

# 2017 - 2018 Parent Handbook



*A Program of Classical and  
Lutheran Education*

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## Headmaster's Welcome

Greetings in the name of the Lord, Jesus Christ! I am excited for another year at TLS, and I know the faculty are as well. Please look carefully through this *Parent Handbook* for our school's policies and procedures. If anything is unclear, please don't hesitate to ask.

I want to help you fathers and mothers make this year a success for your children at TLS. Our commitment to classical and Lutheran education means that we do operate differently from some other schools you or your children may have attended in the past. Our school is here to form wise, eloquent, and pious Christian people. There are many forces in the world that work against us: our own reluctance to take on any difficult task, a degenerate culture, false teachers, and the like. Over the years I've been here I can say that **those students who flourish the best are not always those with the most gifted intellects or the most gregarious natures, but rather those who are best-encouraged and equipped to repudiate the world.** While it is true that we are forming students who will have to live in the world, the wisdom we impart to them – whether in theology, literature, history, or anywhere else – will often run contrary to the prevailing thought in the world.

What does this mean for us parents? It means we must be ever vigilant about how we allow the world to influence our children. What are our kids reading? How much screen time do we permit them? Are they able to contact other people through electronic media apart from our supervision? Does our young child really need a smartphone? Is every free moment of our child's life scheduled, or does he have time to play free of structured time outside of school? Am I able to tell my child no even when the parents of his friends are saying yes? I say this as a pastor and as a father: these things matter and they make a huge difference in the way our children learn and think and grow. The time you spend guiding your child is never wasted, and except for salvation in Christ nothing else could ever be as important.

To that end, we do have some policies and procedures here at school that maintain a distinct culture of learning that works toward our school's goal of forming a wise, eloquent, and pious Christian people. We do maintain a book whitelist for Grades 3-8, but parents are always encouraged to recommend additions to that list. Like many schools, we have a uniform policy and policies about electronics and toys. We do all of this so that we can maintain the best possible learning environment for our students – your children. Anything you can do to help reinforce this environment as home will benefit your child, his teacher, and even you as you do your difficult but God-given task of raising the children He gave to you. God bless all of you, and may He continue to bless Trinity Lutheran School.

Your servant in Christ,

Pastor Daniel A. Hinton

# PROFILE OF TRINITY LUTHERAN SCHOOL

## *STATEMENT OF FAITH*

- A. We believe, teach, and confess that the canonical books of the Bible, the Old and New Testaments, are the only verbally inspired and only infallible, authoritative, inerrant Word of God, fully sufficient for all of faith and life. (2 Timothy 3:16, 2 Peter 1:21. See FC Rule and Norm.)
- B. We accept without reservation the confessional writings of the Evangelical Lutheran Church, as found in the Book of Concord, as the true and unadulterated statement and exposition of the Word of God. (Matthew 10:32-33, 1 Timothy 1:13, John 3:31-32. See the Preface to BOC.22-24.) The following articles are a summary of the main points of our doctrine.

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

## *ARTICLES OF DOCTRINE*

- A. We believe, teach, and confess that there is only one divine substance (essence), which is named and is God and three distinct and co-eternal Persons of this one divine essence: the Father, the Son, and the Holy Spirit (the Holy Trinity). (Deut. 6:4, 1 Cor. 8:4; Matt. 3:16-17, Matt. 28:19, 2 Cor.13:14, Gal. 4:6. See AC I)
- B. We believe, teach, and confess that since the fall of Adam all who are born according to the course of nature are conceived and born in sin, so that they are unable by nature to have true fear of God and true faith in God; and this inborn sickness and hereditary sin is truly sin and condemns to the eternal wrath of God all those who are not born again through Baptism and the Holy Spirit. (Ps. 51:5, Rom. 5:12-14, Eph. 2:1-3, Rom. 8:7, Gen. 8:21, 1 Cor. 2:14, Matt. 15:19. See AC II)
- C. We believe, teach, and confess that Jesus Christ is true God, begotten of the Father from eternity, and also true man, born of

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

- D. We believe, teach, and confess that we receive forgiveness of sin and become righteous before God by grace, for Christ's sake, through faith in Him, apart from any merit, works, or decision of our own, when we believe that Christ suffered for us and that for His sake our sin is forgiven. (Rom. 3:21-26, Rom. 4:3-5, John 3:16-19, Eph. 2:8-10. See AC IV.)
- E. We believe, teach, and confess that we cannot obtain this saving faith by our own reason or strength; therefore, God has instituted the preaching ministry, that is, He has given the Gospel and sacraments, so that through these the Holy Spirit works faith when and where He pleases in those who hear the Gospel. (Rom. 10:14-17, 1 Peter 1:23, Titus 3:5, John 20:21-23, Matt. 26:27-28. See AC V.)
- F. We believe, teach, and confess that this saving faith is bound to bring forth the good fruits of a Godly life, and that it is necessary to do the good works commanded by God. (Ps. 51:10, Rom. 8:9, 2 Cor. 5:17, Gal. 5:22-23, Eph. 2:10, Eph. 5:18-20. See AC VI.)
- G. We believe, teach, and confess that there is one holy Christian and Apostolic church, which is the assembly of all believers among whom the Gospel is preached in its purity and the holy sacraments are administered according to the Gospel; it is enough for the true unity of the Church that the Gospel be preached in conformity with a pure understanding of it and that the sacraments be administered in accordance with the divine Word. (Eph. 4:4-6, John 8:31-32, 1 Cor. 1:10, Acts 2:42, 1 Cor. 12:12-13, Gal. 3:26-28, 1 Cor. 10:16-17. See AC VII & VIII.)

- H. We believe, teach, and confess that Baptism is necessary, that grace is offered through Baptism, and that infants and children should also be baptized, for in Baptism they are offered to God and become acceptable to Him. (Matt. 28:19-20; Mark 16:16; Acts 2: 38-39; Mark 10:13-15; John 3:5-6; Matt. 18:6; Rom. 6:3-5; 1 Pet. 3:21. See AC IX.)
- I. We believe, teach, and confess that the bread and wine of the Lord's Supper are really the true body and blood of Christ, which are there distributed and received by all who commune. (Matt. 26:26-28; Mark 14:22-24; Luke 22:19-20; 1 Cor 10:16)
- J. We believe, teach, and confess that God created the world from nothing by His Word in six natural days (Gen. 1:1-2:4, Ps. 33:6, Heb. 11:3, 2 Peter 3:5-6; 1 Tim. 6:20-21); that He created man as male and female and blessed them with marriage and family (Gen. 1:26-31, 2:18-25; Eph. 5:22-6:4); that He will raise the bodies of the saved and the lost in the resurrection, those who are saved unto eternal life and those who are lost to eternal damnation (John 5:28-29).

For more information, you may read the entire Book of Concord on the internet at: <http://bookofconcord.org>

### ***SCHOOL MISSION STATEMENT***

Trinity Lutheran School, Cheyenne prepares virtuous, educated people for both heavenly and earthly citizenship by means of classical Christian education, so they are firmly grounded in God's Word, and share God's grace in their lives, at home, at school, and in our community.

### ***PHILOSOPHY***

*Train up a child in the way he should go; even when he is old he will not depart from it.*

Proverbs 22:6 ESV

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

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

### ***SCHOOL STANDARDS***

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

***Truth in all things:*** personal, academic, theological.

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

***Honor to all in authority:*** especially parents, teachers, pastors, Board of Christian Day School.

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

### ***SCHOOL ADMINISTRATION***

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

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



## ***GRIEVANCE GUIDELINES***

The purpose of the Grievance Guidelines is to build and sustain the love which God commands us to have toward our neighbor and to improve our school. Ephesians 4:25-27, 31-32 is especially significant for this purpose: “Therefore, having put away falsehood, let each one of you speak the truth with his neighbor, for we are members one of another. Be angry and do not sin; do not let the sun go down on your anger, and give no opportunity to the devil.” “Therefore, having put away falsehood, let each one of you speak the truth with his neighbor for we are members one of another. Be angry and do not sin; do not let the sun go down on your anger, and give no opportunity to the devil.” (ESV)

Likewise, these Guidelines will help us keep James 4:11-12: *Do not speak evil against one another, brothers. The one who speaks against a brother or judges his brother, speaks evil against the law and judges the law. But if you judge the law, you are not a doer of the law but a judge. There is only one lawgiver and judge, he who is able to save and to destroy. But who are you to judge your neighbor?* (ESV)

We expect all matters of concern to follow the general outline of Matthew 18:15-17: *“If your brother sins against you, go and tell him his fault, between you and him alone. If he listens to you, you have gained your brother. But if he does not listen, take one or two others along with you, that every charge may be established by the evidence of two or three witnesses. If he refuses to listen to them, tell it to the church. And if he refuses to listen even to the church, let him be to you as a Gentile and a tax collector.”* (ESV)

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

If unresolved, we may ask for intervention and support from the next level of authority. Every effort will be made to bring about communication between the parties involved leading to resolution and Christian reconciliation (Matthew 5:23-24).

The order of authority in any concern is:

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

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

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

## ***CONTACTING TEACHERS AND THE HEADMASTER***

If you need to get in touch with your child’s teacher or the Headmaster, please call the school at 635-2802 to leave a voice mail. All phone calls will be returned promptly, generally after school.

## **ORGANIZATION**

### ***AFFILIATION***

Trinity Lutheran School is a vital part of the ministry of Trinity Lutheran Church and is one of 793 Lutheran Church–Missouri Synod (LC-MS) elementary schools. We are accredited by the Consortium for Classical Lutheran Education (CCLE; visit [ccl.org](http://ccl.org)).

### ***WORSHIP AND BIBLE STUDY OPPORTUNITIES***

**Trinity Lutheran Church**  
1111 E. 22nd St.

- [www.trinitycheyenne.org](http://www.trinitycheyenne.org)
- Saturday Divine Service at 5:00 p.m.
- Sunday Divine Service at 9:00 a.m. with Sunday School and Bible Study classes at 10:30 a.m. for ages three through adult.
- Bible studies throughout the year. Call the Church Office for more information.

- Catechism instruction offered to Grades 5- 8.
- Evening services are held Wednesdays during Advent and Lent.
- Adult Instruction classes (AIC) are offered for those who desire to join Trinity Lutheran Church or learn more about us.

### **Our Savior Lutheran Church**

5101 Dell Range

- [www.oursaviorcheyenne.org](http://www.oursaviorcheyenne.org)
- Sunday Divine Service at 8:00 & 10:30 a.m.
- Sunday School and Bible Study classes at 9:15 a.m.

### **King of Glory Lutheran Church**

8806 Yellowstone

- [www.kingofglorylutheran.org](http://www.kingofglorylutheran.org)
- Sunday Divine Service at 9:00 a.m.
- Sunday School and Bible Study classes at 10:30 a.m.

### ***BOARD OF CHRISTIAN DAY SCHOOL***

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

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

The Bible is the principal textbook of our school. Our Bible lessons also incorporate Luther's Small Catechism. Chapel services using one of the Daily Offices are held daily: Monday – Thursday at 8:05 am, and Friday at 2:30 pm.

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

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

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

## **CLASSICAL CURRICULUM ♦**

### ***PRESCHOOL & PRE-K: PRE-GRAMMAR STAGE***

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

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

Consequently, the Preschool and Pre-Kindergarten programs are an introduction and foundation for the classical education the children will receive at Trinity Lutheran School in grades Kindergarten through 7th.

## ***GRADES K–6: GRAMMAR STAGE***

- **Theology** - God's Word is the heart of our curriculum. A survey of the entire Bible is completed in the grammar stage. In addition, we memorize many Bible passages and Luther's Small Catechism.
- **Language Arts** (Reading, Literature, Spelling, Grammar, Handwriting, and Composition) - Spalding's *The Writing Road to Reading* is the basis of our language arts program. The objective of the Spalding program is to help all children learn to speak precisely, spell accurately, write proficiently, and read fluently with comprehension. Spalding is combined with a literature program and Shurley Grammar.
- **Mathematics** - Saxon Math is an incremental approach that provides students a solid foundation in the language and basic concepts of math.
- **History** - Focusing on Western Civilization, history studies follow a cycle of four units, focusing on Ancient History/Greece, Rome, the Middle Ages/Renaissance, and Modern/U.S. history. Wyoming history is studied in the upper grades.
- **Geography** - A thorough study of the continents where the goal is to connect geography with the history, culture, and economy of the land. This includes mapping skills, continents, oceans, states, and countries learned through a variety of activities.
- **Science** - In the early grammar stages, the students study physical and life sciences. They are then introduced to a general systematic study which includes the scientific method, designing experiments.
- **Latin** - Through the study of Latin, students gain discipline, build an understanding in language structure, and enhance their English vocabulary.
- **Music and Art** - Students are instructed on three levels: creative, analytical, and instructive. Drawing lessons are the foundation of the art curriculum. In music, children are given many opportunities to

sing, hear, and appreciate quality music. We believe that through these fine arts, the children develop observational skills and an appreciation for masterpieces by artists and composers.

- **Physical Education** - The ancient ideal of "a sound mind in a sound body" is rooted in the view that the truly educated person has learned to manage his life physically, mentally, and morally. Therefore, basic physical education is taught in all grades.
- **Library** - The purpose of the Trinity Lutheran School Library is to support the school curriculum. Our goal is to encourage students to read fine literature and teach basic library skills.

## ***GRADES 7 & 8: LOGIC STAGE***

The Grammar Stage is about learning parts of knowledge and, as such, entails lots of basic instruction and memorization and fundamentals. Once students develop intellectually such that they are more capable of abstract thought, understanding exceptions to the rule, and ambiguity, their instruction shifts from mastery of basic parts of knowledge to a focus on questioning assumptions, debate, and critical reasoning skills. In Grades 7 & 8 emphasis is placed, therefore, on issues and controversies in history, competing viewpoints in political and scientific thought, and the like. They learn logic. Various subjects are increasingly integrated with the subject matter of others (history is related to literature and science, for example) AND papers and projects replace, by-and-large, worksheets and exams.)

As one would expect, Theology and Latin are also handled differently at this stage. The focus in theology instruction shifts from the "what" to the "why" of the Christian faith. Latin shifts from grammar instruction to include translation also. As well, students at this stage are prepared to take the National Latin Exam.

## ***HOMEWORK***

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

The students will have homework. Generally, in the Kindergarten through 2nd grades, homework is not assigned on weekends or vacations; however, it may be assigned at the discretion of the classroom teacher, especially at the upper level grades. Since homework is essential for the learning process, it is to be completed and brought to school on a daily basis. Parents have the ultimate responsibility for following through with the consistent discipline of homework.

### ***HOMEWORK POLICY: 1st–8th Grades***

***Homework When Sick Guidelines:*** Parents may pick up homework when a student is ill. Students who miss class do not have an indefinite period of time in which to submit make-up work. They will have an equal number of days to complete assignments as the number of days missed. For example, if a student misses two days, he will have two days to submit make-up work.

***Late or Incomplete Work–K-4th Grades:*** In the lower grades at the third late or incomplete assignment each quarter, the student will receive a yellow slip. Every subsequent late assignment will result in the student receiving detention to make up assignments.

***Late or Incomplete Work–5th-8th Grades:*** Students who earn failing grades, or habitually turn in incomplete or missing homework even after having been suspended for doing so, will be placed on academic probation and the same consequences apply as detailed in the Academic Probation section of this Handbook (p. 14). Two consecutive terms of habitually turning in incomplete work will likely result in expulsion.

## ***CHOIR***

Participation in choral events is mandatory. Failure to participate without a written advance excuse may affect your child's grade in music for the quarter.

The following singing activities are required for all students.

- Christmas Concert
- Sunday Morning Divine Service
  1. Reformation Sunday (October 29<sup>th</sup>)
  2. Sunday, April 15<sup>th</sup> at Our Savior Lutheran

## ***HONOR ROLL***

Honor Roll awards will be given to those in Grades 3-8. The criteria are as follows:

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

To qualify for the Honor Roll, students may not have a D or F on their report card.

## **IMPORTANT PARENT ♦ INFORMATION**

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

### ***WORSHIP & SUNDAY SCHOOL***

Faithful church and Sunday School attendance is expected of both children and their parents. Those having no church home of their own are invited to join us in worship and to share regularly the blessings of the Gospel. You are also invited to join us for Chapel daily: Monday - Thursday at 8:05 am and Friday at 2:30 pm.

### ***BIRTHDAYS AND PARTIES***

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

Invitations to private birthday parties may be distributed at school as long as all children in a class are invited. Otherwise, please mail your invitations. For a list of addresses, please contact the school office.

All parties at Trinity Lutheran School must be organized with our nature as a Christian school in mind. Teachers will not be held responsible for planning classroom parties, but classroom parents may do so with the teacher's guidance.

### ***VISITING***

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

**All visitors must sign-in at the School Office before proceeding to the classroom.**

### ***REGISTRATION PROCEDURE***

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

Trinity Lutheran School offers a classical, Christian curriculum. We welcome children from all backgrounds who might benefit from this school; however, we are not staffed to serve children with special needs.

Parents of all students must read the Parent Handbook. Parents will be asked to sign the Tuition Payment/Financial Agreement acknowledging, among other things, that they have read and agree to the terms and statements set forth in the Handbook. A Trinity Lutheran School Parent-Student Agreement may also be sent home the first week of school to be signed and returned.

All new students are subject to a one quarter

probation period. Spiritual, academic, and behavioral objectives must be met for enrollment to continue. Failure to meet these standards can result in dismissal.

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

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

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

### ***REGISTRATION REQUIREMENTS***

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

**Pre-School** - Students must be three years old by September 15 of the current academic year.

**Pre-Kindergarten** - Students must be four years old by September 15 of the current academic year.

**Kindergarten** - Students must be five years old by September 15th of the current academic year.

This meets Wyoming State Law requirements.

## ***TUITION***

- All tuition installment amounts and due dates are listed on the Tuition Payment/Financial Agreement.
- You may pre-pay tuition at any time.
- Tuition payments this year are being made by automatic withdrawal via ACH (automated clearinghouse).
- If payment is not received within 5 days after the listed due date, a \$30.00 Late Fee will be charged.
- A \$35.00 fee will be charged for all returned checks (two returned checks will result in acceptance of cashier's checks or money orders only).
- The Headmaster must receive written notice 30-days prior to withdrawal from Trinity Lutheran School. Parents are responsible to pay the tuition installment for that period (1/10).
- All Day Care charges will be billed separately and due on a slightly different schedule according to the Childcare Handbook and Contract.

## ***TUITION PAYMENT/ FINANCIAL AGREEMENT***

The Headmaster must suspend any student from school if tuition and fees are not paid by the last Friday of each month. Suspension will continue until (1) tuition is paid, or (2) satisfactory arrangements are made with the Board of Christian Day School. Should the late tuition be paid or satisfactory arrangements be made with the Board of Christian Day School, the student will be reinstated without prejudice.

If any tuition remains unpaid at the end of the school year, a student's enrollment for the following year will be marked as "pending" until the previous year's tuition has been paid in full. Any unpaid fees are subject to collection through legal means per the Tuition Payment Agreement.

## ***TUITION ASSISTANCE***

If you are in need of tuition assistance, please visit with the Headmaster. Grant Applications are available for K–8 only. All requests will be forwarded to the Board of Christian Day School

for consideration.

## **SCHOOL HOURS**

### **Preschool – Monday–Friday**

Begins at 8:00 a.m. and ends at 11:15 a.m.

### **A.M. Pre-Kindergarten – Monday–Friday**

Begins at 8:00 a.m. and ends at 11:15 a.m.

### **P.M. Pre-Kindergarten – Monday–Friday**

Begins at 12:15 p.m. and ends at 3:30 p.m.

### **Kindergarten – Eighth Grades**

Begins at 8:00 a.m. and ends at 3:30 p.m.

## ***CHILDCARE AVAILABILITY***

TLS has childcare services available on the premises from 7:00 a.m. until 5:30 p.m. Monday through Friday for children enrolled in our school. Before and after school care is available. To avail yourself of this service, a signed contract must be on file in the Childcare Center, per Wyoming Department of Family Services (DFS) regulations.

Limited "drop-in" service is available on a space-available basis only and a signed contract on file.

## ***BEFORE SCHOOL PROCEDURE***

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

Students who arrive before 7:50 a.m. are required to check in to the Childcare Center (see above). Occasional "drop-in" children are allowed in the Childcare Center if space is available. If space is not available, you will be required to stay with your child until the child can enter the classroom. Only those students who have made prior arrangements with teachers for tutoring are allowed in the classroom before school. Please be mindful of these rules and time restrictions.

Children must be supervised at all times.

***Preschool, Pre-Kindergarten A.M. Students*** who arrive at 7:50 a.m. may go directly to their classroom.

***Kindergarten – 8th Grade Students*** arriving at 7:50 a.m. or after will report directly to their classrooms. There will be no students left unsupervised in the hallways. □

*Pre-Kindergarten P.M. Students* who arrive before 12:05 p.m. must be signed into the Child Care Center. Pre-K students arriving at 12:05 p.m. or after, may go directly to the classroom.

## ***AFTER SCHOOL PROCEDURE***

All students will remain in their classrooms until a parent comes to pick them up. Any individual coming to pick up a child must be listed on the Information & Release Form that is in the student's file, classroom and Child Care Center. If an individual is not listed, a note or phone call to the child's teacher at the beginning of the school day notifying them of who will be picking the child up is required. A child will not be released to any adult who has not been authorized to pick up a child. Please be prepared to show identification. Children must be picked up by 11:30 a.m. for the morning dismissal and by 3:45 p.m. for the afternoon dismissal.

Any child remaining in the classroom after 3:45 p.m., without prior arrangements with the classroom teacher, will automatically be taken to the Childcare Center. The parent will then be charged the hourly rate, with a minimum of one hour's care, for the time the child is there.

## ***SCHOOL RULES***

- ***Be Respectful:*** Students will honor and obey pastor, teachers, parents, and others in authority. Students will show care and concern for the safety and space of others. Students will show proper care for the property of the church and school. Students will set a Christian example in word and deed.
- ***Be Responsible:*** Students will be responsible for their behavior.
- ***Be Safe:*** Students will use good health and safety habits.

## ***SCHOOL SAFETY***

**Visitor Log:** All visitors to our school are required to sign in and sign out at the Church & School Office. If you are taking your child out during the school day, please sign the log in the office before your child is dismissed from the classroom.

## ***CLASSROOM RULES***

- ***Listen carefully.*** "He who has ears to hear, let him hear!" Matthew 13:43b
- ***Be obedient.*** "Let every soul be subject to the governing authorities. For there is no authority except from God, and the authorities that exist are appointed by God." Romans 13:1
- ***Respect people and property.*** "Therefore, whatever you want men to do to you, do also to them." Matthew 7:12a
- ***Do your personal best.*** "Diligence is man's precious possession." Proverbs 12:27b
- ***Keep a place for everything and keep everything in its place.*** "Let all things be done decently and in order." I Corinthians 14:40

## ***DISCIPLINE GUIDELINES***

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

1. **Teacher and Child:** The teacher will work with the student to develop confession and absolution and to apply appropriate consequences for misbehavior (such as time out, loss of recess, detention, separation from other students, a visit to the school Headmaster's office and/or a call to the parents).
2. **Child, Teacher, Parents and/or Headmaster:** If the problem is not resolved in step one, either the parents or the Headmaster are included to help bring about correction, confession, and forgiveness. □

3. **Child, Teacher, Parents, and Headmaster:** If the efforts of step two have not brought about a resolution of the conflict, the Headmaster will meet with teacher, parent(s) and child to resolve the issue. If successful, confession and forgiveness are in order. If a resolution cannot be achieved at this point, the student is subject to suspension or dismissal at the discretion of the teacher and Headmaster. The action will be reported to the Board of Christian Day School. We further understand that in cases of flagrant misbehavior (e.g. bullying, rank disrespect, lying, cheating, stealing, profanity, physical violence, irreverence), steps two and three may be employed immediately.

### ***ACADEMIC GUIDELINES***

#### **Grading Scale:**

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

### ***REPORT CARDS AND CONFERENCES***

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

Mandatory conferences are held November 20-21 to discuss each student's progress in schoolwork, achievement, and classroom behavior. Parents or teachers will schedule additional conferences as needed.

### ***ACADEMIC PROBATION***

Upper grade (5th–8th) Students who fail in more than one subject are placed on academic probation and required to attend a meeting with the Headmaster, Teacher, and Parent(s) to agree on terms for the Academic Probation Contract. Parents will receive weekly progress reports as needed.

If the student is still failing one or more subjects by the midterm following establishment of the Probation Contract, an additional meeting must be held to determine whether the student may continue at TLS. Two consecutive terms of more than one failing subject may result in expulsion.

### ***LUNCHROOM GUIDELINES***

Lunch and lunch recess period is as follows:

K, 1st & 2nd - 11:15 a.m.–12:10 p.m.  
with recess following  
3rd–8th - 11:45 a.m.–12:35 p.m.  
with recess following.

We invite parents to join us for lunch any day of the week. However, we request that to preserve an orderly learning environment that soda and candy intake be kept to a minimum.

### ***MILK PROGRAM***

All milk is to be *pre-paid by K–8th Graders* on an “at cost” \$.50 per carton, basis. *Please note:* per carton milk charges may increase in August for the next School Year. Any changes will be posted. Pre-School and Pre-K do not pay for snack-time milk, at this time. Pre- School and Pre-K students who stay for Day Care lunch, will buy milk for their lunch,.

### ***LIBRARY***

Each student may check out one or two books at a time for up to two weeks. Failure to return library books will remove the student’s privilege to check out books. If a book is still missing after a month, a note will be sent home with the book title and its price, so that you may reimburse the school. This is done so that your child will be able to check out books again. It is the policy of Trinity Lutheran School that books with significant damage must be paid for



upon return. Failure to make satisfactory arrangements will result in all of the following: 1) the student will have his library privileges suspended; 2) Trinity Lutheran School will note all unpaid fees in the child's permanent record until they have been paid.

The Library is under the supervision of the Headmaster and the Board of Christian Day School. Book needs are prioritized after consultation with the school faculty. The library reserves the right to pass on or to return any book donations.

### ***ATTENDANCE AND TARDY POLICIES***

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

After three tardies during a quarter, the teacher will contact the parent to inquire into the reason for the tardiness. Every three tardies during the quarter will count as an unexcused absence for reporting purposes on a child's report card.

When a student has missed 10 days of school during a quarter (whether excused or unexcused) the child's progress will be reviewed by the child's teacher, parents, and the School Headmaster. Areas to be looked at will include: grades, completion of all homework, and participation in class activities.

Following this review, a decision on any necessary course of action to be taken will be made by the Headmaster with input from the teacher. Continuance at TLS will be brought into question.

### ***DRESS CODE***

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

Any violation of this dress code will result in a phone call to parents to have appropriate clothes that meet the dress code delivered to school.

- All students will dress according to the dress code. Clothing will be clean, neat, and without holes.
- Clothing must be manageable and appropriate for the season and the activity.
- Students are required to wear "khaki-type" pants, shorts, skirts, skorts or jumpers in khaki/tan or navy color.
- Students are required to wear polo or oxford shirts/blouses in white, royal blue, navy blue or powder blue. Students may not wear shirts with writing/advertising— Trinity shirts are the *only* exception.
- **Grades K—8th students are required to have one TLS polo or oxford shirt to be worn for field trips, classroom pictures and other to-be-announced activities.**
- Students must wear shoes that are completely enclosed and appropriate for recess as well as classroom activities. Sandals, heels, crocs® (type), or clogs/shoes without backs are **not** acceptable.
- We strongly suggest that girls wear shorts underneath skirts and jumpers.
- A child's fingertips should not go beyond the length of shorts or skirts and jumpers.  
Please check the hems of your student's clothing as they are all growing children.
- When the weather is cool, if students choose to wear a sweater or long-sleeved shirt under their clothing, these items should be white, royal blue, navy blue or powder blue.
- Appropriate cold weather apparel is to be worn to and from school and at recess, not in the classroom.

- Boots or a pair of shoes for outside must be worn when the weather dictates. These boots, extra shoes, or galoshes must be left in the hall. A child must have a different pair of shoes to be worn in the classroom.
- 3rd through 8th graders are required to bring appropriate P.E. clothing to be worn during P.E. and not to class. When students dress out for P.E., they must wear appropriate length shorts or sweats, plain T-shirts or long sleeved T-shirts OR the TLS P.E. T-shirt (no logos – except for TLS logo, no tank tops, no bare midriffs) in black, grey, blue, white or khaki ONLY.

**\*Note:** If we detailed every conceivable dress code violation, this section would be pages long. Therefore, the Headmaster reserves the right to call parents in cases where a student’s dress is not up to TLS standards whether or not the violation is explicitly covered in this section of the Handbook.

### ***TOYS AND ELECTRONICS POLICY***

Toys cannot be brought from home unless the classroom teacher has given permission to do so for “show and tell”. Cell phones, video game systems, iPods, and any other similar electronics are not allowed. If a child must bring a cell phone to school it must be turned off and left in the child’s backpack. (TLS is not responsible for lost cell phones) If such toys or electronics are brought to school, they will be confiscated and parents must meet with the teacher or the Headmaster to reclaim them.

### ***BOOK POLICY***

TLS maintains a book whitelist for students in Grades 3-8. Students in these grades may bring in a book from home that is on this list. Because so much vulgar and obscene literature is easily available to children and young teens, and because TLS promotes the reading of great literature over mediocre literature, books brought from home need to be approved prior to bringing them to school. Since any such list must always be changing and can never be comprehensive, parents are enthusiastically encouraged to request or suggest additions to the book whitelist. This list can be obtained from your child’s teacher or

found on our website.

### ***IMMUNIZATION REQUIREMENTS***

Wyoming Statutes (W.S. 21-4-309) mandate certain immunizations for all students in public and private schools. We urge you to check with your physician to ascertain if your student is appropriately immunized as required by statute. Generally, the following is required: Proof of proper immunization is required by law and must be presented (on the State of Wyoming Official Record of Immunization yellow card or Doctors office print-out) at the time of registration. School staff will review all student records annually to verify mandatory immunizations. For exceptions to the immunization law, contact your physician or the Laramie County Health Department.

**Immunization records *and* exceptions must be on file with Trinity Lutheran School before your child can attend class.**

### ***HEALTH REGULATIONS AND MEDICATIONS***

**Please share all medical concerns with the classroom teacher (i.e. allergic reactions, asthma, etc.)**

Daily medications cannot be administered unless accompanied by a written request from a physician and signed by a parent.

Medications must be in the original containers. Over-the-counter medicines will not be administered without a prescription.

Students should never have medications in their possession. All medications must be kept by the school and distributed only by staff qualified in the administration of medicine.

In case of a minor accident, First Aid will be administered. In the case of a more serious accident, further medical help will be obtained by the school and the parents will be contacted immediately.

### ***SCHOOL WELLNESS POLICY***

In order to promote wellness in our classrooms, please keep your child home if he has vomited

during in the past 24 hours, is running a fever, or has severe coughing. We want to keep other children from being exposed to contagious illnesses.

## ***COLD WEATHER POLICY***

Students will have outdoor recess on any day the temperature is above 0° F. Please make sure your child is dressed in warm clothing during cold weather. Snow boots or overshoes, gloves, hats, and coats should be worn.

All students are expected to participate in recess unless excused due to health restrictions. Due to the limited size of our staff, a written request from your family's doctor is required if a student is to stay in for recess.

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

## ***SAFETY***

Trinity Lutheran School seeks to protect and safeguard your children and to that end has:

- Established a sign-in policy for visitors during school hours.
- Restricted entrance to the school during school hours.
- Installed a video security system.
- Established emergency response plans.
- Safety Drills for fire and tornado will be conducted.

## ***SCHOOL CLOSINGS***

In cases of severe weather, the school may close. Trinity Lutheran School typically follows the lead of Laramie County School District #1. If LCSD #1 is closed due to weather on a school day, TLS will also be closed even if it is not listed on TV or the radio. If TLS closes, we will contact CBS Newschannel 5, place a notice on the TLS Facebook page, and send a Remind notice to all parents who sign up for that service.

## ***CIVIL RIGHTS STATEMENT***

Trinity Lutheran School admits students of any race, color, national and ethnic origin to all of the rights, privileges, and programs, and activities generally accorded or made available to students of the school. Trinity does not discriminate on the basis of gender, disability, race, color, national and ethnic origin in administration of the educational policies, admission policies, financial aid, athletic and other school-administered programs and employment practices. This includes any federal funds for which Trinity Lutheran School may receive.

If you believe you have been discriminated against in the U.S. Department of Agriculture Special Milk program, please contact the Secretary of Agriculture at the address found on the poster in the school.

## ***NON-DISCRIMINATION POLICY***

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

*An affidavit is available for viewing as printed in the Wyoming Tribune-Eagle.*

## ***ASBESTOS NOTICE***

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

*WYOMING  
DEPARTMENT OF  
FAMILY SERVICES*

The Department of Family Services is responsible for licensing, monitoring and the enforcement of rules for the Trinity Lutheran Day Care facility.

Contact information:

State of Wyoming  
Department of Family Services Early  
Childhood Division  
Kathy Geringer, Licenser  
1556 Progress Court  
Wheatland, WY 82201  
[dfsweb.wyo.gov/](http://dfsweb.wyo.gov/)  
Office: 307-322-3790 x 229

