

**Trinity
Lutheran School
Parent/Student
Handbook**

***Sharing Christ &
Serving People***

MISSION STATEMENT

SHARING CHRIST, SERVING PEOPLE

ADMINISTRATION

Trinity Lutheran School is owned and operated by Trinity Lutheran Church. The chief administrator of the K-8 school is the Principal and the Director of Early Childhood Education is the administrator over the Preschool. Both work under the pastor/s and are directly responsible to the Board of Christian Education. The Board works under the Executive Council and is responsible to the Voter's Assembly which is the chief governing body of the congregation. The Board of Christian Education meets monthly. Please check with the school office for meeting dates and times. The meetings are open to the public. Visitors are welcome. Anyone wishing to address the Board must make previous arrangements with the Board of Christian Education Chairman.

CHANGES

The school/center will notify parents/guardians in writing of any significant changes to services, policies, staffing, procedures or fees.

PRIVACY POLICY

Parents and staff are not allowed to share information related to a child other than their own regarding health, safety, and development, including, but not limited to special diets, accident reports, allergies and information received from the nurse consultant.

We are a drug-free, smoke-free property. Adults are not to smoke on the church and/or school premises.

STATEMENT OF PHILOSOPHY

WE BELIEVE AND TEACH WHAT THE BIBLE SAYS

Man was created perfect and holy, with a free will, by a loving God. (Genesis 1: 27-31; Genesis 2:16-17)

Sin entered that world through Adam and Eve's disobedience and spread to all their offspring through the inheritance of a sinful human nature. (Romans 5:15)

It is through faith in Jesus Christ, our Lord and Savior, that we receive forgiveness of sins as a gift from God. (Ephesians 2:8-10)

As Spirit-filled Christians, we seek the total leadership of Jesus in every part of our lives. This is the "Growing in Grace" (2 Peter 3:18) which we expect in our Christian Day School.

WHY DOES TRINITY LUTHERAN CHURCH OPERATE A CHRISTIAN DAY SCHOOL?

- Because of God's commands –

"Teaching them to observe all that I have commanded you." (Matt 28:20)

"Fathers... bring up your children in the discipline and instruction of the Lord." (Ephesians 6:4)

"...These words which I command you this day shall be upon your heart; and you shall teach them diligently to children... (Deuteronomy 6:6-7)

- Because God promises blessings if we obey His commands -

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

(Proverbs 22:6)

"...seek first His kingdom and His righteousness, and all things shall be yours as well." (Matt 6:33)

- Because it becomes clear with each passing day that the way of living for many people in our country is very much against God's will. For the most part, secular education, which reflects society, does not provide a satisfactory Christian approach to learning or behavior; therefore:

"You are the salt of the earth. But if the salt loses its saltiness, how can it be made salty again. It is no longer good for anything, except to be thrown out and trampled by men. You are the light of the world. A city on a hill cannot be hidden." (Matt 5: 13-14)

"Do not store up for yourselves treasure on earth, where moth and rust destroy, and where thieves break in and steal. But store up for yourselves treasures in heaven, where moth and rust do not destroy, and where thieves do not break in and steal. For where your treasure is, there your heart will be also." (Matt 6:19-21)

- Because we parents love our children, we want them to learn of and experience the love of Jesus in a school dedicated to seeking His will!

"Be joyful always; pray continually; give thanks in all circumstances, for this is God's will for you in Christ Jesus. Do not put out the Spirit's fire; do not treat prophecies with contempt. Test everything. Hold onto the good. Avoid every kind of evil." (1 Thessalonians 5:19-22)

"Our school is part of the Lutheran Church Missouri Synod and upholds the confessional position of our church body (found on LCMS.org)."

ENROLLMENT POLICIES

ENROLLMENT POLICY

“Trinity Lutheran School will admit students of any race, color, sex, national, ethnic origin and all faiths to all the rights, privileges, programs and activities generally accorded or made available to students at the school. Children with disabilities will be enrolled as the staff determines that adequate services can be provided. Trinity Lutheran School does not discriminate on the basis of race, color, sex or national and ethnic origin in the administration of their educational policies, athletic, and other school administered programs.”

ENTRANCE REQUIREMENTS

Preschool: Our preschool program is licensed for children ages 2 ½ to 6 years old. Children are eligible to attend when they are at least 2 ½ and are potty trained. This includes being able to attend to all bathroom needs on their own. (Wearing a pull-up or plastic pants is **NOT** considered potty trained.) Enrollment is limited to 12 children per class with two co-teachers meeting quality standards.

Upon registration, you will be asked your preference for the class schedule most convenient to your family. Efforts will be made to accommodate all requests. However, class size is limited, and some schedules may not be available.

Kindergarten: Five (5) by September 1st

First grade: Six (6) by September 1st.

Child Care: 2 ½-12 years.

For all students enrolled we need a current immunization record, copy of social security card, copy of birth certificate and current physical form (for children in preschool and/or child care).

Primary Caregiving/Continuity of Care Practices

Children enrolled in Trinity Lutheran Preschool will be assigned to a specific classroom and teaching staff that is age/developmentally appropriate for the duration of the child’s enrollment. These staff members will be the primary caregivers in efforts to create strong emotional bonds between child and adult. While substitute staff and relief staff (which allow classroom staff the ability to take lunch, breaks, etc.) may be found in the classroom on occasion, the majority of the child’s day will be spent with the same teacher.

Transitions to Preschool

We believe that relationships are very important and the first step in learning. Trinity Lutheran Preschool provides at least one family home visit by the teachers every year. This allows the child to meet a teacher in an environment that is safe and comfortable to the child. These visits are not meant to be lengthy, but allow time for the child and teacher to begin building a relationship before the first day of preschool and for parents to provide information about their child.

We believe it is also important for children to see teachers and staff in the school environment. Trinity Lutheran provides families the opportunity to bring children into the center to view the classrooms and greet the teachers and other staff during our open house at the beginning of the year.

If a child is transitioning into Trinity Lutheran Preschool mid-year, the preschool director will meet with the child and family to determine best placement – if space is available. The family will receive a program tour, complete required forms and arrange a family visit with the classroom teacher.

Transitions from Preschool to Kindergarten

We understand that transitioning to; within and out of preschool can be a challenging process. We, at Trinity Lutheran Preschool believe it is important for these transitions to be a positive experience for both the child and the family.

Preschool students who are (5) years of age, by September 1st, may be transferred to the Trinity Lutheran School Kindergarten program for the following school year. In the spring of each year, preschool students transitioning to Kindergarten will have the opportunity to visit the kindergarten classroom and meet the kindergarten teacher. During the first week of kindergarten, the preschool staff participates in the first few days of kindergarten to insure all new kindergarten students are comfortable and ready to learn in their new environment.

Transfer To/From another School or Child care program

If a preschool child transfers to another child care or school district all pertinent information will be forwarded to the new school upon parents or legal guardians written consent. The preschool director will meet with the child's parent/guardian to initiate this transfer and will support each transition on an individual basis.

TERMINATION/WITHDRAWAL

Preschool/Childcare Students:

Parents must give a written notice two weeks in advance of the date your child will be withdrawn from Trinity Lutheran Preschool/Child Care Center. If written notice is not given, an additional two weeks of tuition will be due at the time of withdrawal. Upon leaving Trinity Lutheran Preschool/Child Care Center, accounts must be paid in full.

Elementary Students:

Parents must give a written notice two weeks in advance of the date your child will be withdrawn if they plan to move or transfer their child to another school. An exit interview will be held with the parents and necessary paperwork will be signed. All outstanding fees must be paid before records are transferred. Parents/students must turn in all school-owned books and materials to their teacher or to the front office.

SCHOOL HOURS/ATTENDANCE

HOURS OF OPERATION FOR SCHOOL DAYS

School starts at 8:15 am for all grades, Monday-Friday. Students will be admitted to the classroom at 8:00am. Those arriving between 7:00am and 7:45am will need to report to the preschool/child care room and **be signed in by parent/guardian**. (**Fees will apply for child care hours*) Those arriving between 7:45am and 8:00am will report to the gym.

Preschool is dismissed at 11:30 am. Grades K-8th are dismissed at 3:30 pm.

Preschoolers remaining after the 11:30am dismissal will be considered enrolled in child care until parents pick them up. (Fees will apply for child care hours) Students remaining at school after 3:45pm will need to report to the preschool/child care room and **be signed out by parent when they leave**. (**Fees will apply for child care hours*) *Childcare fees are \$6.50 per hour with a \$6.50 minimum.

Once students have reached school, they may not leave the school grounds again until school is dismissed, unless they are accompanied by their parents, or with parent permission, another adult. All students leaving early must be signed out of the school office by the adult with whom they are leaving. If the student returns before the school day is over, the adult dropping off the student will need to sign the student in at the office. A student will not be dismissed from the classroom until the office has notified the teacher that someone is here to pick them up.

Participants in after-school activities are expected to leave for home immediately after their activities have ended.

Childcare hours are 7:00 am to 6:00 pm Monday through Friday.

ATTENDANCE

Good attendance and school performance go hand in hand!

TLS emphasizes the importance and value of regular attendance for each student to be able to benefit from the schools' instructional program. We encourage parents to establish prompt and regular attendance habits. Persistent tardiness is not only a disruption to the entire class, but it establishes a negative habit for the student. Because of this, it will result in lower grades for the student. It is the practice of the school office to verify any unexcused absence each morning for our records and for safety reasons.

Tardy: Students must be in their classroom, ready to work, by 8:15 AM in order to avoid being marked tardy. Any student arriving after 8:15 AM must report to the school office and have a tardy slip signed before reporting to class. Adverse weather conditions will be taken into consideration.

Frequent unexcused tardies and/or absences may require a conference with the student, parents, teacher and lead teacher. Students will be counted ½ day absent if they arrive after 9:00am or leave before 3:00pm. Three tardies will count as ½ day absent.

Excused Absences: It will be the responsibility of the parent to notify the school office in the morning (before 8:15am) by telephone to state the reason(s) for their student's absence.

Excused absences include illness, doctor's appointments, death in the family and family vacation.

If your child is sick, please do not send him/her to school. Please be reminded that students missing school with illness due to fever, vomiting or diarrhea should be symptom free for 24 hours prior to their return. If the student is absent due to a prolonged illness or contagious disease, a doctor's note may be required to reenter school.

If a student is absent two (2) or more days, please contact the school about taking assignments home so the student does not fall too far behind.

Unexcused Absences: A student may receive a one-grade reduction on any make-up work that is done to complete work missed on the day of an unexcused absence. This grade reduction applies to any test given on the day of an unexcused absence as well as to any other class work for the day of the absence. Unexcused absences include truancy and suspension from school. After three unexcused absences in a trimester, the lead teacher will contact the parents. After six unexcused absences in a trimester, a conference will be required with the student, parents, teacher and lead teacher.

All tardies, excused and unexcused absences will be recorded on the report card. Excessive absences may influence the status of the student's promotion to the next grade.

Suspension: Absences due to suspension (in-school or out-of-school) will be recorded as unexcused absences, per state law. Students will be allowed to make up work which has been missed because of suspension and receive academic credit, but they will not receive full credit for the work.

Make-up Work: It is the responsibility of the student and the parent to initiate requests for make-up work. Make-up homework assignments and alternative test schedule times will be arranged with the teacher before the day of the event. A student shall receive a minimum of two days for each day absent within which make-up work must be completed after the student returns to school. Required course work not made up will be recorded as an F or a zero.

In the event of a pre-planned absence, parents should contact the teacher(s) several days in advance to request work that will be missed. Teachers will provide assignments in advance as much as possible. Please understand that it is not always possible for teachers to provide all work in advance. It is the responsibility of students and parents to check with teachers when the student returns to make sure all missed work is obtained. Generally, any tests that are missed during an absence will be made up after the student returns.

RELEASING OF STUDENTS

Students may be released to a parent, legal guardian, or an adult designee (over 18 years of age). If there is any question of a parent's/guardian's legal right to the custody of the child, evidence of this right must be provided before the release is authorized. If a designee is to pick up the child, the parent or legal guardian must indicate their adult designee in writing, to the administrator, prior to the student being released. In case of emergency, the administrator may make other arrangements. The administrator or his/her representative is responsible for the safe release of Trinity students.

If the designated party that comes to pick up the student is under the influence of drugs and/or alcohol we cannot release the child to them. The proper authority such as police and social services will be contacted.

TLS is a closed campus. Students may not leave unless there is a parent/legal guardian or adult designee on campus to pick them up. All students leaving early must be signed out through the office. When school is not in session, students must be supervised while on the TLS campus. If an activity such as sports practice, choir practice, or study hall is available, students will remain in that designated assembly area. TLS will not be responsible for students who violate this policy.

UNAUTHORIZED CHILD PICK UP

If a person attempts to take a child from the preschool and he/she is not on the child's authorized list, the following policies will apply:

- The director will explain the policies concerning child pick up. Only persons (18 years or older) listed on the child's authorized pickup form filled out by parent/legal guardian can pick up child.
- If the person refuses to comply with the Director, the Trinity Lutheran School director of K-8 will be notified and police will be called.
- In the event of a child custody question, a copy of the custody order must be in the child's file.

NON-CUSTODIAL PARENT PICK UP

Trinity Lutheran Preschool staff cannot prevent a parent from seeing their child unless there is a court order on file with the Director. Staff may delay non-custodial parent in order to contact the custodial parent to alert them that the child has been picked up by the non-custodial parent if staff has not been notified in advance of changes to child pick up.

SIGN IN AND SIGN OUT FOR PRESCHOOL & CHILD CARE

All students who attend preschool or child care must be signed in and out by the adult who brings them and picks them up. By state law, the adult must use their full signature.

For elementary children who arrive before 7:30am parents must sign them in at the preschool/child care room. The child care staff will sign them out when they go to class. For elementary children who need child care after school, the child care staff will sign them in but parents must sign them out when picking them up. This is required by licensing, and also helps us establish which children are here, who brings them, and who picks them up. Adults (other than parents) will be asked to show identification to the classroom teacher or child care worker when picking up the student.

During the day, we identify where your child is by head counts and classroom monitoring. If you arrive late, and the class is elsewhere, you must escort your child **directly** to a teacher to be added to the head count. This is imperative for your child's safety. Before the teachers leave each day, they check the school grounds and the sign-in/out sheet to insure that every child has been picked up.

HOLIDAYS AND NON-STUDENT CONTACT DAYS

Elementary students:

Please consult the school calendar for dates of school holidays and teacher work days.

Child care will be closed on Labor Day, Thanksgiving Day and the Friday immediately following, Christmas Eve and Christmas Day, New Year's Eve and New Year's Day, MLK Day, President's Day, Good Friday, Memorial Day and July 4th. Summer hours and vacations will be posted in early May. (Preschool Parents: If your child attend from 8:15 am to 11:30 am ONLY, they are referred to on the calendar as Preschool; if your child is scheduled to be with us beyond the Preschool hours above and pays an all-day rate, they are considered Childcare in regards to the wording on the school calendar.)

WEATHER CLOSURE

Our Principal for K-8 and the Director of Early Childhood Education will consult together to decide whether or not to close the school due to inclement weather. If it is necessary to close school because of bad weather or any other emergency, this information will be posted on the school website and your child's teacher will contact you. When the weather is bad or doubtful and we decide to stay open, the final decision for bringing your child to school or keeping him home is yours.

PARENTAL CONCERNS/DUE PROCESS

It is the desire of the Board of Education and the faculty of the school to provide the best and most complete Christian education for all children who attend Trinity. Communication between parents and the teachers is extremely valuable and important to assist in providing that atmosphere. Support from parents will help us provide a great Christian education.

We all sin and fall short of the glory of God but together we can become stronger and more like Christ in our attitudes. If you have a serious concern or grievance, we ask that you follow these steps:

1. Pray about it first, as God directs us to do in Galatians 6:1-2 *“Brothers, if someone is caught in sin, you who are spiritual should restore him gently. But watch yourself, or you also may be tempted. Carry each other’s burdens, and in this way you will fulfill the law of Christ.”* Then, go to the person whom you feel is most responsible (classroom teacher, coach etc), with a spirit that seeks to make **positive** change. Please refer to Matthew 18:15-16. *“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 him 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.”* However, if you are still not satisfied you have other avenues to pursue.
2. Make an appointment with the Administrator/Director to discuss the issue. The administrator/director may then request a meeting with the administrator, the parent and the concerned party. If concerns are still present after addressing them with the administrator and the concerned party, you may contact Linda Klipp at 970-396-4675 or Pam Clavir at 949-683-7680. Linda Klipp and Pam Clavir are members of the Board of Christian Education and are the designated to
3. Every effort will be made to develop a satisfactory resolution.

We want the best possible experience for every student at our school, so please share any concerns you may have. Open communication is extremely important to us.

Additional Rules for Grievances for Preschool/Child Care:

Official rules for preschool may be viewed online on the secretary of state’s website. Child care services plays an important role in supporting preschool families and strong families are the basis of a thriving community. Your child’s education, physical, emotional and social development will be nurtured in a well-planned and run program. Remember to observe the program regularly, especially with regard to children’s health and safety, equipment, play materials and preschool staff. For additional information regarding licensing, or if you would like to review a licensed preschool facilities file, please contact:

Division of Child Care
First Floor
1575 Sherman St.
Denver, CO 80203-5958
303-866-5948

CHILD ABUSE

Part of our job is to provide a safe, secure environment for the children in our care. Our duty, as mandated by state law, is to report suspected child abuse and neglect when there is reasonable cause to believe such actions are occurring. Likewise, if you have any concerns regarding our staff, please consult with the administrator or director immediately so appropriate action may be taken. Weld County Social Services phone # 352-1551.

CURRICULUM

Grades K-8

All subjects taught are related to the Christian and his/her relationship with God. The teachers bring all subjects into the realm of Christian living. Our main purpose is to prepare the children spiritually, academically and physically for their place in this world and in God's kingdom.

Our curriculum includes:

Instruction in the Christian Faith	Science
Reading	Math
Social Studies	Language Arts
Art	Spelling
Physical Education/Health	Grammar
Handwriting	Vocabulary
Music	

Preschool

Our curriculum focuses on developing the total child. Our goals are on the spiritual, academic, emotional, social and physical needs of each child as an individual. We lay the foundation for later school success by providing a stimulating, challenging and caring environment that allows the child to develop. Teachers endeavor to know, understand and treat each student as a special and unique God-given individual. In this school community we all strive for friendliness, care for one another, trust and respect for each person, service to others, and especially service and witness for Christ.

ACADEMIC EXPECTATIONS

We expect our students to strive to do their best academically. Each student should produce work they are proud of. With this in mind, the following academic standards have been developed:

1. Homework must be complete by the required time.
2. Students are expected to make productive use of all classroom time, including study periods and time before school starts.
3. All assignments have specific learning objectives. Therefore, each assignment should be done neatly to the best of the student's ability.
4. A student may be kept after school or during lunch recess at the teacher's discretion due to unsatisfactory work or behavior. The parents will be notified in advance so that transportation arrangements can be made.

GRADING

Grades are a cumulative evaluation of daily assignments, tests and class participation. Report cards are issued three times each year. The grading scale at TLS is as follows for student in second through eighth grade:

A+=100%	A=93-99%	A-=90-92%
B+=89-87%	B=83-86%	B-=80-82%
C+=77-79%	C=73-76%	C-=70-72%
D+=69-67%	D=63-66%	D-=60-62%
F=0-59%		

Late work: Each grade level has a separate policy for late work. Please consult with classroom teacher as to the policy for the grade level. Late work due to illness or prearranged absences is excused. A student shall receive a minimum of two days for each day absent within which make-up work must be completed after the student returns to school.

HONOR ROLL

Students in grades 2-8 are placed on the TLS honor roll based on their grades. We will have two honor roll lists- those students with all A's and those student's with all A's and/or B's.

TESTING PROGRAM

Each spring, Trinity's students (Grades 3-8) will participate in a nationwide standardized achievement testing program. The individual student's test results are reported to the parents.

CONFERENCES

Parent/ Teacher conferences are held twice each year in the middle of the first trimester and in the middle of the 2nd trimester for Preschool-8th grades. A schedule will be posted and parents will be able to sign up for a time to visit with their child's classroom teacher(s). Please consult your calendar for the dates. Additional conferences may be arranged whenever the parents and/or teacher feel the need to meet.

REFERRAL FOR FAMILY SERVICES OR SUPPORT

If a preschool family member expresses that they may need additional support services (mental health, health, developmental, educational or other support services) a staff will forward this information to the Preschool Director. The Director will provide contact information to the family, meet with the family or call the service provider directly, depending on the nature of the support.

Pamphlets and other information can be found on the parents resource bookshelf located in the hallway. Family members, and staff, are encouraged to contact the Preschool Director if they have any questions or would like more information about any support needed.

Parents may choose to contact outside agencies/ organizations for programs or services directly. The Director maintains a list of resources that can be shared with any parent who would like information about organizations that provide early intervention and connect families with appropriate community services agencies.

Referral Process

The referral process is outlined below

- The teacher informs the director of their concerns
- A meeting is scheduled with the parent, teacher and the director
- The parent is given the contact information for the appropriate referral agency
- The parent makes contact with the appropriate agency and a screening is set up.
- The outcomes are discussed with the teacher and director to ensure staff support.

The staff and parents discuss ways the program can assist in meeting the child's needs. There may be occasions when parents may choose not to accept referrals.

Child Find

Child Find Team Leader: Beth Dick

Phone Number: (970) 475-1079

Email: bdick@greeleyschool.org

Address: 1025 9th Ave, Greeley, CO 80631

PERMANENT RECORDS

The school office maintains a permanent record file for each student. The record contains personal information, academic records, attendance records, health records, work samples and test scores. Parents may have access to their child's permanent record upon request. Requests to view these records must be made to the administrator at least one day in advance. Access to permanent records will be denied if the parent is behind in tuition or other fees until such time that payment is made.

FIELD TRIPS/TRANSPORTATION

Educational field trips are planned throughout the school year. Each student must have a permission slip signed before all field trips. If your child does not meet child seat regulations, the parent must provide a seat for their child or they will not be allowed to go. Parent volunteer drivers must submit current proof of insurance for drivers and driver's license to be kept on file in the school office. Drivers carry emergency cards for each child with them. Drivers are responsible to make sure that the children in their care are properly supervised & accounted for at all times. Drivers are responsible to follow all laws of the road and are not to use cell phones while driving. NO siblings will be allowed to accompany parents on a field trip if they are acting as an adult driver or chaperone for the field trip.

If a child arrives late for a field trip, and the school has already departed, the parent may check at the school office for an itinerary and directions to the field trip. The parent may make prior arrangements to meet the other students at the field trip destination, but may **not** leave a child at the school with another class. If there are any special fees for a field trip, they must be paid before the child may go on the field trip, otherwise the child will be sent home.

CHAPEL

Chapel worship services, held weekly on Wednesdays at 8:30 A.M., are an important part of the program at Trinity. These services serve as sources of spiritual growth and provide opportunity for joint worship by all who are a part of the TLS Family. Parents and other guests are encouraged to attend whenever possible.

Offerings taken at these services promote various mission projects giving our school family the opportunity to assist with the spreading of the gospel message in numerous areas and helping to reinforce the concept of Christian Stewardship. Chapel offering envelopes are provided to students each Tuesday.

LIBRARY

The library will be open for students on designated days. There will be no overdue fines but checking out new books will be suspended until all items checked out are returned. Books can and should be renewed when they become due if the student is not finished using the book. The library is staffed by volunteers; the students will respect them at all times. The students will take proper care of the books they have checked out and will be responsible for returning the books in good condition. Lost or damaged books will be replaced by the student responsible and assessed the current replacement value.

MEDIA POLICY

Teachers will use various educational media sources to support and enhance the curriculum used at school. This refers to any media, including but not limited to, TV shows, video, music, software that are used at the school. Grades Preschool-4 will be allowed to view G rated videos. Grades 5-8 will be allowed to view PG and PG-13 rated videos with parental permission. Notes will be sent home with the students that must be signed by the parent. No response will be considered a "no". Other options will be offered for students whose parents do not wish them to view the video. Students will not view more than 2 hours of TV or videos in any given week.

CLASSROOM VISITS

Parents are welcome to visit the school at any time. Advance notice is not necessary but may be to your advantage so that you do not come during a period of little activity such as testing. Parents must sign in and out and receive a badge at the school office when they come to visit. Student visitors are not allowed at any time in the preschool-8th grade classrooms.

VISITORS

All visitors to TLS are required to sign in at the front reception desk and receive a visitor's badge to wear while on school property. Please sign out and leave your badge at the end of your visit.

VOLUNTEERS

Children benefit from the work of volunteers through individual attention and help with their studies. Teachers benefit by being relieved of time consuming tasks. The school benefits as parents and others take a personal interest in Christian education and become staunch supporters. The volunteers benefit as they have a vital function to perform and gain a sense of personal value and worth as they assist in the many important tasks of Christian education. Teachers and the school office can identify a variety of ways in which volunteers can help. These may include one-time or ongoing roles. If you would like to help in finding an area in which to serve, please contact your child's teacher or the office.

STUDENT BEHAVIOR EXPECTATIONS

At TLS, we have a set of expectations for our students regarding their academic performance and their behavior. Our philosophy is that making good choices is a skill that develops with age and practice.

We use the Positive Behavior Support Model in our school. This is a program supported by the Colorado Department of Education to promote and maximize academic achievement and behavioral competence. It is a school-wide strategy for helping all students achieve important social and learning goals. We know that when good behavior and good teaching come together, our students will excel in their learning. As part of the PBS program, we will follow three general expectations of all students to:

1. Be Respectful- respect God, all whom God has placed in authority over you, other students, and yourself.
2. Be Responsible
3. Be Safe

The expectations for all student behavior will follow these three principals and will be posted throughout our building and playground areas, cafeteria, gymnasium, and classrooms. We will explicitly teach these expectations to the students and reward them with positive notes and prizes for their great behavior.

Our school rules will specifically address bullying behaviors, provide for a safer school environment and give more time for instruction. We will apply consistent consequences and positive reinforcement for all kids. We believe that by helping students practice good behavior, we will build a school community where all students have an environment where they can succeed and grow.

There are times when there is a need for correction when standards are violated or rules broken. Most consequences will take place on the day of the offense, and therefore give the child a chance to start anew each day. In disciplining a student, the teacher shall be guided by the Word of God. The following forms of correction may be used at TLS: verbal warnings to students regarding inappropriate actions, note to parents which must be signed and returned before the student is readmitted to class, conference, detention, in-school suspension, out-of-school suspension, probation and expulsion.

DETRIMENTAL BEHAVIORS

The TLS School Board believes that protection of our students is of utmost importance. It is our hope that harsh consequences for detrimental behavior will not have to be administered. However, the possibility of an occurrence cannot be ignored. The school administrator will determine if the student's behavior fits the criteria of a detrimental behavior and the consequences that may be imposed.

Ultimate consequences will be based on the severity of the incident. The school administrator may suspend a student for the following reasons:

- Continued deliberate disobedience
- A rebellious spirit which is unchanged after much effort by the teacher
- A continued negative attitude and negative influence upon other students
- Committing a serious breach of conduct inside or outside the school which has an adverse effect upon the testimony of the school (leaving school without permission, cheating/lying, vandalism, theft, fighting, bullying/disrespect, language/gestures, drugs, weapons, assault)
- Failure of the parent to help enforce the disciplinary procedure of the school and/or academic help at home
- Failure of the parents to get recommended professional help for exceptional children.

Because no written behavior policy can adequately anticipate all the questions/problems that may arise, the school administration has the final authority in determining what is detrimental and the consequences for the actions.

CORPORAL PUNISHMENT

Corporal punishment involves the use or threat of physical force for punishment. Trinity Lutheran School does not allow or condone corporal punishment as a consequence of its behavior guidelines.

STUDENT DRUG, ALCOHOL & TOBACCO POLICY

TLS maintains that the use of illicit drugs and the unlawful possession or use of alcohol or tobacco is wrong and harmful. Therefore, it shall be the policy of TLS to absolutely prohibit the unlawful possession, use or distribution of illicit drugs, alcohol or tobacco on school premises or at any part of the school's activities. This shall include such unlawful possession, use, or distribution of illicit drugs, alcohol and tobacco by any student of the school during regular school hours or after school activities on or off school premises. Compliance with this policy is mandatory. Consequences for the violation of this policy will be as follows:

- A meeting of the student with the parent and administrator. This will result in suspension or expulsion, with the right of appeal to the Board of Christian Education.
- The Law Enforcement authorities may also be notified of the violation.
- The school will maintain a list of drug, alcohol and tobacco counseling and rehabilitation services available to students. Completion of such a program may be mandatory in order to return to the school classroom.

WEAPONS POLICY

The possession of any item that could inflict bodily harm to another person is not permitted at school or any school function, unless it is being used for a teacher assigned project. This includes firearms, knives, brass knuckles, chains, other sharp or pointed objects, etc. Any child who brings a weapon of any type to school will receive 1 to 3 days suspension from school and may be dis-enrolled from the school.

INTERNET ACCESS CODE OF CONDUCT

We are pleased to offer students at TLS use of the school's computer system and access to the Internet. To gain this access, all students must obtain parental permission and must sign and return the Conduct Code of Internet Access form. Users are expected to maintain high ethical standards. What is done by any of us on the Internet reflects on all of us at the school.

RIGHT TO PRIVACY

Students and parents have a right to have all phases of disciplinary procedures handled as discreetly as possible within the staff and student body of TLS. Staff sharing of suggestions, solutions and insights into dealing with behavior, all aimed at helping the student. This never involves sharing information that the student or parents have specifically intended to remain confidential. The principal will use discretion in sharing pertinent information about students with the staff. Confidential information will only be shared with parental consent. A student's behavior file is considered confidential. Contents will be shared only with the student, his parents and appropriate professionals.

RELATIONSHIPS

Showing love and care for others is encouraged at TLS. This does not, however, include public displays of affection. The school recognizes that genuine feelings of affection may exist between students; however students are to refrain from **any** intimate behaviors on campus or at school related events. The TLS facility and grounds are a public place and intimate postures involving students are out of place in public and cause distractions for others. Repeated disregard of this policy will result in disciplinary consequences.

CHRISTIAN LIVING

We expect TLS students to reflect Christian behavior in and out of the classroom. The vertical love from God to a Christian is reflected both in responsive love to God and horizontal love to classmates, teachers and parents. The climate of Christian love, with confession and forgiveness in the home will do much to augment the atmosphere at school. We encourage TLS families to regularly worship together on the weekends. We welcome you to attend services at TLC if you are searching for a church home. Pastors are available for appointments through the church office.

DRESS CODE/UNIFORM POLICY

All Trinity Lutheran School elementary students (Kindergarten-8th Grade) are required to wear the appropriate school uniform. All clothing must be appropriately sized for the child, that is, they must be no more than one regular size larger than the student actually measures. Extra wide, extra-long, baggy or sagging clothes are not acceptable.

Elementary School Uniforms are as follows:

Tops: Must be in appropriate size

- Any Solid Color Short-sleeve or Long -sleeve Polo-Style Shirts (**no stripes, lines or designs, no button down oxford/blouse/shirt**)

Bottoms: NO cargo pants, jeans or spandex pants/leggings/sweats

- Navy Blue, tan or black Pants (**khaki style/dress pants/tailored/boot cut pants**)
- Navy Blue, tan or black Shorts or Capris (**finger tip length or longer; khaki style/dress pants/tailored/boot cut pants**)
- Navy blue , tan or black Skirts or Skorts (**finger tip length or longer; khaki style/dress pants/tailored/boot cut pants**)
- Navy Blue, tan or black Jumper (**finger tip length or longer; khaki/dress style**)

If a belt is worn: Brown, Black or Tan solid colors (**buckle should be 2x3 inches or smaller and no logos, designs, emblems, insignias, and/or monograms**)

Cold Weather Layering: : If any optional apparel garments are hooded, the hoods cannot be worn indoors, the head must be uncovered.

- Any Solid color Long-sleeve Sweater
- Any Solid color Long-sleeve T-shirts (layering garment must be worn underneath the approved polo top and must be solid color-no logos, designs, emblems, insignias, and/or monograms)
- Any color Turtleneck/ Mock Turtleneck (layering garment must be worn underneath the approved polo top and must be solid color-no logos, designs, emblems, insignias, and/or monograms)
- NO Sweatshirts will be allowed

Shoes/Sneakers/Boots/Accessories

Footwear must be safe and durable. Flip-flops, roller shoes, high heeled shoes, and slippers are not allowed. All shoes must have a back or a strap across the back of the shoe. ALL STUDENTS must have a 2nd pair of non- marking soles tennis shoes that have not been worn outside at school. (to be used in the gym for PE or indoor recess.) (These can be in an inexpensive pair of shoes purchased at Walmart or Target)

Hair

Hair color must be natural, neatly groomed, and eyes must be seen. Hairstyles must be a single natural color (natural colored highlights are acceptable) and cannot be so conspicuous, extreme or odd in color or style (e.g. Mohawks, faux-hawks, striped, shaved, shaved out symbols etc) that they would draw undue attention from an outside visitor. If bangs are worn, they must be above the eyes. Boys' hair length must be no longer than the bottom of the ears on the side and hair in back will be above the collar. Older boys must be clean-shaven.

Jewelry/piercing/tattoos/Makeup

All jewelry must be conservative, non-offensive and not draw undue attention. Girls are allowed to have two earrings in each ear (the diameter of hoop style earrings worn may not be larger than the diameter of a penny). Large dangling or large hoop style earrings are not allowed for safety reasons. No other visible piercing is allowed for girls, and no visible piercing is allowed for boys. Visible tattoos are prohibited for all students.

A conservative amount of makeup may be worn by girls in the 5th -through 8th grades.

Head coverings

Hat, head coverings (bandanas, scarves) and sunglasses are not to be worn inside.

Special Dress Days

When special dress up days occur such as pajama days, we expect that clothing will still be appropriate. We ask that on swim days, girls will wear suits that cover their midriff.

PRESCHOOL:

- Weather-appropriate dress.
- Wear loose clothing, play clothes, and gym shoes because classes play outside and get wet and dirty.
- **Footwear must be safe and durable and well-fitting. Flip-flops, roller shoes, high heeled shoes, and slippers are not allowed.** All shoes must have a back or a strap across the back of the shoe. ALL STUDENTS must have a 2nd pair of non-marking soles tennis shoes that have not been worn outside at school. (to be used in the gym for PE or indoor recess.) (These can be in an inexpensive pair of shoes purchased at Walmart or Target)
- No torn, ripped or frayed clothing of any type will be allowed.
- Girls must wear shorts, leggings, or tights under dresses/skirts.
- Shirts (or dresses) must have a strap of at least 1.5 inches in width.
- Discretion must be used in wearing slogan and pictorial shirts or blouses. T-shirts that depict bad attitudes, profanity, advertise alcoholic beverages or smoking may not be worn. No writing or pictures on the back of slacks, shorts or skirts
- Hat, head coverings (bandanas, scarves), hoods, and sunglasses are not to be worn inside.
- When special dress up days occur such as pajama days or swim days, we ask that clothing still be appropriate.
- Please send an extra set of clothing (pants, tops, underwear and socks) in a zip lock bag with the child's name on the bag –to be kept at school.

Summer Camp:

- Weather-appropriate dress and well-fitted shoes.
- If you have any questions, please check with the director.
- Clothing may be deemed inappropriate at the discretion of the director.

CHAPEL DAYS Out of respect for the Lord we worship, appropriate attire on Chapel Days will reflect that respect and honor.

EXCESSIVELY HOT WEATHER AND COLD WEATHER

If the weather is extremely hot or cold, please dress your child accordingly. We may still have playground time on these days, but we will monitor the children closely and consequently adjust their time outside. On excessively hot days, children are encouraged to drink plenty of water and take breaks in the shade. On excessively cold days, children will only go outside if it is above 32 degrees F.

GENERAL POLICIES

PERSONAL BELONGINGS/ITEMS

Students, not the school, are responsible for their personal property. Cubby/lockers should not be used to store money or valuable personal items. Students are encouraged to check with the office or classroom teacher if it is necessary for such items to be on school property. **All toys, trading cards or frivolous miscellaneous items should be left at home.** CD players, iPods, MP3 players, and cell phones etc with parent permission and at student risk, must be stored in backpacks in cubby/lockers from 8:00am-3:30pm. . These items will not be allowed to be out in before and after school care. If students are found violating this rule, their CD player, iPod, MP3 player, cell phone etc will be confiscated and parents will be contacted to come to the school to pick the item up

The school is not responsible if personal items are lost or broken. **Please label ALL personal items such as workbooks, umbrellas, coats, backpacks, etc.**

CONFISCATION

Any staff member has the right to confiscate inappropriate material from a student. This includes material that could be disruptive, distracting, dangerous or illegal; it is not limited to these items, food, candy, gum, or beverages used outside the lunchroom; attire not permitted by the school dress guidelines; cell phones, any personal music player or handheld games. The purpose of confiscation is to remove the actual or potential distraction, disruption, or danger. All items that are confiscated will be held by the teacher or administrator and parents will be contacted to come to the school to pick the item up.

STUDENT CUBBIES/LOCKERS

Each student will be assigned a cubby/locker in which to store their possessions or school materials checked out to them. The proper use of the cubby/locker is expected of each student. Cubbies/lockers are school property and are loaned to you at the beginning of the school year for your convenience. Generally, cubby/locker assignments will not be changed during the school year. The school maintains the control over the use of the cubby/lockers. School personnel may inspect cubby/lockers from time to time. School authorities may search a student's cubby/locker, person and or/personal effects, desk and/or storage area whenever the school official has reasonable suspicion to believe a student is in possession of illegal, stolen or unauthorized materials.

- Use only the cubby/locker assigned to you
- Do not store valuable items in your cubby/locker
- Do not write or mark in or on the cubby/locker. Students who have damaged cubby/lockers will be charged for repair and/or cleaning.
- Student are to treat their cubby/locker with care and keep it clean, neat and organized at all times. Pictures or other decorations in the cubby/locker should be in good taste and meet the same guidelines as Trinity's dress code. Please do not use tape on the inside or outside of the cubby/locker; magnets or E-Z tack can be used.

MONEY SENT TO SCHOOL

Any money sent to the school should always be enclosed in an envelope with the student's name, grade level and purpose clearly stated. Whenever payments are made by check, please make it payable to TRINITY LUTHERAN SCHOOL.

LOST AND FOUND

A lost and found is located in the hallway by the Trophy Display. Please label your child's clothing to aid in the identification of lost items. Please check there for a list of lost items.

BIRTHDAY CELEBRATIONS

Parents of all school children may treat their child's class to birthday treat providing the details have been worked out in advance. Treats should be simple in nature. Parents of children with dietary restrictions will provide treats for their child. Party invitations may not be distributed at school unless the entire class is invited.

LOSS OR DAMAGE TO SCHOOL EQUIPMENT

A certain amount of wear and tear on textbooks, school desks, and school property in general is to be expected. As Christian stewards or caretakers, students should take pride in using these materials wisely. Students will be held financially responsible for any excessive damage they inflict to school property. All hard cover books issued to students must be covered. Students and/or their parents are responsible for assessments necessary due to loss of textbooks or other similar materials.

TELEPHONE

The school and office telephone lines are for school business. The use of phones by students will be on an emergency basis only to be determined by office personnel.

Messages received in the office during school hours will be relayed to the pupils and teachers as necessary. Teachers are only able to return calls when they are free from class or supervisory assignment. Students may respond to calls during classes only in case of emergency.

SCHOOL PICTURES

During the school term, school pictures are taken of all the students. Parents are under no obligation to purchase a picture package.

RECALLED ITEMS

The director will regularly identify on a routine basis recalled toys, equipment and furnishings & develop a plan to remove the recalled items from the center.

CRISIS INTERVENTION/SAFETY

If you are interested in the protocols that the school will follow in case of an emergency, please ask the front office to see the Crisis Intervention/Safety Plan. This is a read only document

HEALTH AND SAFETY

WHEN TO KEEP YOUR CHILD AT HOME:

- Fever: No child with a temperature over 100 degrees should be sent to school. Do not allow child to return to school until he has been free of fever for 24 hours.
- Vomiting: If vomiting occurs, keep your child home until he can keep his food down for 24 hours.
- Diarrhea: A child with diarrhea should be kept home.
- Rash: A rash may be the first sign of one of childhood's many illnesses, such as measles or chicken pox. Do not send a child with a suspicious rash to school until your doctor has said that it is safe to do so.
- Cold: A child with a "mild" cold but otherwise feeling well may go to school. A child with a "heavy" cold and a deep or hacking cough belongs home in bed even though he has no fever.
- Sore throat: If your child complains of a sore throat and has no other symptoms, he may go to school. If white spots can be seen in the back of the throat or if fever is present, keep him home and call your doctor.
- Toothache: Contact your dentist
- Earache: Consult your doctor.
- Headache: A child whose only complaint is headache usually need not be kept home.

It is the responsibility of the parents to notify the school in writing if there are any special instructions regarding the application of first aid, food or other allergies, special precautions concerning the student's health, or reasons why the child cannot actively participate in Physical Education.

To minimize the danger of spreading diseases, a child having the symptoms of a contagious infection should be kept home. Fever should be absent (not masked by medications) for 24 hours. Should signs of illness arise while the child is in school, the office will contact the parent/guardian, who will then make arrangements for transportation home. Children who are ill and waiting for a parent to arrive to take them home will be supervised at all times by a teacher or staff member. In cases of serious illness, we will contact the parent and/or call 911.

Students unable to go outside for recess or participate in Physical Education will be required to have a note from the physician stating the limitations.

COMMUNICABLE DISEASES

In case of communicable diseases, the teacher should be notified immediately. If possible, report to the teacher any exposure to communicable diseases so that we may more easily notice symptoms. Permits signed by a physician may be required upon a pupil's return to school after a contagious illness and/or disease.

EMERGENCY CARDS

Teachers will report sickness or accidents during the school day to parents as soon as possible. Be sure your child's emergency information is up to date. Report immediately any change in names, addresses, phone numbers, or doctors. **This is most important!**

UNDER-IMMUNIZED OR NON-IMMUNIZED CHILDREN

One or more children, enrolled in Trinity Lutheran Preschool, may not have received some or all, immunizations required by Colorado State Law due to medical, religious or personal exemptions. If your child's immunizations are not current, and he/she comes into contact with an under-immunized or non-immunized child, your child may contact a contagious disease. In the event of an outbreak, students who have not received the required immunizations may be subject to exclusion from the school for an extended period of time and may be subject to quarantine.

SCREENINGS AND ASSESSMENTS AND REFERRALS

Staff will conduct various screenings and assessments of children while enrolled at Trinity Lutheran Preschool. Possible (but not limited to) assessments may include:

Vision screenings

Hearing screenings

Dental screenings

Teaching Strategies Gold Assessments (Social/Emotional, Physical, Cognitive, Language, Literacy)

Informal classroom assessments

If further assessments are indicated or assistance is needed outside the scope of expertise within the preschool program, the parent will receive information to Child Find which will ensure that further assessments are conducted appropriately.

Referral Process

The referral process is outlined below:

- The teacher informs the director of their concerns
- The director observes the child and reads the portfolio
- A meeting is scheduled with the parents, teachers, and director.
- The parent is given the contact information for the appropriate referral agency (Child Find)
- The parent makes contact with the appropriate agency and a screening is arranged.
- The outcomes are discussed with the teacher/director.

The staff and the parents discuss ways the preschool programs can assist in the development of the child. There may be occasions when parents may choose not to accept referrals. Our preschool program reserves the right to discontinue services if referral and outside assistance is essential to the health, safety and well-being of the child.

These assessments are considered confidential and will be treated with the same diligence as any other student record of Trinity Lutheran School.

HEALTH INSURANCE

If you do not have health insurance and need help with obtaining resources for medical insurance or a medical home, please see the director for a list of community resources.

INJURY POLICY

If an injury should occur to a student that the staff feels inadequate to care for, it is school policy that an ambulance is called to transport the injured person to North Colorado Medical Center and the parents be contacted. Such injuries would include those that may be life threatening or possibly would result in paralysis if the injured were moved. Those injuries would include severe bleeding or allergic reactions, injury to the head, neck or spine, broken limbs where the bone pierces the skin, suffocation or drowning. Other lesser injuries will be taken care of by the staff, and if necessary, the parents will be notified.

All injuries producing cuts, gashes, abrasions, scrapes or burns etc., where blood is visible will be treated with universal precautions. The person giving treatment shall wear protective vinyl gloves during the entire treatment procedure.

If your child needs an inhaler and/or epinephrine, they may carry it on their person **if they have a doctor's note in the office**. If in the event, the child is younger than 5 years old, their teacher shall keep possession of the items.

MEDICATION AT SCHOOL

Parents have the primary responsibility for the health of their children. This includes the administration of medicine. **IT IS ENCOURAGED THAT ALL MEDICATIONS BE TAKEN AT HOME IF POSSIBLE.** Many medicines may be taken before or after school hours.

Should school personnel be asked to assist the student in taking medications, the following procedures must be followed.

GENERAL INSTRUCTIONS

- + **A written authorization from the child's physician and parent is required for all prescription and non-prescription medication.**
- + Medicine will be made available only as the prescription or directions state.
- + Written authorizations are not valid after the expired date of the medication or after the current school year.
- + All medication must be labeled with the child's name.
- + Administration recording and disposal of left over medication will be in compliance with state laws.

PRESCRIPTION MEDICATION

- + Prescription medicines will be kept in a locked storage facility in the school office.
- + A note from a parent/guardian and doctor must state the EXACT dates and times of day the medicine is to be available to the student.*
- + A written authorization from the child's physician is required by the school personnel.*
- + The medication must be presented to the teacher or other school personnel in a PHARMACY LABELED CONTAINER with the name of the student who is to receive it.

ALL NON-PRESCRIPTION/OVER THE COUNTER MEDICATION –must be provided by parent or guardian

- + Non-prescription medication will be given only with the parent/guardian's and doctor's written permission. This includes aspirin/Tylenol.
- + Written instructions from the physician will be required.
- + Non-prescription medicine provided by a parent should be in the original container and appropriately labeled.

SUNSCREEN

In warm, sunny months, please put sunscreen on your child every day **before** school.

If sunscreen was forgotten, Trinity Lutheran Preschool will apply sunscreen to exposed skin, per licensing regulations. Preschool families may provide sunscreen for the child along with written permission for sunscreen. The sunscreen must be labeled with child's first and last name. Children may be allowed to apply sunscreen to themselves under direct supervision of a staff member. Parents will need to initial a daily sheet if they have applied sunscreen prior to checking their child into preschool. Should a family decline the use of sunscreen, parents/legal guardian will need to submit a letter to the director stating so and alternatives for the child's protection from the sun.

INSECT REPELLANT

With a signed parent medication form, staff may apply insect repellent no more than one time per day. Families must provide the repellent for their child.

TOILETING FOR PRESCHOOL STUDENTS

Preschool Students: All children need to have an extra pair of underpants and pants at school labeled with name on the tag. Due to health, safety, and legal concerns please teach your child to be independent in their bathroom needs. Bathroom accidents do happen, but if wet or dirty pants occur twice in a week we will ask you to keep your child home until they are accident free.

PLAYGROUND AREA

Children will be allowed to play in designated areas. No playing outside before or after school hours. Playground equipment is there for the student's enjoyment. However, there are rules which govern the use of all equipment in order to keep everyone safe from injury. Rules and consequences for breaking the rules regarding playground equipment will be explained to each class as well as posted in each classroom.

PARKING LOT SAFETY

It is very dangerous to leave children unattended in their vehicles in order to bring another child into the building. If you need assistance, please talk to your child's teacher.

Utmost caution should be observed as children cross the parking lot. Children must be accompanied by an adult and supervised constantly before and after school hours to insure their safety.
Remember not to park in the pull thru drop off and pickup area. If you need to come in the building please park your car in a parking spot.

EMERGENCIES

FIRE In case of a fire, the children are directed outside to the parking lot to await the arrival of the fire department. The teachers will check attendance to account for all children and insure they are out of the building. We do conduct regular fire drills. Teachers always explain in detail what is expected if the alarm sounds during the school day.

TORNADO In case of a tornado, the children are directed under the stairs. The teachers will check attendance to account for all children.

LOST CHILD In case of a lost child, we will first search all premises. If the child is not found, we will immediately contact the police and notify the parents.

In case of reverse evacuation, all students will be rounded up/accounted for and moved into the school in lockdown mode.

It is your responsibility to update emergency numbers so that our emergency notification process is not hindered.

LUNCH PROGRAM

Hot lunches will be available to our students. If your child is at the school/center for 4 or more hours, you must provide a lunch for them or purchase a hot lunch. If you do not provide this, the school will provide food for your child. You will then be billed for \$4.

The student's lunch must contain a third of the daily requirements for their age. We encourage all students to bring lunches that are nutritious and well balanced meals. Sharing of lunches and trading of lunches is not permitted. No carbonated beverages of any kind by student, parent or guest will be allowed in the lunchroom. We do have refrigerators, freezers, and microwaves for lunches. Microwaves are available for students to use to heat up food that is brought to school only at lunch time.

Parents or other guests wishing to join students for lunch are expected to bring in a lunch or set up a lunch

SPECIAL MILK PROGRAM

The Special Milk Program is administered by the Colorado Department of Education Office of School Nutrition, reimbursement is provided from the US Department of Agriculture for each half pint of milk served to participating children. The goal of the Special Milk Program is to encourage the consumption of fluid milk by children, by providing financial assistance to any public or non-profit schools that do not participate in any other Federal child nutrition meal service program. Milk is available, under the Special Milk Program, to all children in attendance under the age of 19 years old without regard to race, color, national origin, disability, sex, parental status, income, or sexual orientation.

If you wish to file a Civil Rights program complaint of discrimination, complete the USDA Program Complaint Form, found online at http://www.ascr.usda.gov/complaint_filing_cust.html, or at any USDA office, or call (866) 632-9992 to request the form. You may also write a letter containing all the information requested in the form. Send your completed complaint form or letter by mail at US Department of Agriculture, Director, Office of Adjudication, 1400 Independence Avenue, SW, Washington, DC 20250-9410, by fax (202)690-7442 or email at program.intake@usda.gov. Individuals who are deaf, hard of hearing or have speech disabilities may contact the USDA through the Federal Relay Service at (800) 877-8339; or (800) 845-6136 (Spanish)

GUM

Children are **not** allowed to chew gum at school.

SNACKS

Students are to bring healthy snacks and they are only to be eaten at designated snack time set by their teacher. If the snack needs to be refrigerated, please send it in a small cooler that will fit in the child's locker. Students will not be allowed to go to the cafeteria to get a snack out of the refrigerator or heat a snack up in the microwave.

SNACKS FOR PRESCHOOL AND KINDERGARTEN

Snacks are served every day in preschool and kindergarten and are provided by the parents. Your child's teacher will provide you with a snack schedule, and you should bring enough for each child in the classroom, as well as the teacher and aide, on your scheduled day. Please provide snacks that are nutritious, wholesome foods, not sugary treats. Perishable items may be stored in our refrigerator until snack time. Snacks needing little or no preparation are preferred in order to minimize the children's waiting time, and individually packaged servings are particularly appreciated. Please check with your child's teacher to see if there are any food allergies in your classroom.

7-28-2017

TUITION PAYMENT POLICIES

REGISTRATION

The registration fee must accompany the re-enrollment or new registration form to hold a place for the child. If you decide not to attend Trinity the registration is **non-refundable**.

TUITION FEES

Tuition fees are payable monthly in 10 installments - in advance. Failure to maintain regular remittances may be considered just cause to terminate enrollment. Tuition checks (and any other payments to the school) should be made payable to TRINITY LUTHERAN SCHOOL.

If a student leaves, tuition for the full month during which the change took place is due.

PAYMENTS

Parents or guardians are responsible for the timely payment of tuition, registration and other appropriate assessments.

Book fees and Supply fees are due at registration time in August, usually the first week of August. Tuition payments are due the 20th of the month.

Tuition payments are scheduled for completion over a 10 month period; however early payment is always welcome. **Tuition payments for the previous year must be completed prior to formal registration or enrollment may be denied for the coming year.**

LATE PAYMENT OF FEES AND TUITION

Tuition is billed on the 1st of each month and payments are due no later than the 20th of the same month. If payment is not received by the 20th of the month, a \$20.00 late fee will be assessed. If payment is not made in FULL by the 20th of the following month, your child may not be allowed to attend school or participate in any school activities or events until such time as your account is made current. Families with bills 60 days past due, will be sent a letter outlining the amount due. If action is not taken to pay the past due amount, (paid in full or a payment plan) the account will be sent to collections.

Accounts not paid in full at the end of the school year, with no payment plan in place, will be sent to collections and re-enrollment may be denied. To ensure timely processing of transcripts, accounts must be current. The Board of Christian Education will be notified of the situation before students are denied enrollment.

NONSUFFICIENT FUNDS

There will be a \$25.00 charge on all returned checks. Checks will be re-deposited and if they are returned a second time the party will be responsible for paying in cash.

ATHLETIC FEE

There will be an athletic fee of \$25.00 assessed to each student that participates in volleyball and/or basketball. We will have a fundraiser also to help keep the athletic fee reasonable.

BOOK USE/SUPPLY FEE

A supply/book use fee appropriate for your child's class will be billed from the school office. This fee covers use of the books in the classroom, consumable workbooks and worksheets, school supplies, supplies for special classes (Art, Spanish, Music, PE etc) and other various costs incurred in the classroom.

TRINITY LUTHERAN PRESCHOOL AND CHILD CARE CENTER TUITION POLICIES FOR PRESCHOOL AND/OR EXTENDED CHILD CARE HOURS

Weekly Payments

All full time child care payments are due each week/month.

Sick Days

No allowance is given for individual sick days. A child who is sick three or more consecutive days will receive a 40% reduction in tuition for those days only. No makeup days are permitted for absence due to illness.

Schedule Changes

Schedule changes are accommodated when possible. A two week notice must be given in writing, when the schedule change is a decrease in hours or days per week. Your current tuition rate will be charged for a two week period following written notification.

Holidays and Other Center Closures

The center will be closed on Christmas Eve, Christmas Day, New Year's Eve, New Years Day, President's Day, Good Friday, Labor Day, Thanksgiving Day and the Friday immediately following.

Weather Closure

If it is necessary to close child care because of bad weather or other emergency, this information will be placed on the school website and parents will be notified. When the weather is bad or doubtful and we decide to stay open, the final decision for bringing your child to child care or keeping him home is yours.

Late Pick Up Charges

Late charges will be assessed for each child who is not picked up by 6:00pm (child care). Late fees are \$5.00 per each 10 minutes past dismissal/closing time. Late fees are paid directly to the attending staff member who had to remain after hours.

Field Trips

Parents will be notified, in advance, of all field trips and their costs. Parents are responsible for the payment of all field trip admission fees.

Withdrawal from Center

A written notice **must** be given two weeks in advance of the date your child will be withdrawn from Trinity Lutheran Preschool/Child Care Center. If notice is not received, an additional two weeks of tuition will be due at the time of withdrawal. Upon leaving the Trinity Lutheran Preschool/Child Care Center, accounts must be paid in full.

Delinquent Payments

Tuition accounts more than 60 days delinquent may be turned over to a collection agency.

Returned Checks

A \$25.00 fee will be added for each returned check.

INTERNET CODE OF ACCESS

Students using Trinity Lutheran School's equipment for the Internet or other network services must follow these rules:

- All use of the Internet or other network services must be in support of education or research and consistent with Trinity's policies and objectives of Christian principles.
- Students must have their teacher's permission to use the Internet or other services.
- Students must follow all copyright laws.
- Students may not use their personal (home) e-mail account on Trinity's computers.
- Students will not place their own or other's last names, addresses or telephone numbers on any Internet service.
- Using the network for illegal activity is not allowed.
- Using the network to access obscene or pornographic materials is not allowed.
- Using the network for commercial or for-profit purposes is not allowed, including product advertisement. This also includes buying, selling and bartering, including but not limited to the use of credit cards.
- Damaging any computer equipment, information or online service is not allowed.
- Trying to view restricted information or networks is not allowed.
- Using the Internet or other services to harass other users or to send materials likely to be offensive or objectionable to other people is not allowed.
- Intentionally spreading a virus or other destructive piece of software is prohibited.
- Computer usage that is objectionable, negative, defamatory, or contrary to Christian practices is prohibited.
- A student is not allowed to represent himself/herself as Trinity Lutheran School.
- Any problems or violations of these rules are to be reported to a teacher.

English Language Learner Support

If a second language is dominant in a classroom, every attempt will be made to provide a caregiver who speaks the language of the child as part of the teaching staff. Newsletters and other information sent home will be translated into the home language for each family. Conferences and other communication will be conducted in the home language or have translation available.