th Grade

- Students will dress according to the dress code. Clothing will be clean, neat, and without holes at all times.
- Students must wear shoes that are completely enclosed during school. Sandals, crocs, clogs, or shoes without backs are not acceptable.
- Dress shoes are appropriate on chapel days.
- Students must have a pair of tennis shoes to wear at recess on chapel days.
- Clothing must be manageable and appropriate for the season and the activity.
- Boots or a pair of shoes for outside must be worn when the weather dictates. These boots or galoshes must be left in the hall. A child must have a different pair of shoes to be worn in the classroom.

- Students will wear outdoor apparel to and from school only, not in the classrooms.

Preschool and Pre-Kindergarten

- Due to the difficulty belts can cause while going to the bathroom for younger children, it is recommended that Preschool and Pre-Kindergarten students not wear a belt.

Kindergarten -6th Grade

- Students are required to wear shirts without writing. Students are encouraged to wear shirts with collars.
- Students are required to wear jeans or khaki-type pants. **Cargo pants, sweatpants, pajama pants, and other athletic wear will not be permitted.**
- Shorts can not be worn from October 15th to April 15th. Shorts must also be jean or khaki-type shorts.
- On chapel days, students are encouraged to wear a dress pants, shirt, and tie (boys) or dress/skirt and blouse (girls).
- A child's fingertips should not go beyond the length of shorts or a skirt.
- Tank tops and spaghetti straps are not allowed.

Any violation of this dress code will result in a phone call home to get clothes that are not in violation of the dress code.

Students are responsible for their own clothing. Each child's clothing, lunch box, tote bag, etc. should be labeled.

TOYS AND ELECTRONICS POLICY

Toys can not be brought from home unless the classroom teacher has given permission to do so for show and tell. Cell phones, CD players, video game systems, iPods, and any other similar electronics will not be allowed. If such toys or electronics are brought to school, they will be confiscated and parents must meet with the teacher to reclaim them.

Health and Safety

IMMUNIZATION REQUIREMENTS

The Wyoming Statutes mandate certain immunizations for all students in public and private schools. We urge you to check with your physician

to ascertain if your student is appropriately immunized as required by statute. Generally, the following is required: Proof of proper immunization is required by law and must be presented on the State of Wyoming Official Record of Immunization (yellow card) at the time of enrollment. School staff will review all student records to verify mandatory immunizations. For exceptions to the immunization law, contact your physician. Immunization records must be on file with Trinity Lutheran School before your child can attend class.

HEALTH REGULATIONS AND MEDICATIONS

Trinity Lutheran School suggests annual check-ups. We urge students, especially when entering Preschool and Kindergarten, to have a thorough examination. We also urge parents to share any medical concerns with the classroom teacher (i.e. allergic reactions, asthma, etc.)

Daily medications will not be administered unless accompanied by a written request from a physician and signed by a parent. Medications must be in the original containers. **A student should never have medications in their possession.** All medications must be kept by the school and administered by the staff as necessary.

In case of an accident, First Aid will be administered and, if necessary, parents will be contacted as soon as possible. In the case of a more serious accident, further medical help will be obtained by the school and the parents will be contacted immediately.

SCHOOL WELLNESS POLICY

In order to promote wellness in our classrooms, please keep your child home if he/she has been vomiting during in the past 24 hours, is running a fever, or has severe coughing.

COLD WEATHER POLICY

Students will be outside any time the wind chill/temperature is above 0°. Please make sure your child(ren) is dressed in warm clothing during cold weather. Snow boots or overshoes, gloves, hats and coats should be worn. All students are expected to participate in recess unless excused due to health restrictions. Due to the size of our staff, a written

request from your family's doctor is required if a student is to stay in for recess.

If your child does not have boots, please send an extra pair of shoes with them so that they can play in the snow.

SAFETY DRILLS

Safety Drills will be conducted once per month. Students will be instructed on where to go and what to do during these drills.

SCHOOL CLOSINGS

In cases of severe weather school may close. Trinity Lutheran School follows the lead of Laramie County School District #1. If LCSD #1 is closed on a school day, Trinity will also be closed even if it is not listed on TV or the radio. When the weather is doubtful and school remains in session, it is your decision to pick your child(ren) from school. Please listen to AM 650 for updates on school and day care closings.

Legal Notices

Civil Rights Statement – Trinity Lutheran School admits students of any race, color, national and ethnic origin to all of the rights, privileges, and programs, and activities generally accorded or made available to students of the school. Trinity does not discriminate on the basis of race, color, national and ethnic origin in administration of the educational policies, admission policies, financial aid, athletic and other school-administered programs and employment practices.

Asbestos Notice – The Federal Asbestos Hazard Emergency Response Act of 1986 requires that parents and students be made aware of the asbestos situation in our school. All school buildings constructed before 1980 have asbestos contained in some of their building materials. At Trinity Lutheran School, asbestos was found in the floor tile. Recommendations for dealing with asbestos-bearing materials have been and are being followed and there is no need for concern about the safety of the children or employees. Detailed information regarding asbestos inspections, recommendations, compliance, and other information is available for review in the church office.

Trinity Lutheran School Parent Agreement

Please read, initial, and sign this agreement.

Parents of students at Trinity Lutheran School are welcome to attend worship services at Trinity, King of Glory, or Our Savior on a regular basis with their children. Parents are asked to adhere to the following standards, so that a harmonious and joint effort between school and home is possible.

As a parent of a student at Trinity Lutheran School:

_____ I have read the Statement of Faith and understand that the theological doctrines of the Lutheran Church-Missouri Synod are those which will be taught in the classroom.

_____ I have read and am supportive of the school's Philosophy of Education and School Standards.

_____ I have read the School Rules, Classroom Rules, Discipline Guidelines, Homework Policy, Grievance Guidelines, Dress Code, Tuition Payment Policy, and Attendance & Tardy Guidelines and agree to support the enforcement of these.

_____ I have read the School Administration section and agree to follow the prescribed steps listed when dealing with issues of concern.

_____ I will support my child's education by supervising assigned work, and encouraging quality, excellence, industry, self-discipline, obedience, good moral character, and good manners from my child.

_____ I understand that Trinity Lutheran School has neither the resources nor the expertise to meet the needs of children requiring special education or behavioral assistance, and I agree to pursue an alternative source of education if needed by my child.

_____ I will encourage, edify, and aid the school, teachers, and staff to the best of my abilities by prayer, time, talent, and effort.

_____ I understand that if my child is ill, he or she will be kept home.

_____ I agree to allow my child's name, address, and phone number to be released to other parents for party invitations and contact.

_____ I acknowledge that my child can not attend school until all necessary forms on file, including an updated immunization record.

Signature of Parent

Date

Signature of Parent

Date

PLEASE NOTE THIS MUST BE SIGNED AND ON FILE BEFORE YOUR CHILD CAN ATTEND SCHOOL

THANK YOU!

Trinity Lutheran School Financial Agreement

Please read, initial, and sign this agreement.

- _____ I agree to meet the financial obligations of all tuition and fees as explained in the handbook.
- _____ I agree to pay all registration and book fees before my child can begin attending Trinity Lutheran School.
- _____ I agree to pay my tuition that is due on the 15th of each month.
- _____ I agree to the \$30 fee that will be charged to me if my tuition is not paid by the 20th of each month.
- _____ I agree that if my tuition is not paid by the last Friday of each month, the principal must suspend my child(ren) from school until arrangements are made with the Board of Christian Day School and to their satisfaction.
- _____ I agree that all payments will be made with check or money order.
- _____ I agree that my child can not order hot lunch or milk with out prior payment for tickets.
- _____ I agree that if I am not enrolled in the Trinity Lutheran Childcare, I must pay any additional fees accrued due to dropping my child(ren) off early or picking them up late.
- _____ I agree that Trinity Lutheran School retains the right to use this document in a court of law if I have not met my financial obligations to the school.

_____	_____
Signature of Parent	Date
_____	_____
Signature of Parent	Date

***PLEASE NOTE THAT ALL LINES MUST BE INITIALED AND THE FORM MUST BE SIGNED
AND ON FILE BEFORE YOUR CHILD CAN ATTEND SCHOOL***

THANK YOU!