



# TRINITY LUTHERAN SCHOOL

## Parent Handbook

**2025-2026 School Year**

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

**[www.trinitycheyenne.org](http://www.trinitycheyenne.org)**

# Table of Contents

<b>Notice Regarding DFS Regulations</b> .....	5
<b>Statement of Faith &amp; Articles of Doctrine</b> .....	5
Summary .....	5
Exposition .....	5
Trinity Lutheran Church.....	8
Our Savior Lutheran Church.....	8
King of Glory Lutheran Church .....	9
Immanuel Lutheran Church .....	9
<b>School Governance &amp; Administration</b> .....	10
<b>Enrollment, Registration, &amp; Placement</b> .....	11
Classes Offered.....	11
Enrollment .....	11
<b>Fees, Tuition Rates, &amp; Discounts</b> .....	12
<b>Enrollment Fee, Books &amp; Materials Fees, and Tuition</b> .....	12
<b>Discounts, Scholarships, &amp; Grants (Due to recent political activity re: ESA/Steamboat Legacy Scholarship, this section is under constant review and will be amended as needed)</b> .....	13
<b>Registration</b> .....	13
<b>Registration Materials</b> .....	14
<b>Placement</b> .....	14
<b>Accommodations</b> .....	14
<b>Tuition Payment Agreement &amp; Family</b> .....	14
<b>Dress Code</b> .....	16
<b>Clothing:</b> .....	16
<b>Hair</b> .....	17
<b>Cosmetics, Etc.</b> .....	18
<b>Dollar Dress Down Days (Dress Your Own Way Days)</b> .....	18
<b>T-Shirt &amp; Jeans Fridays</b> .....	19
<b>Curriculum</b> .....	20
<b>Early Childhood (Preschool and Pre-Kindergarten)</b> .....	20
<b>Incomplete/Late Work</b> .....	28
<b>Make-up Work</b> .....	28

**Choir — *Schola Cantorum* .....28**

**Visiting.....28**

**Unknown Persons .....29**

**Daycare.....29**

**Enrollment Procedure .....29**

**Hours of Operation .....30**

**Rates & Payment .....30**

School Day Rates .....30

Non-school Days, Early Release Days, Periodic Care and School Break Rates .....31

**Method of Payment.....31**

**Meals .....31**

**Nap-time Items .....31**

**Weapons Policy .....32**

**Before-School Procedure.....32**

**After-School Procedure.....32**

**Attendance Policy .....32**

**Discipline Policy .....33**

**Report Cards & Conferences .....35**

**Academic Probation .....35**

**Ellwein Memorial Library .....35**

**Outside Reading Books .....35**

**Prohibited Items .....36**

**Health & Wellness .....36**

**Sexual Misconduct Awareness .....38**

**CPR & AED.....38**

**Medications .....38**

**Immunization Requirements .....38**

**Medical Emergencies.....38**

**Emergency Evacuation Procedure .....41**

**Inclement Weather .....41**

**Asbestos Notice.....41**  
**Wyoming Department of Family Services.....42**

**From Parent Agreement:**

- School Rules,
- Classroom Rules,
- Discipline Guidelines,
- Homework Assignment Policy,
- Grievance Guidelines,
- Academic Guidelines,
- Lunchroom Guidelines,
- Library Guidelines,
- Dress Code,
- Attendance & Tardy Guidelines
- School Administration
- Parents of all students must read the Parent Handbook and return a signed copy of the Trinity Lutheran School Parent Agreement form.

# Notice Regarding DFS Regulations

All verbiage contained in the TLS Parent Handbook which pertains specifically to the TLS Daycare, is taken directly from the Wyoming Department of Family Services (DFS) “Rules for Certification of a Child Care Center (CCC),” and is required by DFS.

## Statement of Faith & Articles of Doctrine

### Summary

As a Lutheran congregation Trinity finds her identity in the proclamation of the catholic Christian faith: Christ died for our sins in accordance with the Scriptures and was raised to life for our justification. We believe that the prophetic and apostolic Scriptures (i.e. the Old and New Testaments) are the very Word of God written, divinely inspired and inerrant, and that they are the norm for Christian doctrine (2 Timothy 3:16-17). Our pastor and congregation have publicly subscribed to the Lutheran Confessions (i.e. [\*the Book of Concord\*](#)) because they are in complete agreement with the Scriptures and thus express “the faith which was once for all delivered to the saints” (Jude 1:3). In accordance with this one faith, the Word of God is preached in its truth and purity at Trinity and the sacraments are rightly administered.

### Exposition

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; 1Cor 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>; hard copies of the *Book of Concord* are available for purchase from the TLCS Book Nook.

# Local Church Directory

Faithful church attendance is expected of TLS students and their parents. Those having no church home of their own are invited to join us in worship at Trinity Lutheran Church. Parents are also invited to join us at school chapel services (see below).

## Trinity Lutheran Church

1111 E. 22nd St.

Cheyenne, WY 82001

<http://www.trinitycheyenne.org>

- Sunday Divine Service at 9:00 AM with Sunday School and Bible Study classes at 10:30 AM.
- Wednesday Divine Service at 5:30 PM
- School chapel services: Monday-Friday at 8:05 AM (Matins)
- Men's and Women's Bible studies throughout the year. Call the office for more information.
- Catechism instruction offered to students in grades 4-8.
- Lutheran Inquirers/Adult Instruction classes are offered for those who desire to join Trinity Lutheran Church or learn more about us.

**Trinity is in 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

# 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 Christian Home, 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, inasmuch as it is part of the mission of the Church to support Christian parents in their carrying-out of their duties toward their children. 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 established by the BoCDS and the running of the school generally. School parents who wish to visit a meeting of the BoCDS may request a special arrangement with the Headmaster or Board Chairman two weeks in advance of a regular meeting.

Board of Christian Day School members:

- Mr. Doug Thies (Chairman)
- Rev. Harold Hintzman
- Mr. Jeff Buckman
- Mr. David Montano
- Mr. Ken Eppich (ex officio, Congregational President)
- Mrs. Kate Duncan (advisory, Academic Dean)
- Pastor John Preus (advisory, Pastor & Headmaster)

# Enrollment, Registration, & Placement

## Classes Offered

<b>Classes Offered</b>	<b>Days/Times</b>
Preschool - 3-day	Monday, Wednesday, Friday 8:00-11:15 AM
Preschool - 5-day	Monday-Friday 8:00-11:15 AM
Pre-Kindergarten - AM only	Monday-Friday 8:00-11:15 AM
Pre-Kindergarten - PM only	Monday-Friday 12:15-3:30 PM
Pre-Kindergarten - AM & PM	Monday-Friday 8:00-11:15 AM & 12:15-3:30 PM
Grades K-12	Monday-Friday 8:00 AM-3:30 PM
Childcare Center	Monday-Friday 7:00-7:50 AM & 3:30-5:30 PM

## Enrollment

Enrollment at TLS is not limited to Lutherans but matters of faith will be taught exclusively in accordance with the Scriptures as they are explicated in the *Book of Concord*.

Due to limited class size, students who are members of Trinity, Our Savior, and King of Glory Lutheran Churches receive priority for enrollment, followed by non-Lutheran enrolled students. Trinity receives applications for new enrollments on a continuous basis.

## Fees, Tuition Rates, & Discounts

All tuition rates are per school year.

Regular monthly rate is 1/10 of school-year rate.

Class	Enrollment Fee	Materials Fee	Base Tuition Rate
Preschool ½ day-3-day	\$150	\$150	\$1,200
Preschool ½ day-5-day	\$150	\$150	\$2,000
Pre-K Full 3-day	\$150	\$150	\$2,300
Pre-K Full 5-day	\$150	\$150	\$3,800
Grades K-12	\$200	\$200	\$5,420

### 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 (January 2026).
- A packet will be provided at Registration Day containing your Tuition Payment Agreement, Classroom Supply List, and other information.

### Discounts, Scholarships, & Grants

**(Due to recent political activity re: ESA/Steamboat Legacy Scholarship, this section is under constant review and will be amended as needed)**

- **Trinity Scholarship (up to 100% of tuition)** — In order for a student to receive a Trinity Scholarship, at least one parent/guardian must be a member in good standing of Trinity Lutheran Church. A signed letter from Pastor Preus must be on file with the headmaster's office by the first mid-quarter of each school year attesting good standing. *The Trinity Scholarship Fund is replenished by offerings and memorial bequests from members of Trinity Lutheran Church.*
- **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/>.

### Birthdates for Enrollment

- Preschool/Pre-K – three (3) years old by September 6, 2025
- Kindergarten – five (5) years old by September 6, 2025

### 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 or make two half-payments: the first at Registration, the second when school resumes in January after Christmas Break.

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 meet with Headmaster before any refund or records can be granted.**

## Dress Code

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.

### Clothing:

#### **For Rhetoric/High School students:**

- Pants - Navy Blue or Khaki,
  - same color standards for Shorts and Skirts and Skorts, etc.
  - Skirts must reach down to knees while standing
  - Leggings and tights may not be used as pants. When worn, they should be solid colors that match uniform.
- Shirts - White or Powder Blue Oxfords OR Navy Polos
  - All shirts should have Trinity Logo (embroidered or printed)
    - We will not enforce this until after we provide plenty of time and opportunity to facilitate the standard.
  - Shirts do not have to be tucked if it is the correct cut (rounded cut for girls and straight cut for boys)
- Belts - when/if worn should match shoes
- Shoes - any plain color
  - white, gray, brown, or black, and as monochromatic as possible
  - no bright colors (logos of different or muted colors are fine so long as they are not too bright and distracting)
- Sweatshirts, Sweaters, Shawls, etc. – All sweatshirts must be navy blue.
  - As we are able to facilitate the TLS Seal being embroidered/stamped on these sweatshirts, this will also be a requirement.
  - Girls may also wear tasteful shawls and such that do not detract from the overall uniform.

#### **For Grammar & Logic/Elementary & Middle School students:**

- Pants - Khaki or Navy Blue
  - same standard for Shorts, Skirts, Skorts, etc.

- Navy or Khaki Jumpers with Navy or White Tights
  - Skirts must reach to knees while standing
  - Leggings and tights may not be used as pants. When worn, they should be solid colors that match uniform.
  - Shirts - White, Powder Blue, or Navy Polos
    - all will eventually have to have the school logo (embroidered or printed) as we are able to help make it available to school families
  - Shoes - any plain color
    - white, gray, brown, or black, and as monochromatic as possible
    - no bright colors (brand logos of different or muted colors are fine so long as they are not too bright and distracting)
  - Sweatshirts, Sweaters, Shawls, etc. – All sweatshirts must be navy blue.
    - As we are able to facilitate the TLS Seal being embroidered/stamped on these sweatshirts, this will also be a requirement.
    - Girls may also wear tasteful shawls and such that do not detract from the overall uniform.
1. Clothing will be clean, neat, without holes, manageable, and appropriate for the season and the activity.
  2. Appropriate cold weather apparel is to be worn to and from school and at recess, not in the classroom or sanctuary.
  3. 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.
  4. 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 or House T-shirt.

## 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.

## Cosmetics, Etc.

1. Make-up (mascara, eye liner, eye shadow, lip liner, lipstick, lip gloss, blush, etc.) may not be worn by Grammar or Logic stage TLS students during school business hours— this includes pick-up and daycare both before and after school.

Rhetoric stage girls may wear makeup if done modestly and discretely. Because this leads us all into very subjective territory open to wide interpretation of standards, the Headmaster and all Teachers reserve the discretion to judge any application of makeup as too extreme. All girls who choose to apply makeup must also have a supply of makeup remover. After one warning of extreme application, students may be sent home or be deprived of the privilege. Appeals can be made before the BoCDS's nonexecutive sessions. Boys may not wear makeup.

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 nail-polish unless it becomes a distraction.
5. Jewelry such as a bracelet, anklet, watch, necklace with undistracting and appropriate pendants, or one small ring on each hand is permitted. Girls may wear earrings. If they are dangling, they must be only moderately dangling and teachers reserve the discretion to draw the line and apply stricter standards as seen fit. 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. Lost items are the responsibility of whoever wore it to school (but we will all do our best to locate whatever might be precious to anyone).

## 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 following rules apply:

1. Clothing which advertises violent and/or sexually graphic movies 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.

### **T-Shirt & Jeans Fridays**

Every Friday, students may wear jeans and either a House T-shirt or an approved TLS T-shirt. All other restrictions still apply.

Failure to abide by basic dress standards on “Dollar Dress Down Day” or “T-Shirt & Jeans Fridays” or other special dress days will result in the loss of free-dress privileges.

# Curriculum

Trinity Lutheran School is blessed to stand shoulder-to-shoulder in company with five other classical Lutheran schools in the Wyoming District of the Lutheran Church Missouri Synod. The following summary of the classical curriculum which we use at Trinity was developed by the administration of our sister school in Casper: Mt. Hope Lutheran School. It is featured here in a slightly modified form.

## **Early Childhood (Preschool and Pre-Kindergarten)**

The philosophy of Trinity's Early Childhood program stems from the belief that the home has the primary responsibility for the young child's physical, social, and spiritual development. To assist parents with this responsibility, our Early Childhood classes provide a structured environment in which the children learn and develop social skills.

The Early Childhood curriculum is intended to guide the children in a progression of skills in the following areas: language, mathematical reasoning, number sense, orientation in time and space, music, visual arts, movement, and coordination. Daily activities include chapel, Spalding language arts program, Saxon Math, memorization, listening, and work habits. Consequently, the Early Childhood program provides an introduction and foundation for the classical education that children will receive at Trinity Lutheran School in Kindergarten through high school.

## **Kindergarten-12<sup>th</sup> Grade**

The classical curriculum of Trinity Lutheran School flows from our intentional philosophy of education, founded on timeless truths and rejecting errors and fads of modern educational philosophy.

### ***Religion***

WE BELIEVE that God's Word should shape and inform all learning; therefore, the Bible is the heart of our curriculum, and chapel services are the heart of our daily routine.

WE REJECT the assertion that religion can simply be added on to make a curriculum Christian.

**K-5<sup>th</sup>:** A survey of the Old Testament and Gospels is completed in the lower grades. In addition, students memorize many Bible passages and Martin Luther's Small Catechism.

**6th-12<sup>th</sup>:** Biblical survey courses alternate with study of the Lutheran Confessions, all of which leads to discussions of ethical and theological issues. By placing such issues in context, students are carried back to the historical roots of these controversies and forward to practical applications in our modern society. Subjects treated include infant baptism, the Lord's Supper, evolution, non-Christian religions, marriage, abortion, and many others.

## ***English***

WE ASSERT that the ability to use and understand language effectively is the foundation of all education and that language, along with reason, distinguishes man from animals.

WE REJECT the following assertions:

- That inaccurate or mediocre writing and speech are sufficient as long as they “communicate”
- That students should be expected to write original compositions without the practice of modeling from great writers
- That the act of reading matters more than the content of the books children read

**K-5<sup>th</sup>:** The objective of our language arts program in the lower grades is that children would learn to speak precisely, spell accurately, write proficiently, and read fluently with comprehension. Romalda Spalding's *The Writing Road to Reading* is the basis of K-2 language arts instruction. Starting in grade 3 students memorize and analyze English grammar using Memoria Press's *English Grammar Recitation*. In grades 3 and 4 students rewrite fables and narratives using the Classical Writing curriculum, which interweaves with a rich historically based literature program featuring Aesop's fables, fairy tales, historical fiction, and age-appropriate versions of Greek, Roman, medieval, and Renaissance classics, as well as other timeless children's books.

**6th-12<sup>th</sup>:** Accurate spelling and neat penmanship are expected from students at this level and are addressed as needed in the context of regular written work. Grammar continues to be reinforced through direct instruction and incorporation into writing. With the Classical Writing curriculum, students continue to practice rewriting fables and composing fictional narratives but also broaden their skills through the initial nonfiction exercises of the classical Progymnasmata writing curriculum: the eight ways of addressing a maxim or chreia (wise saying).

Practice in nonfiction writing culminates in structured expository essays. Literature studies are closely incorporated with history. Homer, Chaucer, Dante, Shakespeare, and Dickens are a sampling of the writers encountered.

## *Mathematics*

WE ASSERT:

- That memorization of mathematical facts and confident computational skill are essential to progress in math.
- That higher levels of abstract mathematics provide valuable training for the mind.

WE REJECT the following assertions:

- That knowledge of mathematical processes without a supply of memorized factual information is sufficient.
- That young students must be able to articulate why each mathematical process works.
- That all mathematical studies must have an immediate, practical application.

**K-5<sup>th</sup>:** Saxon Math provides students a solid foundation in the language and basic concepts of math through an incremental approach whereby students practice new concepts and then achieve mastery through continued application in subsequent lessons. (For more on why we use Saxon, see below: » Appendix: Classical Education Resources.)

**6<sup>th</sup>-12<sup>th</sup>:** Saxon Math continues to provide a solid foundation leading to further studies in the abstract, logical disciplines of Algebra and Geometry.

## *History*

WE ASSERT:

- That history, broadly speaking, reveals the working of God throughout time.
- That history gives students models of great men to admire.
- That history furnishes a background for understanding all other disciplines.

WE REJECT the following assertions:

- That young children benefit more from “social studies” focusing on their own time and place than from study of the past.
- That all cultures and people are equally worthy of our structured study.

**K-5th:** Focusing on Western Civilization, history studies follow a chronological survey: an overview timeline in first and second grades, followed by a three-year cycle of the Greco-Roman Period, the Middle Ages, Renaissance, Reformation, and American History in the third and fourth grades.

**6th-12<sup>th</sup>:** A four-year cycle of courses— Ancient Greece, Ancient Rome, Middle Ages, American History—reviews and augments the factual history learned in the lower grades but also utilizes students’ blossoming capacity for critical thought. Students confront timeless questions:

- Why have civilizations risen and fallen?
- How have religion, philosophy, literature, geography, technology, and other factors affected civilizations?
- What is our Christian response as heirs of this heritage?

At the end of each year students review with a comprehensive exam.

## *Geography*

WE ASSERT:

- That students should continually broaden their understanding of the world by memorizing the locations of geographical places
- That geographical studies assist students in understanding both history and current events.

WE REJECT the assertion that memorization of geographical locations is too difficult for children and meaningless for them.

**K-5th:** A thorough study of the United States and a new world continent each year prepares students for a comprehensive review and examination in the upper grades.

**6th-12<sup>th</sup>:** While reviewing the names and places learned previously, students at this level concentrate on placing countries, continents, and other features in the larger context of the world, culminating with a comprehensive exam.

Geographical knowledge is also frequently incorporated into historical studies and discussion of current events.

## *Science*

WE ASSERT:

- That scientific study can enrich our appreciation for God’s design in the physical world.
- That the scientific method and inductive reasoning are helpful tools for examining creation (cf. Trinity Touchstones #10: “A Tale of Two Sciences”)

WE REJECT the following assertions:

- That science is incompatible with religion.
- That the scientific method alone is sufficient to reveal the truth about creation.
- That elementary science instruction should favor the technological and so-called “applied sciences”

**K-5<sup>th</sup>:** Study of physical and life sciences proceeds according to general scope with emphasis placed on objects of more immediate experience: plants, animals, and the human body. Classes include ample demonstration and observation intended to incite wonder and instill knowledge of basic principles.

**6<sup>th</sup>-12<sup>th</sup>:** Students expand their scientific studies from the concrete to the more abstract, with a cycle of studies in biology, chemistry, physics, and geology & astronomy.

### *Latin*

WE ASSERT:

- That Latin trains the mind through rigorous thinking.
- That Latin connects students with their Western and Christian cultural heritage.
- That Latin assists students in broadening their knowledge of English grammar and vocabulary.
- That Latin prepares students well for further language study.
- That it is exciting for students to master the Latin language.

WE REJECT the following assertions:

- That Latin carries minimal benefit since it is a “dead” language lacking native speakers.
- That Latin must be burdensome and of little interest to young students.

**K-2:** Basic vocabulary memorization begins in Kindergarten and is augmented with memorization and recitation of Latin sayings and prayers in first and second grade. Second-grade students receive more formal instruction using Memoria Press’s Latina Christiana curriculum.

**3rd-12<sup>th</sup>:** Latin is a core daily subject. Students are placed and progress according to proficiency, not age or grade-level per se. Students continue to build a vocabulary and foundation for further studies through memorization of weekly wordlists and grammatical chants. As they progress, they fortify their grammatical knowledge through extensive practice in declining, conjugating, and translating. While we have switched to Spanish for the Rhetoric stage, we will offer advanced Latin as the demand or desire arises.

### *Logic*

WE ASSERT:

- That reason is a gift from God which, along with language, distinguishes man from animals.
- That well-trained reason is necessary for civic life and discourse.
- That logic can properly be applied to all areas of study.
- That the proper end of logic is the discovery of truth.
- That logic and reason must remain servants of the Word of God.

WE REJECT the following assertions:

- That reason is opposed to Christianity.
- That untrained “common sense” is sufficient for healthy civic discourse.
- That reason should be applied over and above the Word of God.

**7<sup>th</sup>-12<sup>th</sup>:** Students take up a study of formal logic using Memoria Press’s Traditional Logic I, in which course they learn the elements of deductive reasoning. Moreover, students at this level are intentionally led to apply logical thinking in all academic areas.

### *Art*

WE ASSERT:

- That art is a particularly human gift and ability.
- That art should help us to love truth, goodness, and beauty.
- That proficiency in art requires explicit instruction with gradual building of skills.
- That through the fine arts children develop observational skills and an appreciation for true masterpieces.

WE REJECT the following assertions:

- That children will enjoy art more or produce satisfying work if we merely direct them to “be creative.”

- That all art is equally edifying and worthy of study.
- That beauty in art is “in the eye of the beholder,” i.e. a mere subjective value.

**K-5th:** Students learn to create and appreciate art and to love beauty. Drawing lessons are the foundation of the art curriculum, providing students with frequent, gradual, explicit direction to build their skills. Additional art lessons build students’ knowledge of artistic terminology and enhance their aesthetic and motor skills. Art appreciation is taught in the context of great artists and their works.

**6th-12<sup>th</sup>:** Students deepen the skills learned previously. Sketching is incorporated into subject areas, and art lessons involve a variety of media and techniques. Appreciation of the fine arts is deepened through analysis of artistic works incorporated into history studies.

## *Music*

WE ASSERT:

- That music is a divine gift, next to theology in the praise of God.
- That music is an aid to memorization.
- That it is an essential aspect of life both within the Church and in the secular world.

WE REJECT the following assertions:

- That music is tangential to faith and learning.
- That all types of music are equally edifying or appropriate in all situations.

TLS students have many opportunities to sing, hear, and appreciate quality music of various styles. Music classes emphasize choral singing, with the Western sacred music tradition providing a foundation for instruction. Vocal training is also incorporated into the classroom curriculum, and all musical instruction is recognized for its inherent beauty, its contribution to a well-trained mind, and its potential to serve the people of God. Such musical study develops students’ appreciation for the beauty of excellent musical compositions and leads them to aspire to the creation of such beauty in their own music. The upper and lower school *scholae cantorum* (choirs, lit. “schools of singers”) sing at school chapel services and special extra-curricular events throughout the year.

## *Physical Education*

WE ASSERT:

- That, according to the ancient ideal of “a sound mind in a sound body,” the truly educated person must learn to manage his life not only mentally and morally, but also physically.
- That friendly competition against oneself and one’s peers builds determination and sportsmanship.

WE REJECT the following assertions:

- That the body is of little consequence.
- That competition of any sort must necessarily be detrimental to children.

**K-5th:** Young students practice a variety of basic movement skills and begin to play group games and participate in competitive athletic events.

**6th-12th:** Students concentrate on developing personal fitness and putting their skills into the context of group and competitive games, continually gaining appreciation for the good of a well-trained body.

### *Library*

WE ASSERT:

- That reading is one of the most valuable activities for human beings to pursue in their leisure time.
- That children should read for pleasure as well as academic advancement.

WE REJECT the following assertions:

- That any reading is worthwhile regardless of content.
- That all reading must be rigorous and challenging.

The purpose of the Ellwein Memorial Library is to support the school curriculum. Weekly library time teaches basic library skills, but more importantly encourages students to read literature which will enrich their understanding of truth, beauty, and goodness.

### *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. 8:05 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

sometimes need to be completed at home. Some subjects also require the performance of regular repetitive oral and/or written drills. Examples include memory work (i.e. Scripture and Catechism) and Latin paradigms, vocabulary, and oral grammar review.

### **Incomplete/Late Work**

Incomplete and/or late work is not accepted at TLS. However, 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, possibly including (but not limited to) the reassessment and adjustment of a 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 through academic probation, enrollment at TLS will be reassessed.

### **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.

### **TLS Music Program**

#### *Choir — Schola Cantorum*

Participation in school choral events is expected of all K-9 students — first in the Fall near Reformation Day, second in the Winter before Christmas break, and third in the Spring for Baccalaureate/Graduation. Refusal to participate in these events without requesting an exception from the Headmaster may result in the reassessment of student enrollment.

Additional information about these choral events will be sent home as the school year progresses.

### **Visiting**

All school visitors are required to sign in and sign out at the Church & School Office. If you are taking your child out during the school day, please sign the log in the office before your child is dismissed from the classroom. Parent visits in the classroom are welcome but must be scheduled in advance with the classroom teacher. Security measures have been recently implemented requiring stricter sign-in and badges to be worn by all visitors.

## Unknown Persons

Unknown Persons on TLS property or picking up children from classrooms or Childcare Center must show a photo ID and either be on a child's pick-up list or a parent/guardian must let teachers or staff know ahead of pick-up time. Security measures have been recently implemented requiring stricter sign-in and badges to be worn by all visitors.

## Daycare

### Enrollment Procedure

The Trinity Lutheran School Childcare Center is open to all families with children in any education program administered by Trinity Lutheran School. This includes Preschool, Pre-Kindergarten, and the Day School. Children between the ages of 3 and 12 who are fully potty-trained are eligible to participate in the Daycare program. Per the Parent Contract all TLS families consent to be billed for occasional/emergency use of before/after-school care or delay of pick-up.

Please note that Trinity does not have staff who are trained to work with children with special needs, unusual behavior problems, or severe learning disabilities. The Childcare Center retains the right to refuse children who cannot appropriately participate in our program.

- All discipline issues that arise with students during before and after school care will be documented. Parents will be asked to sign records of warnings which will be logged by school aides.
- After three write-ups, students may not return for before or after school care until parents have visited in person with Headmaster, with student present. No refunds will be granted for time that lapses between third write-up and sit-down visit with Headmaster. Refusal to comply with this requirement may result in permanent expulsion from before or after school care, and possible suspension or expulsion from school, depending on the severity. *Please see options for appeal before member of school board under Discipline Policy, number 4, on page 31.*
- All students who remain in the school building before or after school hours, without parental oversight, must be enrolled in before or after school care unless participating in music lessons or teacher-led club.

- Teachers may require any student in after school care to do homework if he or she has academic concerns for student.

### Hours of Operation

The Childcare Center is open from 7:00 AM until 5:30 PM Monday through Friday (except on the holidays noted below). You must sign your child into and out of childcare and accurately list the time of arrival and departure. A \$1.00 per minute charge will be assessed for children not picked up by 5:30 PM.

### Rates & Payment

All contracted childcare payments are due in advance. Contracted amounts are based upon expected daycare needs for 165-170 school days from September through May. The first payment is due the first Monday of August followed by the remaining nine (9) payments due on the first of each month from September (#2) through May. Each payment covers approximately (~17) school days. If payment is not received by the fifth of each month, a late fee of \$30 will be assessed and childcare services may be suspended until the payment is received. Sporadic childcare use is billed monthly and due by the 15th of the following month.

### School Day Rates

Childcare Service Option		Rate
Maximum	~5-7 hours/day per ~17 day period	\$375
½ Daycare	~3.25-4.75 hours/day per ~17 day period	\$300
Before- & after-school Daycare	up to 3 hours/day per ~17 day period	\$220
	up to 2 hours/day per ~17 day period	\$155
	up to 1 hour/day per ~17 day period	\$85
Hourly Rate		\$8

The above rates are based on the school year of 165-170 school days only. There will be additional fees charged for all non-school days as well as the days/weeks of no school at Christmas and Spring Break. Sign-up sheets for these non-school days

will be posted in a timely manner at Childcare Check-In. Your child must be signed-up in advance so that we can plan for the proper staff-to-child ratio.

**Non-school Days, Early Release Days, Periodic Care and School Break Rates**

Non-School Day or 6+ hours in a non-school day	\$35
Early Release Day	\$20
Hourly Rate	\$8

**Method of Payment**

TLS does not transact business in cash. All daycare payments are to be made payable to Trinity Lutheran School and be in the form of a personal check or money order. We are able to take credit/debit card payments via Square™ (payment by card must be a pre-arranged with the Headmaster and entails a small surcharge). Any check 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. Childcare services will be suspended until paid in full.

**Meals**

Children must bring their own lunches unless hot lunch service is available and has been ordered ahead of time. Please bear in mind that our ability to heat meals is limited. The Childcare Center will provide an afternoon snack. Parents are asked to watch for lists of items that staff may request periodically for cooking and baking activities. Children are allowed to bring their own snacks if they prefer this to the group snack provided by the staff. Special donated treats and snacks are always welcome and appreciated.

**Nap-time Items**

Children who take naps are required to bring their own pillows and blankets. A stuffed animal may also be brought. All items must be taken home weekly to be laundered.

## **Weapons Policy**

According to law, TLS has to prohibit guns or lethal weapons in the TLS facility unless parents are required to carry firearms as a function of their job. School parents are encouraged to research all applicable statutes and laws pertaining to their right to keep and bear arms in the State of Wyoming.

## **Before-School Procedure**

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 in the daycare, parents are required to stay with their children until the child can enter the classroom. Only those students who have made prior arrangements with teachers for tutoring are allowed in classrooms before the school-day begins.

The doors at Trinity Lutheran School remain locked from 8:00 AM to ~2:55 PM for the safety of our students. Arriving students should use either the north door by the church office or the south door off the church parking area. All students who arrive at or after 7:50 AM are to go 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 daycare. Pre-K students arriving after 12:05 PM are to be brought directly to the Pre-K classroom.

## **After-School Procedure**

All students under 6<sup>th</sup> grade are to remain in their classrooms until a parent comes to pick them up. Any person 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 expected. No child will be released to any adult who has not been authorized to pick up that child. Proof of identification may be required.

Children must be picked up by 11:30 AM for the morning dismissal and by 3:30 PM for the afternoon dismissal. Any child remaining in the classroom after 3:30 PM without prior arrangements with the classroom teacher will be taken to the Childcare Center; childcare for such students will be assessed at the hourly rate with a minimum fee of one hour's care.

## **Attendance Policy**

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.

### **Discipline Policy**

Every TLS teacher is *in loco parentis*, "in the place of a parent," with respect to the children under his or her care. It is the role of the teacher, just as it is the role of a parent, to guide children in the way they should go (Proverbs 22:6). Disciplinary action is carried out by teachers, except in extraordinary cases. Extraordinary cases are dealt with by the school Headmaster or Disciplinary Assistant. If a behavioral issue merits the involvement of the Headmaster or Disciplinary Assistant, it necessarily merits a phone-call home and possibly an "at-school suspension."

Please note:

1. All accidents, whether intentional or not, that result in moderate or severe injury will result in parents of both (all) parties being notified.
2. Responsible parties for severe injury, whether intentional or not, may result in suspension from school until all facts can be gathered by school leadership to assess what procedures should follow.
3. Parents are asked to speak with Headmaster about any concerns regarding discipline or injury protocol, as well as the wellbeing of any injured child, in order to help expedite any process and to prevent legitimate concerns from becoming widespread panic.
4. If, after speaking with Headmaster and Homeroom Teacher, parents would like to further appeal a decision that is made, a member of the Board of Christian Day School (BoCDS) shall be scheduled.

Actions entail some or all of the following:

1. Rebuke and correction
2. Apology & forgiveness
  - The offending child admits wrongdoing and apologizes to whomever he has wronged.
  - The aggrieved person speaks forgiveness.
3. Restitution: the student who has done wrong should make the matter right, if need be and if possible.
4. Discipline which discourages a student from repeating his offense in the future, e.g.
  - Time out

- . Missing out on a privilege
  - . Helping clean up a mess
  - . Writing sentences
5. Admonition, i.e. guidance, which encourages student to act appropriately in the future.
- . Guidance will
    - . be appropriate to the ages of the children enrolled.
    - . entail redirection, natural and logical consequences, modeling of positive behavior and other non-violent, non-abusive methods of discipline.
  - . When “time out” is used, it shall:
    - . enable the child to regain control of himself and shall keep the child in visual contact with a caregiver.
    - . be a last resort technique for a child who is harming another, or in danger of harming himself.
    - . be used infrequently and for brief periods using one (1) minute for each year of the child’s age.
    - . be used selectively, considering the child’s developmental stage and the usefulness of “time out” for the child

If a child is continually exhibiting inappropriate and disruptive behaviors, these concerns will be shared with parents through written documentation and a phone call and/or conference, together with an account of intervention methods which have been attempted. The following may result in the immediate suspension or even expulsion of your child from our care:

1. Parent or guardian is verbally abusive or continually complaining about the Childcare Center’s rules or staff members.
2. Childcare fees are not paid in a timely manner.
3. Drop off and/or pickup times are routinely abused.
4. Parent or guardian does not work with the childcare staff to provide consistent guidance and discipline to enable a child’s positive behavior.

At Trinity Lutheran Church and School, we strive to make every child’s experience a positive and nurturing environment. However, sometimes behavioral issues may arise that create a difficult learning environment for children. If we find your child is continually exhibiting inappropriate and disruptive behaviors. We will share our concerns as well as our intervention methods with you through written documentation and a phone call and/or conference. Every effort will be made to

connect staff and families with local and national resources that address challenging behaviors prior to an expulsion/suspension.

The Trinity Lutheran School Daycare maintains an index of local and national resources for addressing challenging behaviors. These resources may be used by staff and families to mitigate the need for expulsion or suspension.

### **Report Cards & Conferences**

Report cards are issued after the end of each quarter. Mid-term reports may be sent home at the halfway point of each quarter.

**Mandatory conferences are held November 10-14, 2025**, to discuss each student's progress in schoolwork, achievement, and classroom behavior. Parents or teachers may schedule additional conferences as needed. **At the end of the 2<sup>nd</sup> and 3<sup>rd</sup> quarters, additional dates will be set aside as well.**

### **Academic Probation**

Logic and Rhetoric stage students (grades 6-12) who fail in more than one subject are placed on academic probation. Parents of such students are required to attend a meeting with the Headmaster and teacher to sign an Academic Probation Contract. If the student is still failing one or more subjects by the end of the Academic Probation Contract, an additional meeting will be held to reassess whether the student may continue at TLS. Two consecutive terms of more than one failing subject may result in expulsion.

### **Ellwein Memorial Library**

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.

TLS students may check out five books at a time for up to two weeks. Failure to return library books will result in the loss of library privileges. If a book is still missing after a month, a note will be sent home with the missing book's title and price so that parents may reimburse the school. Books with significant damage must be paid for upon return.

### **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 encouraged to request or suggest additions to the book whitelist and school library. This list can be obtained from your child's teacher or found on our website.

## **Prohibited Items**

### **1. 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 and/or locker.
- . If a student must call home with his or her cellphone, a staff member must be present so as to avoid casual social calls. For students who do not have cellphones, the Administrative Assistant landline should be used to call parents.

### **2. Weapons of any kind, whether real or pretend.**

If prohibited items are brought to school, they will be confiscated. Parents must meet with the Headmaster to reclaim them. TLS assumes no responsibility for items brought from home that are lost, stolen, or broken.

## **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 if all children in a class are invited. Otherwise, please send out invitations privately— see the school office for contact information.

## **Health & Wellness**

Children are not to be sent to school with a contagious illness (flu, cold, etc.) or infectious disease. If a child comes to TLS with a contagious illness (flu, cold, etc.) or infectious disease, the parent or guardian will be notified and the child will be sent home. The same procedure will be followed when signs of illness develop during the day. Symptoms such as a cold with fever, severe cough, skin eruptions, sore throat, fever of 100 degrees or greater, vomiting, diarrhea (three loose stools in a twenty-four-hour period), or head lice will make it necessary for us to send your child home

immediately. Your child will be kept in an isolated, supervised area until you arrive. A sick child who is sent home may not return to TLS until he is symptom-free for at least twenty-four (24) hours (e.g. A child who throws up during the night cannot return until at least twenty-four (24) hours after the last episode).

Parents/guardians are responsible for providing TLS with current emergency contact information including the name and number of the child's doctor and at least one emergency telephone number that can be used to locate someone if the parents/guardians cannot be reached. If your child becomes ill at TLS, we will call you or your designated emergency contact so that your child can be taken home. A child or staff member who has had any of the following recent illnesses or symptoms specified below cannot be at TLS:

1. Diarrhea when it is:
  - . Due to disease spread by fecal contamination as determined by a physician,
  - . Accompanied by evidence of dehydration or fluid loss
  - . Accompanied by abnormal stools with blood or mucus,
  - . Accompanied by a history of poor fluid intake or unusual drowsiness,
  - . Continues beyond three days
2. Severe pain or discomfort
3. Vomiting
4. Difficult or rapid breathing
5. Yellowish eyes or skin
6. Sore throat with a fever of 100 degrees or above
7. Coughing with a fever of 100 degrees or above
8. Fever of 100 degrees or above with no other apparent symptoms
9. Untreated head lice
10. Untreated scabies
11. Suspicion of being in the contagious stages of chickenpox, pertussis, measles, mumps, rubella, diphtheria, flu, or coronavirus (whether common cold or "Covid").
12. Skin rashes lasting more than one day
13. Swollen joints
14. Visible enlarged lymph nodes
15. Blood in urine
16. Mononucleosis

## **Sexual Misconduct Awareness**

Sexual misconduct and awareness training is required of all personnel at Trinity Lutheran School.

## **CPR & AED**

Training in cardiopulmonary resuscitation as well as in how properly to use our automated external defibrillator is offered to faculty and staff, and there should always be at least one who is trained in the facilities.

## **Medications**

**No medications are distributed unless staff has undergone administrative training. If medication needs to be administered to a student, we ask the parent to come administer it to their child. If acetaminophen and or ibuprofen is needed for a student. The parent or guardian first needs to fill out a “Medication Administration and Consent Form”. Then permission is also asked first via phone call or text message before given to the student. This does not include the Pre-S/Pre-K students.**

**Sunscreen:** All children are required to have their own sunscreen together with a signed permission slip. Our childcare staff will only apply sunscreen with a current permission slip. The slip should specify daily application.

## **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.

## **Medical Emergencies**

The following procedures will be followed in the event of a medical emergency and or an allergy emergency:

1. Immediate first aid will be given by a CPR/First Aid trained staff member.
2. If the emergency is critical, 911 will be called and EMT/Paramedic personnel recommendations will be followed.
3. Parents/guardians will be notified as soon as possible.
4. If Parents/guardians are not available, the emergency contact will be called.
5. Parents/guardians are responsible for any expenses as a result of emergency room care, ambulance, or any other expenses resulting from a serious emergency.
6. The hospital used for emergencies by our facility is Cheyenne Regional Medical Center.
7. For minor accidents, injuries and allergies an accident/injury report may be written and kept on file for each child involved and/or a parent will be told when the child is picked-up.

### **Emergency Care Plan for Allergies**

Parents of students with food and other allergies are required to fill out a “Care Plan for Children with Special Health Needs” form. This form should be developed by the teacher of the student and the parents. This form will provide the teacher and other staff members at Trinity with the necessary information and the steps to follow in case of an emergency.

#### **Rules stated by DFS:**

(xviii) All children with food and other allergies should have an emergency care plan in place. For food allergies, the plan shall provide detailed instructions about which food(s) the child is allergic to and what to do if an allergic reaction occurs, including the names, doses, and methods of administration of any medications that the child should receive in the event of a reaction. The plan shall also include specific symptoms that would indicate the need to administer one or more medications. The same shall be developed and in place for children with any other allergy. All persons who come in contact with the children who have a plan for emergencies, shall be fully aware of the plan and the plan shall be followed;

**Note: After the “Care Plan for Children with Special Health Needs” form has been developed by the teacher and parent(s), the teacher and Director of Early Childhood will compare the form to the DFS rules to make sure everything entered is required to take care of an allergy emergency.**

#### **Special Health Care Needs**

Parents of students with special health care needs for example *asthma, seizures, diabetes* are required to fill out a “Care Plan for Children with Special Health Needs” form. This form should be developed by the teacher of the student and the parent(s).

This form will provide the teacher and other staff members at Trinity with the necessary information and the steps to follow in case of an emergency.

Rules stated by DFS:

(xix) All children with special health care needs (ie. asthma, seizures, diabetes, etc.) who require scheduled daily medication or medications to be given on an emergency basis (Benadryl, EpiPen, rescue asthma medication, etc.) shall have a care plan. Care plans shall have clearly stated parameters, directions, and symptoms for giving the medications. Care plans shall be updated as needed, but at least yearly. All persons who come in contact with the children who have a plan for emergencies, shall be fully aware of the plan and the plan shall be followed.

Students with *asthma* will provide their homeroom teacher with an extra inhaler or the student may carry it with them and leave it in their back packs. A “Medication Administration and Consent Form” is filled out by the parent(s) and placed in the child's student file. **Pre-S/Pre-K students would not be able to carry their own inhaler but would be given to their teacher and kept in a safe, designated place, and properly labeled in case of an emergency. Also for Pre-S/Pre-K students, parent(s) would need to fill out a “Care Plan for Children with Special Health Needs” form. Parent(s) is/are to demonstrate or to show to the teacher/staff the proper way to use the inhaler on their child.**

Parents of students with *diabetes* will provide teachers with any information on the care of their child. For diabetes: parents can provide extra snacks, students may have extra snacks throughout the day, students can take extra restroom breaks, students may have time to test their blood glucose levels (**Pre-S/Pre-K students will not test their own blood glucose levels**). If medication is needed then the parent will fill out a “Medication Administration and Consent Form”. **For Pre-S/Pre-K students, parent(s) would need to fill out a “Care Plan for Children with Special Health Needs” form. This form should be developed by the teacher of the student and the parent(s). Parent(s) is/are to demonstrate to the teacher/staff the proper way to test the students blood glucose levels.**

Students with *seizures*: parents will provide information to their child's homeroom teacher about their special health care need. Each classroom has a First Aid Kit. In the case of an emergency: teachers are aware of staying with the student, time the seizure episode, making sure the student is away from objects that may hurt them during an episode, to move them on their side, and to call 911.

Depending on the severity of any emergency occurrence, 911 will be called for assistance.

## **Emergency Evacuation Procedure**

TLS has strict and practiced protocol in all emergencies. Please speak with Headmaster or inquire of Academic Dean and Board of Christian Day School if you have any questions or concerns.

## **Inclement Weather**

Students may have outdoor recess on any day that is pleasant outside even when the temperature is quite cold. Teachers will use discretion. Please expect to have your children prepared even for very cold temperatures:

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, we ask that parents contact teachers directly (email or phone or text) 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 and daycare may close. Trinity Lutheran School will generally follow the lead of Laramie County School District #1, although not always. If LCSD #1 is closed due to weather on a school day, the Headmaster will confirm TLS's closure via regular communication channels

(email, Remind, and Facebook). If TLS closes independently of LCSD #1, the Headmaster will communicate this decision via the same means. If TLS closes early for any reason, the parents or guardians will be contacted and will be expected to pick up their child(ren) by the appointed time unless other arrangements are made. No swimming or wading pools shall be used at TLS.

## **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.

Trinity Lutheran Church and School is covered under a liability insurance.

## 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. Parents wishing to file a complaint or report a concern about the TLS Childcare Center or obtain the complaint and compliance history of the TLS Childcare Center may do so by contacting the Wyoming Department of Family Services:

State of Wyoming  
Department of Family Services  
Early Childhood Division  
1556 Progress Court Wheatland,  
WY 82201  
<http://dfsweb.wyo.gov/>  
Kathy Geringer  
Office: 307-322-6539





**PASTOR/HEADMASTER:**  
**Reverend John C. Preus** • 307-635-2802  
pr.preus@trinitycheyenne.org

**TRINITY**  
LUTHERAN CHURCH & SCHOOL  

---

**1111 E. 22<sup>nd</sup> Street**  
**Cheyenne, Wyoming**  

---

**82001**  
website: trinitycheyenne.org