

# ***Trinity Lutheran School***

**2011-2012**



**TRINITY**  
LUTHERAN CHURCH & SCHOOL

## **Parent Handbook**

A Program of Christian Education  
Preschool – 7<sup>th</sup> Grade

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

<http://school.trinitycheyenne.org>

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## Welcome

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Dear Parents,

Greetings in the name of our Lord and Savior, Jesus Christ! Whether you have already decided to enroll your child in our school, or you are currently contemplating enrollment, we are thankful that you have taken the time to consider Trinity Lutheran School. Our school provides a loving environment that allows children to be successful.

## Profile of Trinity Lutheran School

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### 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 the 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 Christian Day School 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 Christian Day School.

Your inquiries about the church or school are welcome, and we will assist you in any way possible. You are also invited to attend Board meetings and to be part of the agenda upon request to the Board Chairperson.

## **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, 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 Administrator 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 as quickly as possible,

generally after school. A list of all extensions is included on page 3 of this handbook.

## **Organization**

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### **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. 22<sup>nd</sup> St.

- [www.trinitycheyenne.org](http://www.trinitycheyenne.org)
- Saturday worship at 5:00 p.m.
- Sunday worship at 9:00 a.m. with regular Sunday School and Bible Study classes at 10:30 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 and may be in conjunction with a sister LCMS congregation.
- Catechism instruction is offered to Grades 6-8.
- Evening services are held Wednesdays during Advent and Lent.
- Adult Instruction classes are offered for those who desire to join Trinity Lutheran Church or learn more about us.

Our Savior Lutheran Church – 5101 Dell Range

- [www.oursaviorcheyenne.org](http://www.oursaviorcheyenne.org)
- Sunday worship at 8:00 a.m., 10:30 a.m.
- Christian Education at 9:15 a.m.
- Monday worship at 7:30 p.m.

King of Glory Lutheran Church – 8806 Yellowstone

- [www.kingofglorylutheran.org](http://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 the first and third Monday afternoons at 2:30 p.m. and on Wednesday mornings at 8:30 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 programs are an introduction and foundation for the classical education the children will receive at Trinity Lutheran School in grades Kindergarten through 7<sup>th</sup>.

### **Grades K-7<sup>th</sup> – 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. Wyoming history is studied in the upper grades.

Geography - A thorough study of the continents where the goal is to connect geography with the history, culture, and economy of the land. This includes mapping skills, continents, oceans, states, and countries learned through a variety of activities.

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, basic 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. We work with Laramie County Library and the Bookmobile program to assist us with our library as well.

## **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. Generally, in the Kindergarten through 2nd grades, homework is not assigned on weekends or vacations; however, it may be assigned at the discretion of the classroom teacher, especially at the upper level 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.

### **Kindergarten**

At the third late or incomplete assignment each trimester, the student will receive a yellow slip. Every subsequent late assignment will result in the student missing recess to make up work. 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.

## **4<sup>th</sup> – 7<sup>th</sup> 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. Students will have an equal number of days to complete assignments as they missed. For example, if a student misses two days, he or she will have two days to complete assignments.

At the third late or incomplete assignment each trimester, the student will receive a yellow slip. Every subsequent late assignment will result in the student receiving detention to make up assignments. An excessive number of late assignments will require a meeting with the teacher and Principal. An excessive number of late assignments may result in detention.

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 still must be completed.

## **CHOIR**

Participation in choral events is mandatory. Failure to participate without a valid advance excuse may result in an F in music for the trimester.

The following singing activities are required for all students. Actual dates will be announced at the beginning of school.

- Reformation Faire
- Christmas Service/Concert
- Church Performance

## **HONOR ROLL**

Honor Roll awards will be given to those in Grades 3-7. The criteria are as follows:

- Administrator'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 trimester and at the end of year Awards Ceremony.

### **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-7<sup>th</sup> report card. You are also invited to join us for Chapel on Monday afternoons and Wednesday mornings.

#### **PTL (Parent Teacher League)**

As a parent of a child enrolled in Trinity Lutheran School, you are automatically a member of the school's PTL which exists to support the school, provide information regarding their child's education improvement, 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 PTL activities. You and your child will benefit.

We also provide a series of Parent Information Events (PIE) during the year. These are instructional activities for parents that provide information about your child's educational needs and instruction.

#### **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 may be distributed at school as long as all children in a class are invited. Otherwise, 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. A celebration of the Reformation will be held instead. 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 and/or Administrator.

### **Admission and Procedures**

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#### **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 trimester probation period.** Spiritual, academic, and behavioral objectives must be met for enrollment to continue. Failure to meet these standards can 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 currently enrolled students 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 the first day of school of the current academic year.

**Pre-Kindergarten** – Students must be four years old by the first day of school of the current academic year.

**Kindergarten** – Students must be five years old by September 15<sup>th</sup> of the current academic year. This meets the state law for the State of Wyoming.

### **TUITION**

Tuition is due on or before the 15<sup>th</sup> of each month, beginning in August. Payments should be placed into the lock box outside of the school office. After the 15<sup>th</sup> 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 to be paid as identified in the signed Financial Agreement beginning in August.

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

If tuition remains unpaid at the end of the school year, 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. Any unpaid fees are subject to collection through legal means.

### **TUITION ASSISTANCE**

If you are in need of tuition assistance, please visit with the Principal. Forms are available to request tuition assistance. All requests will be forwarded to

the Board of Christian Day School for consideration.

### **SCHOOL HOURS**

**Preschool – Monday/Wednesday/Friday**  
Classes meet M/W/F from 8:15-11:15 a.m.

**Preschool – Tuesday/Thursday**  
Classes meet daily 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 – Seventh Grade**  
Classes meet Monday-Friday from 8:15-3:15 p.m.

### **CHILDCARE AVAILABILITY**

Trinity Lutheran has childcare services available on the premises from 7:00 a.m. until 5:30 p.m. Monday through Friday for children ages 3 and up who are enrolled in our school. Before and after school care is available for a reasonable fee. However, you must have your child signed up for the service to avail yourself of it on a regular basis. You will need a signed contract and emergency contact information on file with the Childcare Center, per Department of Family Services (DFS) regulations, in order to use the childcare facility. We have the other documentation required by DFS at the school. Limited "drop-in" service is available at our center for emergency situations only. Parents will be charged the hourly rate for this care. We highly recommend you contact the Childcare Center directly to sign your child up for before and after care if you feel you will need it (635-2802 ext 15).

### **BEFORE SCHOOL PROCEDURE**

The west entrance to Trinity Lutheran School, through the playground will always be locked for the security of our students. Arriving students should use either the north door by the church office or the south door off the church parking area.

Students who arrive before 8:00 a.m. are required to check in to the Childcare Center (see requirements above), which opens at 7:00 a.m. Occasional "drop-in" children are allowed in the Childcare Center if space is available. If space is not

available, you will be required to stay with your child until the child can enter the classroom. Only those students who have made prior arrangements with teachers for tutoring are allowed in the classroom before school. Please be mindful of these rules and time restrictions. Children must be supervised at all times.

#### Preschool, Pre-Kindergarten AM Students

Preschool and Pre-Kindergarten students who arrive between 8:00 a.m. and 8:08 a.m. may go directly to their classroom.

#### Kindergarten – 7<sup>th</sup> Grade Students

K-7<sup>th</sup> students arriving after 8:00 a.m. will report directly to their classrooms. There will be no students left unsupervised in the hallways.

#### 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 1<sup>st</sup> paragraph this page), or a parent 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.

### **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 at the beginning of the school day 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.

Any child remaining in the classroom after 3:30 p.m., without prior arrangements with the classroom teacher, will automatically be taken to the Childcare Center. The parent will then be charged the hourly rate, with a minimum of one hour's care, for the time the child is there.

### **NON-DISCRIMINATION POLICY**

Trinity Lutheran School admits students of any race, color, 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 any other school-administered programs.

### **School Guidelines**

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#### **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, please sign the log outside the school office before your child is 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 such as biting, spitting, hitting, or kicking, a child may be suspended immediately, at the discretion of the teacher, and parents must meet with the teacher and school administrator before the student can be reinstated.

### **Kindergarten**

The consequences for breaking the rules are:

1. Verbal 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, violence to another child or teacher, 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 school principal before returning to class. A child who is suspended from school cannot participate in the childcare program as well.

### **First - Seventh Grade**

The consequences for breaking rules are:

- Verbal warning.
- Lose recess.
- Note home to parents.
- Detention – A detention will be given if the behavior continues after steps one through three have been conducted. A detention will be served after school at the discretion of the teacher. A form will be sent home informing parents that their child has been given a detention and when their child will serve the detention and the length.
- Suspension for the remainder of the day if the behavior continues. In addition, bullying, cheating, fighting, violence to another child or teacher, disrespect of authority, lying, or stealing will result in immediate suspension. The student and parent must meet with the school principal before returning to class. A student who has been suspended from school cannot participate in the childcare program as well.

### **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 school 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 dismissals are viable options at the discretion of the teacher, Principal, and The Board of Christian Day School. 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

98-100%	A+	78-79%	C+
94-97%	A	74-77%	C
90-93%	A-	70-73%	C-
88-89%	B+	68-69%	D+
84-87%	B	64-67%	D
80-83%	B-	60-63%	D-
		< 60%	F

### Report Cards and Conferences

Report cards are issued every trimester, beginning with Kindergarten. The first report card will be given at the Parent/Teacher Conference in the fall. The second report card will be given at the spring Parent/Teacher Conference. The final report cards are sent home with the students on the last day of the school year. Mid-term reports may be sent home at the half-way point of each trimester

Two mandatory conferences are held each year after the 1<sup>st</sup> and 2<sup>nd</sup> trimesters 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 school administrator, teacher, parents, and student must meet at the beginning of the next trimester. 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 trimesters of failing grades may result in expulsion.

### LUNCHROOM GUIDELINES

The lunch period is as follows:

11:30 a.m. – 12:30 p.m. with recess following.

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.

Until a hot lunch program is reinstated, children must bring their own lunches each day. A microwave is available on a limited basis. This is not for full meals to be heated (such as frozen dinners) and is limited in use to items needing to be reheated for one minute or less so that all children will have the same opportunity and time to eat their meals. In an effort to encourage nutrition and healthy eating habits, pop is not allowed and candy is strongly discouraged. Milk is available at a cost of \$.40 per milk through the purchase of a 20-punch ticket for \$8.00.

### LIBRARY

Our library is back in operation, each student may check out one or two books at a time for up to two weeks. 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 with significant damage must be paid for upon return. 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 the child's permanent record until they have been paid.

The Library 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 any 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 or on the administrator's phone. 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 during a trimester period, the teacher will contact the parent to inquire into the reason for the tardiness. Every three tardies during the trimester will count as an unexcused absence for reporting purposes on a child's report card and for attendance awards.

When a student has missed 10 days of school during a trimester (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 any necessary course of action to be taken will be made by the Principal with input from the teacher.

### **DRESS CODE**

#### All Students in Preschool -7<sup>th</sup> 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, extra shoes, 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.

#### Preschool -7<sup>th</sup> Grade

- Students are required to wear polo or oxford shirts/blouses in white, royal blue, navy blue or powder blue. Students are required to wear shirts without writing (Trinity shirts are acceptable)..
- Students are required to wear khaki-type pants, shorts, skirts, skorts or jumpers in khaki/tan color. We suggest that shorts be worn underneath skirts/jumpers. Shorts cannot be worn from October 15<sup>th</sup> to April 15<sup>th</sup>.
- A child's fingertips should not go beyond the length of shorts or a skirt.
- Students need at least one Trinity polo shirt for field trips.

Any violation of this dress code will result in a phone call home to get appropriate clothes that meet the dress code.

Students are responsible for their own clothing. Each child's clothing, lunch box, tote bag, etc. should be labeled. It is suggested that a child's name not be visible from the front for the student's own safety.

### **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 or the Principal to reclaim them.

## **Health and Safety**

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### **IMMUNIZATION REQUIREMENTS**

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 cannot be administered unless accompanied by a written request from a physician and signed by a parent. Medications must be in the original containers. **OTC medicines will not be administered without a prescription. A student should never have medications in their possession.** All medications must be kept by the

school and will be administered by the Principal 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. We will try to the best of our ability to follow the prioritized instructions provided on each child's information card.

### **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. We want to keep other children from being exposed to contagious illnesses.

### **COLD WEATHER POLICY**

Students will be outside any time the wind chill/temperature is above 0°. Please make sure your child 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 limited 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. Be advised that these drills are not all fire drills and that children may not always go outside (i.e. tornado or lock-down drills).

### **SCHOOL CLOSINGS**

In cases of severe weather, the 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 up your child from school.

## **Legal Notices**

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**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 gender, disability, 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. This includes any federal funds for which Trinity Lutheran School may receive.

If you believe you have been discriminated against in the U.S. Department of Agriculture Special Milk

program, please contact the Secretary of Agriculture at the address found on the poster in the school.

**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.