

Trinity Lutheran School
and
Early Childhood Center

18-month-old through Grade 10
3516 Lutheran Way San Angelo, TX 76904
(325)947-1275 (School) (325)947-1148 (ECC)
Fax (325)947-1377

Mr. Ron Fritsche, Principal
Tracy Rabb, Child Care Director

Is A Ministry of
Trinity Lutheran Church
3536 Lutheran Way San Angelo, TX 76904
(325)944-8660

Reverend Allan Eckert Sr. Pastor
Reverend Michael Cofer Associate Pastor

**BOARD OF CHRISTIAN
SCHOOL MINISTRY**

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TRINITY LUTHERAN SCHOOL

Trinity Lutheran Church, in an effort to fulfill the Great Commission of Jesus Christ, and to provide Christian service and outreach to the community, operates a Lutheran School Ministry. This ministry consists of two parts, the School and the Early Childhood Center (ECC), but is operated as an integrated whole known as Trinity Lutheran School.

OUR CREDO and PURPOSE

We believe that the Lord's Command to His church in the Great Commission (*"Go therefore and make disciples of all nations, baptizing them in the name of the Father, and of the Son, and of the Holy Spirit, teaching them to observe all that I have commanded you. And behold, I am with you always, to the end of the age."* Matthew 28:19-20 ESV) directs the church's thrust in Christian Education and assists the church in that effort.

We believe that this Commission will guide us in the choice of education resources, their content and direction. (*Bring them up in the discipline and instruction of the Lord"* Ephesians 6:4ESV)

We believe that Christian Education must strive to equip the saints of all ages for their God-given mission in every area of their life. (*to equip the saints for the work of ministry, for building up the body of Christ.* Ephesians 4:12 ESV)

We believe the school exists to assist the Christian home in meeting their God-given responsibility. (*Train a child up in the way he should go, even when he is old, he will not depart from it.* Proverbs 22:6 ESV)

We believe that the school is an effective instrument of the Lord, reaching families and children in our community with the love of Christ and the witness of God's people. (*For God so loved the world, that he gave his only Son, that whoever believes in him should not perish but have eternal life.* John 3:16 ESV)

OUR MISSION STATEMENT

The mission of Trinity Lutheran School is to share the love of God, through Christ, with all His children by educating, encouraging and equipping them for a life of Christian Service.

OUR PHILOSOPHY

Trinity Lutheran School is viewed by our congregation as part of our Church's ministry to the children of our congregation and community. Its purpose is to provide children with the best education in the Word of God and secular subjects so that they may be God's children growing in their life's calling. To accomplish this effectively we must cling to our:

1. Source of belief – God's Inspired Word in the Bible:
 - **THE WORD** tells us of our relationship to God from the beginning.
 - **THE WORD** tells of God's plan for man (Salvation).
 - **THE WORD** tells of God's plan for the role man is to play in this world; how he is to live, relate, etc.
 - **WE BELIEVE** that our Lutheran confessions serve to clarify what we believe, teach and confess.

2. Source of power – The Gospel is the **POWER** of God.
 - **THE TEACHING** of the Word to **EQUIP** the saints.
 - **THE LIVING** of the Word in Pastors, Teachers, and Parents as examples of the Word in action.
 - **THE GUIDING AND OFFERING OF OPPORTUNITY** to learn and grow by **“Doing the Word”**.

OUR OBJECTIVES

Man can and does learn at any age; therefore, Christian Education is a lifelong process. Consequently, the objectives of our school are to provide a means by which:

- I. The children develop a knowledge of the Triune God: Father, Son, and Holy Spirit.
 - A. They know the Father as the Creator.
 - B. They know the Son (Jesus) as their personal Savior.

- C. They know the Holy Spirit as the Sanctifier.
- II. The children develop a knowledge of the Holy Scriptures as guide toward their salvation so that they understand and experience:
 - A. Proper balance of Law and Gospel.
 - B. Sensitivity to their local congregation.
 - C. Ability to witness in daily living.
- III. The children develop their ability to:
 - A. Understand their role as God's child in living in this world.
 - B. Understand the concept of freedom for everyone in this land.
 - C. Understand their God-given gifts and abilities.
 - D. Train and use their mental abilities as God has blessed them.
 - E. Gain social skills to live a life of Christian service.
 - F. Develop their emotions.
- IV. The children respect all men in God's creation.
 - A. They love and respect their parents.
 - B. They develop a sense of Christian living and witness of God's love and forgiveness to their fellow man.
 - C. They develop an understanding of the responsibilities of, and the attitude of, a Christian citizen.
 - D. They show respect for all agencies of God's representatives and accept all responsibilities connected to them.
 - E. They develop an awareness and appreciation of their culture and heritage.
- V. The children:
 - A. Are given an opportunity to pursue an academic program best suited to their individual level of ability.
 - B. Are challenged to reach specific goals that can be evaluated through forms of standardized measurements.
 - C. Are in a climate whereby the heart and mind can be changed by the Holy Spirit to enable the children to think and act in an ongoing process of maturity.

TRINITY LUTHERAN EARLY CHILDHOOD CENTER

Trinity Lutheran Early Childhood Center, or ECC, is part of the school ministry operated and provided by Trinity Lutheran Church. The Center houses both our Preschool program as well as our child care program, which includes our after-school care program, our school holiday program, and our summer program. We strive to provide a caring and learning environment in which children can learn of the love of God for them as shown in His Son, Jesus Christ, through age-appropriate curriculum.

Our staff actively witnesses to the truths of the Triune God (Father, Son, and Holy Spirit) as contained in the Bible. Teaching and witnessing of these truths are geared to each age level and focuses on Jesus' love. Parents who place their children in our program thereby accede to the teachings of these Christian truths.

Trinity Lutheran ECC operates under a license issued by the Texas Department of Family and Protective Services. Parents wishing to contact them may do so at the following:

Texas Department of Family and Protective Services
622 S. Oakes Suite "L"
San Angelo, TX 76903
(325) 659-7629
www.dprs.state.tx.us

A copy of the minimum standards and most recent licensing inspection report can be acquired in the ECC office. Normal operating hours are 6:30 a.m. to 6:00 p.m. Monday through Friday. (See school calendar for days closed.)

**“WHATSOEVER YOU DO, IN WORD AND DEED, DO
EVERYTHING IN THE NAME OF THE LORD JESUS.”
COLOSSIANS 3:17 ESV**

ACADEMIC LANGUAGE THERAPISTS

There is an academic specialist on site who is available to work with students who are in need of academic assistance. Parents interested in the services of the specialist are encouraged to discuss this with their child's teacher and the principal. The cost of these services is the responsibility of the parent.

ACCREDITATION

Trinity Lutheran School is accredited by the Lutheran School Accreditation Commission (LSAC) which is a division of the Texas Private School Accreditation Commission (TEPSAC). It is also accredited by the National Lutheran School Accreditation Commission of the Lutheran Church-Missouri Synod.

ADMINISTRATION

The responsibility for the administration of Trinity Lutheran School and Early Childhood Program rests primarily with the voting members of the congregation. The affairs of the school and preschool are administered by the Board of Christian School Ministry of Trinity Lutheran Church. (hereinafter referred to as the "School Board").

The School Board is comprised of elected members of the congregation and one representative whose child/children attend the School or Early Childhood Center who is not a member of Trinity Lutheran Church. Immediate supervision of the school and child care program rests with the Principal and Child Care Director. The Child Care Director is under the overall supervision of the School Principal. The Board has authority only as a corporate body.

The School Board solicits your prayers and input, which would contribute to the operation and improvement of the school. The Board meets in regular session once a month, normally on the third Monday at 6:00 p.m. in the school lobby. Except for executive matters, Board meetings are open and parents are welcome to come and observe. If a parent has an issue about the school or ECC which has not been resolved by the Principal or the Child Care Director, he/she may appear before the Board. The intention to do so should be made known to the Principal or Child Care Director at least one (1) week in advance so that the matter can be placed on the agenda.

All complaints should be handled in an attitude of Christian love and charity, and in accordance with the spirit of Matthew 18:15-17.

ADULT INFORMATION CLASS

An adult information course, which covers Christian teachings, is offered through Trinity Lutheran Church. All school parents are encouraged to enroll in this course, especially those who are not familiar with Christian teachings or the teachings of the Lutheran Church-Missouri Synod. This course is valuable in gaining an understanding of looking at life through a Christian perspective and in understanding the ministry of our congregation as evidenced by the School and the ECC. In addition to assisting you and your child in the area of Christian education, you will have the opportunity for membership at Trinity Lutheran Church; however, there is no obligation to do so. Contact the school office for more information.

ARRIVAL and DROP OFF PROCEDURE

School begins at 8:00 a.m. and the school building opens at 7:30 a.m. The Early Childcare Center is open from 6:30 a.m. to 6:00 p.m.

School Age parents should enter one of the school entrances off Lutheran Way and drop their children off in front of the school at the main entrance. Parents may also park and walk their children into the school. ECC parents must park and walk their children into the Center and *sign them in*. Please do not leave your car unattended in front of the school. If you need to enter the school or ECC, please use the parking spaces provided. Parents then must exit the parking lot onto Sunset.

A security code will be issued to enter into the keypad in order to gain access to the school. Please keep this code as confidential as possible as this provides for the safety of your children. You have a child in second grade or above you may give them the code, but do not let them share this with anyone else. Children younger than second grade should not be given the code. Do not give this code out to the person who occasionally picks up your child. Anyone without a code can gain entry by pressing the buzzer. Again, all this is for the protection of your children!

Children in grades K-10 may arrive between 7:30 a.m. and 8:00 a.m and wait in the gym for their teacher. Students in these grade levels

that arrive before 7:30 a.m. must sign in at the ECC. There will be an additional charge for this service.

Children in the ECC arriving prior to 7:30 a.m. should be escorted to the “Big Room” and signed in. Children arriving after 7:30 a.m. should be escorted to his/her classroom and signed in. All children in the Preschool program must be signed in each day.

No student will be permitted to ride home with anyone except the parent, legal guardian or person designated and made known to the school. No student will be permitted to walk home except by prior consent of the parent or legal guardian.

DEPARTURE and PICK UP PROCEDURE

Children enrolled for the Preschool half day program ***MUST*** be picked up by 1:00 p.m.

Kindergarten and First grade dismiss at 3:20. Second through tenth grade dismiss at 3:30 at either front or side exit. Students not picked up by 3:40 will be sent to after school care and billed accordingly. Parents will be responsible for completing the necessary paperwork for child care.

All children must be picked up by 6:00 p.m. Late pick up will accrue an additional charge (see schedule of fees).

All children picked up from the ECC must be signed in and out each day by the parent, guardian, or other person given written permission to do so, this includes school age children in before and after school care. You will be notified if you fail to sign your child in or out. We will charge your TADS account a daily fee of \$5.00 each time your child is not signed in or out. This security measure, that is required by licensing, has been set in place for the safety and wellbeing of your children. Teacher, aides and caregivers are not to sign your children in or out for you.

Children should not be left in the parking lot or at the door. Children who are being picked up must be signed out and escorted to the car. ECC children should be escorted by hand from the front door to your vehicle, and vice versa. By regulation, we are not permitted to allow your child to go out to the car alone. **Do not leave infants and small children alone in your vehicle in the parking lot. This is a federal law and we are required to report it.** State law requires all children under

the age of 8 years old to be in a car seat and be in the back seat of the vehicle.

Parents and others who are designated on the enrollment form to pick up a child are the only individuals authorized to pick up that child. If someone other than the designated person(s) is to pick up your child, it is imperative to let us know in writing who that person will be ahead of time. If the person cannot show personal identification, your child can not be released

ATTENDANCE/ABSENCES/TARDIES (School)

Every student who attends Trinity Lutheran School will be expected to be in attendance each day that school is in session unless the student is prevented by personal illness, doctor's appointments, illness or death in his family, or other legitimate reasons prescribed by law. If an absence does occur for one of the reasons stated, the student must bring a written note signed by the parent when returning to school.

We ask that parents notify the school when the child is going to be absent. The school will contact the parents by phone or in person after the child has been absent for two consecutive days if the school has not been contacted. Teachers keep an attendance record.

Classes begin at 8:00 and all students are expected to be here by that time. Students that arrive late miss instruction time and can disrupt the learning time in the classroom. Please make a special effort to get your child/children to school on time.

Students in grades K-10 arriving after that time are considered tardy. Students who are tardy must go to the school office and obtain a tardy slip prior to entering the classroom. Three unexcused tardies will be counted as one absence. An excused tardy will be allowed in the following circumstances:

1. A signed note from a doctor or dentist is provided indicating the student was under treatment.
2. A signed note from the parent indicating an unforeseen delay, ie. traffic or weather conditions

Students loitering in the halls, restrooms, reception area, gym, or drinking fountain area shall be counted tardy. Students who arrive after 10:00 am or leave before 1:00 pm will be marked one-half day absent. Students who leave during the day and are absent for more than two

hours will also be marked one-half day absent. Student tardies and absences are recorded in the student cumulative records.

T.E.A. recommends a 180-day school year. State law TEC 25.092 requires students to be in attendance for 90% of the school year, which is 160 days in most circumstances during a year, to be eligible for promotion. Students with fewer than 160 days must petition the Board of Christian School Ministry for consideration of extenuating circumstances that created the excessive absences. Students with extenuating circumstances may be required to make up the schoolwork and time missed as established by this policy

BEFORE/AFTER SCHOOL CARE PROGRAM

Full day care service (including before and after school care) is provided by the Early Childhood Center (ECC) for all Preschool children attending our school and is included in the fees.

Students in grades K-5 may enroll in the after-school care program but need to be pre-registered in the program and complete all day care enrollment forms. Weekly fees are charged for this program. Parents interested in this program should contact the school office.

BICYCLES

Students in grades 6-10 may ride their bicycles to school. Each child is responsible for the security of his bicycle by providing an appropriate lock. Children are not allowed to ride bicycles during school hours, unless there is a school sponsored event for such activities.

BOOK CHARGE

Students are responsible for taking care of school property. An “excessive wear” charge will be made on all books that receive more than normal usage. The parent will be charged for lost or damaged books.

CALENDAR

A copy of the school and ECC calendar is provided to each family at the beginning of the school year and is posted on the web site. The calendar shows the dates for report cards, parent-teacher conferences, important school functions, and holidays.

CHANGE OF CLOTHES

Occasionally, accidents may occur causing the need for a child to need change of clothes, especially in the Preschool classes and Kindergarten. Parents of preschoolers are required to provide a complete change of clothing for their child. Clothing should be appropriate for the season, and **clearly marked with your child's name**. If they are needed, the soiled clothing will be sent home in a baggie for you to wash. Please send a replacement set of clothes for your child on the following day. Due to child care regulations, a caregiver cannot change one child's clothing for outside school activities and leave other children unattended.

CHAPEL DAYS

Chapel services are held each Wednesday at 8:15a.m. Children's weekly mission offerings are collected and distributed to local and nationwide ministries. Children participate by singing, praying and other worship activities. The church, ECC and school staff will plan and lead these services. Parents are encouraged and invited to attend. On chapel days, students in grades K-10 are required to wear a Trinity logo shirt and khakis (For further details see Dress Code). Preschoolers are encouraged to wear their Trinity shirt. Two-year-old classes will begin attending chapel shortly after the start of school and 18-24-month olds will begin sometime in the second semester.

CHILD ABUSE AND NEGLECT

Employees of Trinity Lutheran School and ECC are trained in the recognition and reporting of suspected child abuse. It is the responsibility of all Trinity employees, and parents as well, to report suspected cases of child abuse to CPS. Information regarding signs of child abuse and reporting procedures are available in the school and ECC office.

CHURCH AND SUNDAY SCHOOL ATTENDANCE

Parents are strongly encouraged to attend Sunday School and worship services regularly with their children. If you do not have a church home, you are invited to attend services at Trinity Lutheran Church. Our

Sunday services are held at 8:00 and 10:30 a.m.; with Sunday School and Bible Classes at 9:15 a.m. During Advent and Lent, a midweek service is at 7:00 p.m. on Wednesdays with a meal at 6:00 p.m. For grades K-10 church members do receive a discounted tuition, but must attend two Sundays per month average for the entire school enrollment period to receive their discount.

Teachers will keep a record of each child's Sunday School and church attendance. This is recorded on the report card to remind parents of their worship record. May we strive together to help our children build a strong foundation for life by making church attendance a priority for your family.

CLASS PETS

Some classrooms in the school and child care center contain classroom pets. If your child has an allergy to pets, please inform the school office. Pets from home may be brought to school or ECC at the discretion of the classroom teacher for show and tell. In these cases, parents will be notified 24 hours prior to the animal visiting the class.

CURRICULUM

The curriculum at Trinity meets or exceeds all standards set by the Texas Education Agency (TEA). We do not give the STAAR test or follow the Common Core, but we do cover all the required learning objectives set by the state. A Religion or Bible Study class is taught daily on all age/grade levels. These Biblical truths are integrated into all academic subjects.

In addition to Religion, in grades K-10, core subjects (math, science, history, reading, and language) are taught daily. Also, our school offers co-curricular classes as well (art, music, Spanish, computer literacy, and physical education). All our courses are selected and designed to meet each child's needs and to nurture and develop the "whole child". In order to achieve this, some classes are departmentalized. Curriculum evaluations are held by the faculty to update the curriculum on a continuing basis.

The Preschool curriculum is Bible-based and is designed to prepare students for entrance into Trinity's kindergarten classrooms. We are proud to teach within the love, caring, and moral frame of reference

that comes from the Christian faith. This teaching focuses on the fact that we are all children of God and our worth and value comes from being created in the image of God. Children have been created as developing beings, who learn and develop at their own pace. Our curriculum reflects this fact by providing age-appropriate activities.

CURRICULUM FEE & SCHEDULE

An annual curriculum fee (non-refundable) is charged and collected at the beginning of each year. It is used for educational materials on all age/grade levels. The curriculum fee also includes accident insurance for each child. All fees shall be paid prior to the enrollment of the child.

Annual preschool tuition does not include care over the Christmas and Spring Break. If care is required over these three weeks, there will be an additional charge.

- If your child is required by a doctor to be absent for one full week or more the parent may request a reduced payment for that period. A doctor's note is required.
- After a child has been enrolled for one (1) year, one (1) week (Monday – Friday) of vacation is allowed without charge for use during summer camp.

DAYS OF OPERATION

The school calendar, distributed at Orientation and posted on the web page, indicates the days that the school is in operation. School holidays are listed. On school holidays (Thanksgiving, Christmas and Spring Break), the Trinity ECC will remain open to provide child care. The ECC is generally open year-round, Monday through Friday, with the following exceptions. Please plan accordingly:

New Year's Day
ECC Educator's Conference Days(January)
Good Friday
Memorial Day
Independence Day
Labor Day
Thanksgiving Days
Christmas Holidays

The ECC will also be closed a day or two before summer care begins and one week prior to the start of school. (See school calendar for specific days.)

Regular Preschool classes are also not held during Christmas vacation or Spring break, although care will be provided for those who need it. Your monthly fees and tuition do not include these holidays. You will be asked to sign up for these weeks if you choose to have your child attend at the additional cost. **Regular weekly rates apply.** *(If you do sign your child up to attend, you will be charged for those weeks even if you decide to keep them home.)*

DETENTION OF STUDENTS

Occasionally students in grades K-10 may need to be kept out of recess or after school. Students will be properly supervised. If the child is detained after school, the parent will be notified.

DISCIPLINE CODE

In order that we may foster a God-pleasing spirit of cooperation and willingness to work together, all relationships with children are carried out with Christian love. Teachers will treat each child with love and endeavor to train, guide, lead, and properly discipline him/her so that he/she will receive the best possible education. It is built on the belief that students can behave appropriately in the classroom and that it is in their best interest to do so. We incorporate positive as well as negative consequences for pupil behavior.

Each student at Trinity will strive to conduct himself or herself as a child of God in accordance with Christian principles of behavior at all times. We also expect behavior away from school that will reflect favorably upon the school. The school will not tolerate any student who stops a teacher from teaching and/or another student from learning. Our discipline policy is based on the Fourth and Fifth Commandments.

There are five basic school rules that stem from the respect we have for God. They are:

1. Respect the teacher and others in authority
2. Respect others
3. Respect yourself
4. Respect school property and the property of others

5. Respect the learning environment

Procedures for handling a discipline problem:

1. The teacher handles each problem in his/her own classroom, on the playground, and at any other time during his or her supervision in a Christian manner, keeping in mind that though each child is different, each one is a child of God. Each teacher may have specific classroom rules stemming from the 5 basic school rules to govern classroom behavior and to insure a positive learning climate. These rules are basic and include such areas as:

Receiving permission to speak.

Not disturbing other students.

Keeping hands, feet, and other objects to self. No horseplay.

Not disturbing the teacher while instruction is taking place.

2. If the problem cannot be resolved by the teacher, it will be brought to the attention of the Principal. If a student is sent to the Principal's office, parents will be notified and a conference may be required. Other options, such as suspension, may be implemented.

In-School Suspension-Supervised separation from other students for the length of time designated by the Principal. This time in suspension will be spent working on school assignments. Credit will be received for all schoolwork and the day's attendance. The suspensions may last for the balance of the day and may reoccur on successive days.

Out-of-School Suspension-The Principal may suspend a pupil at his discretion. There will be a loss of credit for the day(s) involved. The school reserves the right to demand immediate withdrawal of any student whose presence is considered detrimental either to the student or to the school's best interest.

3. If deemed necessary by the Principal, the Board may become involved.

Just as teachers consider their children gifts from God, so children should consider their teachers as gifts of God. Accordingly, students should show love, respect, and obedience to their teachers as God directs in the Fourth Commandment.

Thou shalt honor thy father and thy mother, that it may be well with thee, and thou mayest live long on the earth. What does this mean? We should fear and love God that we may not despise our

parents and masters, nor provoke them to anger, but give them honor, serve and obey them, and hold them in love and esteem.

Students are encouraged to discuss disciplinary matters with the teacher and/or principal if they believe they have been treated unfairly by any staff member or student. Parents are also encouraged to discuss the matter with the teacher and/or principal. Disciplinary concerns and appeals may be made to the school board at regular meetings.

DISCIPLINE/EXPULSION

The reasons for expulsion may include, but are not limited to: disregard of school rules and/or continued non-compliance, consistent disregard for teacher authority, willful destruction of property or vandalism, hazing, bullying or harassing other students, gang activities or involvement, use of profanity or vulgarity, possession of or use of tobacco, alcohol, and controlled substances on school grounds, bringing weapons or fireworks to school, habitual or severe fighting, deliberate injury to other students and/or staff members and repeated inappropriate behavior.

Upon recommendation by the Principal for expulsion, the Board of Christian School Ministry will review the matter. Expulsion is for the remainder of the school year. Parents will be notified verbally and in writing of the Board's decision. Re-enrollment after that time is at the discretion of the Board of Christian School Ministry. All decisions are final.

DRESS CODE

Studies have shown that persons who are clean, neat, and modest in dress have more self-respect, self-discipline, and do better work than persons who are sloppy in appearance. We encourage the idea that good grooming is an asset. Therefore, extremes in dress, hairstyles, or makeup are not acceptable. (For ECC: All Shoes must have a strap across the back. Clothing should be weather appropriate. All dresses must have shorts on underneath them. It is strongly recommended that boys wear belts in pants that have belt loops.)

Each student at Trinity Lutheran School is expected to:

1. Maintain a high standard of personal cleanliness and grooming.
2. Wear neat, clean clothing appropriate for a school environment.

3. Accept and comply with instructions regarding inappropriate dress and grooming.

The following general dress regulations apply to students attending Trinity Lutheran School (K- 10th):

(Final discretion and/or exceptions lie with the school Principal.)

1. Hats are not worn in the building.

2. All types of shoes must have a back or a back strap and no flip flops or crocs. Shoes must be tied. Students must wear socks, athletic shoes and shorts during P.E and recess. Shoes must fit your child meaning not being too big or too small.

3. Students in grades 3 and up: athletic apparel should not be worn to school. This includes jerseys, warm-ups, PE uniforms, wind shorts, etc.

4. Shorts are allowed through October and after Spring Break. Shorts must be hemmed and no shorter than the length of the fingertips when their arms are fully extended at their side.

5. Skirt and dress length must be at least half-way between the top of the knee and the fingertips when their arms are fully extended at their side. Girls in grades K and up must wear shorts under their dresses or skirts so that physical activity does not have to be limited. (During the months that shorts are not to be worn, girls should wear tights under their skirts.)

6. Shirts must have shoulder straps (grades 3 and up must be the width of at least three fingers/inches) and must cover the midriff and the lower back, including when the arms are raised. Also prohibited are spaghetti straps, backless tops, plunging necklines, and wearing apparel with derogatory statements, questionable slogans, symbols, or language. Boy's shirts that are designed to be tucked in should be tucked in.

7. Boys are not permitted to wear earrings or ear studs.

8. On chapel days, every student K-10 are required to wear a blue Trinity

logo shirt and khakis. Boys in grades 3-10 must tuck their shirt in and wear a belt. Girls in grades 3-10 must wear khaki skirts or slacks. (Shirts may be ordered at time of registration.)

9. Unnatural hair color and/or distracting styles are not permitted. This includes: Spiked Hair, "Man" buns, etc.

Hair must not be in a student's eyes where it impairs or obstructs vision. Boy's hair on each side must be no longer than the bottom of the ear or the bottom of a shirt collar.

10. Jeans must have no holes and must fit appropriately. Undergarments must not be visible. Leggings/yoga pants for girls are allowed but it is necessary for girls Grades 3rd-10th that choose to wear leggings/yoga pants to wear a top that has to extended pass their back side.

Note: Often younger children wear outfits which are suitable for that age group, but which may not be suitable for the older students.

These are the general guidelines for the dress code:

1. It is the student's responsibility to wear acceptable clothing.
2. It is the parent's responsibility to monitor his child's clothing.
3. It is the teacher's responsibility to advise students and parents when a student's clothing is questionable.
4. If the clothing is considered improper, the parents will be called to provide alternate clothing, or alternative clothing may be supplied.

EARLY DEPARTURE

Should a parent find the need to pick up a child prior to the end of the school day, it is imperative that the parent sign the "sign out sheet" which is either with the teacher or in the school office, prior to the child's removal from school. If at all possible, doctor and dental appointments are to be made after lunch. Parents should notify the teacher or the school office no later than the morning of the early departure.

EARLY DISMISSAL AND CANCELLATION

Emergency cancellations or closing of School or Child Care Center due to bad weather or other causes are announced over the radio and television stations. These are applicable **only** for the day announced. Generally, we will follow the schedule of the public schools in situations of inclement weather. However, be sure to listen to the radio and television announcements. Trinity may have an exception to the general announcement.

EMERGENCY INFORMATION (ECC)

During the enrollment of your child, you will provide us with certain “emergency information.” This includes parent(s) home and work telephone numbers, emergency telephone numbers, special instructions concerning the child, permission for use of school transportation for trips, and who may pick up your child from the Center. You must inform the Director of the Child Care Center when there is any change in this information.

EMERGENCY PREPAREDNESS PLANS

Trinity School and ECC conduct fire, lockdown, disaster, and evacuation relocation drills. This is for the safety of children by preparing them to act properly in case of a fire or other emergencies. Details of these drills are posted in the school lobby and on the ECC parents bulletin board. In the event of an emergency parents will be contacted if parents may contact us.

ENROLLMENT REQUIREMENTS (ECC)

The following rules are mandated by the Department of Family and Protective Services, and are enforced for the safety and protection of your child:

- A. All children who are three (3) or four (4) years of age, and who is completely toilet trained are eligible for enrollment within our “preschool” program. A birth certificate may be required to verify the age of the child. *Children enrolled in our 18 month & two (2) year old program do not need to be toilet trained.
- B. Classes are open to members of Trinity Lutheran Church and the public. A waiting list is maintained when no space is currently available. Children are enrolled from the list according to age appropriate space availability, and date of placement on the waiting list. Priority is given to members of Trinity Lutheran Church, hospital employees, military and siblings of Trinity students already enrolled. No spaces will be held unless full tuition is being paid for the space.
- C. Classes are limited to no more than (9) in our 18-24-month-old class; eleven (11) in our 2-year-old class, fifteen (15) in our

three-year-old class and eighteen (18) in our four-year-old class.

D. Enrollments throughout the year are accepted on the basis of age-appropriate available space and date of birth.

E. Enrollment must be completed online and submitted before your child can be accepted.

Student files are maintained and are the property of the ECC.

Copies may be made available upon parental written/dated request.

F. (Infant policy) Trinity Lutheran Early Childhood Center may accept children as young as 12 months old. Acceptance into this age class is commensurate on the individual child's ability to walk. All children must be able to walk on their own without assistance.

Principles governing enrollment of students are as follows:

1. Parents must understand the Christian nature of the school and give assurance that the home will cooperate with the school regarding our Christian religious activities.

2. The school reserves the right to obtain information on the home background and previous school experiences of the child.

3. All students enrolling for the first time at Trinity Lutheran School are automatically placed on a nine-week probationary period.

4. Students entering Kindergarten must be 5 years of age and students entering first grade must be 6 years of age before or on the first day of September of the current school year. Exceptions may be made in extenuating circumstances with principal approval.

5. All immunization records are to be up-to-date and submitted to the school. Social security numbers and birth certificates are also required.

6. It is understood that all students entering our school will obligate themselves to take the required courses offered in the curriculum and will submit themselves to all the rules and regulations of the school.

7. Acceptance of the enrollment of the child is conditional upon meeting the qualifications outlined above and the availability of classroom space.

8. To enroll a child at Trinity Lutheran School a parent will:

- Apply online

- Schedule an appointment with the Principal for an interview.
- Provide copies of the most recent report card & achievement test scores. (gr.1-9)
- After acceptance, complete on-line enrollment.
- Pay the non-refundable registration fee.
- Pay the non-refundable curriculum fee.

Enrollment Priorities:

1. Any student whose parents or guardians are communicant members of Trinity Lutheran shall hold first priority for enrollment at the school.
2. Any student who is presently attending Trinity Lutheran School or the Child Care Center shall hold second priority enrollment.

FACULTY MEETINGS

Faculty meetings are held monthly. Additional meetings are held as needed. If parents would like to place an item on the agenda for faculty discussion, it must be submitted to the school office by the first of each month. Short faculty meeting/devotions are held each morning between 7:15-7:30 for the ECC teachers and between 7:30 a.m. and 7:50 a.m. for the Day school teachers. We ask that telephone calls and visits with teachers be held at times which do not conflict with devotions or faculty meetings.

FIELD TRIPS

For Trinity Lutheran School there are many worthwhile opportunities for educational trips in our area. These trips are planned by the teacher in order to enrich the child's learning activity.

Room mothers are very helpful in arranging transportation and supervision for field trips. Children on field trips are under the direct supervision of their teacher. For the school parents are welcome and encouraged to come along on field trips to help drive and supervise, but a copy of the parents' drivers' license and insurance must be on file. A form for blanket permission for all field trips is made available to parents to read and sign before school begins. Trips include visits to local historical and educational sites, libraries, excursions to parks, etc. Preschool students will not take field trips outside the city limits.

Parents will be notified in advance of all field trips and the details surrounding those trips. Parents are always welcome and, on occasion, may be asked to help chaperone and/or drive. Transportation to and from field trips will be provided through the use of the school vans or bus. All children must use seat belts and any child under the age of 8 must use a car seat unless taller than 4'9" when riding in the vans. All ages must have on a Trinity Shirt of any kind when going on field trips. If your child does not have one on the day of a field trip you will be called and asked to bring one to the school, or purchase one that day.

FOREIGN LANGUAGES

Spanish is offered as part of the regular academic program to all children (PK3/4 – 10th grade).

GRADING SCALE

The Preschool classes use an evaluation system on progress reports that utilizes either the letters M (mastered), P (progressing), and N (needs improvement) for each skill. Kindergarten classes use the letter grade system as well as +, -, E (excellent), S (satisfactory), N (needs improvement), U (unsatisfactory). Grades one and up use percentiles as well as E, S, N, U.

Letter Grade	Range
A	90 through 100
B	80 through 89
C	70 through 79
F	0 through 69

GRANDPARENT'S DAY

The School and the ECC observe Grandparent's Day during the school year. Children are encouraged to invite their grandparents to school on this day. A special program will be presented for the grandparents. If a grandparent is not able to participate, you are encouraged to consider "adopting" a grandparent for the event.

HEALTH REQUIREMENTS

Christians believe that our body is the temple of the Holy Spirit and that each individual should do nothing that would impair the health of his body or endanger the health of others. Parents of students with a suspected health problem shall be notified. Trinity Lutheran complies with all State Standards regarding health and immunization.

- A.** Health and immunization records shall be kept current at all times. This is an area in which we are inspected by the state. Your cooperation in keeping your child's records up-to-date is critical and appreciated. Failure to comply as required may result in your child being disenrolled from the Child Care Center. The Child Care Center must follow the recommendations of the Texas Department of Health concerning the admission or readmission of any child after a communicable disease. Please inform the Director if your child is ill. You will be informed if a statement is required from the child's physician to readmit your child.
- B.** Medications should be administered to school children by parents whenever possible. When necessary, persons designated by the school Principal or Director may administer medications to students under established conditions. Children requiring medication must have a completed medicine dispensing authorization form. All medicine must be in the original container with the date and the child's name on it. Without a physician's prescription, the dosage of the medication given cannot exceed the dosage for the appropriate age or weight on the medication label. Prescription medication must have the prescription label attached. In addition, medication will not be dispensed over prolonged periods of time without a doctor's note. A separate daily form must be signed indicating the medication and times to be given on that particular day.
- C.** You will be notified if your child should become ill, and you will be expected to pick up your child within **thirty (30) minutes**. We reserve the right to send any child home that we feel is unable to participate in all of the activities set forth due to health reasons.

Fever above 100 degrees (tympanic ear temperature), persistent diarrhea, or vomiting will result in your child being sent home. If your child is sent home for these reasons he or she MAY NOT return the following day. The child must be symptom free without medication for 24 hours before returning to school. A signed medical statement is also required with an infectious condition or disease.

- D.** Pink eye, Hand-Foot-Mouth (HMFD), and Lice are all considered contagious, meaning they may be easily transmitted by contact. In an effort to protect other children, we ask that all children with these or any other communicable diseases be fever free and symptom free for 24 hours before returning to the school/ECC.
- E.** Should a medical emergency occur, an attempt will be made to contact the parent or emergency contact provided by the parent. In the event we are unable to contact anyone, we will seek professional medical attention by calling 911.
- F.** ECC Parents will receive an injury report in their child's folder for any minor injuries.

The ECC now requires a special form to be filled out if creams or sprays (medicinal or preventative) are to be applied either sporadically or regularly. This form **MUST** be filled out and will be kept in the school office. Creams and sprays must be provided by parents, labeled with child's name, and will not be shared with other students.

HEALTH SCREENING

It is a State requirement that we provide vision/hearing screening for all children 4 years of age as well as those in Kindergarten, and grades 1,3,5 and 7. Spinal screens are also required for children in grades 5 and 7. All children in these age/grade levels will participate in these programs even though they may have received previous care.

Often learning difficulties are a direct result of poor eyesight or visual coordination and/or loss of hearing. If the child does not successfully pass the vision/hearing screening, parents will receive a letter informing them of the results and the need for arranging for a complete eye or hearing examination. Since vision/hearing screening is non-diagnostic and represents only a rough approximation of

vision/hearing function, it is strongly recommended that all children receive a professional eye or hearing examination on a routine basis.

HOME AND SCHOOL COOPERATION

We believe that we can achieve greater success in educating your child if our staff and parents work together for the common good of each child. We encourage parent's open communication, working together with consistency in meeting the needs of each individual child. We ask that parents schedule time to meet with teachers so as not to interrupt instruction time. It is our policy that teachers not use instruction time for parent communication, so if you text or e-mail your child's teacher, please be patient as their response may not occur until their planning period or after school.

HOME VISITS

Prior to the beginning of school, each family whose children are entering Kindergarten – 10th grade will be contacted by the child's teacher to schedule a convenient meeting time. This meeting often occurs in the student's home but may take place at school if the parents desire. Since this meeting occurs before the beginning of school, it will help the parent and student to get to know the teacher better before the first day of school and gives parents the opportunity to speak to the teacher about their expectations and goals.

HOMEWORK/PROJECTS

Children who excel at school often continue the learning process at home through additional study, no matter the age/grade level. The challenging program at Trinity Lutheran School has always required that some study be done at home. This is not only necessary for accomplishing our immediate goals, but also a helpful habit for future education, which is becoming more and more demanding. The amount of homework depends on the grade level and the ability and work habits of the child, but a general rule of thumb is for you to expect your child to do 10 minutes of homework each night times the grade level they are in. (ex. 5th grade x 10 minutes = 50 minutes of homework).

If you're having problems getting your child to complete his homework, here's what you may try

- Set up a homework area without distractions.

- Have a daily homework time. Even if the child says he has no homework, have him read a book.
- Sit down and help, but don't do their homework/projects for them.
- Keep in touch with your child's teacher so that your child realizes that it is a united effort between school and home.

HOT LUNCH PROGRAM/ Snacks and Meals

Trinity Lutheran School provides a catered hot lunch program for its students and staff members. The catered lunches are ordered on a daily basis and the order is faxed in at 8:45 a.m so that the meals arrive on time. It is important that the office is notified prior to 8:45 a.m. should your child be late that day if they desire a lunch. After this time, the parents are responsible for providing their child with a lunch. Parents desiring to eat the school hot lunch with their child are asked to call the school office before 8:45 a.m. You may also bring a lunch for your child but please remember that soft drinks are not allowed at lunch and we are unable to refrigerate lunches please pack with a cold pack. If needing a lunch, the office must be notified by 8:45 a.m.

The cost for lunch for ECC Preschool children is included in the ECC tuition. Milk is served with lunch. A lunch may be provided by the parent; however, bringing a lunch to school does not reduce the weekly fee. Lunches from home should follow the guidelines from the State of Texas and should contain the following: milk, 2 fruits or vegetables, a grain and a meat or meat alternative. You may sign a waiver if you choose to send lunches that are contrary to the State of Texas guidelines. If your child is unable to eat an item on the lunch provided from the center, due to an allergy, you must send a substitute for that item. All allergy substitutions must be made by the parent.

Snacks are served each day in the morning and afternoon in the ECC. The cost of these snacks is included in the ECC tuition. Snack substitutions *MUST ONLY* be made by the parent for those children with allergies. A note from a physician stating that allergy must also be on file in the School office.

Students in grades K-10 must purchase a lunch if they do not bring one from home. Lunch tickets may be purchased in the school office and the cost added to the monthly bill. Lunches may not be charged; parents will be notified before tickets expire.

Sack lunches may be brought to school every day or on days when the child chooses not to order the catered lunch. If the child is to bring his lunch to school, parents should ensure a nutritious and balanced meal. Milk may be purchased.

Milk is served daily. Licensing requires milk to be served at lunch time to children unless a child is allergic. If your child is allergic you may bring special milk for them, otherwise they will be served water. Special milks will be served only if your child is allergic to milk and brought in by a parent. A doctor's note must be provided stating an allergy. No other preferences will be accommodated. Soft drinks (Cokes, Pepsi, etc.) are not allowed for any student in any grade. Parents may bring lunch for their child but we ask that you be on time and refrain from bringing a soft drink and/or toy with the meal you bring. Students in grades 4-10 may use the microwave with parental permission. We ask that ***no microwavable lunches*** be sent with children in 18 months-3rd grades. Also, we cannot refrigerate lunches please pack with a cold pack. We also ask that food be sent in containers and packaging that can be opened by your child.

Children pray before and after lunch. Students are made aware of lunchroom conduct, including orderliness before being served, table manners, and behavior during dismissal from the cafeteria. All children/staff are to wash their hands before eating. Students are to pick up their lunches and go directly to their seats. Students are to remain in their seats during the lunch period. Children are not allowed to exchange food.

Trinity does not provide breakfast. A healthy breakfast may be brought into the school for your child between 6:30 - 7:30 a.m. Please make every effort to provide a healthy breakfast and lunch; remember that soft drinks are not allowed.

If you bring your child to the school or ECC during or after their lunch period, they will need to have already been fed lunch.

BREAKFAST IS NOT ALLOWED IN THE CLASSROOM.

HOURS

The ECC opens at 6:30 a.m. and the school opens at 7:30 a.m.

Preschool and school classes begin promptly at 8:00 a.m.

Children attending the Preschool half day program should be picked up by 1:00. Full day Preschoolers and after school care students may be picked up anytime in the afternoon before 6:00 p.m.

Kindergarten and first grade are dismissed at 3:20 p.m. Grades K-10 are dismissed at 3:30 p.m. Students not picked up by 3:45 (without prior notification) will be sent to after school care and parents will be billed.

Note: Special notes will be sent to parents concerning early dismissal, etc.

The ECC closes at 6:00 p.m. and all children ***MUST*** be picked up by that time. If you are going to be late for some reason, we ask that you call us prior to 6:00pm. According to our license and the state law, we must close after being open after 12 hours. So, if your child is not picked up by 6:30pm, we will have to call CPS.

The charge for pickup after 6:00 p.m. is a flat fee of \$25.00 plus an additional \$25.00 will be assessed at 6:15pm. The late fee will be billed to the child's parent or guardian.

IMMUNIZATION REQUIREMENTS

All children enrolled in Texas schools are required to have immunizations as established by the State Legislature. All immunization records must be kept up-to-date. Students who do not have current immunization records must be held out of school until these records are provided. NOTE: All 6th graders entering 7th grade must have their Meningococcal shot before the start of school.

INSURANCE

Accident insurance is provided for each child and is paid through the registration fee for school children and the curriculum fee for ECC children. More information is available in the school office.

LIBRARY

Trinity Lutheran School maintains a library with over 6,000 volumes. A school librarian is on duty at designated times and each class may visit the library at least once per week. Books may be checked out for one week. Fines of 10 cents per book per day will be assessed on each overdue book. The cost of replacement to damaged or lost books will be

charged to your account. Any students causing a disturbance will be sent back to the classroom.

LOST AND FOUND

All clothing and articles found will be located in “Lost and Found” in the offices of the School or ECC. **It is suggested that students have their names on all articles of clothing and personal property.**

If lost and found articles are not claimed after two weeks, they may be turned over to a charitable agency.

MID-QUARTER GRADES

Mid-quarter grades are sent to parents after approximately four weeks into the quarter. These forms are to be signed by the parent and returned to the teacher.

MUSIC

A very important activity of the overall school program is the music program. All children in the Preschool and school participate in the music program. Children learn to appreciate music and song and have the opportunity to perform on various occasions. Each class or age/grade makes up individual choirs. The choirs rehearse during the school hours and perform at PTL meetings, community events, chapel, and other worship services during the school year. All children are encouraged to participate in the School Christmas Service. Students in Grades K-10 may participate in the Talent Show and the School Musical as well. Dates for these events can be found on the school calendar.

Prior to a choir performance, a note is sent to the parents.

Grades 5-9 music classes also include handbell and instrumental music instruction. Instrumental music instruction (band) may incur an additional fee. No previous music experience is necessary, as the students will be instructed in music theory as well as in playing and caring for the instrument. Students may use their own instrument or rent one from a local music company or from us. If one is rented from the school, the family will assume full responsibility for having an instrument available in good working condition. The student will be responsible for proper care of the instruments, music and equipment.

Students should take the instruments home and practice on a regular schedule each week.

NEWSLETTER

(TIDBITS and other forms of school to home communications)

A weekly (or as needed) newsletter called the Tidbits is sent to all parents. News items regarding various classes, music, choir activities, field trips, etc. are printed in this newsletter. News items to be printed in the 'Tidbits' are to be turned in to the school office by Wednesday afternoon. Teachers will send information during the week and will e-mail information to parents who have provided e-mail addresses.

Many times, a response is requested from parents regarding an activity such as choir participation, etc. It is very important that these response slips be returned to the teacher immediately. Often times a slip must be returned whether or not a child is participating. We need your cooperation so that plans can be made for the activity.

Trinity Lutheran Church publishes a monthly newsletter that will also be sent to parents who are not members of Trinity Lutheran Church.

NO SMOKING POLICY

Trinity Lutheran School and ECC is a non-smoking facility which means employees, parents, and visitors may not smoke anywhere on the property. This includes buildings, playgrounds, fields, and parking lots.

NON-DISCRIMINATION POLICY

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

OUTDOOR PLAY

Weather permitting; all children are required to have outdoor play each day. In the event of inclement weather, the children will recess in the

school gym or the big room. Please dress your child accordingly each day. **Shoes or sandals must fit appropriately and have straps across the heel. Shoes with wheels are not allowed!**

PARENTS AIDING OUR LUTHERAN SCHOOL (P.A.L.S.)

Trinity Lutheran School has pledged itself to provide a first-rate Christian education. Volunteers are a vital and important part of this program. We have been blessed with tremendous parental support in the past. The PALS program has been established to ensure effective use of the volunteers.

Volunteers work with teachers in the following areas:

- Reading groups
- Math groups
- Field trips (assistance, planning, driving, etc.)
- Secretarial assistance
- Copying
- Substitute teaching
- Others
- Class parties (planning, organizing)

Volunteers are not allowed to view student records or anything that is considered confidential in nature.

In addition, parents are encouraged to attend and if possible volunteer at all school events, such as Oktoberfest, field trips, Spring Fling, Healthy Kids Fair, garage sales, end of year parties, etc.

PARENTAL NOTIFICATIONS

Teachers and the office will communicate with the parents through the mail, e-mail, text, and/or notes home in their child's class room folder in the event we are unable to speak to them personally. Please look for these communications daily. Feel free to share with your child's teacher the best way to communicate with you and we will try to accommodate. ECC parents will receive a daily update, providing information regarding their child's day.

PARENT TEACHER CONFERENCES

At the end of the first and fourth quarter of the school year, parents of students in grades K-10 are asked to come to the school at an appointed time to discuss their child's progress. This conference is normally limited to an average of twenty minutes. School is dismissed at noon on these days to accommodate these meetings. Parents with students in the ECC may request such a meeting on these days from their child's teacher. Parents or teachers may also request a conference at any time during the school year.

PARENT TEACHER LEAGUE (PTL)

All parents of students at Trinity Lutheran School and ECC are members of the Trinity Parent Teacher League, a member of the National Lutheran Parent-Teacher Association. Through this organization, our school and ECC have been able to establish better home-school relations and provide parents with help in their all-important task of training Christian children. The PTL assists our school and ECC with fund drives necessary to supplement our programs.

Meetings (or activities) are usually held on the fourth Monday of the month as needed during the school year.

PARTIES AND OTHER CELEBRATIONS

During special events or holidays, each classroom may have parties or celebrations. The scope of the parties is "low key". Room mothers, parents, and teachers work closely in planning these events. All school parties are generally held during or after lunch. Preschool parties are generally held in the morning. Trinity has policies concerning parties and other celebrations. Policies will be given to the room mothers at the beginning of the school year. **Children are not to bring or wear Halloween costumes during school.**

Individual child birthdays are celebrated during lunch periods for K-10. Parents may bring in a snack or treat in celebration of a child's birthday. Birthdays for preschoolers are celebrated during scheduled snack or lunch periods.

Invitations to private parties are not to be handed out unless the entire class is invited or all boys to a boy party and all girls to a girl party.

PHYSICAL EDUCATION (P.E.) (School)

The purpose of physical education is to build up the body and teach the rules and fundamentals of selected games. P.E. also presents the opportunity to learn sportsmanship. One day per week will be devoted to Health Education and be included in the P.E. grade.

If students cannot participate in P.E., they must have a note from the doctor or parent stating the specific reason.

PROPERTY DAMAGE

Parents and students are responsible for the care of property such as desks, chairs, books, toys, computers and other equipment the child uses. Parents will be charged for willful destruction and/or unnecessary damages.

PROMOTION POLICY (School)

The promotion policy of Trinity Lutheran School requires that students in grades 1-4 must have a final average of 70% or above in Religion, Reading, English, and Math as well as an overall average of all classes of 70% or above in order to be promoted to the next grade level.

Students in grades 5-9 must meet these criteria and have an average of 70% or more in Science and Social Studies as well. Students who do not meet these criteria may be “conditioned” into the next grade level. The conditions for promotion will be established by the principal, in conjunction with the teacher, and shared with the student and parent. These conditions usually consist of summer school, summer tutoring, or other additional academic work in order for the student to master the curriculum objectives.

PSIA (SCHOOL)

Trinity is a member of the Private School Interscholastic Association, which has an annual meet for students in grades 1-9. Students select specific subject areas to study throughout the year and then are tested at

a meet in the spring. Top scores receive ribbons and the top two move on to a state meet. An information/organization meeting is held each year in September for interested students and parents.

QUESTIONS AND CONCERNS

If you have any questions, please feel free to talk with your child's teacher, the Director of the Child Care, or the Principal of the School. The staff is available to meet with you briefly before or after classes or at a mutually agreed upon time.

We encourage parents who have a concern or problem to first work with the teacher directly. If the situation is not resolved in an acceptable manner, take the concern to the Director of the Child Care or the Principal. If the ECC matter is not resolved by the Director, the School Principal should be informed. Parents should bring their concerns to the Board only when the situation has not been satisfactorily resolved by utilizing the above-named procedure.

REFERRALS

Students experiencing difficulty in reading, math, etc. or with education, emotional, and social problems are referred to the Principal or Director for further assistance. Special assistance from the school district may be available. Private tutors are available, on campus, at Trinity Lutheran School for those parents who desire to contract for this type of service.

REST TIME/NAP TIME (ECC)

All children are required to have a rest period. A sleeping cot will be provided by the Child Care Center for naps. If the sleeping cot is destroyed or damaged by the child, a replacement will be provided at the parent/guardian's expense. A small stuffed animal, small pillow and a small blanket may be brought and used during rest time. We ask that you do not bring large pillow pets.

RETENTION

In certain instances, a variety of academic, physical, maturity, emotional, and social problems may arise and it may be in the best interest of the child to be retained in their current grade for the following

school term. Teachers will discuss possible retention with parents as soon as they have sufficient reason for such consideration.

OTHER RULES AND REGULATIONS

Parents are asked to become knowledgeable of school rules and regulations and discuss them with their youngsters. To make our school a God-pleasing place requires the cooperation of all. Additional rules which need to be noted:

1. Cards, video games, toys, comic books, matches, and knives are not to be brought to school. Anything of this nature found in a student's possession at school will be confiscated, and a \$10 fee will be required before the item is returned.
2. Chewing gum is forbidden on school property.
3. Students are not allowed to play in front of the school property.
4. Students are not allowed in the church sanctuary without supervision or permission.
5. Running and loud talking or noises are not allowed in the hallways or outside the classroom areas in the building.
6. Students are not allowed in the office area except by permission of the Principal, a teacher, or the secretary.

SCHEDULE OF FEES

A schedule of fees will be published each year as a supplement to this Handbook. It will be available in the offices and published on the web site.

SHOW AND TELL

Teachers may, at times, request items for Show-and-Tell and similar occasions. The school or the teachers will not be responsible for items brought from home. Toys of violence (guns, swords, etc.) and electronic toys are not allowed.

SPORTS EQUIPMENT

Personal sports equipment should not be brought to school unless requested by the coach or teacher. No hard balls or bats are to be brought to school. You may bring a ball to donate to the classroom for the year.

STUDENT RECORDS

Student cumulative folders are located in the office. All pertinent and confidential information (grades, sicknesses, attendance, tardiness, tests, etc.) are recorded in the student cumulative folders. A special file will be kept of all reports of formal consultations with parents. Student record will not be released if there is a balance remaining on your account.

STUDENT WITHDRAWALS

A withdrawal form shall be presented to the parent or legal guardian of a student who finds it necessary to withdraw from school. The withdrawal form shall include space for the reason for withdrawal and the signature of the principal and teacher of the class from which the student has withdrawn. The ECC requires a 2-week notice when withdrawing. Tuition may be prorated by the School Board depending upon the reason for withdrawal. Reasons for withdrawal may include:

- Parents or legal guardians moving from the area.
- Parents or legal guardians moving child(ren) to another school and/or home schooling.
- Expulsion or long-term suspension by the Board. Upon withdrawal, the student shall check-in all books and other school property through the school office.

SUMMER PROGRAM

Trinity Lutheran ECC offers a summer program for parents desiring this service. Ages 18 months through twelve (12) are accepted. The summer operating hours are the same as the school year program, 6:30 a.m. to 6:00 p.m. Parents must enroll students online for our summer program, which is separate from the school program.

Summer activities are age-appropriate and seek to provide both fun and enrichment in a controlled, Christian atmosphere. On campus activities include daily learning activities such as arts and crafts, games, singing, stories, etc. Off campus activities may include skating, swimming, trips to museums, fire stations, etc.

Water activities for the ECC will be made available on campus for ages 18 months-4 years. School age children are transported by van to the public pool.

Fees for the summer program are announced during the spring of each year. School tuition and fees must be paid in full before attending the summer program. An “activity fee” is collected for the summer program to cover expenses for all the summer activities and must be paid prior to attendance.

The ECC Summer Program is open to members of Trinity Lutheran Church and the community. A waiting list is maintained when no space is currently available. Children are enrolled from the list according to age appropriate space availability, and date of placement on the waiting list.

Priority is given to members of Trinity Lutheran Church and students at Trinity Lutheran School. Registration for the summer program begins in early May.

TELEPHONE

Parents are to call only in cases of necessity. Children will not be given permission to use the telephone except in case of emergency or illness. Cell phones may be brought to school, but must be turned off between 8:00 am – 3:30 pm. or they will be confiscated.

TESTING

In addition to regular subject matter testing, the Iowa Test of Basic Skills standardized tests are administered yearly, this test is administered to all students in PK4 through grade 9 in the spring. These tests are not only used to see the progress of students, but as a gauge for our teaching practices as well. Scholarships to the school are available for PK4 students excelling on these tests.

TRANSPORTATION

Trinity Lutheran School provides transportation of children on classroom field trips. There are times when private vehicles will be used for the transportation of children. Pre-approval must be given by the school office for all drivers and a copy of the Drivers License and Insurance card must be on file.

TRINITY OLYMPICS

All our students participate in a Trinity Olympics activity in May each year. Parents and friends are invited to assist in this activity and, at the same time, cheer individuals to victory in the various events.

TUITION, FEES, AND FUNDING

Trinity utilizes a Tuition Management Program for billing and collection of all fees and tuition. Parents enroll each year and select the payment options that best suit them. Payments can be made by automatic withdrawals, credit or debit cards, or checks. There is a late payment and an insufficient fund fee.

1. Parents who are experiencing financial difficulties which cause accounts to be late should ask for a private conference with the Principal. We will attempt to work out a mutually agreeable solution to the problem, which may involve more formal agreements.
2. The failure to pay the required fees (i.e., registration, tuition, day care, etc.) or establishing a payment plan within 60 days will result in the dismissal of the child and legal proceedings to collect the required fees. All legal fees will be the responsibility of the parents.

TUITION ASSISTANCE/SCHOLARSHIPS (School K-8)

Funds are available to assist with tuition costs of children whose families are not able to afford the full fee. It is the Board's desire that all parents who sincerely want a Christian education for their child be able to enroll the child. There is absolutely no stigma attached to accepting tuition assistance. The granting of assistance is kept confidential. We, Trinity Lutheran Church, the School Board, Principal and parents, are merely obeying Christ's command to "Let the little children come to me...." However, our tuition assistance fund is limited. Funds will be distributed as long as they last. In appreciation of this assistance, parents are encouraged to volunteer around the school.

TUITION DISCOUNTS (School K-8)

Members of Trinity Lutheran Church receive a \$100/month discount. Shannon and Community employees, as well as active military members will receive a \$50/month discount on day school tuition.

VISITING

Parents are always welcome to visit our facility during hours of operation to observe their child or to attend programs and activities, such as chapel, grandparent's day, Olympics, Books Fairs, etc. During the school year, an invitation may be sent to you inviting you to visit your child's class. At other times, we ask that you make an appointment with the Principal or Child Care Director before visiting a classroom. There are times (e.g. during teaching or testing session, etc.) when a visitor would distract the class. Parents and visitors are asked to sign in at the school or ECC office and obtain a visitor's pass and we ask that visitors make every effort to not disrupt group activities or the learning environment.

Parents are invited to have lunch with their child in the lunchroom. Cost for an adult is \$3.75, payable in the school or ECC office. Please call and order your lunch before 8:45a.m.

Please speak to the teacher to make arrangements for a parent/teacher conference. Parents are asked to consult with the teacher outside of class time.