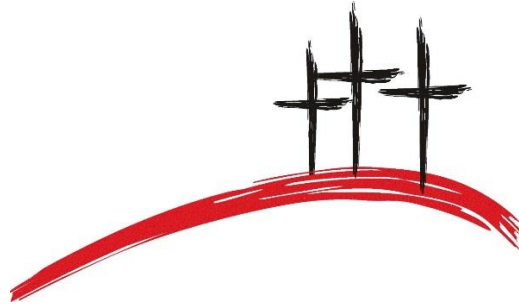


# Trinity Lutheran School



*Sharing Christ & Serving People*

## Parent/Student School Handbook

School Phone: (970) 330-2485

School Fax: (970) 330-2844

Website: <http://www.tlsgreeley.org/>

Address: 3000 35<sup>th</sup> Ave

Greeley, CO 80634

*This School Handbook has been prepared to acquaint you with Trinity Lutheran School and its educational program. Questions on policy should always be directed to the Principal first. If the information is not clarified, the Board of Christian Education will be consulted. This School Handbook does not contractually bind the school in any way. Additionally, this School Handbook is subject to change without notice by the Board of Christian Education.*

Updated 7-17-2019

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Not all preschool/childcare policies transferred to the table of contents.

A listing of other special programs at Trinity can be found on page 46 of the handbook.

## Welcome Letter

Dear Parents and Guardians,

Thank you for your interest in our school. We have adopted an Admissions policy that opens Trinity Lutheran School to families who are like-minded spiritually, who are supportive of our philosophy, objectives, and standards of education. Our purpose is to serve families who desire not simply a private education, but a distinctively Christian education for their children.

Before applying for admission to our school, please read this School Handbook. The School Handbook will introduce you to many of the school's policies, procedures, and expectations for both parents and students.

The first several pages of the School Handbook explain our religious purpose, mission, and beliefs. This school unashamedly believes, teaches, and practices the lordship of Jesus Christ and acknowledges the authority of God's Word, the Holy Scriptures, *without reservation*.

Biblical principles are integrated into every subject taught at our school. Our staff is committed not only to academic excellence, but also to teaching students how to apply the truths of God's Word to every aspect of life. It is a privilege to serve and honor him through the ministries of this school. Through the challenges and successes, we are able to approach all situations with a Christ-like attitude.

If you agree with the teachings of God's Word, this school will complement the beliefs and ideals your child is taught at home. We look forward to partnering with you to educate your child in God's truth.

In Christ,

The Board of Christian Education

## 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)."*



## **Our Purpose**

- To provide a caring educational atmosphere for teaching God's Word and nurturing faith in Christ, where students can grow in love and self-discipline.
- To provide opportunities for students, parents, and teachers to learn of and to experience the love of Jesus in a school dedicated to seeking His will as it relates to their everyday living.
- To equip young Christians for service to God in church, community, and nation.
- To provide an educational program of solid academic excellence to challenge, train, and prepare students for a productive life.
- To provide ethical standards based on God's Word and see that such standards govern even the most practical decisions and responsibilities.

## **Objectives of Christian Education**

The basic objective of the Christian education at Trinity Lutheran School is to equip the members for growth in wisdom and stature and in favor with God and man. As the child grows in these areas, important relationships and inter-relationships are established.

- I. The child grows in his or her relationship to God by:
  - A. Acknowledging God as the Creator.
    1. Recognizing his or her identity as a created child of God.
    2. Developing a growing responsibility to conserve, control, and use wisely the creation of God.
  - B. Acknowledging his or her sinfulness.
    1. Confessing his or her sins to a living God.
    2. Receiving forgiveness through the grace of God.
  - C. Developing an increased understanding, greater appreciation, and regular use of God's means of grace, the Word, and sacraments.
  - D. Accepting and trusting in Jesus Christ as his or her personal Savior.
  - E. Recognizing the presence and the power of the Holy Spirit in his or her life.
  - F. Responding in worship and service to the Triune God.
    1. Utilizing his or her individual talents and resources.
    2. Expressing love to God.
- II. The child grows in relationship to himself or herself by:
  - A. Living the sanctified life of the Christian.
  - B. Accepting and understanding his or her body and using it responsibly in service to God.
  - C. Developing logical, critical, and creative thinking skills.
  - D. Increasing in social awareness.
  - E. Becoming cognizant of emotional needs and attempting to direct emotions positively.
- III. The child grows in relation to his or her environment by:
  - A. Perceiving a realistic picture of the world as a Christian in this world.
    1. Recognizing the identity of all children as created by God and showing consideration for their rights and well-being.
    2. Expressing love through acts of kindness to others in the community and throughout the world.
  - B. Developing communication skills to live and relate to others.

1. Respecting all authority as a God-given aspect of life and acting responsively as a member of the earthly family.
  2. Witnessing the love of God to others.
- C. Gaining knowledge of his or her American and Christian heritage and accepting privileges and responsibilities as a citizen of the community, nation, and world.
1. Transmitting and transforming the culture and government.
  2. Living in the Christian hope of life everlasting.

## **About Us**

### **Trinity Lutheran Church and School**

In speaking of Trinity Lutheran Church and Trinity Lutheran School, one must always remember that these two are not separate organizations. We are one. Church and school are separated purely for operational procedures.

Trinity Lutheran Church owns all properties currently being utilized by the school or for its program. It is our sincere belief that the strength of the school depends on the continued financial as well as spiritual support of our mother body.

If you do not have a church home, you are invited to worship at Trinity any Sunday. A traditional liturgical service is at 8:00. A contemporary service begins at 10:30. Sunday School for children and Bible study classes for adults are held between services. Pastor Hafeman has his office in the school building. Feel free to contact him with questions about the church.

### **Lutheran Church – Missouri Synod**

Trinity Lutheran Church and School is part of The Lutheran Church—Missouri Synod (LCMS or Synod). The LCMS is a mission-oriented and Bible-based denomination that confesses the historic, orthodox Christian faith in the Triune God, Father, Son, and Holy Spirit, a faith built on “the foundation of the apostles and prophets, Christ Jesus himself being the cornerstone” (Eph. 2:20). With the universal Christian Church, The Lutheran Church—Missouri Synod teaches and responds to the love of the Triune God, who created all that exists; became man to suffer, die, and rise again for the world’s redemption; and brings people to faith and new life through His Word and Sacraments. The three persons of the Trinity – Father, Son, and Holy Spirit – are coequal and coeternal, one God.

LCMS congregations voluntarily choose to belong to the Synod, and, although diverse in many ways, all hold to a shared confession of Jesus Christ as taught in Holy Scripture. We believe *without reservation* that the Scriptures of the Old and the New Testament are the written Word of God and the only rule and norm of faith and of practice. In addition, the Synod accepts *without reservation* the writings contained in the *Book of Concord: The Confessions of the Evangelical Lutheran Church*.

Believing in the authority of Holy Scripture and that the Lutheran Confessions are a correct interpretation and presentation of biblical doctrine, our congregations agree to conform all their teaching and practice to the Scriptures and the Confessions.

Trinity is pledged to support and promote the purposes of the synodical organization by word, deed, and in accordance with ability, financial support. Thus, we honor all rules, regulations, and resolutions of the Synod in accordance with the word of God, recognizing the congregation’s right to judge the expediency

of any directive in its application in the local condition. As a member of the Synod, the congregation participates in all synodical decisions. In keeping with the objectives of the Synod to further Christian education through parochial schools, Trinity Lutheran Church operates a Christian Day School.

## **Administrative Organization**

### **The Rocky Mountain District**

The Lutheran Church Missouri Synod is divided geographically into districts, which carry out the resolutions of the Synod. Trinity Lutheran Church is a member of the Rocky Mountain District. The Rocky Mountain District office is in Aurora, CO.

### **Pastoral Office**

As shepherd of the entire congregation, the Pastor of Trinity is the spiritual counselor and religious leader of our school. The prime responsibility of the Pastoral office is to set the spiritual tone and give inspiration to the staff of the school.

### **Principal**

The Principal is directly responsible to the Board of Christian Education and has been delegated responsibility for the entire school program. It is the function of the Principal to provide leadership for the educational program of the school and is, therefore, responsible for the curriculum, methods of instruction, schedule and supervision of activities, and supervision and improvement of instruction. The Principal has been charged with the supervision of all personnel necessary to maintain the educational program of Trinity Lutheran School. The Principal is also delegated the responsibility of procuring new personnel when and wherever they are needed. The decisions concerning additional personnel are to be discussed and approved by the Board of Christian Education.

### **Early Childhood Education (ECE) ECE Director**

The ECE Director is directly responsible to the Board of Christian Education. The ECE Director has been given the responsibility for the entire preschool/childcare program. It is the function of the ECE Director to provide leadership for the preschool/childcare educational program and is, therefore, responsible for the curriculum, methods of instruction, schedule and supervision of activities, and supervision and improvement of instruction. The ECE Director, along with the Principal, has been charged with the supervision of all personnel necessary to maintain the educational program of Trinity Lutheran School's preschool/childcare. The ECE Director is responsible for preschool / childcare personnel decisions, subject to final approval by the Principal.

### **Trinity's Voters Assembly**

The voters of the congregation are the governing body of Trinity Lutheran Church. They, by the grace of God, have come to recognize Christian education as one of the primary functions of the congregation's existence and have, therefore, given wholehearted support to this program.

The Chairperson of the Board of Christian Education gives a report of the activities and plans of the Board and Faculty. The Principal may be called upon by the Board Chairperson to explain in greater detail a specific item of the report.

### **Board of Christian Education**

The Board of Christian Education meets monthly and can, when there is need, call special meetings. The Board consists members elected by the Voters' assembly. One of those members will be elected to the position of Chairperson. The Principal and the ECE Director serves on the Board as an ex-officio member.

The following are some of the duties assigned to the Board of Christian Education:

1. They are responsible for all educational activities of Trinity Lutheran School.
2. They will inform, educate, and encourage congregation members, parents, and students to participate fully in the total Lutheran Educational Ministry.
3. The main concerns of the Board will be policymaking and supervising the enactment of approved policy.

The Board shall have the right and/or responsibility to

- Contract teachers for the Christian Day School.
- Recommend to Trinity Lutheran Church's Voters' Assembly, candidates to be called for teaching positions.

All decisions by the Board of Christian Education are final.

## **Elementary Grades: Kindergarten – 8<sup>th</sup> Grade**

### **Admissions**

TLS 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 and facilities can be provided. TLS 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.”

### **Age Requirements:**

**Preschool:** 2 years 6 months by the first day of attendance

**Kindergarten:** Age five (5) by September 1<sup>st</sup>

**Grades 1 – 8:** Successful completion of the previous grade and/or results of student evaluation

**Child Care:** licensed for ages 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.**

### **Academic Expectations and Recognition**

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 Scale**

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 3-8 are placed on the TLS honor roll based on their grades. We will have two honor roll lists:

- A Honor Roll: All A's
- A/B Honor Roll: A's with 2 or less B's no C's

### **Anti-Bullying Policy**

Trinity Lutheran School is committed to creating a safe, caring, and respectful Christ-centered learning environment for all students. Acts of harassment, intimidation or bullying are prohibited and will not be tolerated. A safe and civil environment is necessary for students to learn and achieve high academic standards. Harassment, intimidation, or bullying, like other disruptive or violent behaviors, is conduct that disrupts both a student's ability to learn and a school's ability to educate its students in a safe environment. School administration and staff will investigate reported incidents of bullying promptly and thoroughly.

### **Definition**

Bullying is a pattern of aggressive, intentional, or deliberately hostile behavior that occurs repeatedly and over time. Bullying means any gesture, or written, verbal or physical act that takes place on school property, at any school-sponsored function or over the phone / internet.

### **Consequences**

Reports of bullying are taken seriously and shall be dealt with quickly, effectively and confidentially. The following factors will be considered in determining the appropriate response to students who commit one or more acts of bullying:

- The developmental and maturity levels of the parties involved
- The levels of harm
- The surrounding circumstances
- The nature of the behavior(s)
- Past incidences or continuing patterns of behavior
- The relationships between the parties involved
- The context in which the incidents occurred

Concluding whether an action or incident constitutes a violation of this policy requires a determination based on all the facts and surrounding circumstances.

If a student is found guilty of bullying behavior, the consequences shall depend on both the results of the investigation and meaningful consideration of these factors. Consequences may include but are not limited to mediation, a parent conference, counseling, suspension, expulsion, or referral to local law enforcement.

### **Retaliation Prohibited**

Reprisal or retaliation against any person who reports an act of bullying is prohibited and will result in appropriate discipline. It is a violation of this policy to threaten or harm someone for reporting bullying. This policy or Trinity Lutheran School's Discipline Policy will govern the consequence and remedial actions, as appropriate.

### **Consequences for False Accusation**

It is also a violation of this policy to report false allegations of bullying knowingly. Students or employees will not be disciplined for making a report in good faith. However, persons found to knowingly report or corroborate false allegations will be subject to appropriate discipline. This policy or Trinity Lutheran School's Discipline Policy will govern the consequence and remedial actions, as appropriate.

### **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 school's 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.

### **Excused Absence**

It will be the responsibility of the parent to notify the school office in the morning (before 8:15 a.m.) by telephone to state the reason(s) for their student's absence. Excused absences may 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 or more days, please contact the school about taking assignments home so the student does not fall too far behind.

### **Unexcused Absence**

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 Principal will contact the parents. After six unexcused absences in a trimester, a conference will be required with the student, parents, teacher and Principal.

All tardiness, 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.

### **Tardy**

Students must be in their classroom, ready to work, by 8:15 a.m. 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 tardiness and/or absences may require a conference with the student, parents, teacher and Principal. Students will be counted ½ day absent if they arrive after 9:00 a.m. or leave before 3:00 p.m. Three instances of tardiness will count as ½ day absent.

**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.

### **Before and After School Childcare**

Trinity is licensed to provide childcare for children between the ages of 2 ½ through 12. Before school hours begin at 7:00 AM and after school hours are 3:45 - 6:00 PM. Parents may register for this program on a "regular" or "drop-in" basis by making arrangements with the ECE Director. Childcare fees are \$6.50 per hour with a \$6.50 minimum.

Refer to pages 33-35 in the Early Childhood portion of this handbook for more details on Before and After School Childcare, including procedures for signing in and out each day, plus policies for a child not picked up by 6:00 p.m.

### **Birthdays**

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.

## **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.

## **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 Principal immediately so appropriate action may be taken. To report suspected abuse, contact 844-CO4-KIDS (844-264-5437).

## **Communication, Questions, and Concerns**

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 Principal, or ECE Director to discuss the issue. The Principal, or ECE Director may then request a meeting with the Principal, the parent and the concerned party. If concerns are still present after addressing them with the Principal and/or the ECE Director and the concerned party, you may contact the chairperson of the Board of Christian Education.
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.



## **Curriculum**

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

Our curriculum includes religion, memory work, reading, mathematics, social studies, science, English, spelling, handwriting, music, art, and physical education.

## **Discipline Policy**

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.

Trinity implements the "Love and Logic" philosophy. 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 this policy, 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 principles 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 Principal 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 Principal may suspend a student for the following reasons:

1. Continued deliberate disobedience
2. A rebellious spirit which is unchanged after much effort by the teacher
3. A continued negative attitude and negative influence upon other students
4. 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)
5. Failure of the parent to help enforce the disciplinary procedure of the school and/or academic help at home
6. 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 Principal 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. TLS does not allow or condone corporal punishment as a consequence of its behavior guidelines.

### **Detentions, Suspensions, and Expulsions Procedure**

The following procedures will be used when behavior standards and general school rules for grades K-8 are not met at Trinity Lutheran School:

1. Prior to issuing a detention, staff may use other means to teach and correct misbehavior. Consequences may include verbal admonishment, sitting out in the hallway, and loss of recess time. When needed, parents will be informed of their child's misbehavior.
2. A detention will be issued when misbehavior becomes repetitive and is not easily corrected with admonishment or loss of recess. Additionally, per the above section, detentions may be issued for missing, late, or incomplete assignments. Behavioral detentions may be issued immediately if warranted.
3. After three behavioral detentions have been issued in a school year, the fourth offense may result in a suspension. All suspensions must have the principal's prior approval. Detentions may be skipped, and immediate suspension given if the principal deems overt act(s) warrant it.

### **Detention**

Detention periods will be held after school from 3:30-4:30 pm.

- When a student receives a detention, parents will be notified. The causing behavior will be discussed and the detention will be scheduled.
- While serving a detention, the student is expected to work hard, be quiet, and respectful.

### **Suspension**

The following behaviors may result in a suspension:

- Severe/ overt disrespect for any staff member.
- Physical, or verbal harm towards another student.
- Willful destruction of school property.

Suspensions may be either in-school or out-of-school at the discretion of the principal.

A suspension means that a student is not permitted to be in the classroom or to rely on a teacher for help in learning. These opportunities have been forfeited by the student's misbehavior and lack of

cooperation while in the classroom. The principal, with input from the teacher, will direct the student's activities during the suspension.

Our hope and prayer is always to help a child develop more Christ-like behavior. A suspension is intended to serve this goal.

### **Expulsions**

Expulsion hearings will be conducted by the Board of Christian Education after in-depth investigation by Trinity's staff. Causes for expulsion include but are not limited to:

- Possession or use of tobacco products, alcohol, drugs, pornography, or any other illegal or forbidden products.
- Bringing, possessing, or using weapons or any dangerous material(s) of any kind.
- Serious and/or willful destruction of property.
- Threats of harm to students or staff and/or their families.
- Continual disruption of the educational process.
- Habitual behavior problems.
- Excessive tardiness and/or unexcused absences.

**To protect the safety of our students and staff the principal may issue an immediate out-of-school suspension with scheduled expulsion hearing for acts deemed severe and damaging to one's physical and emotional well-being.**

### **Dress Code**

All Trinity elementary students (Kindergarten-8<sup>th</sup> 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.

#### **Tops**

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 (fingertip length or longer; khaki style/dress pants/tailored/boot cut pants)
- Navy blue, tan or black skirts or skorts (fingertip length or longer; khaki style/dress pants/tailored/boot cut pants)
- Navy blue, tan or black jumper (fingertip length or longer; khaki/dress style)

If a belt is worn: Brown, black or tan solid colors. Buckle should be 2 x 3 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.
- Any color turtleneck/mock turtleneck.
- Layering garments 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 2<sup>nd</sup> pair of non-marking-soles tennis shoes that have not been worn outside, 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 5<sup>th</sup> through 8<sup>th</sup> 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. Fridays are Spirit Days-Students may wear a TLS spirit shirt and blue jeans in support of our school.

### **Free Dress Day**

There are incentives for students to earn "free dress passes". We still expect that the clothing be appropriate and respect the spirit of the regular dress code.

### **Electronic Devices and Personal Belongings**

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.

Updated 7-17-2019

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 8:00 a.m.-3:30 p.m. Also, these items will not be allowed during child care times. 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 and 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 Principal, and parents will be contacted to come to the school to pick the item up.

### **Emergency Information**

**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 ensure 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.

**Evacuation:** In the event that we have to evacuate the building, children will be relocated to Rice's Honey, 3331 West 29<sup>th</sup> Street. Parents will be notified by phone or email and asked to sign children out.

In case of reverse evacuation, all students will be gathered, 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.***

### **Field Days**

#### **Trinity Lutheran School Field Day**

In the spring, we host our own in-house field day for all preschool through 2<sup>nd</sup> grade students. Parent volunteers are needed to help manage the games and events, and with lunch time needs.

### **Lutheran High Field Day**

Lutheran High, in Parker, CO hosts a field day each spring for all the Lutheran Schools. Trinity Lutheran 3<sup>rd</sup>-8<sup>th</sup> grade students participate in this field day. Like field trips, parent volunteers are needed to transport and supervise students. If the field day is canceled, school will continue as normal.

### **Field Trips**

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 vehicle 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.

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.

### **Fundraising**

During the school term, children may be given the opportunity to participate in a fundraising project sponsored by the Parent Teacher League (PTL). The funds earned from these sales are used for selected projects for the school.

### **Health & 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/she has been free of fever for 24 hours.
- Vomiting: If vomiting occurs, keep your child home until he/she 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 if he/she has no fever.
- Sore throat: If your child complains of a sore throat and has no other symptoms, he/she may go to school. If white spots can be seen in the back of the throat or if fever is present, keep him/her 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!**

**Screenings, Assessments, and Referrals**

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

Vision screenings

Hearing screenings

Dental screenings

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 ECE Director of their concerns.
- The ECE Director observes the child and reads the portfolio.
- A meeting is scheduled with the parents, teachers, and ECE 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/ECE 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 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 TLS.

### **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, he/she may carry it on their person **if he/she has a doctor's note in the office**. In the event the child is younger than 5 years old, his/her 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:

- **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 expiration 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 leftover medication will be in compliance with state laws.
- 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 the parent/guardian.
- Nonprescription medication will be given only with parent/guardian permission and doctor's written permission. This includes ibuprofen and Tylenol.



- Written instructions from the physician will be required.
- Nonprescription medicine provided by a parent/guardian should be in the original container and appropriately labeled.

### **Under-Immunized or Non-Immunized Children**

One or more children enrolled in Trinity Lutheran School, 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.

### **Homework**

Students are given opportunities to complete most of their assignments at school. A certain amount of homework is valuable, but a child is not to spend every waking hour on assignments. If your child seems to bring home unusually large homework assignments or ones he does not understand, arrange to discuss the matter with the teacher(s) involved.

Homework is to be done by each student. Parents are not to do their child's homework. A purpose of homework is to aid the child in developing a sense of responsibility for his or her own actions. Parents are not expected to explain or "teach" homework; children should know what they are to do (occasional questions may be expected). It is important that you show interest and concern by frequently checking or discussing schoolwork with your child. Children should prepare this work neatly and accurately and submit their assignments on time.

Students who are absent are responsible for getting their assignments and completing them in a timely fashion. Students will be given one day for each day of absence to complete their missed assignments. (Example: Student is absent on Monday, homework missed that day is due Wednesday morning.) Parents may call by 9 A.M. the day of absence to request homework to be picked up after school no earlier than 3:30 P.M.

### **Hours of Operation**

- Childcare: 7:00 A.M. to 6:00 P.M. Monday through Friday *except where noted below*
- Preschool: 8:15 – 11:15 A.M., Monday through Friday *except where noted below*
- Kindergarten – Grade 8: 8:00 – 3:30 P.M., Monday through Friday *except where noted below*

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. A student will not be dismissed from the classroom until the office has notified the teacher that someone is here to pick them up. 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.

Preschool students may be dropped off between 8:00-8:15. Dismissal begins at 11:15. Preschoolers remaining after the 11:30 am dismissal will be considered enrolled in child care until parents pick them

up. (Fees will apply for child care hours). PRESCHOOL STUDENTS MUST ALWAYS BE SIGNED IN AND OUT IN THEIR CLASS NOTEBOOK.

K-8<sup>th</sup> grade students remaining at school after 3:45 pm will need to report to the preschool/child care room and be signed out by their parent when they leave. Fees will apply for child care hours; childcare fees are \$6.50 per hour with a \$6.50 minimum. See additional information in the Before and After School Care section of this handbook.

### **Holidays and Non Student Contact Days**

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

### **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 reading 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.

### **Lockers/Cubbies Policy**

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 cubbies/lockers. School personnel may inspect cubbies/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.
- Students 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.

### **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.

### **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.

### **Lunch & Snack Program**

Lunch: We encourage all students to bring lunches that are nutritious and well-balanced meals. The student's lunch should contain a third of the daily requirements for their age. Sharing of lunches and trading of lunches is not permitted. No carbonated beverages of any kind will be allowed in the lunchroom. We do have microwaves available for lunches. Microwaves may be used only at lunch time.

A hot lunch option will be offered on Wednesdays (pizza) and Friday (meal prepared by the 5-8 class). Watch for menus coming home at the end of each month. You will sign up for the days you want to use hot lunch and make payment (it may not be included with tuition payments because it goes to a different account).

Parents or other guests are welcome to join us for lunch. Please sign in and out at the front office while on campus.

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

### **Snacks:**

Kindergarten: Students will take turns providing snacks for the class. The teacher will communicate scheduled days for students to bring snacks.

1<sup>st</sup>-8<sup>th</sup> Grade: Students are to bring healthy snacks and they are only to be eaten during the designated snack time set by the teacher. The microwaves will not be available for use during snack time.

### **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.

### **Media**

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.

### **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.

### **Music Program**

The purpose of our general music program is to prepare students to praise God through song, using their voice and physical instruments. Students learn performance techniques such as ensemble and solo performance utilizing music reading and theory through sacred and secular, modern, and classic, and folk and popular songs.

All students in grades Kindergarten through 8<sup>th</sup> grade will participate in Trinity's music program during the school day. This could include singing or playing of instruments during worship services, school musicals, and other school or church activities.

### **Parent/Teacher Conferences**

Parent/ Teacher conferences are held twice each year. 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.

### **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 ensure their safety. Remember not to park in the pull-through drop-off and pickup area. If you need to come in the building please park your car in a parking spot.

### **Payment Policy**

#### **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 20<sup>th</sup> of each 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 1<sup>st</sup> of each month and payments are due no later than the 20<sup>th</sup> of the same month. If payment is not received by the 20<sup>th</sup> of the month, a \$20.00 late fee will be assessed. If payment is not made in FULL by the 20<sup>th</sup> 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.

### **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.

### **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.

### **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.

### **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 Principal, or ECE Director 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.

### **Physical Education**

The physical development of each child is one of the goals of Trinity's total educational program. Therefore, all children are expected to participate in their scheduled PE class unless excused, in writing, by a parent or doctor. Notes sent to excuse a pupil from PE class due to injury or sickness should also contain information concerning the duration of the excuse.

### **Playground Area**

Children will be allowed to play in designated areas during school hours; they are prohibited from the playground area 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.

### **Privacy Policy**

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 may share 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.

### **Religious Instruction**

As a Christian school, all students receive religious instruction. Religion classes that expose students to an in-depth study of Holy Scriptures and their moral and ethical implications form an essential part of each school day at Trinity. Our goal is to prepare young people for a life of Christian living in Jesus Christ.

### **Report Cards**

Trinity's Report Cards are issued at the end of each trimester. Two scheduled parent-teacher conferences are held each year. Please consult your calendar for these dates. Conferences may be set up at any other time mutually agreeable to the parent(s) and teacher(s) involved.

### **School Pictures**

Early in the school year, student individual pictures are taken. Parents may purchase pictures, but are under no obligation to do so. Class pictures, along with individual student make-ups will be scheduled during the spring time.

### **Sexual Harassment**

Sexual harassment is recognized as a form of sexual discrimination and thus a violation of the laws, which prohibit sex discrimination. Trinity Lutheran School shall follow, to the extent feasible, the guidelines set forth in Title VII of the Civil Rights Act of 1964 and Title IX of the Education Amendments of 1972.

A learning and working environment that is free from sexual harassment shall be maintained. Staff members or students who sexually harass other staff members or students or who retaliate against anyone who reports sexual harassment shall be subject to disciplinary action.

### **Student Pick Up**

#### **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(s), prior to the student being released. In case of emergency, the Administrator(s) may make other arrangements. The Administrator(s) 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 him/her. The proper authorities, such as police and social services, will be contacted.

Trinity Lutheran School 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 Trinity campus. If an activity such as sports practice, choir practice, or study hall is available, students will remain in that designated assembly area. Trinity Lutheran School will not be responsible for students who violate this policy.

#### **Sign-In and Sign-Out for Preschool & Childcare**

All students who attend 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.

When elementary children arrive before 7:45 a.m., parents/guardians must sign them in at the 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 ensure that every child has been picked up.

### **Technology Policy**

Occasionally, Trinity may wish to publish examples of student projects, photographs of students, and other work on the website. All student work and photos published will be anonymous, or only the student's first name will be used to keep privacy for that child.

To accommodate online collaboration between students and teachers, students may be given user accounts. Any communication on such projects will take place in a "closed community" made up of only Trinity students and teachers. These accounts are only to be used for Trinity educational projects.

Student cell phones and other electronic devices may be used before and after school hours. These devices must be turned off and remain in the student's backpack during school hours and may not be used anywhere on the school premises during school hours. No other electronic devices may be brought to school or into the classroom without the teacher's prior approval. Internet usage on personal devices is not allowed. Trinity assumes no responsibility for damage or theft of personal devices brought to school.

Technology at Trinity is to be used in a God pleasing manner. The privilege of using technology at Trinity depends on the responsible use of these resources. This means that students using technology devices at Trinity may not:

- Use school computers without direct teacher supervision
- Access profane, obscene, or offensive material
- Use obscene or derogatory language
- Harass, insult, defame or attack others
- Alter computer settings or networks
- Damage computers or computer systems
- Download files without permission
- Violate copyright laws
- Exchange passwords
- Give out personal information such their name, address, or phone number
- Access other users' work or files
- Use computers for personal financial or commercial gain
- Send or receive email

Parents will be held financially liable for computer damage done by their children.

Consequences for violations of this Policy may include, but are not limited to:

- Parent notification
- Withholding of computer use privileges



- In-school suspension
- Out-of-school suspension
- Expulsion

### **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.

### **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.

### **Tuition Assistance**

Enrolled school families who need tuition assistance are invited to come to the school office to learn about the process and obtain forms.

### **Visitor Policy**

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. We ask that you do this whenever you come to volunteer or assist with school activities. That way we can track who is in the building if an emergency would arise.

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-8<sup>th</sup> grade classrooms.

### **Volunteer Policy**

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 school office administrator.

### **Weather Closure**

If it is necessary to close the school because of bad weather or other emergency, this information will be placed on social media, and parents will be notified through email and phone calls, and/or text from the

homeroom teacher. 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.

### **Withdrawal/Termination**

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.

## **Early Childhood Education (Preschool & Childcare)**

Trinity Lutheran's Preschool and Childcare programs seek to provide a well-balanced Christian program that is useful to and meets the needs of parents of our school and community. We want our children to grow in the areas of spiritual, physical, intellectual, emotional, and social development. Every effort will be made to maintain the Rules Regulating Child Care Centers for the State of Colorado and the Rules and Regulations Governing the Sanitation of Child Care Centers in the State of Colorado. A copy of the regulation book is available in the ECE office. Trinity Lutheran School's Preschool and Childcare license qualifies us for children 2 years 6 months to 12 years 0 months of age. Trinity is also rated by Colorado Shines, receiving a score of 3 stars on the most recent rating.

### **Activities and Events**

Monthly activities are planned to give parents the opportunity to participate in school activities. Sometimes it will be a class party for a holiday. Sometimes it will be a fundraising event. A variety of events are planned for National Lutheran Schools Week in late January. There is a Trinity Parent Teacher League (PTL) that meets regularly and does fund-raising for the school; preschool families are encouraged to join this group. Activities and events are publicized in the weekly preschool newsletter, on the video board at the school entrance and with flyers in your family folder.

### **Attendance**

Parents choose a weekly schedule at the time of registration. Staff is to be notified of any single or temporary changes to this schedule at least 24 hours prior to the scheduled participation date and time. Drop-in participants must call at least 24 hours in advance if extra days or hours are needed to ensure that there is room. Notification of permanent attendance status change must be requested in writing two weeks in advance.

If your child misses a scheduled day of school, please call the school office at 970-330-2485 or email the ECE Director at [gmarshall@tlgreeley.com](mailto:gmarshall@tlgreeley.com) by noon on the day missed. If your child is ill, please list the symptoms (cough, fever, vomiting, etc.). The preschool and childcare program is required by the Health Department to keep an illness log and report major outbreaks.

### **Before & After School Care**

Trinity provides childcare before and after school for elementary students enrolled at Trinity. The program is just during the school year, not summer months. The program is offered during fall and spring break, but parents must sign up for this care (sign-up sheets are available 7-10 days ahead of time). Before school care is offered from 7:00-7:45. After school care begins at 3:45; children must be picked up by 6:00. Families are billed for the hours of care at the end of the month.

### **Belongings and Money**

Children should not bring toys, trinkets, candy, gum or money to preschool or childcare. Parents of each child need to provide a complete change of clothes, contained in a bag or container, marked with the child's name. All coats and backpacks must be marked with the child's name; a cubby is provided in the hallway for coats, back packs, extra clothing and gym shoes. Each child has a mailbox in their classroom for work created at school. Each family has a folder at their preschool door for newsletters and other notes home.

The only time children should bring money to school is for chapel offerings.

Please do not let your child bring toys from home. The only exception is to bring ONE stuffed animal if he/she will nap at school.

### **Birthdays and Holidays**

Children may bring treats for their birthday celebration. Please coordinate with your child's preschool teacher for the number of students, dietary considerations and other procedures. Children may not distribute birthday party invitations at school UNLESS they are inviting all of their classmates.

There are class parties for Halloween, Christmas and Valentines' Day. There will be sign-up sheets for parents to volunteer to help with food, decorations and activities. These parties happen during the morning preschool session.

### **Building Access**

All doors allowing access to the building are left locked at all times. To get into the building, you must ring the door bell and wait to have someone release the lock. Please stand where the camera can see your face. It is helpful to state your name and who you are bringing/picking up, especially at the start of the school year (such as "This is Kathy. I'm dropping Bobby off for preschool.") From 7-8 a.m. and 4:30-6:00 p.m., the door is monitored by the childcare teachers; otherwise the office administrator is running the system from the school office.

### **Bulletin Boards**

The Parent Information Bulletin Boards is located in the hallway to the childcare classroom. Please, check it for new information critical to parents. Individual teachers also post information at the classroom door. Flyers and other notes may be found on the sign-in center outside the childcare room. This bulletin board will also include information on events in the church and community that would be of interest to families with your children. There is a video display by the school office that promotes school events and often includes photographs of school activities.

### **Chapel**

The preschool classes join the elementary classes for worship in the church building most Wednesday mornings at 8:30. The older students serve as "chapel buddies", escorting the preschool students across the parking lot and sitting with them during the service.

During Advent and Lent, the preschool will have a separate chapel time on Thursdays. The elementary students join the congregation for a 10:00 a.m. service during those church seasons.

Children may bring money to contribute to the school chapel projects. Watch your newsletters for details on these projects.

### **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 Principal immediately so appropriate action may be taken. To report suspected abuse, contact 844-CO4-KIDS (844-264-5437).

### **Child Arrival Procedures – Childcare/Preschool/Before and After School Care**

No students are allowed in the building before 7:00 a.m. All children who arrive between 7:00-7:45 must go directly to the childcare room. There are notebooks to sign each child in for the day. Elementary students should place their belongings on one of the coat hooks in the hallway. Preschool/childcare students should put their belongings in their cubby outside their preschool room. Preschool/childcare students should leave lunchboxes in the baskets outside the classroom door. Lunches will be refrigerated at 8:00.

Please walk your child into the childcare room and at minimum make eye contact with the teacher so that she knows a new student has arrived. ALL CHILDREN NEED TO WASH HANDS BEFORE JOINING IN THE CLASSROOM ACTIVITIES.

Elementary students will be walked to the cafeteria at 7:45 and from there be released to their classroom. Preschool teachers will pick up students from the childcare room at 8:00.

Students who attend just preschool may begin arriving at 8:00. Children who are in a classroom before 8:00 are considered signed in to childcare and will be billed for the time. Be sure to sign your child in and help put away belongings in cubbies. ALL CHILDREN NEED TO WASH HANDS BEFORE JOINING CLASSROOM ACTIVITIES. Preschool arrival time is 8:00-8:15.

### **Child Pick Up Procedures – Childcare/Preschool/Before and After School Care**

Preschool classes dismiss from 11:15-11:30. Children still in a classroom at 11:30 are considered signed-in for childcare and will be billed for the extra time. If there is an emergency situation that delays your usual pick-up time, please call the school office.

Elementary classes dismiss at 3:30. At 3:45, any elementary students who have not been picked up are considered signed-in for after school childcare and will be billed for the extra time. If there is an emergency situation that delays your usual pick-up time, please call the school office.

When you pick up your child, be sure to sign out in the notebook and gather all your child's belongings. For preschool-age students, be sure to check your child's classroom mailbox and your family folder.

### **Unauthorized Child Pick Up**

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

- The ECE Director or teacher will explain the policies concerning child pick up. Only persons 18 years or older who are 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 ECE Director or teacher, the Principal 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 School staff cannot prevent a parent from seeing their child unless there is a court order on file in the school office. Staff may delay a 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.

### **Late Pick-Up**

The program closes at 6:00 p.m. If a child has not been picked up by that time, the following procedures will be followed:

- A late fee of \$10 is charged. If the child is here longer than 10 minutes, the fee grows at the rate of \$1 per minute. This fee is payable to the staff member who stayed with the child and should be paid within 24 hours.
- After 5 minutes, the staff member will begin calling parent contact numbers. If no parent responds, the staff member will begin calling emergency contacts.
- After 15 minutes, the staff member will call or text the ECE Director.
- If there has been no parental or emergency contact after 30 minutes, the staff member will call the police non-emergency number or the Department of Social Services.
- If you know you will be late due to weather, traffic or an emergency, please call the school number. The ECE Director will also share a cell number that you can call or text in case of emergency.

### **Communication**

To help your child get the most from the school experience, it is key that there be strong communication between home and school. The preschool sends out a weekly newsletter via email; a printed copy is on the parent information bulletin board. Other notes are put in family folders (you will have a hanging file with the child's last name by the preschool room he/she attends). You can visit the school Facebook pages and website. There is a video display of events at the school entrance. Teachers often display notes and the children's work at the classroom entrance.

Parent conferences are held in the fall and spring, but parents are encouraged to speak with their child's teacher whenever they have concerns about their child's school experience. Teachers love to hear the stories from home when your child shares what they learn at school – so be sure to share those too.

Please keep your child's teacher informed about changes in the home life (new house, new baby, etc.) and we'll keep you current with life at school.

### **Complaints**

Complaints pertinent to Trinity Lutheran School's preschool and childcare programs should be directed to the Preschool ECE Director, the School Principal, and/or the Colorado Department of Human Services at (303) 866-5958 or 1 800-799-5876. There is also a sign on the parent bulletin board with details on making a complaint.

### **Curriculum**

Our curriculum focuses on developing the total child, with to goal of fostering the spiritual, academic, emotional, social and physical growth 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 child of God. 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.

### **Discipline**

The staff will provide a constructive and educational program of discipline and classroom management, which shall include such measures as diversion, separation from the problem, talking with the child about the situation, or praise for appropriate behavior. The cooperation of students registered in the program and the support of their parents is expected. An Incident Report form will notify parents, in writing, if a problem occurs where parent input is requested. Problems of repeated misbehavior will be referred to the school principal for further action. The Board of Christian Education must act upon a recommendation for removal from the program.

### **Dress Code**

- Weather-appropriate dress.
- Wear loose clothing, play clothes, and gym shoes because classes play outside and get 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). Please leave these extra shoes in your child's cubby.
- 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.
- Children should not wear rings, bracelets and necklaces to school. Items often get misplaced during messy activities or handwashing.

- 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 or other container clearly labeled with the child's name to be kept at school.

### **Emergency Procedures**

Fire drills are held monthly. We will vary the days of the drills so that every child will get emergency procedure practice no matter what their schedule.

Tornado or "Shelter in Place" drills are conducted quarterly. At least twice during the year, there will be intruder drills. The Trinity staff has been trained by our Community Resource Officer and plans are in place to deal with crisis situations.

We pray that we never have to use these skills, but it is important that we be prepared. Should there be a real emergency, it will be vitally important that we have current contact information for all parents. Be sure to update your records whenever there is a change to your phone number, email, home address or employment location.

### **Enrollment Requirements**

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. Enrollment is limited to 15 children per class with a teacher and classroom assistant. Parents provide a copy of the child's birth certificate to prove that the age requirement is met. There are currently 2 preschool classrooms – one made up of students who will be at least 4 years old on September 1 and another with children who are younger than that.

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.

**For all students enrolled: we need completed enrollment paperwork, 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). Individual teachers may also send home forms to collect more data for the students in their class.**

### **Field Day**

Each May, Trinity hosts a Field Day for children in preschool and grades K-2. The older students attend the Lutheran schools Field Day at the Lutheran high school in Parker.

### **Health Policies**

#### **Physicals**

The Colorado Department of Human Services regulations require all children in a childcare center provide proof of a yearly physical. At the time of admission, parents/guardians shall provide current health information for each student. A statement of health status, signed by an approved health care professional who has seen the child within the last twelve months, must be made yearly for children from three years old through second grade and every three years for children having completed second

grade and older. Statement of health status forms may be obtained from the ECE office. Compliance is mandatory for all children participating in our preschool, childcare and Before & After School care.

### **Immunizations**

All students must have current immunizations OR a signed exemption form on file BEFORE they begin attending classes at Trinity. Exemption forms must be updated annually. Immunizations records must be on the state approved form.

One or more children enrolled in Trinity Lutheran School, 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.

### **Lotions and Chapsticks**

If your child is prone to dry skin, you may send lotion to use after handwashing. The lotion must be labeled with the child's name and given to the teacher for safe keeping. As long as there are no open wounds on the hands, the teacher may help the child apply lotion. If there are open wounds, the action is considered "prescriptive" and must have a health plan from a physician.

Similarly, a child may bring chapstick to school, but it cannot be used if there are any severe cracks or open wounds on the lips. Again, label the container and give it to the teacher.

SEE ADDITIONAL WHOLE SCHOOL POLICIES REGARDING ILLNESS, REFERRALS AND MEDICATIONS ON PAGES 22-25 OF THIS HANDBOOK.

### **Interpreters**

If a family does not have someone who is fluent in English, we will make an effort to assist them in finding an interpreter for school events. Quite often, there will be another parent who can facilitate the process.

### **Lost Child**

When a child is lost, staff members will immediately contact the school office and either the ECE Director or Principal. They will institute a full building and grounds search for the lost child. If not successful, the parent and police will be contacted for help in finding the lost child.

### **Medications**

Trinity medication policies and procedures are outline on page 24 of this handbook.

### **Naps**

It is required by Licensing Rules and Regulations that all children enrolled for more than 4 hours a day be provided with an opportunity to rest. We will have a "quiet time" each afternoon. Children usually settle in for rest around 12:30. Those who do not wake up on their own will be awakened around 2:30.



Children are not required to sleep; they are required to rest quietly so that children who DO need to sleep can do so. Quiet music will be played during rest time. Children who are not asleep after 30 minutes will be given books or other quiet activities to keep busy until their friends wake up.

Trinity will provide each child with a nap cot and bedding. Trinity launders these materials on site each week. If children have a special blanket or stuffed animal that they need to sleep, they may bring it to school (please limit stuffed animals to ONE per day). Please label these items clearly with your child's name.

### **Parking Lot**

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 ensure their safety.

### **Payments**

All full time child care payments are due each week. Preschool tuition payments are due at the start of each month August-May. Further details on payment policies can be found on pages 28 and 29 of this handbook.

**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.

### **Playground**

The school playgrounds may only be used during school hours and under staff supervision. Please do not let your child play on either playground before or after school.

### **Primary Caregiving/Continuity of Care Practices**

Consistency is important to young children in their first school experiences. By implementing these ideas, we limit the number of transitions a child has in their school day in regards to classroom usage and staffing. The staff members meet regularly to plan and share information to be sure that daily schedules and routines are followed consistently.

Students are assigned to a class at the beginning of the school year and will stay with that group for the duration of the school year. Each classroom has a lead teacher and assistant; we strive to keep those teaching teams consistent, but there may be an occasional substitute. The before school childcare is staffed by one person from each of the preschool rooms, so children are greeted by someone they know well. After school childcare is also staffed by a consistent team of lead teacher and assistant.

### **School Calendar**

Preschool and Childcare will be closed on Labor Day, Thanksgiving Day and the Friday immediately following, MLK Day, President's Day, Good Friday, Easter Monday and Memorial Day. The center is also closed between Christmas Eve and New Year's Day and for the entire week of Independence Day. The center also closes for 1 or 2 staff in-service days in August and March. There may be other days when there is no preschool, but childcare is still offered – such as fall and spring break. You should have received a school calendar upon enrollment; extras are available in the school office.

### **School Nurse**

Trinity has contracted a nurse consultant that visits the school each month. The nurse monitors medications and checks the monthly illness log (please call in when your child is sick and let us know symptoms). The nurse also makes sure that the child's medical records on file are complete. If your child is on medication, the nurse will review the health plan from your child's doctor and delegate staff members to administer medications following the directives in that health plan.

### **School Pictures**

Individual pictures are taken early in the school year. A class group photo is taken in the spring. Yearbooks are sold at the end of the school year. Parents will receive flyers on how to order photos or yearbooks. The money raised from school picture projects is designated for a special project by the school staff each year.

### **School Records**

Records will be maintained in accordance with the requirements of the Department of Social Services and readily available to the Board of Christian Education, the school principal, the early childhood ECE Director and authorized state licensing personnel. Confidentiality of records shall be maintained.

### **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. Daily sign-in sheets are considered a legal document; by signing in your child, you put the permission slip into effect so that your child may be participate in school activities, staff may secure emergency care for your child, etc. Sign in sheets are organized by a child's first name. There are separate notebooks for each preschool class and for Before and After School Care.

For elementary children who arrive before 7:45 am, parents must sign them in at the 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 procedure 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 for the first time.

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 ensure that every child has been picked up.

### **Snacks and Meals**

All preschool students receive a snack during the morning program. Quite often, the food choice will relate to something the class is studying. Parents are asked to donate basic staples to our pantry twice a year. A weekly snack menu is posted in each classroom and on the parent bulletin board.

Students who stay for afternoon childcare should bring a packed lunch. A microwave is available to warm items. Milk and water are provided, so do not send a beverage from home. Children with a milk allergy may keep their own supply of a dairy alternative beverage to have available for lunch and snacks. Please do not send any candy in your child's lunch and limit other sweets. If the child's packed lunch does not meet nutritional standards, the school will supplement the lunch from the pantry and notify the parent as required by licensing regulations.

Children in the childcare program at 4:00 will be provided with a light snack.

### **Staff**

#### **Preschool ECE Director**

The Preschool ECE Director is responsible for managing the preschool, childcare and the Before & After School programs at Trinity. She handles the staff and student schedules for this part of the Trinity program. She serves as a lead teacher for one of the preschool classrooms and often substitutes for afternoon staff.

#### **Lead Teacher**

A lead teacher is responsible for a group of children, implements curriculum and maintains a classroom. Each preschool class and the afternoon childcare class has a lead teacher. These individuals have the required experience and training to maintain a lead teacher credential according to State Rules & Regulations.

#### **Classroom Assistants**

When there are more than 10 children in a classroom, there must also be a classroom assistant to meet the required staff-to-student ratios. The classroom assistant helps the teacher maintain the classroom and carry out planned activities.

All staff members have completed required background checks. There is always someone on sight with First Aid, CPR and Medication Administration credentials. Staff members each complete at least 15 clock hours of training each school year.

### **Summer School**

Trinity offers a summer program for children who are at least 2 ½ years old up to kindergarten age. A flyer with details on the program is printed each March. This program follows the policies and procedures of the regular school year.

## **Sunscreen**

In warm, sunny months, please put sunscreen on your child every day **before** school. If sunscreen was forgotten, a bottle of sunscreen is also kept at the sign-in desk. Teachers will ask about sunscreen application at arrival time. Sunscreen is reapplied if there is water play and for afternoon outdoor time.

All parents sign a sunscreen permission slip as part of the general permission slip form. Trinity provides sunscreen unless your child has an allergy or sensitivity, then they will use what you provide for your specific child.

Children may be allowed to apply sunscreen to themselves under direct supervision of a staff member. Should a family decline the use of sunscreen, parents/legal guardian will need to submit a letter to the ECE Director stating so and alternatives for the child's protection from the sun.

## **Television and Technology Usage**

State Licensing Rules and Regulations and Colorado Shines standards limit the amount of screen time preschool-aged children may have each week. Internet and video may be used to support classroom instruction. Afternoon childcare students may watch a video for entertainment purposes, but it must be under 30 minutes and rated G. The ECE Director may grant a teacher an extension to the time limit under special circumstances.

## **Transitions**

### **First School Experiences**

Teachers and school friends often become a child's first new relationships outside of family. We encourage parents to bring their children on the initial tour of the program to see a classroom in action.

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 your child has difficulties with transitions, you may want to set up at least one other visit before the school year begins. Our experienced staff can also give you advice for helping your child handle transitions.

If a child is transitioning into Trinity Lutheran School mid-year, the preschool ECE 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 a new classroom can be a challenging process. We 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's 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. We also schedule an evening at re-enrollment time for parents to visit the

classroom. Throughout the year, we also plan for interactions between the preschool and elementary staff and students to build school community.

### **Transfer to another childcare 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 ECE Director will meet with the child's parent/guardian to initiate this transfer and will support each transition on an individual basis.

### **Visitors**

Parents may visit their child's classroom at any time. Please stop in the office and get a visitor name tag if you will be staying for a longer time than just dropping off or picking up. We ask you to get a visitor tag when you are helping with classroom activities or parties; this helps us to know who is in the building if there would be an emergency situation.

### **Weather**

Winter: Preschool and Childcare students will not do outdoor recess unless the temperature is above freezing and there is no precipitation. Please send a winter coat, hat, gloves and boots so that we can get outdoors whenever the weather allows. REFER TO THE SECTION ON SCHOOL CLOSINGS FOR POLICIES ON WEATHER CLOSURES FOR THE SCHOOL p. 33.

Summer: We will also not take the children outdoors if the temperature is above 95 degrees. We ask that students involved in the summer school program bring a water bottle (clearly labeled with their name) to carry with them throughout the day.

### **Withdrawal Procedures**

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

## Special Programs at Trinity for All Grades

- **PTL** (Parent Teacher League) – this organization meets several times during the school year. Some events are to share information about the school or community. Some meetings are to plan events such as the Fall Festival or silent auction. The PTL also sponsors other fund-raising programs, such as the Butter Braids, to raise funds for special school projects that are not covered by the school budget (in 2018-19 it was Chrome Books for the elementary and the sandbox for preschool). You can find out about meetings in the newsletter or on the video announcement TV by the school office.
- **Scrip** – Through the “Shop with Scrip” program, Trinity congregation raises funds to improve the church and school facilities. This past summer, funds replaced the blinds in the childcare room. You may purchase scrip gift cards in the school office (limited stores are available this way), or you may register online to print and/or order gift cards. Speak with Debi or Miss Marshall for more information.
- **Cooks Night Out**– This is another fundraising event. Many restaurants will set up a day when a portion of proceeds goes to a school. Trinity tries to set up one night each month. Funds raised go to the scholarship fund or other school projects. Watch for a flyer the week before each date.
- **King Soopers Cards** – Kings no longer does the rebate on gift cards. However, you can go online and register your Kings card to a charity. Look for Trinity Lutheran Church and School. That way, however you pay for your purchase at Kings, money is designated to Trinity.
- **Amazon Smiles** – Trinity Lutheran Church and School is also listed on their website. If you order using Smiles, we receive a portion of the sales. You can also double the contribution by getting Amazon gift cards through the Scrip program to pay for your purchases!
- **Amazing Athletes** – Trinity is a host site for this physical fitness program. Parents enroll and pay a fee directly to Amazing Athletes. They send a coach to Trinity for a 30-40 minute lesson once a week in the school gym. Currently, this program is just working with the preschool classes.
- **CATCH** - Coordinated Approach to Child Health (CATCH) is an evidence-based program designed to nurture a love of physical activity, introduce classroom-based gardening and nutrition, and encourage healthy eating in children ages 3-5. Trinity is participating in this program through the Weld County Health Department. There will be weekly physical activity lessons, plus regular nutrition lessons. Parents will receive tip sheets each month.
- **Thrivent** – Thrivent is a financial services organization that works with many churches. If you are a Thrivent member, you may qualify for Thrivent Choice dollars or Action Team funds that can support the school. Speak with the Principal or ECE Director to find out more about this program.
- **Box Tops for Education** – Many food and paper product items include a “box top for education” on the packaging. Schools can collect these to earn materials for the school. A collection can be in the school office.
- **Scholastic** – Trinity does regular book orders through Scholastic Book Clubs. You can watch for flyers at the start of the month or order online any time. For each dollar’s worth of books ordered, Trinity receives bonus points to purchase books and other classroom materials.
- **Spirit Shirts** – You may purchase t-shirts and sweatshirts with the school logo. Elementary students may wear these on Fridays. Order forms will be available at the start of the school year. Additional orders may be placed during the school year.

Updated 7-17-2019