

TRINITY LUTHERAN SCHOOL PARENT / STUDENT HANDBOOK



Trinity Lutheran Church and School
4740 N State Highway 83
Franktown, CO 80116
303-841-4660

Mission Statement

Trinity Lutheran School prepares students for the world by equipping them with spiritual strength, creating Christian leaders and establishing a foundation of academic achievement.

Web: www.tlcas.org

TRINITY LUTHERAN SCHOOL HANDBOOK

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STATEMENT OF PURPOSE

Trinity Lutheran School is operated by Trinity Lutheran Church. The purpose of establishing and maintaining this Christian day school is to provide parents of Trinity Lutheran Church and the surrounding community with the opportunity to provide for their children a comprehensive academic education in a Christian environment. In Proverbs 9:10 we read, “*The fear of the Lord is beginning of Wisdom.*” Thus, we seek to educate children spiritually as well as socially and academically. As our Lord has said, “*Let the children come to me and do not stop them because the Kingdom of Heaven belongs to such as these.*” (Matthew 19:15)”. Also, God has promised, “*Teach a child how he should live, and he will remember it all his life*” (Proverbs 22:6). It is important to realize that in accomplishing the educational task our Lord has set for us, it is not the purpose of Trinity Lutheran School to completely isolate children from the world, but it is our intent to provide each child with the tools necessary to live as maturing, loving, witnessing Christians in the world. To achieve these goals, a hand-in-hand cooperative relationship between parents and faculty and administration is required, united by God’s Spirit working through His Word.

The Christian educational experience at Trinity School will include but is not limited to:

- Reinforcing basic Christian values which parents are already teaching their children in the home;
- Studying the Bible as the sole source of our faith and basic Christian beliefs;
- Complete instruction in the basic curricula areas normally afforded a preschool, elementary, middle school child. Areas of study include: religion and the Bible, mathematics, English, Spanish, spelling, handwriting, science, reading, social studies, music, physical education, and art.

Trinity Lutheran School believes that a good education requires not only highly qualified teachers and up-to-date materials and equipment, but positive, parental involvement as well. Parents are encouraged to participate and assist in their child’s educational experience whenever possible. Parental help is primarily enlisted through the Volunteer Service Form, which is given to all parents when enrolling their children.

In addition to providing the basic curriculum subjects, teachers are encouraged to provide a wide range of educational experiences for the children. These include, but are not limited to, field trips, guest speakers, computer use and training, the liberal use of films and other audio-visual materials, drama experiences, both in the classroom and as a school through leading Chapel services, performing Christmas programs, operettas and the like, and any other activities deemed valuable in providing a broad base of educational experience for students.

This guide was prepared as a means to help establish a Christian setting at Trinity Lutheran School, Franktown, Colorado. It is a guide and not meant to be interpreted as a complete set of rules. Other statements of policies and procedures may be given from time to time as the need arises. It is hoped that this booklet will be beneficial to our students, parents, and teachers as we live together under God’s mercy and grace.

NOTICE OF NON-DISCRIMINATORY POLICY AS TO STUDENTS

Trinity Lutheran School is owned, operated and supported by Trinity Lutheran Church and is open to all who desire a Christ-centered education for their children. It admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admissions policies, and athletic and other school-administered programs.

STATEMENT OF FAITH

Trinity Lutheran School adheres to the statement of faith and belief as found in God's Word and outlines below:

WE BELIEVE:

- That mankind is sinful by nature and has lost true fellowship with God, and hence needs spiritual rebirth;
- That our salvation cannot be taken for granted, nor achieved by us through behavior; our own.
- That salvation, heaven, and eternal life are the Gifts of God, won for us by the obedient life, sacrificial death, and life-renewing resurrection of Jesus Christ, the Son of God;
- That God offers forgiveness of all our sins and the Gift of His Holy Spirit to all people.
- That God's Salvation is received when we acknowledge and forsake our sins, and believe that Jesus Christ is their Savior and Lord;
- That living a Christian life means receiving grace from God and His indwelling Spirit, by which we attempt to follow the teachings of Christ and His Apostles;
- That our eternal destiny, whether heaven or hell, is determined by whether or not we believe God's love and forgiveness in Jesus Christ;
- That God is love, and He wills the salvation of all people. If we are lost, it is because we reject the forgiveness He offers us in Jesus Christ;
- That as a Christian we will not neglect worship, prayer, the sacrament, and participation in the life and work of the church.

ABSENCE

Absence greatly affects the educational experiences of a child. In the event a student will be absent, the parent should notify the school office no later than 8:30 AM. Children should be fever free for 24 hours before returning to school so as not to affect the other members of the class.

Any parent or authorized person needing to pick up or return a student during the class day must come to the office to sign out the student; the office will notify the classroom teacher and the student will meet the parent at the office.

Parents are requested to notify the school office of any communicable disease their child has at the earliest possible time. Children should not return to school after an illness unless sufficiently recovered to participate in the regular school program.

Consistent absenteeism or tardiness during the school year may result in a faculty review concerning the eligibility of the affected child for promotion. As a rule of thumb, 7 tardies will be equal to one absence on the child's report card; there is reason to question a student's eligibility for promotion if that student has been absent twenty-five (25) or more school days during the school year.

ADMISSIONS

Families interested in enrolling their children at Trinity are requested to arrange for an appointment with the principal. Applications will be given to the families along with a release of information letter which will allow Trinity to view the records of the student(s) at the former school. The Letter of Intent should be completed to place a child on the waiting list.

- Priority will be given to:
- 1) currently enrolled students and their siblings
 - 2) members of Trinity Lutheran Church.
 - 3) all others.

WAIT LIST POLICY

No fee is required to be placed on the wait list. Students will be considered for admission on a first-come, first-served basis. The child will stay on the wait list until admitted by the school or until the school is notified by the parent to remove their child from the list. The wait list will change at the end of each school year. Students waiting will be automatically moved to the next grade level. The children on the wait list will be sorted into the proper grade category, and *all children will be arranged by Letter of Intent date.*

ARRIVALS & DISMISSALS

School begins promptly at 8:15 AM. Doors will be opened at 8:00 AM. Students should not arrive before 8:00 AM unless requested by a teacher. Students should go directly to classrooms and quietly prepare for the school day.

All classes will be dismissed at 3:15 PM. Students shall quietly leave the school building at the scheduled dismissal time unless they have permission from their teacher or are participating in a sponsored school activity.

Children arriving late or leaving early must be signed in or out in the before/after care computer system.

ASBESTOS

Trinity Lutheran School is an asbestos free school; however, to comply with federal and state laws we have an asbestos management plan on hand.

ATHLETICS

Trinity participates in extra curricular activities in the Denver area Lutheran Schools League (DALs). In the fall boys and girls may participate in soccer and girls in volleyball. In the winter Trinity offers basketball for both boys and girls. Track is offered for both boys and girls in the spring. Generally, children in grades 5-8 participate in extra-curricular athletics, although fourth graders may at times participate as well.

ATTENDANCE

Students are expected to attend and participate in all appropriate functions sponsored by the school. As such, the following attendance policy is in effect:

- 1.0 All students are expected to attend school when school is in session.
- 2.0 Upon arrival at school, students shall go directly to their classroom. Since there is no playground supervision before school, students are not to be on the playground before school begins.
- 3.0 Any student not in their classroom by the scheduled starting time will be considered tardy.
- 4.0 All students are expected to come to school prepared to go outside for recess. Parents must submit a written note if they wish their child to remain in the school building during recess.
- 5.0 Once entering the school grounds for the school day, the student may not leave the school grounds with anyone other than parents unless written permission from parents is presented to the teacher or the school office according to the sign-out procedure.
- 6.0 Any student not able to participate in gym class for physical reasons must present to the teacher a written excuse.
- 7.0 Students shall quietly leave the school building at the scheduled dismissal time unless they have permission from their teacher or are participating in a sponsored school activity. Any students remaining on the school grounds more than 15 minutes after the scheduled dismissal time shall be taken to TEC.
- 8.0 Tardies are given to any student not in their classroom at the scheduled starting time. Perfect attendance awards will not be given if a student is tardy 5 or more times in a quarter. Absences will be assessed according to the following times when the student arrives.

Arrives by 8:20 a.m.	Tardy (7 tardies = 1 absence)
Arrives after 8:20 a.m.	Absent one quarter day
Absent for 1.15 – 3.5 hours	One half day absence
Absent for more than 3.5 hours	Whole day absence
Leave Early after 2:30	Early Dismissal

AWARDS

At the end of the each quarter, students will be recognized for their academic achievements. Awards for Honor Roll and High Honor Roll will be given after chapel after the end of each quarter.

CALENDAR

The school calendar is made available to you with your registration materials. Copies are available in the school office, if needed.

CHAPEL

In addition to in-classroom time given to devotions and worship, students have the opportunity to worship together as a school family once a week in the school's Wednesday morning chapel service. These worship experiences will be led by the Pastor of Trinity Lutheran Church, school staff, and invited speakers. Occasionally, each class will also prepare a special chapel presentation. Parents are invited to worship with students and school staff at any of these services. Children are encouraged to "dress up" for chapel. As an important part of the school's training for good stewardship, a chapel offering will be taken. These offerings will be used for special mission projects and announced in advance.

CHECK IN/OUT DAYS

Check In Day or Registration Night will take place from 1p.m – 7p.m. on the assigned day. Students will come, with their parents, anytime between 1p.m. and 7 p.m. to turn in paperwork, pay fees, drop off school supplies and meet their teacher. Parents are required to stay with their child during this day. Please visit the school office first.

Check Out Day is the last day of school. Parents will escort their child around campus, anytime between 8a.m – 12p.m., to "check out" for the school year. Families will start in the school office where they will pay outstanding fees and receive their check out sheet. Parents are required to stay with their student during this day.

CHILD ABUSE

It is the policy of Trinity Lutheran School to comply with the Child Protection Act of 1975 (CRS 19-10-101 et. Seq.), and especially with the mandatory reporting sections of that act. To that end, any school official or employee who has reasonable cause to know or suspect that a child has been subjected to abuse or neglect, or who has observed the child being subjected to circumstances or conditions which would reasonable result in abuse or neglect, as defined by Colorado statutes, to immediately report or cause a report to be made to the Douglas County Social Services and/or the Douglas County Sheriff's Department as required by law. School employees and officials shall not contact the child's family or any other person to determine the cause of the suspected abuse or neglect. It is not the responsibility of the school official or employee to determine whether the child has been abused or neglected.

CLASS PARTICIPATION ATTENDANCE POLICY

Students are expected to participate in all classroom activities. In the event that a family chooses not to participate in an elective course, a field trip, or any other school activity held during the regular school hours, the student is required to be in attendance at school in a structured setting during those regular school hours or it will be recorded as an absence.

COMMUNICATION

Communication is a high priority at Trinity Lutheran School. We will make every effort to keep you informed through our weekly newsletter, Eagle Express, which will be emailed to you. If you would prefer a hard copy, please let the school office know. Teachers communicate through classroom newsletters.

We expect parents to communicate with the teachers regularly as well through notes, e-mail messages, and preferable through face-to-face communication when there is a sensitive issue to discuss.

Do not go first to a friend or another parent if the situation concerns you and a school staff person.

School Board meeting times are announced on the church calendar and school newsletter. Visitors who wish to address the board should contact the chairman or the principal in writing, 7 days prior to the meeting date, to be put on the agenda.

COMPUTERS

Students are encouraged to use the computers. A Technology Use Form must be on file. Students must have permission from a teacher and must use the software made available from the school. Programs brought from home may not be used on the school computer.

TECHNOLOGY ACCEPTABLE USE POLICY

Preamble: The use of computers during the school day at TLS is an integral part of a student's education. However, the use of computers is also a privilege, not a right, and inappropriate use may result in the temporary or permanent cancellation of those privileges and, potentially, other disciplinary action. Students will be held responsible for their actions and activity while using technology at TLS.

SCHOOL COMPUTER GUIDELINES:

1. Technology will be used in a way that treats other people in a God pleasing manner. Therefore, the sending of threatening, harassing or degrading messages, using files, and email to bear false witness or spread rumors about someone, impersonating another person, or posting anonymous messages or personal communications without the original author's consent is prohibited.
2. Do not interfere with the work of another student or a teacher. Students may not degrade or disrupt the normal function of hardware or software so that the performance of these items is damaged. Neither may students use technology in such a way that it is disruptive or harmful to the teacher, students, and classroom environment.
3. The privacy of other people, whether they are fellow students or teachers, is to be respected. Students may not intentionally access the messages, files, or work of another student or teacher, nor alter any of these in any way.
4. Students using technology are expected to uphold the seventh commandment. It is illegal to violate copyright laws that pertain to programs, text, and images. Copying of program files (as opposed to personal word processing files, or other student work) is prohibited except with the approval of the teacher and their personal supervision. Hacking other web sites is also prohibited.
5. Students must maintain security of the user ID's and passwords. Sharing of user ID's or passwords is prohibited.
6. Students are to use computers only as instructed by the teacher. Students may not attempt to gain any unauthorized access to resources, programs, or on-line sites. Similarly, students are expected to maintain individual computer settings. These settings (such as the background, icons, screen savers, fonts, etc.) may not be altered without permission of the teacher.
7. Students may not use the technology at TLS for their own financial or commercial gain. Similarly, students may not use computers to purchase any item or engage in any financial transaction by using school computers.
8. Students will not use any chat program unless specifically led and directed by the teacher.

9. Students may not download computer programs to school computers without the knowledge and approval of the teacher.
10. Students may not use personal email at school without the knowledge and approval of the teacher. Should email be approved, the student is expected to take reasonable steps, such as not opening any file attachments, to ensure that a school computer is not infected with a virus.
11. Students may not create a web site using school computers unless specifically directed by the teacher.
12. Students are expected to adhere to all of the following guidelines concerning Internet use:
 - a. Personal information of any kind about themselves or another person (students, teachers, parents, etc.) may not be transmitted. This includes home telephone numbers and addresses as well as information regarding the location of any student at any given time.
 - b. Students may not use any Internet feature without the direct personal supervision of the classroom teacher, teacher’s aide, or authorizing parent volunteer. Direct personal supervision means that the teacher (or any other qualified individual) is present in the classroom lab and is actively monitoring the work of the student.
 - c. Students are expected to maintain a Christ-like demeanor at all times. Therefore, no text, image, movie, or sound that contains obscene or violent material, or language that offends or degrades others will not be intentionally viewed or accessed.
13. Students are able to bring their own devices however, Trinity Lutheran Church and School will assume no responsibility for loss, theft or damage to these items while on campus.

Computer technology is a gift from God to His people. Like any other gift, it is up to us to use the gift wisely to glorify God and advance His kingdom. TLS acknowledges the blessings the Lord has bestowed on His church through technology, and we are committed to empowering our students to use this gift in a way that is in keeping with our Christian faith. We pray that God will bless our efforts to enhance our students’ educational experience through technology.

CONFERENCES

At the end of the first and third quarter a personal conference will be held with each family. A schedule will be sent home to each parent indicating time of appointment with each teacher for each pupil. Parents are encouraged to contact the teacher for a conference at any time. Additional conference times may be requested by parents or the teacher.

CURRICULUM CYCLE REVIEW

Trinity Lutheran School adheres to the following cycle for curriculum review:

Subject	Year Reviewed	Year of Intended Implementation
Science	2019-2020	2020-2021
Language arts	2020-2021	2021-2022
Specials (art, music, P.E., Spanish)	2021-2022	2022-2023
Religion and Misc.	2022-2023	2023-2024
Math	2023-2024	2024-2025
Social Studies	2024-2025	2025-2026

The cycle will then keep repeating itself.

CUSTODY

In the case of separation or divorce, Trinity Lutheran School abides by all legally served court orders. Such orders must be on file with the school office.

DISCIPLINE POLICY

The Church across the ages, under the blessing and guidance of the Lord, has the command to raise children in the Christian faith. This effort includes proper instruction in the faith, proper correction for misconduct, appropriate consequences for misconduct, and restoration to the community of faith. Prior to the sacrifice for our sins by the Christ, wise King Solomon revealed the heart of God in this area by saying that we must *“train a child in the way he should go”* (Proverbs 22: 6). Here, God declares that children must be led toward the faith through instruction and training that is appropriate and meaningful to the child’s level of mental and physical development. Each child progresses at differing speeds and abilities in intellectual pursuits, social engagement, physical abilities, and spiritual understandings. Thus, in the “training” of the children of our school, we take into account the varying levels and abilities that exist.

The Apostle Paul, reflecting on the impact of the Gospel upon the family, furthers the command of the Lord in the raising of children in the Christian faith. Very plainly, he says to fathers that they *“should not provoke their children to anger, but should bring them up in the discipline and admonition of the Lord”* (Eph. 6: 4). The meaning is plain. For children to fulfill the command of the Lord to “Honor” (this authority over them) fathers and mothers must surrender any right they may feel they have to act unreasonably toward their children. Parents should strive always to discipline and admonish the children in the Lord. Paul assumes that Christian unity permeates the husband/wife relationship. Paul assumes that Christian behavior as a part of the faith-expression of all in the family. Paul, however, does not assume that the “discipline” and the “admonition” are arbitrary or humanly-oriented. All work with children is accomplished in relationship to the Lord. Parents are faithful to their children, as they are faithful to the Word of the Lord. As Christ is made known in the family, children can be correctly raised in the Christian faith.

Thus, the purpose of this policy is to fulfill the command of the Lord, in raising children in the Christian faith, and to do so in conjunction with the families of our church and school.

With Love and Logic, we will strive to have children learn how to live with the consequences of their actions, avoid blaming others for their problem, and make wise decisions. The LOVE demonstrates our love and concern for the child and LOGIC allows children to live with the natural consequences of their choices when the price tag is small.

To work together with families to encourage positive growth in the area of discipline, we believe . . .

- *That a student is responsible for his or her actions.*
- *That students have choices in their behavior.*
- *That by working as a team with families we can recognize positive behavior and redirect negative behavior.*
- *Students will learn to recognize that there are natural consequences as a result of their choices.*

TLS Core Beliefs

- We strive for Faith-integrated environment that is safe, nurturing, and academically challenging. (*Hebrews 12:2*)
- Our Christian discipline focuses on repentance and forgiveness. (*Ephesians 4:32*)
- As trustworthy people of God we are honest in our words and actions, do what we say we will do, and do what is right even when it is difficult. (*Titus 2: 7-8*)
- We honor God, others, ourselves with our thoughts, words, and action. (*Matthew 22:37*)
- We accept responsibility, displaying self-control for ourselves without creating a problem for others. (*Colossians 3:17*)
- “Fair” is often not identical treatment, but, rather giving what is needed. (*I Thessalonians 5:15*)
- We believe citizenship begins with the Gospel of Jesus Christ and the love of God. (*Proverbs 22:6*)

At Trinity Lutheran School, students will be expected to observe the rules of the school and act in a manner that is respectful of the rights of others.

Expectations:

- Arrive at school and to each class on time.
- Be prepared with necessary materials to do assigned work in class.
- Work in a way that is not disruptive to others.

- Turn in assigned work as directed and bring notes, etc. to and from home as required.
- Observe basic rules of respect toward those placed in authority over them.
- Observe basic rules of respect toward their peers, including respect for sexuality.
- Observe basic rules of order and safety when on school property.
- Observe the school's dress code.
- Demonstrate reverence and respect while in the Lord's house.

Our goal is to help students develop self-discipline. Several provisions have been built into the discipline system to strive to assure fairness and that there is room for the mistakes we all make.

Each teacher uses classroom management techniques appropriate to the grade level being taught and the needs of the classroom. If negative behaviors continue after reasonable warnings and consequences are given, an individualized behavior plan is on file in the office and will be implemented as necessary.

Discipline / Consequences Policy

Minor Infractions

Normally, first or minor infractions will be given a warning, time out, or other admonition by a teacher or school administrator. Some primary teachers use "bear" forms or colored cards to inform parents when a child's conduct is disruptive to learning. Other teachers contact parents via e-mail or the telephone when a child's behavior warrants a parent contact.

Repeated and More Serious Infractions Resulting in Suspension

A suspension means that a student is not permitted to be at the school or rely on a teacher for help in learning. The opportunities are forfeited as a consequence of the student's more serious or repeated school and classroom disruptiveness. This consequence helps the student see the value of better cooperation and appreciate more fully the privilege of learning with the class and teacher. A suspension is intended to achieve this goal. The principal has the authority to issue a suspension period for two (2) days. During this time, the student is excluded from any extra-curricular activities. The principal determines the date that the student is allowed to return to school. The student is welcomed back provided that:

- There has been a parent conference with the principal and teacher.
- The student has completed a behavior modification plan.
- The student is able to demonstrate a more willing and cooperative spirit toward the school.
- Work assignments during the suspension are completed and returned at the conference.

The principal or their designee issues an immediate two (2) day suspension upon the occurrence of any of the following:

- Severe, overt disrespect for school rules
- Severe, overt disrespect, harassment, or bullying of any kind
- Serious, willful destruction of property
- Willfully setting off the fire alarm
- Retaliation for reported misconduct
- Communication between students with violent, bullying, or threatening language.
- Fighting
- Any other serious misbehavior both at school and away from school that brings discredit on the school or any person in the school.

Discipline / Consequences Policy - Expulsion

Attending Trinity Lutheran School is a privilege. The School Board may deny that privilege to any student who continues to resist correction and whose attitude or behavior is detrimental to the spiritual, social, and academic progress of other students. There are times when a student's offense is serious enough in nature where the principal and teacher(s) believe

that the safety of other students and / or staff is in jeopardy and expulsion is warranted. In such a case, the principal will contact the School Board to schedule a dismissal hearing at the earliest possible time and within five business days. The student is suspended until the hearing, and the School Board will make the decision.

The principal will issue an immediate expulsion upon the occurrence of any of the following:

- Illegal drugs, controlled substances, alcohol, tobacco or pornography are in possession or used, bought or sold on school property or at any school-sanctioned or sponsored event.
- Weapons (firearms, fixed blade knife, pocketknife, slingshot, fireworks, etc.) or any other dangerous materials are brought to or used on school property or at any school-sanctioned or sponsored event.

An expulsion may be appealed by the parents. A written appeal must be presented to the School Board within five days of the expulsion. Within five business days thereafter, the School Board will act on the appeal and render a decision. The School Board will receive the following information in preparation for an appeal hearing: a written teacher recommendation for expulsion or retention, all documented behavior records. Following review of these materials, one or more members of the school board meet with the teacher, principal, parents, and student. The family's pastor may also attend. With prayer and careful consideration and in order to help the student set a God-pleasing profitable direction in life, the School Board makes a final determination. This may be either a permanent expulsion or a conditional retention. Under a conditional retention, a permanent expulsion becomes automatically effective if the conditions of the retention are not met.

The student's family may request to be reinstated after a period of no less than one semester has passed. The School Board will act on the request for reinstatement after receiving a recommendation from the principal.

DRESS

Student dress should be conservative in nature and respectful to our Lord, the school, and the community. Students should appear neat and clean at all times, avoiding any clothing extremes. The student's hands, face, and fingernails should be clean and hair neatly combed and of a natural color. Clothing should be clean, hemmed, and in good repair (no holes of any kind). Not all fashions are appropriate for school; in general, neatness and modesty should be the appropriate standard. Specifically, no halter tops, half shirts, muscle shirts, tank tops, spaghetti straps, mini-skirts, jams, or pointelle (see through, air-hole tops) should be worn. Girls' skirts must be at least finger tip length, shorts and/or tights should be worn under dresses and skirts. Girls shirts must completely cover their shoulder. No hat should be worn indoors unless so designated. Please avoid T-shirts with wording or graphic design, which are contrary to Christian beliefs and principles.

Students are expected to dress appropriately for the current weather to allow for normal outdoor activities such as recess and physical education. Children will not go outside for recess if it is raining, there is a danger of lightning or severe wind, or the wind chill index is colder than 25 degrees Fahrenheit. Please note that snow boots or muddy boots will not be allowed in the classrooms. Please send an extra pair of shoes for your child to wear while in class.

Students with inappropriate clothing will be asked to call home for proper clothing or wear clothing provided by the school.

We request that Wednesday or Chapel Day be considered a "dress-up" day when students take extra care to dress and look especially neat for worshipping in our Lord's house.

For safety purposes, children wearing any type of open toe/open heel shoes will not be permitted to play anywhere on the school playground or participate in physical education classes.

ELIGIBILITY Sports and Extracurricular

Attendance

Students must be present in school on game day for at least 50% of the school day in order to participate in the game.

Eligibility

Any student participating in the athletic program must be considered a student first and an athlete second. Therefore, the student must maintain high quality in classroom work as well as exhibit behavior that benefits our Lord and school. To remain eligible students must maintain a C average (minimum of 70%) in each class. Grades will be checked each Friday. The parents of any student deemed ineligible will be notified the Friday before the week of games. The ineligible student will be suspended from games for one week at which point eligibility will be reevaluated. If at any time the student's classroom teachers or faculty deems it necessary a student may be deemed ineligible due to behavior, attitude problems, or inadequate classroom performance. Students will again be suspended from games for one week at which time eligibility will be reviewed again.

Illness

In order to insure the health of all students, any student leaving school due to illness at anytime on game day will not be eligible to play in the game that day.

EMERGENCY DRILLS

Fire drills, tornado drills, safety zone procedures are for safety and are meant to be serious business. Fire drills are conducted on a monthly basis. Talking, playing, running, and such are forbidden during the drills. Escape routes are posted in each classroom. Safety procedures are in place and teachers are trained in the event of tornado drills.

ENROLLMENT

Students enrolling at Trinity Lutheran School in grades K-8 will be accepted on a provisional basis with reviews by the principal and the homeroom teacher at 3 weeks and 6 weeks.

ENTRANCE LIMITATION

Children who have had serious difficulties at other schools (conduct, grades, attendance) may not be admitted to Trinity Lutheran School. All new students must be enrolled through the principal and must present requested school records before being considered for enrollment. No new students will be enrolled after third quarter unless there is a physical move into the community. Trinity Lutheran School is not staffed to serve children with identified special needs; therefore, we reserve the right to deny admission to those children that cannot adequately be served by the school staff.

EQUIPMENT

School equipment is loaned for study, play and enjoyment - to be shared today, tomorrow and next year. Students should respect and take pride in it. The equipment should be returned to the proper place so others have the same opportunities to use it.

EXTENDED CARE

Trinity Lutheran School will provide an extended care program for students enrolled at the school as a service to parents. Fees are required to be paid a minimum of two weeks after being invoiced. Monthly invoices will be mailed at the beginning of the month for the previous month's extended care charges. Fees paid in advance are non-refundable if the students' schedule changes. However, if the school schedule changes (e.g. snow day, emergency) adjustments will be made to students' accounts.

Calendars will be available to families two weeks in advance to begin signing up for extended care needs. Calendars with dates of necessity should be marked and returned to the school office by the designated date. There is a 1(one) hour minimum charge per session per student. To insure adequate staffing, drop in care may be available for an additional surcharge of \$2 per session per student if space is available. Any child not picked up from school by 3:30 will be placed in extended care at the drop in care rate.

Procedures:

1. Students enrolled in extended care will proceed to the designated area after school and sign into the program with the adult in charge.
2. Activities such as games, snacks, and homework will be led by the adult(s) in charge. All school rules and procedures will be enforced while attending extended care. Discipline matters will be dealt with in the same manner as if the child were in school.
3. All students must be picked up and signed out in person by an authorized adult each day from extended care.

Hours of Operation

Before School Care – 7:00-8:00am – 1 hour minimum charge

After School Care – 3:30-6:00pm – 1 hour minimum charge

Early Dismissal Day – 12:00-6:00pm

***Any child not picked up by 6:30pm will be placed into Shelter Care with the Colorado Department of Human Services if there has been no contact between parents and the Extended Care Staff. A late fee of \$1 per minute will be assessed for any pick-up after 6:00pm

FIELD DAY

Trinity participates in the Denver Area Lutheran Schools Field Day that is held on the second Friday in May. This is an opportunity to gather with more than 20 other Lutheran Schools from the Denver and Front Range areas for friendly, Christian athletic competition. Children in grades 1-8 (There are no kindergarten classes that day.) will participate in different activities such as dashes, cross country, football pass, long jump, basketball free throw, softball throw, crab race, sack hop, jump rope, etc. that are run that day. Since the teachers are working at all these events, parents are required to take their child(ren) directly to **the site of the activity** that day and also provide supervision for them. Students are asked to wear their TLS shirt to field day.

FIELD TRIPS

Throughout the school year, field trips are taken to enrich the learning experience of the students. The classroom teacher is responsible for making all arrangements for the field trip and required transportation. All drivers must provide current proof of insurance and a copy of their driver's license. Permission slips will be distributed to students several days in advance of the proposed field trip and will inform the parents of the planned activities and any special preparations required by the trip. Permission slips are to be signed by the parents and returned by students to their teacher before students will be allowed to accompany the group. Verbal permission will not be considered a valid substitute for written permission. Unless extenuating circumstances preclude participation, all children are required to come along on field trips since the trips are considered part of the student's overall learning experience. Students are asked to wear their TLS shirts to all field trips. If you do not have one please contact the school office.

GRIEVANCES

Sometimes parents will have concerns or questions about the school, its programs, or activities (either inside or outside of class) in which their children have participated or been involved. In the spirit of Matthew 18: 15 which instructs us to first address our concerns to the individuals with whom we have a concern, the following policy has been adopted. In all instances when such concerns or questions occur, parents should first contact the staff person most likely to have direct knowledge of the situation. In most cases, that individual will be the student's teacher and the following contact procedural sequence applies:

- 1.0 First, the teacher, coach, sponsor, or student supervisor should be contacted at the parent's earliest convenience.
- 2.0 Second, if after discussion with the above person, the parent's concern has not been resolved to the parent's satisfaction, the Principal should be contacted to set up a meeting; this should be done as quickly as possible. The teacher may be asked to attend this meeting at the discretion of both the Principal and parents.
- 3.0 Finally, if the two previous contacts have been made and the parent believes their concern has still not been adequately handled, then the parent's concern should be submitted in writing to the Chairperson of the School Board. The Chairperson will then arrange a meeting with the School Board, Principal, teacher and parent to help resolve the issue.

Remember, be discreet about discussing the concern in the presence of other people.

HANDWRITING

Although much of our world's communication is now done electronically, continued proficiency in the area of handwriting and the written word is still expected in everyday living and in the workplace. Therefore, Trinity Lutheran School provides K-4th grade students with handwriting instruction and practice in both manuscript and cursive writing.

All written work is required to demonstrate proper letter formation, capitalization, spacing, line placement, and punctuation. Teachers may request students to rewrite assignments that fail to do so.

Children will be introduced to cursive writing in 2nd grade and will continue to receive cursive instruction and practice through 4th grade. They may choose to use either manuscript or cursive handwriting after that time unless otherwise instructed by the teacher. Student signatures will be written in legible cursive handwriting.

HEALTH EXAMS

All children entering Trinity must present evidence of having successfully completed a thorough physical examination by a doctor within the last twelve (12) months. In addition, evidence must be given that all shots required by law have been given and the proper card is on file. Our school administrative assistant maintains the health records.

Students who participate in athletics must show evidence of a current (given in the last 365 days) physical examination from their family doctor to participate.

HOME SCHOOLERS

Due to staff and facility limitations, we are generally unable to accommodate students who are not registered at Trinity Lutheran School on a full-time basis. There are several home-school co-ops in the area that can be utilized. Decisions will be made on a case by case basis for any proposal that a family would submit to the principal.

HOMEWORK

Homework is assigned to some extent in all grade levels and is used to extend educational experiences beyond the classroom. Students are given opportunities in school to complete many of their assignments. When a child brings home an excessive amount of homework, parents should contact the child's teacher to discuss the situation. Parents should show interest and concern in the child's work by frequently checking and discussing it with the child. Children should be encouraged to prepare their work neatly and accurately and to submit their assignments on time. Work for the day should be completed upon arrival to school. Unless an approved excuse is in effect, students will not receive full credit for assignments that are not submitted at the appropriate class time. Realizing that children all use their class time differently and some work faster than others, in general a child should not expect to have more homework than 5-10 minutes for each grade. (Example: 3rd grade. .15-30 minutes.) If homework seems excessive, please consult with your child's teacher. If work is given for a pre-arranged absence it must be turned in upon returning to school. Assignments that are not turned in, upon returning from a pre-arranged absence, will not receive full credit.

HONOR ROLL

At the end of each quarter, Trinity Lutheran School will name and acknowledge students for exemplary academic performance by publishing an Honor Roll for students in grades 5-8. All subjects are used to derive the student's average and the following scale is used in determining each student's eligibility for any honor roll:

High Honor Roll -3.75 GPA and above average considering all subjects with no grade lower than "B" in *any* subject.

Honor Roll -3.5 – 3.74 GPA considering all subjects with no grade lower than "C" in *any* subject

LIBRARY

Classroom libraries are for the use of students in that classroom. Students should check with the teacher before taking any books out of the classroom. A school library is also available for children to check out books and other materials. Lost or damaged materials must be replaced at the student's expense. Students are encouraged to use the public library as well.

LOCKED DOORS

In an attempt to make our campus as secure as possible, we lock the outside doors. Please proceed to the school office and they will be more than happy to get you to your destination.

LOST AND FOUND

All students' clothing should be labeled or marked in ink for easy identification. Students shall assume the responsibility for periodically checking the LOST AND FOUND area for lost articles. Any item not claimed after a reasonable length of time will be given to a charitable organization. The school shall not take responsibility for personal articles brought to school, even though every precaution is taken to safeguard personal property.

LUNCHES

Students must bring their lunches from home. Students are to eat only the lunches that they have brought from home. Students should eat their own lunches quietly, respecting the rights of others by limiting the volume of their conversation to the table. Carbonated beverages or energy drinks are not permitted at school. Students who forget their lunch will be provided an "Oops Lunch," which consists of a noodle cup, at a cost of \$1.00. Milk will be available on a cost basis and may

be purchased daily for \$0.40. The student may choose to purchase an annual milk card which provides one carton of milk per day. Milk cards are available on registration day or throughout the school year. Students may bring \$0.40 for any extra milk they would like to purchase.

In addition to what is normally brought for lunch, students may bring a healthy snack.

MAKE-UP WORK

When a student is absent, the student is responsible for doing make-up work. The student should check for assignments with the teacher and make sure that all work has been turned in from the day absent plus the next day's assignments. Generally, the student will be given one (1) day grace period for each day they are absent. Assignments must be completed within the time-frame set at the discretion of the teacher. If prior knowledge of absence is known, inform the teacher as early as possible to obtain the assignments. Every effort will be made to accommodate requests if ample time is given if work is given for a pre-arranged absence it must be turned in upon returning to school. Assignments that are not turned in, upon returning from a pre-arranged absence, will not receive full credit.

MEDICATION

When children must take either prescription or over-the-counter medicine at school, they are required to bring a **Medication Administration Form** completed by a parent and their physician for each medication. Parents should obtain forms from the website or school office. A physician must write orders to the school for dispensing both prescription and over-the-counter medicine. All medicine must be in the original container with the student's name on the container. The form and medication must be taken to the office by a parent where the medication will be stored and administered. The office maintains a record of all medicine dispensed.

MONEY

Please be sure that all money sent to school is in a marked envelope stating the student's name, the amount, and purpose.

PARTICIPATION

We believe that the spiritual and academic experience of students at Trinity Lutheran School is a cooperative venture among students, school staff, and parents. As stated earlier, we believe the primary objective of Trinity Lutheran School is to support parents in the spiritual training of their children. As such, we look forward to the complete support and cooperation of all parents as we jointly engage in the important task of educating and evangelizing children. It has long been recognized that parents have the greatest influence in determining a child's values, standards of behavior, and attitudes. Parents are then encouraged to allow their parenthood to be a joyful experience in living and growing with their children. Learn to appreciate your child's individuality and needs at various ages. Develop a close working relationship with your child's teacher(s) so that the child can develop his Christian discipleship.

During the child's school years, Christian parents should attempt, with God's help, to:

1. Go with your children to church
2. Maintain a desirable adult image for your children
3. Foster cooperation in accomplishing many household tasks
4. Help the child develop feelings of security and self-worth
5. Form joyful worship habits, perhaps using the child's religious lessons as a basis for family devotions
6. Love the child for who he is rather than what he does
7. Have the forgiveness that is ours, in Christ, motivate all actions
8. Encourage the child to complete all assignments to the best of his ability
9. Encourage creative expression, thinking, and experimenting
10. Expose children to Christ-pleasing music and art

PARTIES

Classroom parties are held during the year. Planning is done by room mothers, who may ask for volunteer help. Any information that is needed will be sent home in advance of the party. In addition, there is a school-wide end-of-school-year picnic. Parents are welcome to attend the picnic.

PETS

Unless arrangements have been made *in advance*, pets may not be brought to school because of possible allergic reactions.

PHONE CALLS

The school and church phones are used each day for important business. Phones should be used for emergencies only. If a student needs to give their parents a message or make a phone call, they must get permission from a teacher. Cell phones are not to be utilized at school. If it is necessary for a student to bring a cell phone or other electronic devices to school, it is mandatory that it be turned off and not used during school hours. The principal will collect cell phones and other inappropriate electronic devices that are used during the school day.

PLAYGROUND

All playing which would "hurt or harm our neighbor in his body" cannot be allowed. The playground is supervised by teachers and parents. God's love should be shown in all that is done. Students must stay on the school property for all playground time and return all equipment to its proper place.

The student should follow these simple rules:

1. Use equipment solely for its intended purpose. Equipment may not be brought from home without permission.
2. Play safe games (avoid games such as wrestling, tackling).
3. Sit on the swings. One student on a swing at a time. No jumping from swings or twisting the swing chains.
4. Keep hands and feet to yourself.
5. Play only in designated areas.
6. Keep snow on the ground.
7. To play in the snow, boots are required.
8. No skateboards or skates.
9. Obey the playground supervisors.
10. For safety purposes, children wearing any type of open toe/open heel shoes will not be permitted to play anywhere on the school playground or participate in physical education classes.
11. Shorts and/or tights must be worn under skirts and dresses in order to play on the playground.

REPORTING TO PARENTS

Since the education of the child is a cooperative venture between the parents and school, teachers shall make every effort to keep parents informed of their child's progress. Parents, teachers, and students need to establish a mutual understanding of the child's accomplishments in these areas of student development: academic, social, spiritual, physical and emotional.

Online reporting is available through Teacher Ease 24-7 for grades 1 – 8. In addition to informal day-to-day contact, regular quarterly reports (Report Cards) on students' progress will be given to the parents. If there are questions or concerns, parents are encouraged to contact the teacher. Teachers will make themselves available to parents to clarify concerns and to discuss student progress.

Grades K-2 is:

S+ = Above Satisfactory **S** = Satisfactory **S-** = Needs Improvement

Grades 3-8 are given letter grades/percentages. Below is the scale used to determine any letter grade.

A - Superior	90 – 100%
B - Above Average	80 – 89%
C - Average	70 – 79%
D - Below Average	60 – 69%
F – Failing	

Parents are urged to call upon the teacher anytime there is a need. Report cards will be withheld if there are any outstanding fees.

SCHOOL BOARD

Trinity Lutheran School is under the direction of the School Board of Trinity Lutheran Church. As established by the Constitution and Bylaws of Trinity Lutheran Church, the duties of the School Board as outlined in said Bylaws are:

- ◆ Serve as the trustee for the congregation with regard of school operations
- ◆ Establish and ensure the implementation of school policies and procedures
- ◆ Direction and interpret the school's ministry as an integral part of the congregation's ministry
- ◆ Lend encouragement and support to the faculty

Meeting times are announced on the church calendar and school newsletter. Visitors who wish to address the board should contact the chairman or the principal in writing, 7 days prior to the meeting date, to be put on the agenda.

SCHOOL CLOSINGS

School cancellation due to inclement weather will be announced from 6:00 AM to 8:00 AM on television **Channels 4, 7 and 9**. Additionally, announcements will be made via text message through Sycamore, email, and Facebook. Douglas County School District decisions concerning school closing or delayed starts will be considered but will not dictate our decision to close or delay the start of school. The principal and the preschool director will determine school closings or delays.

TARDINESS

Students that are not in attendance when school begins (8:15 AM) will be counted tardy (if arriving by 8:20 a.m.) or absent (if arriving after 9:00 a.m.). Chronic tardiness is disruptive to the education of the child and the class. If tardies persist, the principal will contact the family to help resolve the situation. The regular school day at Trinity will begin at 8:15 AM and end at 3:15 PM. 7 tardies will count as 1 absence on the child’s report card.

TESTING

Standardized achievement tests will be administered each year in grades 1-8 in order to assess the student’s progress and to evaluate the overall effectiveness of the curriculum. The test dates will be announced in advance so that the children can get the needed rest and nourishment.

TEXTBOOKS

Library books and textbooks, documents or material issued to the student becomes the responsibility of that student. A fine shall be assessed for excessive wear or damage, not to exceed the replacement value of the book or library document or materials. Report cards will be withheld until all fees are paid. Damage done during the school year should, immediately, be brought to the teacher’s attention so a solution can be made to avoid fees at check-out day. Damage includes: torn or bent pages, water damage, damage beyond repair or complete loss of the book. Fee scale is as follows:

Torn or Bent Pages	\$1.00 - \$5.00
Water Damage	\$ 10.00 - \$15.00
Damage Beyond Repair or Complete Loss of Book	Current Replacement Cost (Please see the office for exact amount)

TUITION AND FEES

All new and re-enrolling students at Trinity Lutheran School must pay a non-refundable registration/consumable materials fee upon submission for the enrollment/re-enrollment form. Families with more than one child may submit the fee for one child at the time of enrollment/re-enrollment with the balance due by June 1st.

Tuition payments for children enrolled may be made in one of two ways:

1. The complete tuition for the full year may be made and a 2 ½ % discount taken if payment is received in full with either cash or check by first day of school.
2. Kindergarten through eighth grade tuition may be paid monthly in 10 or 12 equal installments through our tuition collection agency, FACTS, with the first payment due in August for the coming school year and the last payment due in May or July

Tuition is a fixed amount regardless of the number of days in session. Full tuition is paid for scheduled holidays, absences due to illness, vacation, or inclement weather as these days are accounted for in establishing the monthly fee.

Any returned checks will be charged a \$25 fee. Cash payments will be required after two returned checks have been received.

TUITION POLICIES

To accomplish the purpose of providing parents of Trinity Lutheran Church and the surrounding community with the opportunity to provide a Christian education for their children, Trinity Lutheran School has been established as a Ministry and Mission, and as such, shall be considered an integral part of the operation of Trinity Lutheran Church. It shall not be operated as a “for profit” or “private” school.

Trinity Lutheran Church and School has established two levels of tuition for K-8 students: Full Tuition and Active Member Tuition. “Active membership” is defined in the Trinity Lutheran Church constitution as: “attend services faithfully, partake of the Lord’s Supper faithfully, and willingly give of their time, talents, and treasures toward fulfilling the purposes for which this congregation was established.”

Tuition shall be set to cover costs of faculty and related school personnel salaries and costs directly related to the day-to-day education operation of the school, such as classroom materials, athletic programs, drama, music, and the like.

The following policy describes procedures for handling delinquent accounts. The procedures have been developed and motivated by the desire to evidence Christ’s love in all we do, and also with the realization that a primary criterion for determining the success of Trinity Lutheran School is its financial solvency. In all cases where parents/guardians may have difficulty making payment, it is important that contact with the Principal/Accounts Receivable be made as soon as possible. As a result, the following is a timetable for contacting parents/guardians having delinquent accounts:

- Monthly tuition will be due on the first of each month, August – May/July
- FACTS will contact you if there is a problem collecting tuition.
- All accounts must be current at the end of the quarter for the student to continue into the next quarter. Again, at the time contact with parents/guardians is made, it is expected that some arrangement for payment will be made.
- All tuition payments and fees must be received by the first of May of the year in which children are enrolled. Report cards or records will not be released nor will students be allowed to reenroll in cases where tuition has not been paid by the end of the school year.

VISITING

Visitors are welcome at anytime. If you would like to visit a classroom, please schedule the visit through the individual teacher in advance of the visit. This is a courtesy to our teachers in order to minimize disruptions to the classroom. All visitors, including parents, must first report to the office, sign in, and pick up a visitor badge.

VOLUNTEERS

Trinity Lutheran School’s volunteers are a valuable resource to the ministry of Trinity Lutheran School. Our children and teachers are blessed by the number and quality of individuals who offer their services to enrich the programs offered to our students. Trinity Lutheran School expects each family to contribute a minimum of 35 hours of volunteer service during the course of a school year.

Parents have the opportunity, at the beginning of the school year, to fill out a volunteer form. These forms are given to teachers, the PTC (Parent-Teacher Connection), and administrator, who will then call on these volunteers during the course of the school year as opportunities for service arise.

For the protection of our students, volunteers who have direct and unsupervised contact with children are required to have a background check. The school office provides that. Volunteers who serve in the school during the school day are required to sign in at the school office and receive a volunteer badge. Every effort will be made to provide the proper training and supervision for all volunteers.

Trinity Lutheran School's volunteers are a valuable resource to the ministry of Trinity Lutheran School. Our children and teachers are blessed by the number and quality of individuals who offer their services to enrich the programs offered to our students. Trinity Lutheran School expects each family to contribute a minimum of 35 hours of volunteer service during the course of a school year.

WEATHER POLICY

Students are expected to dress appropriately for the current weather to allow for normal outdoor activities such as recess and physical education. Children will not go outside for recess if it is raining, there is a danger of lightning or severe wind, or the wind chill index is colder than 25 degrees Fahrenheit.

WELLNESS POLICY

Whereas Public Law 108-265, the Child Nutrition and WIC Reauthorization Act of 2004, section 204 of this law requires each local educational agency participating in a program authorized by the Richard B. Russell National School Lunch Act (42 U.S.C. 1751 et seq) or the Child Nutrition Act of 1966 (42 U.S.C. 1771 et seq) to establish a local school wellness policy to address the growing concerns about childhood obesity, the following policy has been established for Trinity Lutheran School:

Trinity Lutheran School believes that by the grace of God, we serve our Lord in promoting spiritual, emotional, academic, social, and physical growth. Children and youth who begin each day as healthy individuals can learn more and better utilize their God-given talents and abilities. To that end, this policy encourages the wellness of all students and staff at Trinity Lutheran School.

This policy addresses the following items:

- Nutrition education
- Physical activity
- Additional school-based activities designed to promote wellness
- Appointment of a Wellness Committee

Nutrition Education

1. Students in the Early Learning Center and K-8 school receive nutrition education that teaches skills children need in order to promote healthy eating behaviors.
2. The message of making healthy choices is consistent throughout the school, classrooms, lunchroom and other areas where the message can be presented.
3. Students are encouraged to bring healthy food to school.
4. Appropriate measures are taken to protect students with food allergies.
5. Healthy nutrition education is integrated within the health education, science, social studies, and religion curriculum.

Physical Activity

1. Students are given opportunities for physical activity during the school day through physical education classes at all grade levels, daily recess periods for all students, and the integration of physical activity into the academic curriculum.
2. Students are given opportunities for physical activity through a range of after school programs included, but not limited to interscholastic athletics and physical activity clubs.
3. Trinity Lutheran School encourages parents / guardians to support their children's participation in physical activities by including physical activities in family events.

Other School-based Activities

Students are regularly reminded that they are special creations of a great and loving God. He cares for them, as do the teachers and staff. This provides a strong base for the emotional and spiritual wellness of students. In addition, Trinity Lutheran School

1. Provides a clean, safe, enjoyable meal environment for students.
2. Makes drinking fountains available in all school buildings and in the lunch room.
3. Allows students the opportunity to take a water bottle with them in the classrooms.
4. Schedules the lunch time as near to the middle of the day as possible.
5. Gives students a snack break in the morning and afternoon.
6. Fosters and facilitates student participation in recess and other physical activities.
7. Ensures that fundraising activities are supportive of healthy eating.
8. Ensures that lunches served in the cafeteria foster healthy eating.
9. Protects the identity of students who participate in the free and reduced price milk program.

The wellness policy will be implemented at Trinity Lutheran School by the school staff. Teachers are responsible for operating the policy and reporting any problems to the principal. The principal will be responsible for overseeing the implementation of the wellness policy.

WORSHIP ATTENDANCE

THE LORD'S COMMAND... YOUR RESPONSIBILITY.

We encourage regular and faithful worship attendance by our school families. Church attendance is taken each week in class. Family worship, joint attendance in the Sunday School and Bible classes and praying together are all important steps in "Bringing up the child in the nurture and admonition of the Lord."