

Trinity Lutheran School

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2019 / 2020 Parent/Student Handbook Trinity Lutheran School

Psalms 18:2 The LORD is my rock and my fortress and my deliverer, my God,
my rock, in whom I take refuge,
my shield, and the horn of my salvation, my stronghold.

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Dear Parents,

Recent research shows that the more interest parents display in their child's education and the more actively they support the school's efforts, the better chance those students have to achieve academic success. Here are several usable ideas you might want to use in your home.

1. Keep Christ as the head of your home. Hold family devotions and attend worship services together.
2. Communicate your pride and praise: Be Specific! Do you love your child? Tell them! A positive self-image goes a long way!
3. Attend (CAPTAIN - Christian Association of Parents and Teachers Active In School) and parent/teacher meetings to keep informed on your child's progress.
4. Speak positively in front of your child about the school -- EVEN IF YOU DISAGREE WITH SCHOOL POLICY AND / OR ANY SITUATION. If these negative attitudes are picked up by your child (even if the situation is taken care of) then we have been rendered useless as teachers for your children.
5. Ask your child about what they're learning in school.
6. Attend concerts, plays, games, or other events in which your child is involved.
7. Set up a home study area with good lighting and away from distractions (the T.V.??). A table and chair make a good desk. Avoid "cushy" chairs as this tends to put the brain, as well as the body, to sleep!
8. Encourage your child to read the newspaper and discuss the articles. Talk about how the article affects your child your family, the community, the nation, and the world.
9. Obtain a library card for you and your child and check out books together.
10. View television programs together. Discuss them afterwards.
11. Have your child follow a recipe, measure ingredients, and prepare a dish. Does the recipe have to be cut or doubled?
12. Encourage your child to write stories on the typewriter or computer.
13. Have your child write letters and thank you notes to friends and relatives.
14. Contact us if you have any concerns about your child's education. Let's work together!

This list is endless! Add your own ideas and let us know about them! God's blessings as you support your child and their education!

PHILOSOPHY FOR TRINITY LUTHERAN SCHOOL:

Inasmuch as Christians believe that God created the heavens and the earth; and, since Christians believe God created man, who basically deserves no part of the creation; man relies on God's love to provide all man's needs. This same love is imitated when teachers teach in Christian love and understanding to their pupils.

This imitation of God's love is carried out when Christian education recognizes two main sources of truth; Divine revelation and human experience. At the same time, this recognizes the important role that reason plays in apprehending the truth implicit in the two sources. The Christian lives in four basic relationships; to God, to Himself, to his fellow-man, and to nature. He needs to grow in these relationships. These needs require fulfillment if man is to develop fully the abilities God has given him.

In Christian education the spiritual need is basic; it is the one that demands fulfillment above all others. The physical, emotional, mental, social, and aesthetic needs also require fulfillment if the child is to grow into a mature Christian.

OBJECTIVES OF TRINITY LUTHERAN SCHOOL:

Trinity Lutheran School firmly implants the child into the world so that the Church's mission may be strengthened through the individual's God-given abilities. Man's response to God's love recognized Christian education as a blessing from God demanding our full support. Our Lutheran School's primary aim is to increase the Church in the mission areas of classroom, home, congregation, neighborhood, community, and the world at large.

Trinity Lutheran School utilizes four basic patterns in meeting our objectives: Spiritually, Mentally, Socially, and Physically.

A. Spiritually, our objectives are to:

1. Gain a thorough knowledge of God and His Word.
2. Realize man's sin and need for salvation.
3. Receive Jesus Christ as a personal Savior through the Holy Spirit.
4. Recognize that all spiritual and earthly blessings come from God.
5. Lead a sanctified life by the desire to conform to God's will.
6. Lead others to the Savior.
7. Make use of the means of grace.
8. Serve the Church as a steward of time, talents and our treasures.

B. Mentally our objectives are to:

1. Gain knowledge and skills of the various tools of learning.
2. Develop a mind that inquires, thinks independently, and desires to develop better study habits and work habits.
3. Realize all of man's knowledge to be in the light of divine revelation from God.

C. Socially, our objectives are to:

1. Lead a God pleasing life.
2. Respect authority of home, church, school, and the state under God.
3. Uphold the Christian obligations of a pupil's place in his family.
4. Distinguish between the rights, privileges and obligations of others with his own.
5. Be useful in the community.

D. Physically, our objectives are to:

1. Regard our body as a temple of the Holy Spirit.
2. Use our physical abilities to the glory of God.
3. Develop and maintain and build desirable mental and physical habits.

GUIDELINES FOR STUDENTS:

Student behavior at school functions in and out of town should follow these four guidelines:

1. My actions will give honor and glory to God.
2. My actions will show respect for others—Students, Teachers, and Adults.
3. My actions will show respect for the property of others.
4. My actions will show pride and respect for the school and the school property.

GENERAL RULES OF CONDUCT AND BEHAVIOR:

Student conduct and behavior should follow the guidelines listed above as well as these general rules:

1. Running, jumping, skipping, or sliding are to be done in the gym or on the playground and then only with teacher supervision.
2. After school students will: (1) Go directly to their car ride if car is present. (2) Wait outside of Main Entrance on the sidewalk or in the Main Entrance hallway for their ride to arrive.
3. No gum, candy, or snack is to be eaten in school or on the school grounds; unless a special event or time has been arranged by the teacher.
4. Food is to be eaten only at approved times: lunch or parties; and only in approved areas.
5. All lunches shall be kept in their designated areas. NO lunches will be stored in the restrooms.

6. All school equipment will be used with care and under supervision. Any equipment broken because of misuse will be paid for by the student. Students should not get out any piece of equipment without permission from a teacher.
7. Students will not throw foreign objects, rocks, sticks, etc. because of the danger involved; NO snowball throwing will be tolerated.
8. Students are not to open or close blinds or windows unless asked to do so by a teacher.
9. Students are not to touch thermostats.
10. Students will use the bathrooms in an orderly and correct manner.
11. All students will help keep their room and school including the grounds clean and clear of trash or safety hazards.
12. No dangerous horse-play or rough housing will be permitted.

SCHOOL HOURS:

Kindergarten through 8: 8:15 a.m. - 3:15 p.m.

Students will not enter the building before 7:45 a.m. We ask, therefore, that your children not arrive any earlier than this time. Students should be picked up immediately after 3:15 p.m. as there is no provision for playground supervision after this time. If you will not be on time on any given day, please call the school and communicate this with the school.

ENTERING OUR BUILDING:

1. Students and/or parents are to enter and exit **ONLY** through the main entrance at the rear of the building.
2. Students and parents will **NOT** be allowed to enter or exit our facility through the doors facing Evans. The only use of these doors as exits will be during Fire Drills.
3. Please do NOT use the playground or the child Care Center entrance as a short-cut through our facility.

ADMISSION OF PUPILS:

Enrollment in Trinity Lutheran School and all its programs are open to children and families of all faiths, races, and national origin. All new families shall make an application for enrollment through the principal. This application for enrollment will include the filling out of an official questionnaire and possible interview with the principal. Special testing may be required before a child is accepted. All applicants will be notified personally by the principal as to whether their application has been accepted.

REGISTRATION:

Regular admission should be made on or before the appointed day of admission unless there is a transfer from another school. Pre-Registration for the next school year starts in February of the current year. Tuition and book fees are all combined in the monthly payment made to the school. An annual fee of \$250 is due at the time of registration to cover expenses for band, choir, technology and art. Athletic / sports fees and lunch orders are billed separately. It is **ESSENTIAL** that payments on account are made **MONTHLY**. If fees are neglected, the matter will be considered by the Board of Education. Failure to meet financial commitments within the limits determined by the Board forfeits the right of the child to remain a student of Trinity Lutheran School.

Should a check payment of any kind be returned to the school due to shortage of funds, all payments during the remainder of the school year must be paid by MONEY ORDER ONLY. No further checks will be accepted. Your account will also be charged a \$20.00 fee.

ALL TUITION PAYMENTS, FINES, FEES, MUST BE PAID IN FULL ON THE DATE STATED ON YOUR FINANCIAL AGREEMENT.

ENDOWMENT FUND AND STUDENT AID PROGRAMS:

The per-pupil cost for the education of one child in Trinity Lutheran School exceeds the amount of tuition and fees which you pay. The church does not charge that much in tuition. The remaining amount is covered by the church. Please prayerfully consider making additional donations above your tuition payments. The amount you give would be a separate donation to: Trinity Endowment Fund. These donations would be used to benefit the school. Funds will be set aside for assistance to those who cannot afford the tuition. The amount you give would be tax deductible.

No family should feel they cannot send all of their children to Trinity because the cost is too great. Tuition assistance will be done on a need basis. The procedure for setting up the tuition assistance program can be explained by the principal or one of the Board of Education members. Please contact the principal for further assistance.

AGE REQUIREMENTS:

Kindergarten - All children must be 5 yrs. on or before June 1.

Grade 1 - All children must be 6 yrs. old on or before June 1.

Children who transfer to Trinity with a birthday later than June 1 may be accepted into grades 2 and up after evaluation by the principal and the teacher involved.

ENTRANCE LIMITATIONS:

Children who have been disciplinary problems in an other school or have had unsatisfactory grades will not be allowed to transfer to Trinity. All new students must be enrolled by the principal and must present all school records before consideration for enrollment above Kindergarten. Any new or transferred students will serve a 30-day probation period to ensure they are a good fit for Trinity's academic program. All which have been denied application for enrollment will be presented to the Board of Education for review.

Trinity Lutheran School is not staffed or equipped to be of service to a child in need of certain special instruction. Therefore, we reserve the right to direct the family to another more qualified agency.

IMMUNIZATION REQUIREMENTS:

The state of Colorado strongly supports vaccination as one of the easiest and most effective tools in preventing disease. Colorado law requires all students to be vaccinated against:

- **Diphtheria, Tetanus, Pertussis (DTaP, DT, DTP, Tdap)**
- **Polio (IPV)**
- **Measles, Mumps, Rubella (MMR)**
- **Hepatitis B (HepB)**
- **Haemophilus Influenza type B (Hib)**
- **Pneumococcal (PCV13) and**
- **Varicella (Chickenpox)**

Immunization records must be presented to Trinity Lutheran School upon school enrollment. However, official exemption forms must be filed every year during the student's school enrollment process.

Medical Exemptions forms and Non-Medical Exemption forms are available in the school office or can be downloaded from the Colorado Department of Public Health at: <https://www.colorado.gov/pacific/cdphe/vaccine-exemptions>.

School Attendance / Tardiness:

To receive the greatest benefit from his or her educational experience, your child must be regular in attendance.

- A. If a student is to be absent, a parent or guardian must call the office before **9:00 a.m.** each day of absence for both accounting and safety reasons.
- B. After extended absences (three days or longer) the student should bring a written excuse from home stating the reason for his absence. Students should take the written excuse to their teacher.
- C. If early dismissal is required, a note from home or call to the school secretary is also necessary.
- D. Excused absences include: personal illness, family illness, doctor's appointments and death in the family. All other absences are unexcused.
- E. Students are NOT allowed to leave the premises during the lunch period. You are welcome to join your child for lunch.
- F. In the event of frequent absenteeism please understand that the school is required to turn problem situations over to the proper authorities. Your child's attendance is essential. Please do not place either yourself or the school into any uncomfortable situations by permitting unnecessary or unexcused absences.
- G. Any child's arrival after 9:15 a.m., or departure prior to 2:15 p.m., will be counted as a ½ day absence.
- H. In the event of tardies which are later than 9:00 a.m., parents must come in and sign the tardy list.

Please note: Students are counted "absent" or "tardy" even though they may have an excuse. Excuses do not change the marking. Five or more tardies in a quarter will keep a student from receiving perfect school attendance honors in that quarter.

ILLNESS:

Parents are encouraged not to send children to school who are sick. Students who become ill at school should notify their teacher and report to the secretary. We have no nurse on staff and **cannot give medication**, so only emergency first aid can be administered. Sick pupils should not remain at school because of danger of infecting other pupils and lack of medical attention we can render. Every effort will be made to make a sick pupil comfortable until the parents come. The school has an obligation to notify parents when a child is ill.

The following procedure is used for an illness:

1. The area by the school secretary is a temporary place for ill students until a parent can pick them up. Every effort will be made to make the student comfortable.
2. The office personnel can give minor first aid but cannot treat or diagnose injuries or illnesses. School personnel cannot dispense aspirin or other medication unless Medication Permission Slip has been signed by a doctor and is on file in the office.

3. All prescribed medication to be taken by a student during the school day must have a Medication Permission Slip signed by the family doctor in the school office and will be dispensed from the school office.
4. We recommend that a doctor appointment be scheduled for any illnesses lasting three days or longer.
5. If a child is running a temperature, or is too ill to participate in all school activities, Including Physical Education and recess, then he/she is too ill to be at school.

EXTENDED LEAVES:

We strongly recommend that parents plan vacations which coincide with school vacations. Certain things can only be learned through class participation and group interaction. A child's absence seriously hinders his or her learning. We realize that vacations offer a certain amount of educational experience, but they cannot replace the skills learned in the classroom.

If students are going to be out for a period of time during the school year or at the end of the year, the school needs to be notified at least five * (5) school days before the absence. This amount of time will allow teachers to gather work and make arrangements for the absence.

All work given to students must be completed by the second day upon return to school. After the second day, any unfinished assignments will become an automatic zero.

PHYSICAL EDUCATIONAL ABSENCES:

No student can miss physical education for injury or illness unless he or she has a note signed by a parent or a doctor. A note must be obtained from the doctor after the first day. If there is a problem, the parent should feel free to contact the physical education teacher.

CHILDREN'S WORSHIP SERVICES:

Growth in the worship – life is the chief purpose of these services. On Wednesday mornings the entire student body worships in God's house. The service begins at 8:30 a.m. Boys and girls in the upper grades usher and take care of the other details of the service. The school's mission offerings are collected at the service. The mission projects of the year will be announced at the beginning of the year. Parents are welcome and encouraged to come to the worship service.

CHURCH ATTENDANCE:

Each family is expected to attend worship services in a Christian congregation on a regular basis. While our mission is not to make “Lutherans” of people, we do invite you to worship with us. Trinity Lutheran Church holds Saturday and Sunday worship services with Sunday School and Bible Study classes held on Sundays. By attending church regularly, the home reinforces the Christian attitude and practice found in God’s Word and that which is taught in the school. Faithful Church Attendance awards are given at the awards assembly on the last day of school.

ACADEMIC CODE:

- 1. Report cards:** Report cards are issued to students at the end of each 9-week period (4 times during the year). Report cards indicate the grade earned, social development, attitudes and work habits, and student’s attendance record. **Some of the important goals of education are:** self-regulation, self-responsibility and development toward the objectives of the curriculum with emphasis on individual initiative. Grades naturally reflect the extent to which students are meeting these goals of a Christian centered education.
- 2. Make-up work:** When students are absent from school for more than one day, parents may call the office and ask that the teachers gather homework for their children to be ready to be picked up at the **END of the school day.**
- 3. Homework:** While parents may assist in seeing that the work is done and explaining work when necessary, the work must be done by the child and he must take the responsibility for it. The parents are invited to discuss this phase of cooperation with the teacher. The parents also should insist that their child bring home papers (tests, projects, etc.) for them to see. Students are expected to arrive at school with the day’s work ready to go. Last minute work is often hasty and does not show a good reflection of the student’s progress.

We encourage students to work for achievement, not just for grades. They learn to work in order to achieve, as working for the Lord (Colossians 3:23). Please do not compare your child’s grades with those of other children. Each student is different and the reports are written on a basis of his or her progress and should be interpreted as such in accordance with the student’s ability.

CURRICULUM:

Subjects in the curriculum of Trinity Lutheran School are presented in the context of a Christian perspective and are supplemented by regular instruction in Biblical teachings and Lutheran doctrine. Subject areas include religion, reading, language arts, spelling, mathematics, social studies, science, phonics, physical education, art, music, and computers.

GRADUATION REQUIREMENTS:

Completion of studies at Trinity is an achievement worthy of note. Students must complete all required subjects to the satisfaction of their instructors, principal, and the Board of Education prior to the granting of a diploma.

HONOR ROLL:

In order to recognize outstanding academic behavior an Honor Roll system has been established. Honor Roll is based on grade point averages in academic areas. A letter grade "D" or lower disqualifies a student from any Honor Roll consideration at the end of the school year.

First Honors: 3.5 - 4.0

Honorable Mention: 3.0 - 3.49

CONSULTATIONS:

Formal or informal parent - teacher consultations may be held at any time by appointment at the school. Formal parent - teacher conferences are scheduled during or following the first report card period and after the third report card period.

All parents or guardians are asked to attend these formal consultations. We feel that it is very important and arrange these for a day when there is not school. That school day is dedicated to consultations. Informal consultations can be held at any other times. If you wish to meet with a teacher after school it is best to call and set an appointment as the teacher may already have another appointment.

If parents or guardians feel there is a problem, contact the teacher promptly and do not let the problem or question go unanswered for a long time. Teachers are to have close contact with parents. Parents sometimes see things at home and should bring it to the teacher's attention. If further consultation is needed, please contact the principal.

MISSING OR LATE ASSIGNMENTS:

If a student fails to have an assignment satisfactorily completed and available when due:

The teacher —

- a. Will issue a MISSING ASSIGNMENT NOTICE (Blue Slip) to inform the parents of the incomplete work.
- b. Will work with the student to help him overcome the problem and become more responsible for his learning.
- c. Will change the failing grade if the student also completes the assignment satisfactorily and returns it WITH THE BLUE SLIP PROPERLY SIGNED.
- d. Will issue a DETENTION NOTICE (Pink Slip) if the student receives three blue slips within five consecutive school days, or if the student fails to return the blue slip, properly signed, with the completed assignment the next day.
- e. Will schedule a conference, which will include both the parents and the student, should the student receive two pink slips in one calendar month.

f.

The student —

- a. Will take the blue slip home and present it to the parents.
- b. Will return it to school the next day, properly signed.
- c. Will complete the assignment and return it with the blue slip.

The parent —

- a. Will sign the blue slip merely to affirm that it has been received.
- b. Will contact the teacher if there is some question about the missing assignment.
- c. May work with the student to help them understand and complete the assignment.

The principal —

- a. Will work with the students to help them learn the importance of sincere and faithful effort on assignments.
- b. Will work with the parents and teacher, as necessary, to search for ways to help the student overcome the problem.

THE DETENTION PERIOD:

We will conduct a detention period after school for students who fail to meet the behavioral goals or rules. The detention period will begin at 3:20 p.m. and will last until 3:50 p.m.

The student will receive a detention assignment slip to be taken home and signed by a parent.

- a. If the slip is properly signed and returned the following day, the student will be dismissed from detention at 3:50 p.m.
- b. IF THE SLIP IS NOT PROPERLY SIGNED AND RETURNED, the student will not be admitted to the classroom until the parent has been contacted and the matter resolved.
- c. The Detention will be served on the date given on the slip, unless a parent arranges for an alternate date with the teacher who issued the slip.

If a student causes any disruption during the detention period or arrives unnecessarily late, the teacher will not sign the slip, and the student will have to return the following day to serve the detention.

DISCIPLINE POLICY

Biblical basis:

1. **Source of authority:** All authority originates with God. Romans 13:1 says, "...for there is no authority except that which God has established." God has given parents authority over their children. This is stated clearly in one of the Ten Commandments: Honor your father and mother. This is repeated in the New Testament passages such as Colossians 3:20, "Children obey your parents in everything, for this pleases the Lord." Parents, because they are unable to give all the training necessary to their children, delegate part of this task to the teachers in the school who then receive this God-given authority from the parents.
2. **God's command to discipline:** In Proverbs 23:13a God says, "Do not withhold from a child." He also says, "Whoever spares the rod hates their children, but he who loves their children is careful to discipline". Prov. 13:24
3. **The purpose of discipline:** Proverbs 22:6 tells us that if we "Start children off on the way they should go and when they are old they will not turn from it." God promises in Proverbs 29:17. "Discipline your children, and they will give you peace; they will bring delight to your soul." In Proverbs 29:15 he declares, "A rod and a reprimand impart wisdom, but a child left undisciplined disgraces its parents."

Trinity Lutheran School enforces a **ZERO** tolerance policy in regards to student behavior to other students, whether it is verbal, physical, or mental. Any violent or abusive behavior may result **in immediate expulsion and possible forfeiture** of further enrollment at Trinity.

Student action shall be defined as disruptive and subject to disciplinary action when the rights of others to receive instruction is hampered or otherwise interferes with their learning activities. The teacher shall be responsible for classroom discipline at all times and is expected to utilize acceptable judgment with regard to current activity, age of student and nature of offense when taking disciplinary action. **Any child starting or engaging in a fight will automatically receive a one or two day school suspension.**

At no time will disrespectful action by any student towards any member of the staff be tolerated. Any use of **vulgar, profane or other unsuitable language or gestures** by students when addressing or referring to staff members or other students or guests **will result in a one or two day school suspension** as determined by the staff members. Parent consultation will be mandatory before the student returns to class.

Bringing **weapons of any kind** on the school property may result in **a three day school suspension**, as determined by the faculty. Additionally, bringing, distributing or viewing **pornographic material** of any kind on school property will result in **a minimum of a three day suspension**, with a possibility of expulsion if a satisfactory resolution cannot be reached with the offending party or parties. Any student **possessing or distributing any alcoholic beverages or controlled substances** will immediately be **expelled** from Trinity.

Disciplinary action by all other staff members, such as secretaries, custodians, voluntary helpers, kitchen helpers, drivers, and others shall be limited to verbal reprimands and reporting, in writing, to the appropriate teacher, principal or pastor.

Specific rules and regulations regarding conduct, punctuality, work assignments, dress and other related functions are addressed in other sections of this document. Students will be informed of any new regulations or modifications of existing rules of conduct and behavior.

Suspension:

When a student has a suspension from school, he/she is not permitted to be at the school or to rely on a teacher for help in learning. These opportunities have been forfeited by the student's misbehavior and lack of cooperation while at school. Our hope is that the student will be more responsible in the future and exhibit appropriate behavior in the classroom.

The principal will specify the date when the student is allowed to return. At that time we will welcome the student back eagerly provided that:

1. There has been a parent conference with the principal and / or teacher regarding the suspension;
2. The student has fully completed every assignment due during his absence and also for the day he returns; and
3. The student is able to demonstrate a more willing and cooperative spirit toward the school and toward his work.

Our hope and our prayer is always to help a child grow to be more Christ like. A detention and suspension is intended to serve this goal.

A student who receives more than two suspensions in a school year will be expelled. Such an expulsion may be appealed. If appeal is made to reinstate a student, one or more members of our Board of Education will meet with the parent(s), the classroom teacher, the principal, and the student to determine if the student should be re-admitted. The Board of Education will make the decision. It is our fervent prayer that this decision will help the student set a God-pleasing and profitable direction in life.

This policy provides a framework of rules for students and teachers to live and work toward our common goal to grow in our life with God. Additionally, it helps parents be more informed about their child's work and behavior at Trinity. It should provide an early and clear signal if a child's behavior is inappropriate and enable student, parent, teacher and principal to work together more effectively to help the child improve his behavior.

May God bless each of us as we work together. May the Holy Spirit guide us in our thoughts, words, and actions so that we will also grow in our oneness with each other and with our God.

CHOIR POLICY

Choir is mandatory for all grades. This includes a General Music Class for K — 4th grades.

Requirements and commitments for Choir may include a Fall Concert, Christmas Concert, and Spring Concert. When scheduling family activities, please reserve the above events. Students will also be asked on occasion to perform for Church Services at Trinity Lutheran Church.

TEXTBOOKS:

Students should furnish their own Bibles, notebooks, assignment books, paper, pens, pencils, etc. Book covers are required on all hardcover textbooks checked out to them. These fees are charged for lost or damaged books:

1. \$75 for a hardcover textbook
2. \$50 for a softcover textbook
3. \$25 for a workbook
4. \$20 for a Chapter Book
5. \$10 for a Leveled Reader

SCHOOL POSTPONEMENTS:

School closings because of hazardous weather conditions; ice, snow, etc., will be announced on **KOAA TV (Channels 5 & 30)** 6:30 a.m. or possibly the evening before. Cancellations are also announced via **Facebook** and **family email accounts**.

FUN OLYMPICS

The annual Fun Olympics are held at the end of May in City Park. The school is divided into teams with 8th graders as captains of the teams. Team members range from Kindergarten to 8th grade. Teams meet several times during the school day to come up with a team name, t-shirt logo, and cheer. Games are staffed by teachers. Ribbons are awarded to teams. This is a great way for the students to learn how to work together as a team and how to interact with students of various ages. Each student is asked to bring \$10 to cover the cost of t-shirt and lunch.

TELEPHONE USE:

The office phone is for the use of the school personnel. The school number is 542-1864. Parents are asked to call the school only when absolutely necessary during school hours. Students are not be permitted to use the phone for personal reasons, such as calling friends or making last minute arrangements for visiting friends. Pupils should use the phone only when they have received permission from their teacher or the principal. Students will be asked to explain their need to use the phone.

USE OF CELL PHONES AND OTHER ELECTRONIC DEVICES

The possession and use of cell phones or any other electronic devices by students at school or at any school event is strongly discouraged. This includes smart phones, iPads, iWatch, etc. The following guidelines apply to students who bring any electronic device or cell phone to school:

1. Students will place their electronic device on their teacher's desk or appointed place when they arrive at school. (All devices MUST be turned off as soon as they enter the building.)
2. Students may not use their device during the school day, during any school event, or at any field trip. This includes activities such as placing a phone call, watching a video, or playing a game.
3. Students may take their device when they are dismissed. They may NOT use them until after they are picked up after school.
4. If students need to use their device for any reason, they should first obtain permission from their teacher or the Principal.
5. Any student that chooses to violate this policy may face a one day suspension from school.

CLOTHING: DRESS CODE--ROMANS 12:1

"Therefore, I urge you, brothers, in view of God's mercy, to offer your bodies as living sacrifices, holy and pleasing to God—this is your spiritual act of worship."

OUR PURPOSE FOR REQUIRING UNIFORM DRESS CODE:

Uniform dress:

1. tends to instill in students a sense of loyalty and belonging to the school and community,
2. helps de-emphasize socio-economic differences and excessive fashion consciousness,
3. can save families money and time and decrease conflicts over wardrobe choices,
4. can promote safety on field trips and on campus where students are easily identifiable,
5. helps to create a positive impression of our students and our school within the community,
6. allows students to dress modestly and comfortably to focus on learning, not looking, and
7. emphasizes modesty and safety.

This uniform code has been adopted for students in grades Kindergarten and up. Teachers are required to check the children for dress code compliance. Dress code is separated into three categories: DAILY UNIFORM, CHAPEL UNIFORM, AND SPIRIT DAY UNIFORM. Please see below for the requirements of each section.

DAILY UNIFORM – This dress code is to be followed every Monday, Tuesday, and Thursday.

Top

- Black or burgundy button-up polo shirt with TLS logo
- Appropriate coat, jacket, or cardigan with TLS logo
 - ** for winter months, an unadorned turtle neck or crew neck long sleeved shirt of any color may be worn beneath the TLS polo.

Bottom

- Girls may wear twill or corduroy skirts, skorts or jumpers (hem must come to three inches above the kneecap when standing or longer). These garments must be black or khaki colored. Boys and girls may wear twill or corduroy slacks without excessive pockets in the colors black or khaki. During the first (1st) and fourth (4th) quarters, boys and girls may wear twill style shorts, no shorter than three inches above the kneecap when standing, without excessive pockets. These garments must be black or khaki colored.

GENERAL UNIFORM REQUIREMENTS:

- Girls may wear shorts or leggings underneath skirts, dresses, and jumpers. Slacks must fit appropriately, length not above the ankles and not touching the floor, and fitted for the waist.
- Garments should be replaced when faded, discolored, or threadbare (no patches).

Shoes

- All students must wear plain tennis shoes with socks. Shoes may be any color with no cartoon characters or radical symbols, i.e. flames, skulls, video game characters, etc.
- Shoes must have plain shoestrings that match the shoes or Velcro straps. Slip-on tennis shoes that cover the whole foot are acceptable. Shoestrings must always remain tied.

Hair and Accessories

- Jewelry must be modest in size and coloring. Students may lose the privilege of wearing jewelry if it interferes with their learning or the learning of others.
- Boys' hairstyles should be above the eyebrows, trimmed neatly on the sides, and not touching the collar.
- Girls' hairstyles should be worn in a manner that does not limit vision.
- Some accessories are acceptable for girls at parents' discretion, if there is no interference with students' productivity, positive behavior, or tasteful demeanor. The school reserves the right to refuse these accessories should problems arise: fake fingernails, decorative belts, hair pieces matching natural coloring, and other hair accessories.

PROHIBITED CLOTHING:

- Sweatpants, slouched or baggy slacks or shorts, oversized, extra-long shorts that fail to stay secured around the waist, slacks with patches or frayed hems, slacks or shorts with excessive pockets, and hooded sweatshirts without the TLS logo may not be worn
- Hats or caps may not be worn inside the building but may be worn outside at teachers' discretion (hats should be plain or contain content appropriate for a Christian school). They must be worn properly, and TLS reserves the right to discern if the hat should be worn on campus.
- Body piercings are not permitted
- Girls are permitted ear piercings; boys may not wear earrings
- No extreme fad hairstyles are allowed; including, but not limited to tails, shaved locks, and bleached hair.
- Cosmetic makeup is not permitted.

CHAPEL UNIFORM - EVERY WEDNESDAY Students participate in Chapel and a modified dress code will be required:

Bottom

- Boys may wear black or khaki colored twill slacks or shorts.
- Girls must wear a skirt, skorts, or jumper

Top

- A button-down collared white dress shirt.
- Boys must wear a black vest with the TLS logo or a black tie (vest is optional for girls)
- Students may wear a cardigan with the TLS logo over the dress shirt during colder months. Shoes
- Dress shoes are required, and sandals must be secured with a strap on the back.

SPIRIT DAY UNIFORM –

- Jeans or denim shorts (three inches above the kneecap or longer) can be worn on Friday if they are in good repair (free of fraying, rips, holes, patches, or stains).
- No jeggings or extreme stretch “denim” may be worn.
- Students must wear a “spirit shirt” – a shirt of any style bearing the TLS logo (can be a shirt from previous school years).

VIOLATIONS OF DRESS CODE – The school reserves the right to place restrictions on specific garments, as well as make individual requirements, should the need arise. Modesty and acceptability will be defined at the school’s discretion. The school also reserves the right to require children to return home to change the appearance if the attire, grooming, etc. is not acceptable by the school’s standards. Any TLS staff member may issue a dress code violation. When the first (1st) and second (2nd) violations are issued, a note will be sent home with the student stating the violation. When the third (3rd) violation has been issued, the Administrator will contact the parent for a conference. Spirit Day privileges may be suspended or revoked for students that misuse the dress code.

P.E. DRESS REQUIREMENTS – Please refer to your student’s teacher for specific P.E. attire.

SPECIAL DRESS DAYS

Occasionally, we will have special dress days on which the dress code will be suspended or altered, such as school picture day and celebration days. These days will be announced in advance via newsletter and notes home.

FIELD TRIPS – Dress code will remain unaltered for field trips, unless otherwise noted by your student’s teacher via newsletter or notes home. Please dress your student in accordance to the dress code required for that day of the week

VISITING SCHOOL:

Parents are welcome to visit the classrooms and observe classes. The teacher should be notified a day in advance. A visit should be limited to about 30 to 45 minutes. Parents should realize that behavior while they are in the class may differ from what is normal. (Children will sometimes show-off for adults.)

All persons are to report to the school secretary when they enter the school and are to indicate the purpose of their visit to the school personnel on duty. Children will not be permitted to leave school with adults not listed on the "Release Form" unless a call has been made to the principal by the parents or guardians giving that permission. Parents are to knock before entering a classroom. Please be a good example to the students.

SPORTING EVENTS – Volleyball, Soccer, Basketball & Track

The fall sports fee is paid during the first two weeks of the school year. Coaches are all volunteers. If you would like to coach or assist a coach in one or more of these sports, please talk with the principal or athletic director. Most of our “away” games are played in Denver in order to participate in the Denver Area Lutheran Schools league. Transportation is provided by parent volunteers. Parents of players are encouraged to drive to at least one away game. Drivers need to have a copy of insurance and driver’s license on file in the office before driving to the game.

ATHLETIC POLICY:

Athletics at Trinity Lutheran School serve as a supplement to the education of the entire child, as we are charged, "Train up the child in the way they should go..." Athletics at Trinity are designed to foster a Christian attitude in competitive athletics, to build a stronger body and to develop a greater knowledge of the sport in which the student is participating.

Qualifications:

Students of grades 5 -8 may participate in Trinity Lutheran School athletics. Unexcused absences from practices and games are not encouraged. Coaches for each sport will determine what steps will be taken to discipline players missing practice without a valid excuse.

Unexcused absences include disciplinary detentions or failure to attend without notifying the coach. Excused absences include illness, previously scheduled dentist or doctor appointments. If at all possible scheduling should be done around practices and games.

Academic Requirement:

Students participating in athletics are students first and athletes second. In order to maintain proper academic standards, the student / athlete must adhere to the following academic requirements:

1. A student/athlete in the 5th -8th grade must maintain a minimum of a 2.00 GPA in the core subjects of Religion, Science, Math, English, Social Studies, Band, Reading, Spelling, and Computers.
2. In addition to the 2.00 GPA, the students may not have an F, or have three incompletes inside one week or will be suspended from all aspects of that sport in which they are participating for a one week period. At the end of the one week period, the student's situation will be reviewed. If the student's situation has not improved, they will be suspended from that sport for another week. If their situation has not improved within three weeks, they will be suspended from that sport for the rest of the season.
3. Students that receive 3 Blue Slips in a calendar week will forfeit participation for at least one same.

Waiving of an academic suspension may occur after a meeting is conducted between the principal, teacher, and coach and a majority vote in favor of waiving occurs. Situations in which waiving may be considered would be: Lack of make-up work due to absences, academic ability, etc.

Evaluation of academic eligibility will be conducted by the coach each week during the season, from the initial practice through the final contest of the season. Teachers are asked to notify coaches immediately in the event of ineligibility.

FEES:

A participation fee per student per sport will be charged to offset charges for officials and equipment.

Use and Care of Uniforms:

If any uniform which is checked out to an individual, or as a result of the student/athlete's negligence, becomes lost or stolen or irreparably damaged, the student/athlete will be charged its worth as determined by the coach. This must be paid prior to participation in another sport or grade advancement.

WEEKLY NEWSLETTER:

Each week a newsletter of information will be sent home with your child and emailed to each parent's email address that is furnished. The Newsletter will keep you informed of upcoming events, activities, and important deadlines. Parents should read the newsletter each week.

CAPTAINS - Christian Association of Parents and Teachers Active IN School:

CAPTAINS is our parent / teacher organization and has been a key part of Trinity for over 20 years. Parents and teachers work together to create a positive environment at the school, encourage each other and the students, and improve communication in all areas of the school. CAPTAINS organizes parental volunteers to help with many school improvement projects and provides opportunities for every parent to contribute.

FUND RAISING:

During the school year, fund raising sales projects are conducted. All students are encouraged to participate in these sales. The profit is used to purchase equipment for the improvement of the child's education and improvements to the school campus.

Box Tops for Education...clip and earn cash. Clip box tops from the General Mills Box Tops for Education. Send these into the school in groups of 25 and your child receives candy. Each box top is valued at 10¢.

MELODRAMA / DINNER THEATRE

An annual Melodrama/Dinner Theatre is held to raise funds for the 8th grade Skip Trip. It is held in March each year.

LUNCH PROGRAM

Lunches are provided by local restaurants. Orders and payment are due on the third Wednesday of the month for the next month's lunches. Please see the menu which is in the school office for choices and prices. You may change your selection monthly if needed. Changes must be turned in the month prior to the change. Refunds will not be given for missed lunches. Hot lunches serve as fund raisers for our music department, computer lab, and other school needs.

PICTURES / YEARBOOK:

Arrangements are made to have individual student pictures taken each fall, and parents have the opportunity to purchase these.

These individual pictures, plus many candid classroom shots, are included in our school yearbook, along with pictures of organizations, sports, and events during the school year. The yearbook may be purchased by filling out an order form early in the year to reserve one for your child(ren).

DENVER TRACK & FIELD DAY:

Our school participates in the annual Lutheran Schools' Field Day which is held at Lutheran High School, 3201 West Arizona Avenue, in Denver. All children in grades 1 through 8 are assigned to at least two events. No classes are held on that day, and ALL children are encouraged to attend, as it is counted a day of school.

Transportation is not provided to the Field Day. Parents are responsible to arrange transportation. Supervision of younger children must also be planned for, since teachers are all assigned to an event and/or have other responsibilities during the day. Concession stands are available, or you may bring a sack lunch. Blankets and lawn chairs are encouraged.

Children sign up for a maximum of three events. Although the events start at 9:00 a.m., you do not have to arrive until your child's first event.

LOST AND FOUND:

All outer clothing, lunch boxes, and possessions in general should be name-tagged or marked for easy identification. If personal items are lost, your child is asked to assume responsibility for checking the LOST AND FOUND collection. When you become aware of a missing item, please check for yourself and have your child look for it immediately. Periodically, all items will be displayed in the Fellowship Hall. Any unclaimed articles will finally be given to a charitable organization.