



TRINITY LUTHERAN SCHOOL

2018-2019

Parent Handbook

A Program of Classical and
Lutheran Education

<http://www.trinitycheyenne.org>

1111 East 22nd Street ~ Cheyenne, WY 82001

307-635-2802

TLS Faculty and Staff

Mr. Trent Demarest
Headmaster, Upper School instructor
headmaster@trinitycheyenne.org

Miss Lindsey Wells
Pre-School, Pre-K, & Early Childhood
miss.wells@trinitycheyenne.org

Ms. Yamira Turner
Kindergarten
ms.turner@trinitycheyenne.org

Mrs. Cheri Pollom
First & Second Grades
mrs.pollom@trinitycheyenne.org

Mrs. Dawn Hite
Third & Fourth Grades
mrs.hite@trinitycheyenne.org

Mr. William Cloninger
Fifth through Eighth Grade Homeroom
mr.cloninger@trinitycheyenne.org

Mr. Michael Borg
Kantor, Music teacher, Upper School
instructor
kantor@trinitycheyenne.org

Mrs. Marge Jeffers
Secretary
secretary@trinitycheyenne.org

Rev. Marcus Baikie
Vacancy Pastor
marcusbaikie@gmail.com

Statement Of Faith & Articles of Doctrine

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.)

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.)

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)

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)

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)

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.)

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.)

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.)

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.)

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.)

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)

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 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 Governance & Administration

The primary responsibility for a child's physical, social, and spiritual development rests with his parents. The Christian Day School, then, is an extension of the parental office, assisted by the Christian Church.

As such, Trinity Lutheran School (i.e. the Trinity Lutheran Church day school & child care) is a vital part of the mission of the congregation of Trinity Lutheran Church and of the Evangelical-Lutheran Church generally. The Board of Christian Day School (BoCDS), elected by the voters' assembly of Trinity Lutheran Church, is responsible to the congregation for the operation and maintenance of Trinity Lutheran School. The BoCDS 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 BoCDS. School parents who wish to visit a meeting of the BoCDS may make request a special arrangement with the Headmaster or board chairman two weeks in advance of a regular meeting.

Contacting TLS Faculty/Staff

If you need to contact your child's teacher, the Headmaster, or any TLS staff member, please make initial contact via email (see above for a faculty/staff email directory) and/or make

arrangements for a phone call or meeting. If you do not have an email address, the Headmaster will assist you in creating one. It is expected that all TLS parents develop a habit of using email for communication with TLS faculty & staff. Return phone-calls will be made promptly, generally after school.

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:

Trinity Lutheran Church

1111 E. 22nd St.

Cheyenne, WY 82001

<http://www.trinitycheyenne.org>

- Saturday Divine Service at 5:00 PM
- Sunday Divine Service at 9:00 AM with Sunday School and Bible Study classes at 10:30 AM for ages three through adult
- Bible studies throughout the year. Call the 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.

Trinity is in full fellowship with the following congregations of the Lutheran Church Missouri Synod in the greater Cheyenne area; we encourage you to visit any of them:

Our Savior Lutheran Church

5101 Dell Range Blvd.

Cheyenne, WY 82009

<http://www.oursaviorcheyenne.org>

- Sunday Divine Service at 8:00 & 10:30 AM
- Sunday School and Bible Study classes at 9:15 AM

King of Glory Lutheran Church

8806 Yellowstone Rd.

Cheyenne, WY 82009

<http://www.kingofglorylutheran.org>

- Sunday Divine Service at 9:00 AM
- Sunday School and Bible Study classes at 10:30 AM

Immanuel Lutheran Church

201 S Washington Ave.

Burns, WY 82053

- Sunday Divine Service at 8:00 AM

Homework

In ordinary circumstances, schoolwork should not dominate the entirety of a child's day; rather, it should be more or less confined to the school-day, i.e. 8:00 AM - 3:30 PM.

Homework at Trinity is not assigned for its own sake. With that said, some subjects (e.g. Math and Latin) necessarily entail both a generous amount of classroom instruction by the teacher and the completion of regular assignments by the student. While teachers do give their students opportunities to work on and sometimes complete such assignments during the school-day, the remainder will often need to be completed at home. Some subjects also require the performance of regular repetitive oral drills. Examples include weekly and quarterly memory work (i.e. Scripture and Catechism) and Latin paradigms, vocabulary, and oral grammar review.

Incomplete/Late Work

As a rule, incomplete and/or late work is not accepted, and no credit is awarded for it. Incomplete work must still be completed. If it is determined that a student's inability to complete his work and/or submit it on time is not a result of negligence but of inability, appropriate adjustments will be made, such as reassessing and adjusting student's grade or

cohort placement. Students who habitually turn in incomplete or late work will be placed on academic probation (cf. § “Academic Probation,” below). If no amelioration is achieved with academic probation, the Headmaster may consider expulsion.

Make-up Work

Parents may pick up homework when a student is ill. Students who miss class will be given a number of days to complete assignments equal to the number of days missed— e.g. if a student misses two days, he will have two days to complete make-up work.

Choir

Student participation in choral events is mandatory. Failure to participate in these events without obtaining permission from the Headmaster may result in the assessment of a fine and the reassessment of student enrollment.

Choral events for the 2018-2019 school year:

- Reformation Sunday Festival Divine Service (Trinity Lutheran Church, October 28, 2018)
- Advent/Christmas Choral Vespers (Trinity Lutheran Church, December 20, 2018)
- Misericordias Domini Divine Service (King of Glory Lutheran Church, May 5, 2018)

Additional information about choir will be sent home as the school year progresses.

Honor Roll

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

Headmaster's List 4.0 GPA

First Honor Roll 3.5 - 3.99 GPA

Second Honor Roll 3.0 - 3.49 GPA

In order to qualify for the Honor Roll, students cannot have a D or F on their report card.

Visiting

All school visitors 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. Parent visits in the classroom are welcome but must be scheduled in advance with the Headmaster and classroom teacher.

Health Regulations & Medications

All medical concerns should be on file with the school office and with the classroom teacher. 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 may not have medications in their possession. All medications must be kept by the school and distributed only by staff qualified in the administration of medicine.

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. 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.

Registration Procedure & Requirements

Parents of children with enrolled status (new or re-enrolled) 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.

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. 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.

In accordance with Wyoming state law, 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 (3) years old by September 15 of the current academic year.

- Pre-Kindergarten: Students must be four (4) years old by September 15 of the current academic year.
- Kindergarten: Students must be five (5) years old by September 15th of the current academic year.

Nota Bene:

- Trinity Lutheran School is not staffed to serve children with special needs.

Tuition Payment/ Financial Agreement

All tuition installment amounts and due dates are listed on the Tuition Payment/Financial Agreement.

You may pre-pay tuition at any time. Trinity's preferred method of tuition payment remittance is via automated clearinghouse (ACH) debit. Parents who wish to opt-out of ACH debits and pay via check may do in one of two ways; they may:

- Pay all fees & tuition in full on or before Registration Day; or
- Sign a tuition payment-by-check agreement and pay a \$50 handling fee

If payment is not received within five days after the listed due date, a \$30 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 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.

Nota Bene:

- 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.
- All Day Care charges will be billed separately and due on a slightly different schedule according to the Childcare Handbook and Contract.

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

- 8:00 - 11:15 AM

PM Pre-Kindergarten

- 12:15 - 3:30 PM

A.M. Pre-Kindergarten

- 8:00 - 11:15 AM

Kindergarten through Grade 8

- 8:00 AM - 3:30 PM

Childcare Availability

TLS has childcare services available on the premises for currently enrolled TLS students. 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 AM 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. All students who arrive at or after 7:50 AM will report directly to their classrooms. Students may not be left unsupervised in the hallways. Pre-Kindergarten PM Students who arrive before 12:05 PM must be signed into the Child Care Center. Pre-K students arriving after 12:05 PM 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 on file for that student. 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 AM for the morning dismissal and by **3:35 PM for the afternoon dismissal— NB: this is change from previous years.** Any child remaining in the classroom **after 3:35 PM** without prior arrangements with the classroom teacher will automatically be taken to the Childcare Center. The parent will then be charged the hourly rate for the time the child is there (minimum fee of one hour's care).

Discipline Guidelines

Each teacher is *in loco parentis*, “in the place of a parent,” with respect to his or her own homeroom students. As such, each teacher ordinarily handles the discipline of his or her own homeroom students. When needed, disciplinary action (as distinct from correction “in the moment”) is carried out during the school day, not after it. Disciplinary action is carried out by a student’s homeroom teacher, except in extraordinary cases. Extraordinary cases are dealt with by the school Headmaster. If a behavioral issue merits the involvement of the Headmaster, it necessarily merits a phone-call home and possibly suspension for the rest of the school day.

Disciplinary action generally entails the following:

1. Rebuke and correction
2. Requirement of restitution
 - a. Apology & forgiveness: the student who has done wrong admits wrongdoing, apologizes to the one whom he has wronged (teacher or fellow student); the aggrieved party speaks forgiveness.
 - b. Restitution: the student who has done wrong should make the matter right, if need be and if possible. This may entail the performance of some disciplinary exercise that pertains to the wrongdoing, discourages them from repeating their offense, and encourages them to act more virtuously in the future.
3. Admonition, i.e., gentle counsel on what to do instead in the future: it is the role of the teacher, just as it is the role of a parent, to guide children in the way of righteousness. Admonition is proper; however, it should always be given after forgiveness has been spoken.

Grading Scale

A+: 98-100%

B: 84-87%

C-: 70-73%

A: 94-97%

B-: 80- 83%

D+: 68-69%

A-: 90-93%

C+: 78-79%

D: 64-67%

B+: 88-89%

C: 74-77%

D-: 60-63%

F: <60%

Report Cards And Conferences

Report cards are issued every quarter, beginning with Kindergarten. The first report card will be given in November after the close of the first quarter. 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 after the close of the school year. Mid-term reports may be sent home at the halfway point of each quarter.

Mandatory conferences are held November 19-20 to discuss each student's progress in schoolwork, achievement, and classroom behavior. Parents or teachers will schedule additional conferences as needed.

Academic Probation

Upper School students (grades 5-8) 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.

If the student is still failing one or more subjects by the end of the Academic 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 AM - 12:05 PM
- 3rd - 8th: 11:45 AM - 12:35 PM

Parents are welcome to join their children for lunch any day of the week.

Milk Program

Milk is available for students in Kindergarten through Grade 8 for a flat opt-in fee of \$25 per school year per student, paid on Registration Day.

Ellwein Memorial Library

Each student may check out 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 parents may reimburse the school. Books with significant damage must be paid for upon return. The Ellwein Memorial 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.

Outside Reading Books

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.

Attendance And Tardy Policies

Regular and punctual attendance is essential for a student's academic success. If your child is going to be absent, please call the school before 8:00 AM and leave a message at the extension of your child's teacher or on the Headmaster's phone or email your child's teacher. Parents must also contact the teacher to discuss prearranged absences as far in advance as possible. After three tardies during a quarter, the teacher will contact the parent to inquire into the reason for the tardiness. Three tardies count as an unexcused absence for reporting purposes on a child's report card. Any student who accumulates five (5) unexcused absences will be suspended pending a meeting between the parents and the Headmaster.

Dress Code

Students are responsible for their own clothing. Each child's clothing, lunch box, tote bag, etc. should be labeled.

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.

- 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 logos, writing, or advertising on them— TLS shirts are the only exception.
- K-8 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.
- Girls are required to wear shorts underneath skirts and jumpers.
- A child's fingertips should not go beyond the length of shorts or skirts and jumpers.
- 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.
- Leggings may not be worn as pants. If worn at all, they must be in dress-code colors.
- 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.
- Grades 3-8 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.
- No headbands or hair accessories may be worn which are not in school colors, or which have ears, glitter, sequins, etc. Headbands and hair accessories are to be functional, not fashion statements.
- 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 & Electronics

Toys may not be brought from home unless the classroom teacher has given permission to do so for "show and tell." No electronics are allowed (e.g. phones, video game systems, iPads, tablets, smart watches, etc). If a child must bring a cell phone to school it must be turned off and left in the child's backpack. If toys or electronics are brought to school, they will be confiscated. Parents must meet with the Headmaster to reclaim them.

Birthdays & 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.

School Wellness

Children must be kept home if they have vomited during in the past 24 hours, are running a fever, have diarrhea, or have severe coughing.

Inclement Weather

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.

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 per headmaster decision independently of LCSD #1, we will contact CBS Newschannel 5, place a notice on the TLS Facebook page, and send an email & Remind notice to all parents.

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.

State of Wyoming

Department of Family Services Early Childhood Division

Kathy Geringer, Licenser

1556 Progress Court

Wheatland, WY 82201

<http://dfsweb.wyo.gov/>

Office: 307-322-3790 ex. 229