



TRINITY

LUTHERAN SCHOOL

Faculty & Staff Handbook

2025-2026 School Year

**Day School (K-12),
Early Childhood (Pre-S & Pre-K) and
Childcare Center**

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1. Affiliation

Trinity Lutheran Church is affiliated with the Lutheran Church — Missouri Synod. The LCMS Mission Statement states:

In grateful response to God's grace and empowered by the Holy Spirit through Word and Sacraments, the mission of the LCMS is vigorously to make known the love of Christ by word and deed within our churches, communities and the world.

2. Accreditation

Trinity Lutheran School (K-11) is accredited with the Consortium for Classical and Lutheran Education.

3. Statement of Faith

- A. We believe, teach, and confess that the canonical books of the Bible, both 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 Tim. 3:15–16; 2 Peter 1:20–21. 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. (Matt. 10:32–33, 2 Tim. 1:13. See the Preface to BOC. 22–24.)

Articles of Doctrine: The following articles are a summary of the main points of our doctrine. References are to Holy Scriptures and the *Book of Concord*. As noted above (A), the Bible alone is the source and standard of our doctrine. The confessional writings of the *Book of Concord* are our church's public testimony and confession (B above).

- 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 the Apostles', Nicene, and Athanasian Creeds; also AC I, SC II, LC II.)

- 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. 6:5 & 8:21; 1 Cor. 2:14; Matt. 15:19. See AC II, SC II—Third Article.)
- 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 on the Last Day will personally return in power and glory to judge both the living and the dead. (Gen. 3:15; Is. 7:14; Matt. 1:20–25; Luke 1:31–35; John 1:1–18; Heb. 4:15; John 20:28–31; Heb. 2:14–17; Heb. 9:12; 2 Cor. 5:18–21; Acts 10:40–41; Acts 1:9–11; Matt. 25:31–32. See AC III & XVII; SC II Second Article; LC II Second Article.)
- 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. 3:21–28, Rom. 4:3–6, John 3:16–19, Eph. 2:8–10. See AC IV; Ap IV; SA II.i; SC II.)
- 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 it pleases Him in those who hear the Gospel. (Mt. 28:19–20; Mk 16:15–16; Lk 24:46–47; Is. 55:10–11, 52:7–8; Rom. 10:14–17; 1 Peter 1:23; Titus 3:5; John 20:20–23, 29–31; Matt. 26:27–28. See AC V, SC II Third Article.)
- 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. The Christian life of good works is centered in the vocations that God has instituted and given. (Ps. 51:10; Rom. 8:9–11; 2 Cor. 5:17; Gal. 5:22–23; Eph. 2:10; Luke 17:10; Eph. 5:18–20. See AC VI, SC I and Table of Duties.)

- 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. In this life, unbelievers are mixed in with believers in the church, so that the church is hidden from sight, yet recognized with absolute certainty where Christ's Gospel and sacraments are found, purely preached and administered. (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; Jn. 10:16; Eph. 5:25b-27; Mt. 16:16-19. See AC VII & VIII; Ap VII/VIII; SC II Third Article; LC II Third Article.)
- 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; SC IV.)
- I. We believe, teach, and confess that the bread and wine of the Lord's Supper are 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, 11:17-34. See AC X; SC VI.)
- J. We believe, teach, and confess that God created the world out of nothing by His Word in six natural days (Gen. 1:1-2:4; Ps. 33:6, 9; 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 on the Last Day He will raise the bodies of the saved and the lost: those who are saved unto eternal life and those who are lost to eternal damnation (John 5:28-29).

4. Philosophy of Education

Trinity purposefully follows the centuries-old tradition of instructing students in the classical languages, liberal arts, Christian doctrine, and the seven virtues so that they may flourish in faith toward God and love toward their neighbor. We base our philosophy of education upon the following texts:

Proverbs 22:6 — Train up a child in the way he should go, and when he is old he will not depart from it.

John 17:17— Sanctify them by Your truth. Your word is truth.

Ephesians 6:4 — And you, fathers, do not provoke your children to wrath, but bring them up in the training and admonition of the Lord.

Philippians 4:8-9 — Finally, brethren, whatever things are true, whatever things are noble, whatever things are just, whatever things are pure, whatever things are lovely, whatever things are of good report, if there is any virtue and if there is anything praiseworthy—meditate on these things. The things which you learned and received and heard and saw in me, these do, and the God of peace will be with you.

1 Peter 3:15 — Always be ready to give a defense to everyone who asks you a reason for the hope that is in you, with meekness and fear.

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.”

Classical Languages. The classical languages (Greek and Latin – *Greek not yet offered at TLS*) shape the mind and draw students into the classical period of the Greek city states and the Roman Republic. The Greco-Roman period has given us some of the best writings of philosophy, politics, history, biography, poetry, and drama that the world has known. Learning the classical languages puts students directly in touch with the foundations of Western Civilization. Because classical learning principally consists of education that leads back to the sources (*ad fontes*), familiarizing students and guiding them to engage with topics as close to the source as possible, the classical languages are of great benefit and should not be omitted or neglected.

The Liberal Arts. A classical education has historically included the seven liberal arts. These arts are divided into the trivium (“three ways”) and the quadrivium (“four ways”). The arts of the trivium are Grammar, Logic, and Rhetoric (the letter arts). The arts of the quadrivium are Arithmetic, Geometry, Music, and Astronomy (the number arts). While these arts teach certain skills (such as the ability to read or balance a checkbook), their great

benefit lies in their general formation of the mind. The liberal arts teach students to think clearly and precisely, to ask right questions, to express their thoughts accurately and persuasively, and to see order in the world around them.

Christian Doctrine. We begin each day with a chapel service, which includes singing hymns, reading God's Word, listening to a sermon, and praying. Each class also has religion daily, during which students learn the Scriptures, the Lutheran Confessions, and the history and significance of various practices within the Church.

Seven Virtues. Upon this foundation, we strive to teach what is true, good, and beautiful to our students. Furthermore, we receive and share with our students the Theological Virtues from the Scriptures:

Faith in God as He reveals himself in the Scriptures

Hope in the promises of Christ, whose strength is made perfect in our weakness

Love toward all people, as Christ Jesus loves us and gave Himself up for us

As we follow truths that transcend time and space, we also acknowledge the wisdom of the ancients who taught the Cardinal Virtues:

Prudence, knowing good from evil, being able to foresee the outcomes of actions

Justice, judging when necessary, knowing when and how to show mercy

Temperance, refraining from self-indulgence, using all possessions for the good of others

Fortitude, having the courage to pursue what is good, regardless of personal cost

We call this approach to education "classical" because it is founded on the rich heritage of Western Civilization. Such an education produced many of the world's greatest scientists, artists, rulers, theologians, and musicians. It is Lutheran because we depend upon the Scriptures for our understanding of truth and hold to the Lutheran Confessions because they are in accord with the Word of God.

5. Mission Statement

It is our mission to assist parents in providing a Christ-centered education to their children that prepares them to be virtuous, educated Christians for both heavenly and earthly citizenship, who know the Christian faith and how to confess the saving gospel with conviction and clarity, who know how to read, write, speak, and think well, and who know how to use their talents to serve both God and neighbor at home, school, in their communities and congregations, and for life everlasting (Eph. 6:4; 2 Tim. 3:14-17, Matt. 28:18-20).

6. Vision Statement

We strive to provide an excellent classical Lutheran education to all Lutheran children in Cheyenne, Wyoming and the surrounding area. We further endeavor to appeal to Christian families who are committed to classical education and instruction in God's Word. We especially seek to serve families of Trinity Lutheran Church and to accommodate their needs for assistance in training up their children. Relying on sound theology, grounded in Scripture and in accordance with our Lutheran Confessions; the highest standards of literature and historical research; and a well-rounded mathematics and science program, we seek, throughout the Grammar, Logic, and Rhetoric stages of instruction, to train our students in critical thinking and academic integrity to the end that they might grow into virtuous Christian men and women, useful to one another and pleasing to God.

7. School Standards of Conduct

School Rules (as applied to faculty)

Behave responsibly. Teachers and staff will be held accountable for their behavior.

Respect authority. Teachers and staff will honor the Pastor, Headmaster, and members of the Board of Christian Day School.

Respect others. Teachers and staff will show care and concern for the safety and space of others.

Respect self. Teachers and staff will use good health and safety habits and will set a Christian example in word and deed.

Respect school environment. Teachers and staff will show proper care for the property of the church and school.

Classroom Rules/Expectations (for students)

Listen carefully. The purpose of coming to school is to learn, and this only happens when students pay attention to what their teachers are saying.

Be obedient. Teachers act in the stead of the students' parents, and therefore, just as children are to honor their father and mother according to the Fourth Commandment, so they are to honor their teachers and obey them.

Respect people and property. All people are made in the image of God and are worthy of respect and should be treated with care because of this. Even higher love is due to our fellow saints in the body of Christ.

Do your personal best. Students will engage with the lectures and discussions in class and complete all assignments and readings. The curriculum at Trinity is rigorous, and students must show determination and endurance. At the same time, students should be honest with parents and teachers if anything is beyond their abilities.

Keep a place for everything and everything in its place. An organized classroom and tidy desks make for good order, which allows teaching and learning to proceed smoothly.

II. Board of Christian Day School

1. Members

The Board of Christian Day School (BoCDS) supervises all educational activities of the school. The voter's assembly of Trinity Lutheran Church approves and certifies who serves on the BoCDS.

Mr. Doug Thies, Chairman
307-631-0078

Mr. David Montano
305-609-1705

Mr. Jeff Buckman
307-797-0694

Rev. Harold Hintzman
307-426-4950

Mr. Ken Eppich (ex officio)
307-632-3847

Rev. John C. Preus (advisory)
563-249-6357

Mrs. Kate Duncan (advisory)
575-749-4094

2. Responsibilities of Board of Christian Day School

Chairman

- Presides at all meetings of the Board.
- Prepares and distributes meeting agendas.
- Works with the Headmaster to ensure that all school-related Board activities are carried out.
- Represents the Board at Council meetings, congregational meetings, and at official church/school functions.
- Approves and signs all official Board correspondence.
- Officiates over the election of other board officers and committee chairmen.
- Encourage and support the work of professional staff in the exercise of their responsibilities.
- Assigns newly-elected Board members to committee positions.

Secretary

- Records minutes of all Board meetings.
- Provides copies of previous minutes for adoption at meetings.
- Maintains accurate and up-to-date official minutes.

All Members

- Meet regularly as stipulated by its own schedule, and in compliance with by-laws as they are prepared.
- Establish and monitor policies that ensure compliance with all legal requirements and that faithfully and effectively further the mission and ministry of Trinity Lutheran Church.
- Monitor and evaluate the Headmaster and Academic Dean.
- Ensure that policies and educational objectives are met.
- Conduct interviews and call/appoint teachers.
- Plan a budget for each calendar year and submit it to voters.
- Carry out resolutions adopted by voters' assembly.
- Ensure that the school has adequate personnel, equipment, and materials to maintain high academic standards.
- Set and maintain admission policies for students.
- Maintain a fair salary scale for staff members.
- Assist, if requested by Chairman, in contacting parents who are delinquent in tuition payments by more than 30 days when the parents have not contacted the school office to make special arrangements.
- Determine registration fees and tuition.
- Award financial aid to applicants in a fair and equitable manner.

Board of Education Meetings

Board of Education meetings will be scheduled at the beginning of the school year (September) and made available to all faculty and staff:

* The Board of Education meetings may occasionally get rescheduled. If you would like to attend a meeting, please double check with the Chairman that the meeting will be happening on the day listed ahead of time.

III. Faculty and Staff Qualifications and Responsibilities

1. Teacher-Calls and Contracts

All faculty and staff will receive documentation stating the position for which they are hired and describing Trinity's expectations. The voters' assembly of Trinity Lutheran Church has the authority to issue a parochial teacher-call to an individual on the roster of the Lutheran Church—Missouri Synod. The BoCDS has the authority to enter into a contract with an individual whom they deem qualified to teach. Teacher-calls and contracts will be renewable, non-tenured, and up to 12 months in duration.

Candidates for full-time positions shall have a bachelor's degree or higher. It is preferred that the degree be in liberal arts, theology, education, history, literature, or languages compatible with classical education. Flexibility is allowed for teachers of math, science, or other specialty disciplines. Preference should be given to candidates with degrees or experience in classical education. Exceptions to degree requirements may be made for candidates with comparable experience, part-time, temporary, and substitute positions, as well as full-time positions in Kindergarten or below.

The Headmaster must be a communicant member of Trinity Lutheran Church. It is the express goal of Trinity Lutheran Church & School that all full-time teachers be communicant members of an LCMS congregation. Exceptions are made and will be honored with gratitude to those who currently serve. Lutheran full-time teachers are expected to become members of Trinity Lutheran Church.

Before a potential faculty member accepts a teacher-call or contract, he must read the Parent Manual and the Faculty Handbook and sign the Faculty Expectations and Responsibilities Agreement (page 57).

2. Faculty and Staff Training

All faculty and staff are required to take annual sexual misconduct awareness training and bi-annual CPR and AED training. (See Sexual Misconduct Prevention Training Confirmation Form in Appendix pg. 55). An exception to continual CPR training may be made at the discretion of the BoCDS.

3. Pastor's Responsibilities

- Plan and conduct daily chapel (if Headmaster is a pastor, this duty falls to him).
- Provide for the spiritual nourishment of the school personnel through Bible study and prayer (if Headmaster is a pastor, this duty falls to him).
- Oversee the religious instruction of the school to ensure the purity of doctrine found in the Holy Scriptures (including all music and hymnody in sanctuary and classroom).
- Promote the school publicly and privately.
- Encourage attendance of children from congregation.
- Investigate and recommend enrollment for students who might be mission prospects.
- Urge parents who register complaints to proceed in a Christian manner as prescribed in Matthew 18.
- Serve on interview committee for new faculty and staff.
- Attend and participate in school functions.

4. Headmaster's Responsibilities

To the School in General

- Provide oversight in achieving compliance with The Marks of a Classical Lutheran School as developed by the Consortium for Classical Lutheran Education.
- Be the point of contact for CCLE, arranging visits and submitting reports, etc.
- Be chiefly in charge of arranging and advertising ACE scholarships and other grant opportunities.
- Be responsible for the regular administration of CLT exams.

- If the Headmaster is a pastor:
 - Conduct daily chapel
 - Provide for the spiritual nourishment of the school personnel through Bible study and prayer.

To Board of Christian Day School

- Report results of teacher evaluations.
- Write and update the Faculty Manual.
- Attend BoCDS meetings.
- Communicate with BoCDS and the Pastor about the school.
- Attend voters' meetings and any other meetings involving the school.
- Shape the culture of the school.
- Create and maintain records of teachers and staff including such information as: place of birth, education, teaching experience, parish service, continuing education, evaluations.
- Interview applicants with BoCDS and make recommendations to the voters' assembly for commissioning/hiring teachers and aides.
- Plan for growth and promotion of the school. This includes advertising in church and community, informing the congregation about enrollment, and inviting the congregation to special events and informing them of the school's special accomplishments.

To Staff

- Provide assistance to faculty and staff prior to the new school year.
- Provide extra guidance and feedback to new teachers.
- Schedule and carry out formal evaluations each year. Provide feedback.
- Carry out frequent informal observations.
- Review quarterly and yearly goals of the teachers.
- Oversee teachers' adherence to classical Lutheran curriculum.
- Aid teachers with contacting parents; identify problems, and support teachers when dealing with ongoing issues.
- Help find substitute teachers or act as substitute teacher when regular teachers are sick or absent.
- Supervise aides, administrative assistant, and cooperate with and direct church secretary in regard to school needs.
- Conduct regular faculty meetings.
- Promote harmony between staff members and between BoCDS and school staff.
- Supervise all public performances.

- Approve all field trips.
- Handle serious student discipline cases in consultation with and at the direction of Headmaster and Disciplinary Assistant.
- Encourage the congregation to provide sufficient financial compensation to the faculty and staff for their duties.
- Encourage, commend, and admonish faculty and staff accordingly.
- Encourage teachers to pursue professional development.
- Line up First Aid/CPR and AED training and Sexual Misconduct Awareness training.

To Parents

- Meet with parents at beginning of school year to relate expectations for students and parents. (Back to School Night)
- Communicate with parents through regular newsletters.
- Generate parent involvement.
- Assist parents to resolve issues with teachers.

Curriculum

- With help from Academic Dean, direct research, revision, and organization of school curriculum as needed in consultation with Teachers and Board of Christian Day School.

Delegation

- The Headmaster may delegate certain administrative tasks to others (such as Administrative Assistant, Academic Dean, Church Secretary, or member of faculty, according to his discretion), as listed above. He must, however, retain oversight and require regular notification of progress. Delegating a task must not become relinquishing of responsibility.
- Headmaster must also make himself available to all faculty and staff requests for help, advice, or mediation.

5. Academic Dean (Dean of Academics) Responsibilities

- Assist Headmaster in guiding the school to comply with The Marks of a Classical Lutheran School as developed by CCLE.
- Assist and advise less-experienced Teachers and provide guidance and evaluation to faculty members in cooperation with Headmaster.

- Guide Teachers in preparing syllabi, scope and sequence plans, and quarterly and weekly class plans. Report success and challenges to Headmaster.
- Continually offer Professional Development presentations and exercises for Faculty.
- Assist in shaping the culture of the school.
- Advise Headmaster and faculty members regarding curriculum, school Houses, and pedagogy practice.
- Report to Headmaster regularly for guidance, approval, and finalization of all decisions that affect the Teachers' duties and the School Community in general.
- Help coordinate after-school clubs and activities in consultation with Headmaster (and Pastor) and Church Secretary, ensuring no scheduling conflicts with Church.
- Form a summer self-development plan with Teachers, both encouraging professional goals and accommodating rest/leisure and vacation.

6. Disciplinary Assistant to the Headmaster Responsibilities

- Assist the Headmaster with, and remain in regular communication with him about:
 - day-to-day discipline of students
 - communication with fellow teachers regarding issues of discipline
 - management of all duties and schedules of teachers' aids (including the early childhood director) in consultation with both Headmaster and Administrative Assistant.
 - Keep discipline, injury, and attendance logs and encourage other faculty in their duty to do the same.
- Cooperate with Headmaster and BoCDS regarding safety protocols and drills.
- Assist in shaping the culture of the school.

7. Administrative Assistant Responsibilities

- Answer phones and open doors during hours when doors are closed.
- Be of general assistance to Teachers and Aides:
 - Receive parents and guests.
 - Photocopy for teachers as reasonably requested.
 - Buy milk and some room supplies.
 - Maintain class lists.
 - Keep attendance and tardy slips.
- Assist Headmaster and Bookkeeper with registration papers: photocopying, dispensing, receiving, filing, etc.
 - Receive occasional tuition payments, provide receipt – all in cooperation and coordination with Bookkeeper.
 - Maintain student files, as well as transcripts for students transferring in and out.
- Assist the Headmaster with, and remain in regular communication with him:
 - Contact Department of Family Services, re: Daycare License; Fire Department, re: Fire Codes; Health Department, re: remaining up to code; and facilitate all annual certification and approval from the same.
 - Facilitate STARS training for early childhood workers, CPR and AED training, background checks, etc.
 - Assist with Advertising, Fundraisers, and other during- and after-school activities, e.g. Spaghetti Dinner, Volunteer Tea, Spirit Week, Teacher Appreciation Week, Picture Day, etc.
 - Set up dates for annual Hearing and Vision Screenings, etc.
 - Help with Field Trips, various Event Refreshments, end-of-year Field Day, etc.
 - Send out regular and *ad hoc* MailChimp emails to notify parents of various updates and reminders.
 - Help prepare for Registration days in the summer (with Bookkeeper), Back to School Night in the fall, early enrollment in the winter, etc.
 - Give tours to prospective families.
 - Coordinate before-school, after-school, and school-break, and summer childcare; and assist in finding and recommending employees for the same.

- Be on hand and prepared to help with students who have minor injuries, e.g. nosebleeds, sickness, calls home, etc.
- Run errands to purchase materials needed for School, e.g. Sam's Club
- Coordinate Hot Lunch program if needed.
- Keep in communication with Teachers regarding issues of discipline.
- Work and consult with Church Secretary regarding help in matters above and regarding potential scheduling/space conflicts between church and school.
- The Administrative Assistant's hours depend upon arrangements made each year.

8. Teachers' Responsibilities

Beginning of School Year

- Visit with the families of each child prior to the first day of school. Review with student and parents school rules, esp. uniform policy, homework expectations, grievance guidelines, and parent agreement.
- Submit class schedule to Headmaster and Academic Dean during end-of-summer (August) In-service.
- Submit to the Headmaster and to Academic Dean, prior to the first day of school, written plans to cover the prescribed curriculum during the year in each subject area (long range plan).
- Based on approval and/or counsel of Headmaster and Academic Dean, prepare both syllabi and scope of sequence document to be approved by BoCDS before the beginning of the School Year.
- Have Headmaster approve all field trips; submit dates to Administrative Assistant for school calendar. Signed permission forms should be gathered for all pre-planned field trips in the first two weeks of school. Send a note home to remind them of your event. Parents may drive for field trips.
- Create a folder for substitute teachers including: class schedule, class student list, seating chart, classroom rules, normal class routines and procedures. Procedures include: before school expectations; what to do with homework; how to line up for chapel, recess, lunch; location of first aid kit; what to do in case of fire drill; end of school day expectations; some short activities to be done in case substitute needs to fill in time.

- Prepare classroom: bulletin boards, desks, books, etc. Plan for a classroom free of clutter. Your décor should not be distracting to students, nor should your room be stark.

Throughout the School Year

- Observe the following school hours: 7:40 a.m. – 3:40 p.m.
- Attend Monday (and other *ad hoc*) Faculty Meetings at 3:40.
- Maintain a consistent daily class schedule which shall be filed with Administrative Assistant, Church Secretary, and Headmaster.
- Maintain your classroom as a model of cleanliness, order, and beauty.
- Submit weekly lesson plans to the Headmaster and to the Academic Dean prior to the start of the school week.
- Use correct grammar in classroom lectures and discussions.
- Model and require neat handwriting from students.
- Require regular and productive homework that is appropriate for students.
- Protect students' privacy. While you may reward excellent work, keep homework papers neatly; never leave them on your desk unattended (overnight). Never discuss a student with a parent other than his own or with school personnel not having direct interest/contact with that student. If it is necessary to discuss a student with someone other than a staff member or parent, inform the Headmaster and obtain permission from the parent.
- Keep accurate and current attendance and tardy records; record appropriate information into students' permanent files to be shared monthly with Administrative Assistant and Headmaster so as to keep records up-to-date and synchronized. Contact parents per standards set forth in Parent Handbook. Permanent files must be completed by the end of spring/summer in-service.
- Keep accurate and current grades.
 - Kindergarten-first grade: return homework on the same day or the following day (Star Binder).
 - Second-fifth grade: return math homework the following day. Designate a day of the week to return tests and other papers.
 - Sixth-eleventh grade: return math as soon as possible. Designate a day of the week to return most papers.
 - Notify parents the same week of all quizzes and tests that fall two grades or more below each student's personal average.

- Each teacher shall grade all assignments himself or verify that the grading is correct if done by someone else.
- Communicate with parents about homework. Keep them informed.
- Star Binder will be used up to the Third Grade.
- For Fourth Grade on up, communication should be by email:
 - Send a plenary email at least once a month to all parents of homeroom students regarding how things are going in the classroom, upcoming events, challenges that all should know about, etc.
 - Send an individual email once a month to all parents of all students you teach regarding observations in the classroom concerning socialization, academic progress, etc. (These two monthly emails may be alternated (e.g. first week of month and third week of month).
 - All email correspondence with Parents regarding discipline concerns and poor academic performance should be copied to the Headmaster.
 - Teacher must keep records of email correspondence for both self-accountability and potential mediation purposes. Teachers should, however, notify Headmaster of intended schedule of plenary and individual emails.
- Issue report cards at quarterly intervals and recommend to parents the promotion or retention of students.
- Conduct parent/teacher conferences as scheduled in school calendar. Quarter 1 is required. You are required to urge subsequent conferences based on your judgment. See above re: monthly emails.
- Make sure students are appropriately supervised by an approved adult at all times in the classrooms, hallways, chapel, lunchroom, playground, and field trips.
- Ensure students have all necessary curriculum materials.
- Complete for the students all curriculum objectives and instructional materials that are designated by the Board of Education. Work should be spread out manageably throughout the year, not overloading students at the end of the year or skipping portions of the curriculum.
- Each teacher shall follow the prescribed curriculum and may not add to or delete any portion of it without the permission of the Headmaster and Academic Dean.
- Communicate with Aides your expectations regularly and respectfully.

- Be diligent in pursuing professional development: attend faculty meetings, show respect to Academic Dean and implement advice and counsel.
- Attend annual District Teachers' Conference if able, attend annual CCLE and/or Christian Culture conferences if able, read for pleasure, take classes if possible, etc.
- Attend all school performances and events unless Headmaster approves your absence in advance.
- All time off from regular class schedule, school events, or faculty meetings (which are all required) must be approved beforehand by Headmaster.
- Honor and submit to the Academic Dean in all directions and assignments given.
- Honor and respect both Administrative Assistant and Church Secretary.
- If working in communal classroom (library or childcare room) or another's homeroom, clean up after every lesson/demonstration.
- If living on church property, be available with key to building and classrooms in the case of an emergency, water and tend to lawn, and be mindful of church grounds.

Injury and Discipline

- Discipline students as necessary as outlined in Parent Manual. When disciplining a student, avoid demeaning him. Provide an appropriate consequence for his behavior in a calm fashion. Extreme discipline problems shall be brought to the Disciplinary Assistant, who shall report and/or bring elevated concerns to the Headmaster. Such problems may be brought directly to Headmaster if Disciplinary Assistant is unavailable. If a student has consistent behavioral problems, make contact with the parents. Otherwise, such instances should all be logged, reported to Headmaster either daily (as severity may require) or weekly at Monday Faculty Mtg., and also reported to parents in monthly emails (if severity does not also require immediate contact).
- Administer minor first aid to students as needed. Log every injury to be shared with both Administrative Assistant and Headmaster.

- If injury is caused by one student upon another, Administrative Assistant will immediately notify by phone parents of both students.
 - After school, if not possible at pick-up, Teacher shall contact both parents by email to confirm earlier report and to offer help in resolving any concerns.
 - As reflected in the Parent Handbook, Teacher will remind parents of how they may appeal disciplinary actions taken by the School.
 - Each Teacher must keep a log of every disciplinary action or reaction to injury that he is involved in overseeing, and each month synchronize said log with both Headmaster and Administrative Assistant.

End of the School Year

- Fill out a Professional Growth form (see the forms in the Appendix).
- One week after school is out, have your classroom clean and ready for the Headmaster to check. Complete EOY Check-out Form, pg. 58
- Inform Headmaster of summer vacation plans.
- Form a summer self-development plan mutually agreed upon by the Teacher, Headmaster, and Academic Dean.
- Teachers may be asked to assist the Headmaster in evaluating curriculum, ordering curriculum materials, and evaluating and revising the Parent Manual.

9. Aides' Responsibilities

- Be on time.
- Dress professionally.
- Submit to the teacher you are aiding. Do the task he requests, support his authority with the students.
- Communicate students' progress to teachers.
- When instructing students away from the teacher, follow school discipline guidelines. Communicate discipline problems with the teacher.
- Refrain from discussing personal issues during class time.
- Keep students' work confidential. Discuss students quietly with teacher. Never discuss students with parents other than their own.

- All time off from regular schedule, school events, or required staff meetings must be approved beforehand by Headmaster (usually via Administrative Assistant).

IV. Procedures During a Crisis

Emergency phone numbers are posted by every phone. This section of the Handbook shall be printed and accessible (e.g. marked with a tab) on or near each teacher's desk.

Codes and Responses:

- “Code Yellow” – This means there is a dangerous or emergency situation. Teachers should keep students in the classrooms and make sure they are all accounted for. Students are not to go outside for recess or leave the building without the Headmaster's permission.
- “Code Red” – This means there is an intruder in the building. Teachers should keep students in the classrooms and make sure they are all accounted for. See “Intruder” procedure (page 30).

1. In the event of a personal tragedy or death of a student or a staff member away from school.

1. Contact the school Headmaster.
2. Headmaster will contact [the Pastor and] Board of Christian Day School.
3. School leadership will gather facts about the incident.
4. School leadership will meet with teachers to share information and prepare strategies.
5. Compose announcements for classrooms.
6. Prepare statement for media.
7. Make a list of students/teachers who may need counseling.
8. School leadership will help provide counseling.
9. Headmaster will obtain details for funeral arrangements and inform staff.
10. Headmaster and main teacher involved will contact immediate family and make a home visit.
11. School leadership will provide comfort, support and assistance to staff.
12. Staff will remove name of deceased from all mailing lists, text lists, call lists, etc.
13. Headmaster or teacher will return personal belongings to family after two weeks or when requested.
14. Headmaster records activities.

2. In the event of a personal tragedy or death of a student or staff member at school.

1. Immediate response: staff on site will announce "Code Yellow."
2. Staff on site will call 911.
3. Headmaster will contact family member or guardian.
4. Siblings of victim will be taken to Headmaster's [or Pastor's] office.
5. Headmaster will provide basic information to other teachers and reassure students.
6. Staff most immediately involved will go to the hospital to provide information as needed.
7. Headmaster will notify Board of Christian Day School about incident.
8. Only the Pastor, Headmaster, or Board of Education will talk to the media.

3. Fire

1. Whoever notices the fire will pull the alarm and make sure someone calls 911.
2. Teachers should have students line up at the door.
3. Students must not talk.
4. Teachers should collect their lesson plan books in which must be a current class roster.
5. Students will walk in an orderly manner to the pre-arranged exit and wait in the parking lot for instructions.
6. Classroom doors should be shut and the lights turned off when the last person leaves the room.
7. The High School teacher will check the choir room, sanctuary, vestry, narthex (and narthex bathrooms), and nursery on the way out of the building through the church doors.
8. Disciplinary Assistant will check downstairs bathrooms, copy room, cafeteria, daycare room, library, and kitchen on the way out of the building through the front school exit.
9. Academic Dean will confirm that all downstairs classrooms are empty on the way out of the building through the front school entrance.
10. 3rd Grade on down exit through the playground.
11. All students meet in front of Garage.
12. All teachers should be prepared to assist and lead students out of the building to enable above personnel to fulfill their checks.

13. Once everyone is outside, teachers need to count their students and make sure everyone is present.
14. The Headmaster will check with each teacher for a headcount and provide further instructions.

4. Tornado

1. In the event of a tornado, the Headmaster or another adult will alert teachers verbally (via walkie-talkie).
2. Students will line up quietly in their rooms.
3. Teachers will lead students in an orderly manner to the following places:
 - Downstairs Girls Bathroom – south side classrooms
 - Elevator Room and Nursery – north side classrooms
 - Hallway with doors closed – pre-school and high school students
4. The students will sit quietly and wait for instructions.
5. Teachers must bring their lesson plan books with their current class list.
6. The Headmaster will come to each Teacher for a headcount.

5. Earthquake

During an earthquake, it is important to remain calm and quickly do the following:

Outdoor procedures:

1. Move away from buildings, trees, and utility poles. If possible, move students to the middle of the parking lot and wait until earthquake subsides.
2. Lie or sit down to avoid being thrown by the quake.
3. Always be alert for downed power/utility lines.

Indoor procedures:

1. Order students to drop to the floor and seek protection under a desk or table or a supported doorway.
2. Cover head with arms and hands.
3. Students' backs should be towards windows to protect the front of the body from breaking glass.
4. Stay away from windows, shelves, and other heavy objects.
5. Be prepared for aftershocks.
6. If there is a related emergency, such as fire or gas leak, follow prescribed fire evacuation procedures.

7. When shaking stops, evacuate building:
 - Students should proceed out of the building as in fire evacuation.
 - Teachers should have class list with them.
 - Teachers account for all students.
 - Headmaster or emergency staff will give instructions.

6. Intruder

Due to the multitude of ways an intruder might enter the school, there is no single procedure. The following are guidelines, but teachers may need to be proactive should an emergency arise.

1. Whoever observes an intruder will notify all personnel by means of the walkie-talkies located in your classroom or on one's person. Whoever alerts the school should:
 - *Either* say "Code Yellow" – This means that there is a dangerous situation (suspicious character near, but outside, the building). Teachers should keep students in the classrooms and make sure they are all accounted for. Students are not to go outside for recess or leave the building without the Headmaster's permission.
 - *Or* say "Code Red" – This means there is an intruder in the building.
 - *And* tell staff whether or not you have called 911. Whoever calls 911 should notify the rest of the staff.
2. In the event of a Code Red, teachers have three options. Depending upon the information they receive, teachers will decide to do one of the following: run (escape), hide, or fight. The best choice is to get students out of the building and to safety.
3. If there is no time to get out of the building, the goal is to keep students safe until the police can arrive. The teacher may try to get the students into one of the "safe" rooms in the school. Teachers must keep children quiet. They should not open the door until police arrive and the building is safe.
4. If there is not time to get to a safe room, the teacher must close the door and cover the door window. Barricade the door as possible. Have students out of line of gunfire and prepare them to throw things at the intruder.
5. Safety Report area (Rendezvous) – Holliday (or on the way)

7. Bomb Threat

1. Staff members will be notified but students will not be told.

2. Administrative Assistant, Headmaster, or Church Secretary will call 911.
3. Teachers will take attendance – note if any students are not in the room.
4. Proceed as with a fire evacuation.
5. Teachers will supervise students until given further instructions.
6. Only the Pastor or Headmaster will speak to the media regarding the threat.

If you observe an object you suspect to be a bomb:

1. Do not handle the object. Do not pull open drawers, cabinets, turn lights on or off, pull a fire alarm or speak into a walkie-talkie or cell phone.
2. Notify Headmaster; call 911.
3. Evacuate area by 500 feet.
4. Do not use electronic devices as they may set off bomb.

8. Infectious Disease Control

Infectious diseases are viruses, bacterial infections, and parasites. If you suspect your student has an infectious disease, contact his parents and send him home. Likewise, if you are contagious, call the Headmaster so that arrangements may be made for you to stay home.

9. Cutting/Self Harm

If you discover a student is cutting himself or deliberately hurting himself, document what you have observed, report to the Headmaster [and the Pastor], and contact the parents.

10. Medical Emergency

1. Keep calm.
2. Contact Headmaster or Assistant Disciplinarian.
3. Dial 911.
4. Call a “Code Yellow” so that students will be recalled to their classrooms and out of the way of emergency help.
5. Do not move the injured person except for protection from further injury.
6. Stay with victim until help arrives.
7. Headmaster will notify parent or legal guardian.
8. Headmaster will assign someone to supervise the other students and keep them safe.

9. Headmaster will meet the EMS responders or assign someone to do it.
10. Pastor will be available for counseling for teachers and students.

V. Faculty and Staff Code of Conduct

1. Church Life

- Trinity Lutheran School is hosted and supported by Trinity Lutheran Church. Members of the faculty and staff represent the Congregation in all their professional functions and personal pursuits. Faculty and staff members are therefore held to a higher standard in piety and participation in the life of the Congregation. Teachers and staff should be an example to both students and fellow congregational members of keeping all of God's Commandments with willing joy. This includes especially observing the 3rd Commandment which requires we gladly hear and learn God's word from his called Minister.
- Each member of faculty and staff, unless exception has been made, should be a communicant member of Trinity Lutheran Church. The Board of Christian Day School must vote to waive this requirement in the case of every exception.
 - * All staff who are "grandfathered" in shall be honored as valued members of our School Community and will enjoy job security in proportion to their fulfillment of job requirements.
- Each member of faculty and staff, for whom exception has not been made, shall attend worship services and Bible classes at Trinity Lutheran Church on a regular basis, in open discussion with Pastor regarding impediments that may warrant provisional exceptions. Attendance at Advent, Lent, and advance-scheduled festival midweek services are expected.
- Faculty and staff who are members of Trinity Lutheran Church should share the School's goal to have concord and harmony in spiritual matters (relating to the Congregation and School worship), and should make sincere efforts to support, promote, and participate in all Congregational activities and worship according to his or her gifts and abilities.
- Respect:
 - Each person shall respect the Pastoral Office and submit to the Pastor's supervisory role over all areas of his work.
 - Each person shall respect the authority of the Board of Christian Day School and shall follow the policies and directives issued by it.
 - Each person shall treat school parents in a kind, courteous and professional manner. All written communication with parents shall use correct grammar, punctuation, and syntax.

- Each person shall respect his colleagues and put the best construction on the behavior of his co-worker. If an issue arises, follow the Grievance Policy. Faculty and staff shall strive to support each other through encouragement in God's Word, by showing a positive attitude, and by taking care of each other.
- Each person shall respect the Headmaster through cooperation and cheerful compliance with his directives.

2. Food and Beverage

Faculty and staff are asked not to eat or drink in front of students unless during designated lunch or snack periods. You may, however, drink water any time throughout the day, and teachers may keep coffee at their desks. Chewing gum is not allowed.

3. Dress

All faculty will wear clothes that complement the school dress code.

Teachers:

- may wear polos, Oxford shirts, or blouses that match the approved TLS colors, preferably with the TLS logo.
- should wear khaki, navy, or black slacks or skirts. In style, fit, and length these should be modest and professional. Garments with belt loops should be worn with belts.
- may wear cardigans, blazers, and jackets of various styles. These garments should complement the uniform in their color: navy, black, white, beige, and other neutrals are appropriate.
- should wear shoes that are professional and coordinate with the uniform as much as possible, though teachers are allowed some leeway to accommodate personal health and comfort, specific duties (P.E.), etc.
- may wear jewelry and other accessories that coordinate with the uniform. Do not wear distracting jewelry.
- On Fridays, jeans, tennis shoes, and TLS T-shirts are permitted.

Aides (staff) are encouraged to follow the teachers' dress code but are not required to do so. They are to dress professionally and tastefully; no jeans (except on Fridays) or flip-flops.

Faculty and staff will refrain from private use of cell phones during instructional time unless in the case of an emergency.

Faculty and staff will not get on Facebook or other social media platforms during school hours. They will not post pictures of their students without written permission from the students' parents. Their Facebook/social media entries will be above reproach. Teachers and staff may not accept friend requests from students until after they have graduated from our school.

VI. Volunteers and PTL

Volunteers

Volunteers are vital to the quality of education we provide our students. To protect our students, all volunteers must either be parents of students or relatives approved by parents well in advance of any interaction with school children. Trinity Lutheran School may conduct background checks for any long-term volunteers or substitute teachers.

PTL

Parents of all Trinity Lutheran School students are automatically members of the school's Parent-Teacher League (PTL). The PTL exists to support the school with fund-raising efforts, maintain open lines of communication between parents and school staff, help plan for volunteer opportunities, and help parents stay closely involved with their child's schooling.

VII. Pay, Benefits, Leave of Absence, Vacation

Pay

All employees receive paychecks every other week.

Benefits

Employees who work 40 hours a week are offered health and retirement benefits. Other benefits may include Disability and Survivor Plan, Accident Insurance, Housing Allowance, Social Security, and may be awarded funds for Continuing Education.

Tuition for Children of Faculty and Staff

Children of faculty and staff are expected to attend Trinity Lutheran School unless the Headmaster and BoCDS make an exception. Full-time faculty and staff members' children attend Trinity Lutheran School free of charge; part-time faculty and staff pay full tuition.

Leave of Absence

All employees will coordinate any type of leave with the Headmaster or BoCDS. Military leave is defined as a leave of absence for required active or reserve military service.

Vacation

Teachers are free to take vacations in July without permission for leave. During June and August, while leave may be granted quite liberally, all trips out of town must be approved with Headmaster and Academic Dean. Teachers also receive such holidays as students receive, for example, Christmas, Easter, etc. Teachers may have a flexible schedule in the summer but will be expected to attend faculty in-service meetings, work on curriculum items, prepare their classrooms, and continue their education.

No vacation for teachers will be granted before June 13th or after August 21st (except for Memorial Day and Labor Day). All June and August vacations must be approved by Headmaster.

VIII. Grievance Policy, Resignation, and Terminations

Grievances

Staff grievances concerning school policy, procedures, or the Headmaster should first be submitted to the administrator to whom you report. If satisfaction is not achieved, the staff member may appeal to the Board of Christian Day School.

When disagreements develop between staff members, members should try to resolve the issue in light of Matthew 18. If resolution is not possible, then staff members may approach the Headmaster for assistance in finding a solution. If no resolution is forthcoming, the BoCDS will address the matter.

Parents with grievances are to speak first to their student's teacher. If satisfaction is not achieved, the parent may bring the grievance to the Headmaster. A final appeal may be made in writing to the BoCDS. This policy is described in the Parent Manual.

Resignation

Contract teachers are to inform the Headmaster and BoCDS of resignation. Teacher-called workers are to inform the Headmaster and BoCDS of resignation or the acceptance of a teacher-call to serve elsewhere who, in turn, will inform the congregation. The above procedures are to take place a minimum of 14 days prior to the effective date.

Termination

The BoCDS reserves the right to terminate contracts if a teacher or staff member grossly violates the Code of Conduct or consistently scores poorly on evaluations.

IX. Curriculum

Curriculum Philosophy

With Christ at the center, Trinity Lutheran School is a classical Lutheran school providing education based on the liberal arts curriculum of the past to prepare students for life in the world of today. Expectations are high, discipline is strict, and memorization is vital. The classical curriculum cultivates in 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 and Large Catechisms, our Lutheran hymnals, and, in the upper grades, the Book of Concord. LCMS pastors lead us in daily worship. Appointed male teachers will read pre-selected devotions and lead chapel on select days.

The classical curriculum:

- **concentrates on the classical period**, studying later periods in light of it and in light of God's guidance of Christendom, recognizing the importance of Greek and Roman language, literature, and culture as the temporal foundation of Western Civilization;
- **is teacher-directed**, acknowledging the experienced teacher rather than the still-learning student as best equipped to guide the course of instruction;
- **is rich in content**, enculturating children in the doctrines of Christianity and the ideas of Western Civilization;
- **holds students to high expectations**, insisting on self-discipline and excellence in behavior, work ethic, and academic achievement.

We hold to two ancient sayings that shape our curriculum. First, *multum non multa*, which means "much, not many." We seek to teach deeply in fewer areas rather than superficially in many. Second, *repetitio mater studiorum est*, which means "repetition is the mother of studies." If something is worth learning, it's worth hearing multiple times, for only then will students retain it.

These two sayings lead to an uncluttered curriculum that gives students the foundation for learning, a love of learning, and the discipline that learning requires.

Curriculum Policy

Trinity Lutheran School follows a classical Lutheran curriculum that is approved by the Consortium for Classical and Lutheran Education. Teachers

and staff are to follow the curriculum guide to the best of their abilities. New material must be brought to the Headmaster and Academic Dean and approved before used in the classroom.

X. Parent/Student Policies

1. Admission

Parents register their child(ren) by meeting with the Headmaster, completing the necessary paperwork, and paying the registration fee.

Registering **new** students includes:

- an authorization of release of educational and health records for each student;
- submitting a letter of recommendation from the family's pastor;
- submitting the registration form and registration fee, which will temporarily hold an enrollment spot for a prospective student;
- submitting records and teacher recommendations from previous schools;
- filling out the ACH Recurring Payment Authorization Form (or submitting a check for full tuition payment for the year, or as worked out with Bookkeeper);
- completing placement testing OR interview with Headmaster and relevant Teacher before the student will be officially admitted to Trinity Lutheran School;
- parents signing the Parent Agreement form and pledge to attend Back to School Night at the beginning of each school year as conditions of enrollment.

Trinity Lutheran School does not admit new students who are entering eighth grade or higher, since our curriculum builds as on a foundation, and students who do not have that foundation will have great difficulty. Exceptions must be approved by the BoCDS in consultation with relevant homeroom teacher.

Trinity Lutheran School reserves the right to place students in the appropriate instructional level as determined by standardized tests, previous records, and placement tests of ability and achievement, not solely upon the age of the student or grade placement at previous schools. The classroom teacher will discuss appropriate grade placement with parents following placement testing. Kindergarten students must turn 5 before September.

Trinity Lutheran School offers a classical, Lutheran education. Christian children from all backgrounds who might benefit from this school are welcome; however, Trinity Lutheran School is not staffed to serve children with unusual behavioral problems or severe learning disabilities.

Parents of all students must read the Parent Handbook and return a signed copy of the Trinity Lutheran School Parent Agreement form.

All new students are subject to a one-quarter probation period. Academic and behavioral objectives must be met for enrollment to continue. Failure to meet these standards will result in dismissal.

Student Withdrawal:

As soon as you know a parent plans to withdraw a student, contact the Headmaster. The Headmaster will have the Administrative Assistant check to see if the student owes library books or if the parents owe tuition. The Teacher will collect any textbooks used by the student, complete the Withdrawal Form (included in Appendix, pg. 47) and review it with the Headmaster. The Teacher will update the student's permanent records and provide information to the child's new school as requested. Parents are obligated to give 30 days of notice of withdrawal and will be charged the next month if failure to do so.

2. Parent Agreement

Trinity Lutheran School Parent Agreement 2025-2026 Academic Year

The following standards enable a harmonious and joint effort between school and home. As a parent of a student at Trinity Lutheran School:

- I will regularly attend worship services at Trinity Lutheran Church, or my own congregation on a regular basis with my child(ren).
- **[for those already enrolled and grandfathered in]:** I will regularly attend worship services at Trinity Lutheran Church, or my own congregation on a regular basis with my child(ren). If I do not regularly attend worship with my child(ren), I pledge to seek a Christian congregation where I may do so.
- I have read the Statement of Faith and understand that the theological doctrines of the Lutheran Church—Missouri Synod are those that will be taught in the classroom.
- I have read and support the school's Philosophy of Education.
- I have read the School Rules, Classroom Rules, Discipline Guidelines, Homework Assignment Policy, Grievance Guidelines, Academic Guidelines, Lunchroom Guidelines, Library Guidelines, Dress Code, and Attendance & Tardy Guidelines, and agree to support the enforcement of these.
- I have read the School Administration section and agree to follow the prescribed steps listed when dealing with issues of concern.
- I will support my child's education by supervising assigned work, and by encouraging quality work, excellence, industry, self-discipline, obedience, good moral character, and good manners from my child.
- I understand Trinity has neither the resources nor the expertise to meet the needs of children requiring special education or behavioral assistance, and I agree to pursue an alternative source of education if needed for my child.
- I will encourage, edify, and aid the school, teachers, and staff to the best of my abilities by prayer, time, talent, and effort.
- I understand that if my child is ill or has lice, he or she will be kept home, and that if my child is found to be ill or have lice at school, he or she will be sent home.

- I agree to meet the financial obligations of all tuition and fees.
- I have reviewed with my student(s) the policies and procedures of the school as explained in the Parent Manual and my student understands the commitment that I am signing.

_____	_____
Signature of Parent	Date

_____	_____
Signature of Parent	Date

3. Dress Code for Students

The TLS dress code promotes high standards of personal appearance, freedom from fashion-consciousness, and school uniformity and assists in the maintenance of a learning environment which is productive and free from distraction. Generally speaking, dress or grooming which attempts to self-aggrandize or garner attention is not permitted. Violations of the dress code will result in a phone call to parents to have appropriate clothes delivered to school. If this is unfeasible, whatever spare clothing on hand will be given to the student by the Administrative Assistant to wear for the day. 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.

Appearance - Students will dress according to the dress code with attention to modesty. Clothing will be clean and neat at all times.

1. Clothing will be clean, neat, without holes, manageable, and appropriate for the season and the activity.
2. *Students are required to wear "khaki-type" pants, shorts, skirts, skorts or jumpers in khaki/tan or navy color.*
3. *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.*
4. K-12 students are required to have one royal blue embroidered TLS polo or oxford shirt to be worn for field trips, classroom pictures, and other to-be-announced activities.
5. Students must wear shoes that are completely enclosed and appropriate for recess as well as classroom activities. Sandals, high-heels, Crocs, clogs, backless shoes, and shoes with blinking lights (whether or not they have an on/off switch) are not permitted at school.
6. Girls are required to wear shorts underneath skirts and jumpers.
7. Skorts, skirts, and jumpers must go to or below the knee.

8. **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.*
9. Leggings may not be worn as pants. **If worn at all, they must be royal blue, navy blue, powder blue, or pure neutral tones (black, white, or gray) and in solid colors only — i.e. no patterns.*
10. Appropriate cold weather apparel is to be worn to and from school and at recess, not in the classroom.
11. Boots or a pair of shoes for outside are to 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.
12. Students in grades 3-12 may bring appropriate P.E. clothing to be worn during P.E. If the teacher has students dress down for P.E., they must wear appropriate length shorts or sweats, plain T-shirts or long-sleeved T-shirts, or a TLS P.E. T-shirt in black, gray, blue, or white only.

Hair

1. **Girls:** Unnatural coloring and extreme styling are not permitted. Long hair should be well under control in a manner that can be maintained throughout the school day. All hair accessories should match the uniform or be in pure neutral tones (black, white, or gray), be small in appearance, and not be distracting to the wearer or other students (e.g., no big pink bows, headbands with ears, glitter, sequins, etc.).
2. **Boys:** Hair is to be clean cut, neatly groomed, with no unnatural coloring or extreme styling. Hair may not go beyond the eyebrows. No hair accessories may be worn. All boys to whom it applies must be clean shaven.

** Exceptions may be made for high school boys at the discretion of Homeroom Teacher and Faculty.*

Cosmetics, Etc.

1. Make-up (mascara, eye liner, eye shadow, lip liner, lipstick, lip gloss, blush, etc.) may not be worn by TLS students during school business

hours— this includes pick-up and daycare both before and after school. (NB: If you would like to request a limited exception to this rule for dermatological reasons, please contact the headmaster.)

** Girls in high school may wear makeup if applied lightly and if it does not become distracting — to be determined by Homeroom Teacher and Faculty.*

2. Strongly scented hair and skin products are not permitted (this includes scented hand-sanitizer).
3. Face paint, temporary tattoos, or any drawing on skin is not permitted.
4. Girls may wear clear or pale nail-polish unless it becomes a distraction.
5. Jewelry such as a watch, necklace with a cross, or one small ring on each hand is permitted. Girls may wear one small stud-type, or very moderately dangling earring in the lobe of each ear. Boys may not wear earrings. No other body jewelry is allowed.

All jewelry should complement the school uniform. Inappropriate items will be confiscated and given to the student's parents.

Fridays

Every Friday, jeans may be worn by students if student is wearing approved TLS T-shirt, Student Council T-shirt, or House T-shirt.

Dollar Dress Down Days (Dress Your Own Way Days)

The first school Friday of every month is a "Dollar Dress Down Day" or "Dress Your Way Day." Each participating student must give \$1 to his or her teacher at the beginning of the school day. (Parents may pay for several or all occasions in advance.) These funds go towards the Activity Fund. The only dress code rules which are lifted on these days (and on any other special dress days) are italicized above: 2, 3, 8, & 9b. The following additional rules also apply:

1. Clothing which advertises violent and/or sexually graphic movies/music/ etc. is not permitted.
2. Clothing with rude or sarcastic verbiage is not permitted.
3. Clothing which exposes undergarments is not permitted.

4. Tank-tops, spaghetti straps, halter-tops, tube-tops et al are not permitted.
5. Factory-ripped clothing or clothing which is so worn-out as to be threadbare is not permitted.
6. Clothing that is indecently tight is not permitted.
7. Clothing which is so loose as to be indecent and/or in constant need of adjustment is not permitted.

Failure to abide by basic dress standards on “Dollar Dress Down Day” Fridays and other special dress days will result in the loss of free-dress privileges as well as the requirement that student wear on hand shirt provided by Administrative Assistant.

Schola Cantorum Choral Events

For our annual Reformation Vespers, khaki or black slacks or skirt must be worn with navy blue polo. For our annual Christmas Vespers, both boys and girls may dress in appropriate formal attire. For our annual Spring/Easter/Baccalaureate Vespers, khaki or black slacks or skirt must be worn with navy blue polo. Students graduating from 8th or 12th grade may wear appropriate formal attire.

4. Trinity Lutheran School Tuition Schedule

2025-2026 School Year

Class	Enrollment Fee	Materials Fee	Base Tuition Rate
Preschool ½ day-3-day	\$150	\$150	\$2,200
Preschool ½ day-5-day	\$150	\$150	\$3,500
Pre-K Full 3-day	\$150	\$150	\$3,500
Pre-K Full 5-day	\$150	\$150	\$7,000
Grades K-12	\$200	\$200	\$7,000

Enrollment Fee, Books & Materials Fees, and Tuition

- All tuition rates are per school year. Regular monthly rate** is 1/10 of school year rate.
- On Registration Day the balance of fees plus the first tuition payment is due; the \$100 deposit paid at enrollment/re-enrollment is applied to the Enrollment Fee.
- Tuition is to be paid in ten (10) equal monthly payments due the first week of each month, August 2025 through May 2026. Monthly tuition payments are made via Automated Clearinghouse debits (ACH).

**Since late enrollments/mid-year transfers do not prepay one installment of tuition at registration before the start of the school year, the minimum monthly payment amounts for late enrollments/mid-year transfers are larger than the regular monthly rate, being based on nine (9) rather than ten (10) equal monthly payments.

- Tuition may be prepaid at any time, paid in full at Registration, or paid in two (2) half-payments at Registration and mid-year.

- A packet will be provided at Registration Day containing your Tuition Payment Agreement, Classroom Supply List, and other information.

Discounts, Scholarships, & Grants

- **Need-Based Grant (variable percentage)** — The need-based tuition assistance grant is awarded to qualifying families. Receipt of need-based tuition assistance may entail a service-hour requirement. Families wishing to apply must fill out an application, available in the TLCS office and on the TLCS website. Applications are received by the headmaster and reviewed by the Trinity Board of Christian Day School. While applications may be submitted at any time, families anticipating a need for tuition assistance are advised to apply before Registration Day, as funds may not continue to be available. BoCDS and/or Pastor may request to visit in person with applicants. ***The TLS Grant Fund is replenished through fundraising and freewill donations.***
- **Ace Scholarship (variable percentage)** — TLS families are also eligible to apply for the outside need-based Ace Scholarship; for information about this financial aid opportunity, please visit <https://www.acescholarships.org/>. TLS is limited to receiving Ace Scholarship funds for 25% of projected enrollment. Right of first refusal is given to prior year's recipients.
- **Steamboat Legacy Scholarship Act ...**

Birthdates for Enrollment

- Preschool/Pre-K – three (3) years old by Tuesday after Labor Day
- Kindergarten – five (5) years old by Tuesday after Labor Day

Registration

Parents of enrolled children must register their children by completing the necessary online forms and initiating tuition payment. Any student without all necessary forms on file by the end of the first week of school will not be allowed to attend school until their forms are current.

Registration Materials

All families:

- Checkbook (you will write a check for your balance of fees and first tuition payment)

New families:

- Copy of birth certificate for each child
- Immunization records for each child

Families of seventh-graders:

- Updated immunization records for each child

Placement

Trinity Lutheran School reserves the right to place students in the appropriate instructional level as determined by academic assessment, previous records, and any additional placement tests of ability and achievement, not solely upon the age of the student. All new students are subject to a one-quarter probation period.

Accommodations

Trinity Lutheran School is not staffed to serve children with special needs. All requests for accommodations and special arrangements must be discussed with the Headmaster and classroom teacher.

No transportation offered at TLS.

No pets, except service animals.

Tuition Payment Agreement & Family

At registration parents will be asked to sign the Tuition Payment Agreement & Family Contract ("Family Contract") which stipulates, among other things, that they agree to abide by the terms set forth in this Handbook. All tuition installment amounts, and due dates are listed on the Family Contract.

Tuition may be pre-paid at any time. Regular tuition payment is made via automated clearinghouse (ACH) debit. Parents who wish to opt-out of ACH may pay all fees & tuition in full on or before Registration Day. Prior arrangements for regular payment may be made with Bookkeeper.

A \$35.00 fee will be charged for all returned ACH requests. If payment is not received within five days after the listed due date, a \$30 late fee will be charged. TLS does not transact business in cash. Any payment returned by the bank must be reimbursed to TLS along with a \$30 NSF fee. Delinquent accounts will be turned over to collections or small claims court after thirty (30) days of non-payment and a collection fee will be assessed to your account.

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, 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 TLS Parent Contract.

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. **Parents withdrawing children from Trinity must fill out Student Withdrawal Form before any refund or records can be granted.**

4. Student Withdrawal Form

Trinity Lutheran School Student Withdrawal/Request for Transfer

Student(s) to be withdrawn:

Name(s): _____

Grade(s) _____

What is the reason for your withdrawal? _____

Have you spoken to your child(ren)'s teacher(s)? _____

Have you spoken to the Headmaster? _____

Is there anything you would have liked the School, the Faculty, Aides, or Headmaster to have done differently? _____

Will you be homeschooling? What school will request records and transcripts from us?

Have you returned all TLS materials and paid all outstanding tuition and fees?

Yes: ____ No: ____

Name of Parent: _____

Signature of Parent

Date

XI. Academic Policies

Grading Scale

97 – 100%	A+ 80–82%	C+
93 – 96% A	73–76% C	
90 – 92% A–	70–72% C–	
87 – 89% B+	67–69% D+	
88 – 90% B	63–66% D	
83 – 86% B–	60–62% D–	
	0–69% F	

Honor Roll

The honor roll criteria for 6th-10th grades are as follows:

Headmaster's Honor Roll.....	98-100%
Honor Roll.....	90-97%
A/B Honor Roll.....	85-89%

To qualify for Honor Roll a student may not have any cumulative course grade below 85% (B-). Students qualifying for Honor Roll will be recognized in chapel after each quarter ends.

Academic Probation

Students who fail in one or more subjects are placed on academic probation. The Headmaster, teacher, parents, and student must meet at the beginning of the next quarter. Following this, weekly progress reports will be issued.

If the student is still failing in one or more subjects by midterm, an additional meeting must be held. Two consecutive quarters of failing grades will result in expulsion.

Discuss and finalize with faculty penalties for poor academic performance in regard to any before- or after-school activities.

XII. Student Behavior and Events

Discipline Guidelines

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

a. Teacher and Child

The teacher will work with the student toward reconciliation (confession and absolution), and apply appropriate consequences for misbehavior (such as time out, loss of recess, detention, separation from other students, a visit to the Headmaster’s office, a call to parents).

b. Child, Teacher, Parents and/or Headmaster

If the problem is not resolved in step one, either the parents or Headmaster are included to help bring about correction, confession, and forgiveness.

c. Child, Teacher, Parents, and Headmaster/Pastor

If the efforts of step two have not resolved the conflict, the Headmaster [and/or Pastor] will meet with the teacher, parents, and child. If the student recognizes his guilt, the teacher and Headmaster will forgive him his sin and help him correct his ways. If a resolution cannot be achieved, it may result in suspension or dismissal. 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.

Field Trip Policy

Field Trip Policy: Field trips will be educational or in service of the church or community. Occasional exceptions may be made by the Headmaster. All field trips must be approved by the Headmaster in advance.

Birthdays

Birthdays are important to students and we enjoy celebrating them. Treats brought by students to share with classmates will be distributed at a time arranged by teachers.

Worship and Catechesis

Sunday: Divine Service at 9:00 a.m.; Bible class and Sunday school at 10:30 a.m.

Tuesday: Confirmation at 3:30 p.m.

Wednesday: Divine Service at 5:30 p.m. (Vespers w/o Holy Communion during Advent and Lent)

XIII. Appendix

1. Teacher Evaluation

I. Theology:

- Teacher attends church and Bible class regularly.*
- Teacher selects solid Lutheran hymns for students to learn, beyond also enthusiastically learning and teaching the hymns selected by Pastor.
- Teacher knows the Catechism.
- Teacher leads a godly life on and off of school property.
- Teacher incorporates apologetics into classes where appropriate.
- Teacher understands Law and Gospel.

II. Teacher recognizes his relationship to the congregation.

- Teacher attends church functions as able.
- Teacher gets to know church members.

III. Teacher can articulate school mission.

IV. Planning:

- Teacher turns in yearly/quarterly plans by beginning of August In-service.
- Teacher turns in lesson plans on Thursday of the week prior.
- Teacher has daily work ready to go for classes.
- Teacher uses class time well.
- Teacher has prepared folder for Emergencies and Substitute Teachers

V. Teacher arrives at work on time, begins class on time, dismisses class on time.

VI. Teacher dresses professionally every day.

VII. Classroom appearance:

- Classroom is tidy. Things are put away.
- Teacher's desk is neat. No student papers are left out overnight.
- Décor is uncluttered. Strive for a beautiful classroom.

VIII. Classroom Discipline:

- Teacher's tone of voice is pleasant. Teacher uses manners when speaking to students and parents.
- Students know rules of school and classroom.

- Students know classroom procedures.
- Students know when they may speak conversationally in class and when they need to raise their hands.
- Teacher remains calm when students misbehave.

IX. Teacher teaches what is in the curriculum guide.

- Teacher gives clear, concise instructions.
- Teacher provides good examples.
- Teacher models work for students.
- Teacher checks for understanding.
- Teacher reviews lesson.
- Teacher inspires students.

X. Teacher returns homework in a timely manner. Get help if you can't keep up.

- Kindergarten-first grade: returns homework on the same day or the following day.
- Second-fifth grade: returns math homework the following day. Designates a day of the week to return tests and other papers.
- Sixth-twelfth grade: returns math as soon as possible. Designates a day of the week to return most papers.

XI. Teacher does not carry food and drinks around in front of students. Coffee may stay at desk. Teacher may eat snack with students or discreetly at desk if necessary.

XII. Teacher does not discuss students with other parents. Teacher does not post pictures of students on Facebook or other social media platforms without signed permission from parents.

XIII. Teacher contacts parents when student has continual behavioral problems. Teacher returns parents' calls. Emails only reinforce what teacher and parent have already discussed on the phone or in person.

XIV. Teacher studies – professional development: attend Fall Teachers Conference; attend CCLE conference and/or CCC conference when able; complete appointed reading for faculty meetings; read for pleasure; take classes if possible.

XV. Teacher supports fellow faculty. Teacher is polite and respectful to staff and works well with others. Teacher does not undermine a fellow teacher in

front of students. Teacher works to resolve differences with fellow workers as soon as possible.

XVI. Teacher accepts criticism with a good attitude.

XVII. Teacher comes to Headmaster and/or Pastor with concerns.

2. History of Trinity Lutheran School

In development

3. Trinity Lutheran School

Sexual Misconduct Prevention Training Confirmation

I, the undersigned, have watched in full the video titled "Sexual Misconduct Prevention Training"

(filmed by the Wyoming District - LCMS Lutheran Ministries Center, hosted at <https://youtu.be/1TFOWnX2qrE?t=52>, and on file at Trinity Lutheran School), and have brought

any questions about the training video to the Headmaster.

Signature: _____ Date: _____

Print Name: _____

Trinity Lutheran School

Faculty Expectations and Responsibilities Agreement

I have read, support, and will uphold the information and policies set forth in the Trinity Lutheran School Parent Manual and Faculty and Staff Handbook. This includes the following:

- I hold the canonical books of the Bible, both the Old and New Testaments, to be the only verbally inspired and only infallible, authoritative, inerrant Word of God, fully sufficient for all of faith and life.
- I accept without reservation the confessional writings of the Evangelical Lutheran Church, as found in the Book of Concord, to be the true and unadulterated statement and exposition of the Word of God.
- I believe, teach, and confess the articles of doctrine summarized in the Trinity Lutheran School Statement of Faith, and will daily and intentionally promote these through my life and teaching.
- I agree to attend worship services and Bible classes at Trinity Lutheran Church on a regular basis.
- I agree to uphold Trinity Lutheran School's curriculum to the best of my ability.
- I agree to follow the steps of the prescribed Grievance Guidelines when dealing with issues of concern.
- I agree to arrive punctually, devote the in-session hours of the school day to teaching and other related duties, and prepare for each instructional day through adequate planning and grading.
- I agree to maintain a classroom environment and culture that upholds the standards of truth, goodness, and beauty within the context of Lutheran theology and practice.
- I agree to further my personal and professional growth through continuing education, including extensive reading, annual attendance at the Wyoming District Teachers' Conference, and attendance at other pertinent conferences when possible.

Signed by: _____

Date: _____

Trinity Lutheran School

Non-Lutheran Faculty Expectations and Responsibilities Agreement

I have read, support, and will uphold the information and policies set forth in the Trinity Lutheran School Parent Manual and Faculty and Staff Handbook. This includes the following:

- I hold the canonical books of the Bible, both the Old and New Testaments, to be the only verbally inspired and only infallible, authoritative, inerrant Word of God, fully sufficient for all of faith and life.
- I respect and will honor the confessional writings of the Evangelical Lutheran Church, as found in the Book of Concord.
- I respect and acknowledge that the articles of doctrine summarized in the Trinity Lutheran School Statement of Faith are the position of this congregation and school, and I will support them.
- I agree to attend worship services at my own congregation and to abide by the Christian faith as confessed in the Creed.
- I agree to uphold Trinity Lutheran School's curriculum to the best of my ability.
- I agree to follow the steps of the prescribed Grievance Guidelines when dealing with issues of concern.
- I agree to arrive punctually, devote the in-session hours of the school day to teaching and other related duties, and prepare for each instructional day through adequate planning and grading.
- I agree to maintain a classroom environment and culture that upholds the standards of truth, goodness, and beauty within the context of Lutheran theology and practice.
- I agree to further my personal and professional growth through continuing education, including extensive reading, annual attendance at the Wyoming District Teachers' Conference, and attendance at other pertinent conferences when possible.

Signed by: _____

Date: _____

Trinity Lutheran School Staff Expectations and Responsibilities Agreement

I have read, support, and will uphold the TLS Parent Manual and the TLS Faculty and Staff Handbook. I agree to assist the school in an auxiliary way, depending upon what the Faculty need. This includes the following:

I will arrive to work on time and be dressed appropriately.

I will follow the Grievance Guidelines explained in the Faculty and Staff Handbook.

I will protect the privacy of the students and their families.

I will represent the school in a positive light.

Signed by: _____

Date: _____

Teacher End-of-Year Instructions/Deadlines (OEY)

Send the completed form to Headmaster

Complete by April 1st

- ☐ Turn in list of student school supplies required by class to the Headmaster.
- ☐ Review and discuss with Principal any changes to the syllabus. Turn in/update textbook/reader spreadsheet to the Academic Dean.
- ☐ During 1:1 with Principal make student class assignment recommendations for next school year.

Complete by May 15th

- ☐ Register for 1st Aide/CPR with Registrar (every other year)

Complete by May 31st (or final day of Inservice)

- ☐ Submit summer maintenance requests to Trinity Lutheran Church Board of Trustees
- ☐ Check due date on staff calendar for grades and comments on final report card.
- ☐ Save all your lesson plans, syllabus, and important documents with your name and forward to the Headmaster.
- ☐ Clean classroom thoroughly. *Remove personal items unless you have permission from Headmaster. Remove everything from doors, ceilings and walls including all tape & staples (leave artwork up). Desks/tables and chairs should have all tape and markings removed. Remove all items from top of teacher desk.*
- ☐ Put textbooks on shelf, in orderly fashion.
- ☐ If a student needs to pay for lost or damaged books, inform Headmaster and Administrative Assistant by email.
- ☐ Please be sure to check email and Teams over the summer for important information that may periodically be sent out as well as teacher in-service information.
- ☐ Check the staff calendar for teacher in-service dates.

Teacher Signature _____ Date _____

Headmaster Signature _____ Date _____

Professional Growth

Name: _____

School Year: _____

Books I read this year (include title and author):

Conferences I attended this year (include conference name, topics, location, and dates):

In faculty meetings we studied (include Bible study topic and literature book):

Other things I've done to continue my education this year (could include listening to lectures or podcasts, other faculty gatherings, research done for

curriculum or newsletter articles, writing essays, poems, or presentations, etc.):

Suggested Reading List

Climbing Parnassus: A New Apologia for Greek and Latin, Tracy Lee Simmons

Wisdom and Eloquence: A Christian Paradigm for Classical Learning, Robert Littlejohn and Charles Evans

The Devil Knows Latin: Why America Needs the Classical Tradition, E. Christian Kopff

The Great Tradition: Classic Readings on What It Means to Be an Educated Human Being, ed. Richard M. Gamble

Lutheran Education: From Wittenberg to the Future, Thomas Korcok

Luther on Education, F.V.N. Painter

Classical Education: The Movement Sweeping America, G. E. Veith Jr. and Andrew Kern

Begin Here, Jacques Barzun

Leisure: The Basis of Culture, Josef Pieper

Institutio Oratorio, Quintilian