

# 2021 – 2022

## PARENT/STUDENT HANDBOOK



*Burning with love for the Lord!*

### MISSION

The goal of Trinity Lutheran School is to assist children in developing a relationship with Jesus through a Christ-centered education.

### PHILOSOPHY

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

The purpose of Trinity Lutheran School is to thoroughly train children into the faith and love of Jesus Christ as our Lord and Savior. A hand in hand relationship between teachers and parents best accomplishes this goal. We strive to enable the students to be the best possible stewards of the talents God has given them. Teachers and parents working together, combined with the power of God’s Word and His Spirit, provide a mighty force for raising children to become mature Christians with character and purpose.

Parents are encouraged to attend Trinity’s Adult Information Class on the teachings of the Lutheran Church in order to acquaint themselves with the religious instruction to be given their children.

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## **GOVERNANCE**

Trinity Lutheran School is owned, operated, and supported by the members of Trinity Lutheran Church. The school is one of the educational agencies of the congregation and the Lutheran Church, Missouri Synod. The Trinity Board of Education, elected by the congregation, works under the Church Council and is responsible to the Voters Assembly, which is the chief governing body of the congregation. The Administrator of the school works with the guidance of the Pastor and is directly responsible to the School Board. The School Board meets monthly. Anyone wishing to address the Board should contact the Administrator in order to be placed on the agenda.

## **FINANCIAL INFORMATION**

Registration and tuition charges are reviewed annually. Please contact the school office for copies of current information on registration and tuition charges.

The registration fee, per student, is set by the Board annually and must be paid at the time of formal registration, or by the first day the child will attend class. This fee pays for such items as tests, textbooks, special materials, and workbooks. Registration fees are non-refundable and will not be prorated.

There are three options when making tuition payments. Tuition may be pre-paid for a semester (payable at the beginning of the first semester and by December 15<sup>th</sup> for the second semester) or pre-paid for a year (payable before school begins). The third option is enrollment in the FACTS Tuition Management Program which deducts payments directly from your bank account.

If, for any reason, a request to temporarily suspend a FACTS payment is received, the following procedure will be followed:

1. The person making the request must call the Chairman or Vice-Chairman of the Trinity Lutheran School Board and request permission.
2. The School Board representative that is contacted will decide if the reasons presented warrant the suspension of the FACTS payment.
3. If the request is approved, the school secretary will be informed by the School Board representative.
4. The person making the request will come to the school and sign an agreement detailing how the suspended payment will be made up.

Upon completion of the above four steps, the school secretary will then contact FACTS to suspend the payment one time.

Options for making up the suspended payment are:

1. Make the payment within 15 days,
2. Make 50% of the payment within 15 days and the remaining 50% of the payment within 30 days.
3. Agree to make up the payment by adding one month to their scheduled payments. Payments can only be extended to June.
4. Agree to increase all payments by an amount that would make up the suspended amount.

Only one FACTS payment at a time will be allowed to be suspended. Each subsequent month the procedure must be repeated.

All requests must be made early enough that the procedure will be completed more than five days prior to the scheduled payment.

When a family's FACTS collection fails, the secretary will contact the responsible person by phone. They will then need to come to the school within five business days to make arrangements to make up their payment. Their options will be the same as suspended payments.

After the second failed collection from FACTS, the Chairman or Vice-Chairman of the Trinity Lutheran School Board will contact the family to find out if there are any issues the School Board needs to address. If there are none, then after the failure to collect the 3<sup>rd</sup> time, the child will not be allowed back in the classroom until the account is paid in full by cashier's check, money order, or cash. If a student leaves, or his/her status changes (non-member to member), tuition for the full month during which the change took place is due.

Tuition assistance is available to qualified applicants pending School Board approval. Financial aid forms are available in the school office. This assistance is available only for grades K-5.

Any money sent to school should be enclosed in an envelope with the child's name, grade level, and purpose clearly stated. Milk/meal ticket checks should be made payable to TRINITY LUTHERAN SCHOOL. Book order money will be handled by the classroom teacher. During the school year there may be other miscellaneous activities requiring payment such as field trips, school pictures, yearbooks, etc.

### **SCRIP POLICY**

Trinity Lutheran School sells gift cards for a variety of businesses. A small percentage is given to the school. Each business has a different discount percentage ranging from 2%-10%. Families are able to purchase/ order gift cards at anytime in the office. Please see the secretary or administrator if you have any questions. A complete list of businesses can be found at [ShopWithScrip.com](http://ShopWithScrip.com)

## ***STATE AND FEDERAL LAW REQUIREMENTS***

### **NON-DISCRIMINATION POLICY**

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

### **CHILD PROTECTION RESPONSIBILITY**

For the protection, welfare, and growth of all children, Colorado law mandates that child care providers report suspected child abuse to a child protective agency. Child abuse includes physical abuse, physical neglect, sexual abuse, and emotional maltreatment. By law, the identity of a mandated reporter is to remain confidential. If a minor suspected of being abused is released from the school to the custody of a peace officer or county social worker, the peace officer or county social worker will notify the minor's parent or guardian.

## **CUSTODY**

If child custody is an issue, we are required by law to have notarized court documents in the student's file regarding this issue. The parents are to provide the documents to the principal.

## **HEALTH RECORD AND REGISTRATION FORMS REQUIREMENTS**

Trinity Lutheran School adheres to Colorado state laws requiring each child to have certain immunizations prior to admittance. Exemptions from the immunization requirements will be accepted only if the reverse side of the Colorado Dept. of Health – Certificate of Immunization Form has been properly executed and will be completed annually.

K – 5 students are required to have immunization records, a birth certificate and all registration forms turned in **BEFORE** starting classes.

## ***ACADEMIC INFORMATION***

### **ENROLLMENT POLICIES**

The entrance age for Trinity's kindergarten is five years old ON or BEFORE September 15th, of that school year.

Kindergarten students may be tested before school begins to determine if they are capable of succeeding in a kindergarten classroom. If there is any doubt about the child's ability, a meeting with the parents, teacher, and administrator will be scheduled.

Priority for admission of students is first given to children whose parents are members of Trinity Lutheran Church; secondly to children who attended Trinity the previous year; and thereafter. students are accepted as applications are received on an as-room available basis. The board has set a maximum of 20 pupils per elementary classroom and 18 pupils for kindergarten.

Parents of students in grades 1-5 transferring to Trinity Lutheran School are subject to an interview in order to discuss the following information:

1. Student's previous academic records which must be sent to Trinity for review.
2. A prospective student's health, disciplinary pattern, and mental abilities which must be in reasonable conformity to our educational program. Trinity is not staffed to meet special education needs.
3. The administrator makes the final decision on enrollment.

### **CURRICULUM**

The curriculum of Trinity Lutheran School is based upon the curriculum guides for Lutheran Church Missouri Synod schools. All subjects taught are related to the Christian and his/her relationship to God. These subjects include:

**RELIGION**- includes Bible study and memory work. Students are encouraged to attend the church and Sunday school of their choice regularly.

**LANGUAGE ARTS**-includes reading, literature, language, spelling, creative writing, and handwriting.

**MATHEMATICS**

**SOCIAL STUDIES**

**SCIENCE/HEALTH**

**COMPUTER SKILLS**

**PHYSICAL EDUCATION**

**SPANISH**

**FINE ARTS**-includes art and music; to encourage a close bond between our church and school, students will be required to occasionally sing in worship services at Trinity Lutheran Church. An annual Spring Sing Musical Program will be preformed.

### **CHAPEL**

Worship services, held weekly on Wednesday at 9:00 A.M., are an important part of the program at Trinity. These services are a source of spiritual growth and provide opportunity for joint worship by all who are a part of the Trinity Lutheran School family. Parents and other guests are encouraged to attend whenever possible. Offerings taken at these services promote various mission and chapel projects, giving our school family the opportunity to assist with the spreading of the Gospel message in numerous areas and helping to reinforce the concept of Christian stewardship.

### **LIBRARY**

Our library is staffed by a volunteer, and we expect students to respect her at all times. Students will take proper care of the books and return checked out books in good condition. Students may check out new books when they return the previous week's books.

### **RECESS AND P.E.**

The safety of our children is our primary concern. Recess and P.E. will be held outdoors daily unless conditions are unfavorable. Students should be prepared with outdoor clothing according to weather conditions. Students are to be outside during recess and P.E. time unless a specific written request and reason is furnished to the classroom teacher by the parent.

### **EXTRACURRICULAR ACTIVITIES**

Students must be in attendance on the school day of extra curricular activities such the spelling bee, and musical performances in order to participate.

### **FIELD TRIPS**

At various times during the year, classes may take field trips. These trips are planned educational excursions into the community and surrounding areas. It is our endeavor to broaden the classroom situation with first-hand experience and observations. No child will be permitted to leave school for a planned class trip without a parent's written permission. Parent volunteers are needed on these trips. The parents of any student who is not attending a field trip due to health reasons or other objections shall make arrangements for the care of their child during the period of time the class is away from school.

### **HOMEWORK**

Parents are not expected or encouraged to "teach" homework. Children should know what they are to do. Occasional questions should be expected. It is important that parents show interest and concern by frequently checking or discussing schoolwork with their child. Children should be urged to prepare this work neatly and accurately and submit assignments on time. If you have questions or concerns about your child's homework, please contact the teacher.

## **GRADING SYSTEM**

Kindergarten students will be evaluated using a tool developed by the Kindergarten teacher.

Grades 1 - 5 use the following scale in the academic subject areas:

A:	90 - 100%	D:	60 - 69%
B:	80 - 89%	F:	59% and below
C:	70 - 79%	I:	Incomplete

Non-academic areas are evaluated with an O for outstanding, S for satisfactory, or U for unsatisfactory. This includes Art, P.E., Music, Computer Skills, and Citizenship. For effort, a + for excellent, v for average, or – for needs improvement is given.

## **HONOR ROLL**

The honor roll will be for students enrolled in grades 1-5. Students must have at least an 80% average for the B honor roll and a 90% or above average in all of their classes for the A honor roll.

## **PROGRESS REPORTS/REPORT CARDS**

Trinity's report cards are issued each quarter (nine weeks). Students in grades K - 5 will be issued mid-quarter progress reports during the 5th week of each quarter. Progress reports need to be signed and returned to the teacher by the following Monday.

## **STANDARDIZED ASSESSMENT**

Each winter Trinity's first through fifth grade students take the Iowa Tests of Basic Skills. Kindergarten students will be tested in the spring of the year. These norms referenced tests provide research-based information on whether students are mastering content skills. They also gauge how well our school is doing compared to national averages. Each student's test results will be reported to parents by way of an interpretive test result brochure.

## **PROMOTION**

A child will be promoted to the next grade level if he/she has clearly demonstrated his/her comprehension and completion of the work at his/her current grade level. When the work for a grade level has not been completed satisfactorily, each case of promotion will be considered individually, and all cumulative records of the child shall be carefully weighed in an attempt to do what is best for the child. The final decision will be made by the administrator after meeting with the parents and classroom teacher to review the situation.

## **TEXTBOOKS**

It is the student's responsibility to write his/her name in every textbook in his/her possession. Hardback books must be covered at all times. Students should report lost or stolen books to the teacher immediately. Students are responsible for remaining current with classroom work even if their textbook is misplaced. Textbooks are to be returned to the student's classroom teacher in good condition no later than the final day of class. Text and library books not returned, or returned damaged, will be charged full replacement cost. Report cards will be held until all books are returned and all fees are paid in full.

## ***STUDENT LIFE***

### **ATTENDANCE/ARRIVAL AND PICK UP TIMES**

School hours are as follows: Grades K - 5: **8:00 a.m. - 3:00 p.m.** Monday – Friday.  
AfterCare will follow the Little Lambs Calendar.

No bus transportation is provided. Carpooling is recommended.

If a child is to be absent or tardy, please contact the school office during office hours. If you don't call us, we will contact you. Habitual tardiness is difficult for both the student and the classroom. If a child is tardy three times, the child will be disqualified from attaining perfect attendance. If a child is absent 2 or more consecutive days, please contact the teacher about taking assignments home so the student does not fall too far behind in his/her work.

Unexcused absence is when there has been no verbal or written communication between parents and the school concerning the absence. Unexcused absences may be referred to the authorities.

Children should not arrive at school before 7:30 in the morning and should be picked up by 3:15 p.m. Teachers use the time before and after school for preparation, and supervising students interferes with this activity.

If it is necessary for a student to leave the building during school hours, notify the classroom teacher as soon as possible.

### **LATE PICK UP FEES**

If children are not picked up by 3:15 p.m. the student will be taken to Aftercare and the parent will be charged the daily rate of \$5.00.

### **LUNCH AND MILK**

Children must bring lunches from home. They are allowed to use the microwave but due to time constraints, there is a two-minute time limit. Students may purchase milk cards in the office. No caffeinated or carbonated beverages are allowed. Due to limited space, students are not allowed to place their lunches in the refrigerator. On Tuesday, tacos will be available for purchase and on Friday, pizza will be available for purchase from the office. Meal tickets can be purchased for \$24/16 servings and can be used for either meal. Milk tickets are sold for \$6/20 servings. Any excess funds collected from our milk and pizza sales will be used for improving the school at the discretion of the School Board.

### **SCHOOL SUPPLIES**

A list of school supplies will be handed out at registration and available online at [www.trinitylutheranfortmorgan.com](http://www.trinitylutheranfortmorgan.com). Students are responsible for informing parents when supplies need to be replenished.



## **ITEMS FROM HOME**

Toys and other items brought to school are the responsibility of the owner and should not be in the classroom. Storage and use is decided by the classroom teacher. Jewelry should remain on the student for the day or stored in their locker when not being worn. Dangerous items such as knives, guns, and any other form of weapon are prohibited. Any youth found to have a weapon at school may be subject to immediate suspension or expulsion. Disruptive items such as electronic items will be confiscated and returned to parents at the end of the day.

## **LOST AND FOUND**

During each school year, many students misplace various items of clothing and other personal items. While some losses are understandable, lack of a responsible attitude causes much concern. Such negligent behavior is not consistent with the school's goal of developing good Christian stewardship habits with its students. Parents can help by modeling responsibility and being aware of children's missing items and by marking or labeling children's clothing or other personal items. Students may check with the staff for lost valuables.

## **TELEPHONE**

The telephone line is reserved for normal school business and is to be used by students in urgent situations only. Permission to use the school phone should be obtained from a member of the staff. Cell phones need to be kept in the lockers, not in the classroom.

## **DRESS CODE**

The purpose of the dress code for Trinity Lutheran School is four-fold:

1. To minimize the distraction of fashion within the school.
2. To minimize the economic diversity of the students' backgrounds.
3. To create an attractive, standardized student body appearance.
4. To minimize any non-desirable individual group identities.

This dress code is designed to reflect our witness and distinctiveness as Christians and to encourage pride in one's grooming. The way we dress often reflects our feelings and attitudes and affects our actions and behavior. As in other areas of our Christian lives, we must seek not to offend others in our dress and individual desires may have to be denied for the common good. Trinity Lutheran School's dress code may not always reflect society's standards. Parents, students, and teachers will be cooperatively responsible for enforcement of the dress code. The school administration reserves the right to send the student home, or to request the parent/guardian to bring an appropriate change of clothes in the case of inappropriate dress.

The following dress code applies to all school sponsored activities:

- School clothing must be neat, clean, properly repaired, and in good taste. It must fit appropriately and be manageable for the season and activity. Clothing must not distract from the learning environment.
- Students may wear shorts all months of the school year. Shorts and skirts must be of modest length. **No** biker shorts. Shorts should be worn under skirts/dresses.
- Students must wear non-marking shoes during school. Shoes must allow students to actively participate in classroom activities and outdoor play in a safe manner. Flip-flops and

roller shoes are **not allowed**. All shoes must be closed toed and have a back or a strap across the back of the shoe.

- In order to maintain a sense of modesty, shirts must cover the entire torso at all times. Sleeveless shirts are acceptable. Underwear and undergarments cannot show.
- Boots or an additional pair of shoes for outside must be worn when the weather dictates.
- Discretion must be used in wearing slogan and pictorial shirts or blouses. T-shirts that depict video games, bad attitudes, profanity, advertise alcoholic beverages, or smoking may not be worn. No writing or pictures on the back of slacks, shorts, or skirts.
- Hairstyles and hair color are to be kept clean and must not distract from the learning environment or portray a negative witness.
- Makeup and jewelry may be worn modestly and in good taste. Hats and sunglasses are not to be worn inside.

Because no written dress code can adequately anticipate all the questions that may arise, the school administration has the final authority in determining what is appropriate.

#### Dress Code Enforcement:

1. First infraction: A telephone call will be placed to the parent or guardian of the student. The parent or the guardian will be contacted at home or their place of employment and be informed of the dress code concern.
2. Second infraction: The student will be sent to the office. The parent or guardian will be notified to immediately bring appropriate dress to school for the student.
3. Blatant and consistent infractions of the dress code by an individual or lack of response to continuous infractions by the parent or guardian will be handled individually, in a strict manner.

**FINAL INTERPRETATION OF THE DRESS CODE IS AT FACULTY DISCRETION.**

#### **DISCIPLINE POLICY**

At Trinity Lutheran School we have the opportunity to learn to know the Lord Jesus and live lives that please Him. Students and teachers alike should frequently encourage each other to this end. To love God and to love our neighbor -- this is God's prescription for our behavior, and it serves as a very practical guideline for our thoughts, words, and actions.

Where wrong has been done, forgiveness should be a normal procedure among us. We should ask for it and grant it. However, this does not necessarily replace the need for some training in behavior through disciplinary procedures. Our God is a forgiving God, but He chastens us to teach us the seriousness of our sin and to help us correct our behavior. We believe everyone is 100% responsible for their own choices and must accept the consequences.

The staff at Trinity has developed the following discipline procedures and the Board of Education has given their approval to implement them.

*Our policy* is designed to provide for:

1. The Christian growth of each child.
2. The safety and well-being of all.
3. A measure of consistency, in that all teachers and students will observe the same rules and

procedures.

4. Timely communication with parents.
5. The recognition of good behavior.
6. A systematic way of dealing with habitual or chronic misbehavior.
7. All staff members (not just teachers) to be able to handle misbehavior.

*Our aim* is to maintain peace, harmony, and a fruitful learning environment. We also want to help each child grow in love and self-discipline. We hope the following goals will help us:

1. Be honest in our communication and work.
2. Show respect for the person, the rights and property of others, and also for our own.
3. Avoid fighting, arguments, put-downs, teasing, inappropriate language, and other hurtful actions.
4. Follow procedural policies for the classroom and school.
5. A quiet classroom may be made available during recess for students to accomplish specific objectives set by a teacher.

The following behaviors may result in a *disciplinary action, suspension, or grounds for expulsion* (this is not an exhaustive list):

1. Language or gestures that are vulgar, obscene, offensive, or threatening.
2. Severe, overt, disrespect or defiant behavior.
3. Willful destruction, theft, or vandalism of private or school property while participating in school sponsored activities.
4. Physical or verbal abuse, or harassment of any student or member of the staff.
5. Intentionally setting off a false fire alarm.
6. Possession or use of any tobacco products, alcohol, drugs, pornography, or any illegal or forbidden products. Automatic suspension.
7. Possession or use of weapons (or any dangerous materials) of any kind. Automatic suspension with expulsion review.

Suspension may be in-school or out-of-school at the discretion of the administrator. A suspension means that a student is not permitted to be in the classroom or to rely on the teacher for help in learning. These opportunities have been forfeited by the student's misbehavior and lack of cooperation while in the classroom. Any suspension may be considered grounds for expulsion.

#### **INAPPROPRIATE BEHAVIOR/LANGUAGE POLICY ENFORCEMENT:**

First Offense: If a child uses inappropriate behavior and/or language on school premises, the teacher and/or staff member will give the child a *warning*. If the child continues to use inappropriate language and/or behavior, the child will be *removed from the classroom*. The school will call the child's parent/guardian who must immediately pick up the child from school.

Second Offense: If a child, who has previously been sent home from school for using inappropriate behavior and/or language after being warned by the teacher and/or staff member (first offense), continues to use inappropriate behavior and/or language on school

premises after being allowed to return to school, the child will again be removed from the classroom and *immediately suspended* until a parent/guardian meets with the teacher and principal to discuss and create a behavior plan for the child.

Third Offense: If a child who has already been suspended and whose parent/guardian has met with the teacher and principal and created a behavior plan (second offense) returns to school and continues to use inappropriate behavior and/or language on school premises, the child will be immediately placed on *out-of-school suspension for a period of three days and the child and family will meet with school administration to review behavior plan.*

Fourth Offense: If a child who has been suspended for a period of three days (third offense) returns to school and continues to use inappropriate behavior and/or language on school premises, the child will be immediately suspended from school until the School Board meets to consider if the child will be allowed to remain at the school and under what conditions or if the child will be *expelled from school.*

### **STUDENT SEARCHES AND ARRESTS**

Trinity Lutheran School seeks to maintain a climate in the school which is conducive to learning and protective of the safety and welfare of students and staff. To achieve this goal, it may be necessary for school personnel to search the person and/or the personal property of a student and to seize any property deemed injurious or detrimental to the safety and welfare of students and staff. The school administration shall cooperate fully with local law enforcement agencies when investigations and searches related to drug or other offenses are in progress.

A principal or school official who has reasonable grounds for suspecting that a search will turn up evidence that the student has violated school policy, or the law may conduct a search (unless impossible, another person should be available to witness the search). When reasonable grounds for search exist, school personnel may search a student and/or the student's personal property while on school premises or during a school activity and may seize any illegal, unauthorized, or contraband materials as defined by this policy. Accordingly, school officials may authorize or consent to a search of lockers under his/her control when evidence suggests the welfare of students, personnel, or the building may be threatened.

## ***PARENT AND TEACHER RELATIONS***

### **COMMUNICATION BETWEEN HOME AND SCHOOL**

A newsletter called the "Trinity Tidbits" is sent home every week. Please make sure you are up to date by reading it together with your child/children. If you do not receive a newsletter, one is always posted on the school bulletin board and can also be found on the school website.

Teachers will send an invitation to their student's family for the Remind App. Notices and reminders for school, classroom and student happenings will be sent to adults through this app. Please sign up to stay informed. Messages can go directly to the teacher for better school/home communication.

The school secretary's hours are from 7:30 to 2:30 p.m., Monday-Friday. Please take care of all phone calls and office business during that time. The teachers appreciate the lack of interruptions during afternoon class time.

## **PARENT/TEACHER CONFERENCES AND MEETINGS**

Parent-teacher conference times are scheduled at the end of the first and third quarters. Dates and times are posted on the school calendar. All teachers will be present during the hours announced unless arrangements are made prior to the date of conferences.

Teachers who wish to meet with parents at other times will contact the parent(s) to establish a mutually acceptable meeting time.

Parents who wish to meet with an individual teacher or the administrator should contact that person. Parents who request a meeting with a group of teachers will have a meeting scheduled by the administrator.

Parents are welcome to visit the school. Advance notice is necessary, and arrangements need to be made with the classroom instructor. While visiting, the parent/guardian should not get involved with classroom activities unless invited to do so. Visits should be brief, and the length of each visit should be established before entering the classroom. It may be to the advantage of the visitor not to come during periods of testing or field trips. We do ask that you check in upon arrival with the school secretary or administrator in the office.

## **LUTHERAN PARENT TEACHER LEAGUE (LPTL)**

All parents with children enrolled in Trinity Lutheran School are automatically members of the LPTL for that year. This group meets monthly during the school year, as indicated through notes sent home, Tidbits calendar, and the Remind App. The purpose of the LPTL is to organize fundraising events. The group uses these funds to plan programs and purchase materials to improve the educational program for all students. The LPTL also provides social activities and events for Trinity students and their families.

## **CONFLICT RESOLUTION**

It has been found beneficial for the student to have parents and teachers work closely together to improve student performance. During the course of the school year, a problem may develop between a student and his/her teacher or between a parent and a teacher. If this happens, please apply Matthew 18:15-17, which states: "If your brother sins against you go to him and show him his fault. But do it privately, just between yourselves..." First, contact the one who can best help the situation: the teacher. If this does not resolve the matter, then contact the school administrator. Adults need to model this example of the Christian way of conflict resolution.

## ***HEALTH AND SAFETY***

### **EMERGENCIES**

Teachers will report sickness to parents during the school day as soon as possible. Be sure your child's emergency information is up to date. Please report any changes in names, addresses, phone number, or doctors to the office as soon as possible. This is most important!

### **INJURY POLICY**

All injuries such as cuts, gashes, abrasions, scrapes, or burns, etc. where blood is visible will be treated with extreme caution and care. The person giving treatment shall wear protective vinyl

gloves during the entire treatment procedure.

It is school policy that an ambulance be called to transport the injured person to Colorado Plains Medical Center when injuries occur that may be life threatening or possibly would result in paralysis if the injured were moved.

### **COMMUNICABLE DISEASES**

In case of communicable diseases such as COVID, strep and chicken pox, the administrator should be notified immediately. If possible, report to the teacher any exposure to communicable diseases so that we may more easily notice symptoms. Upon a student's return to school after a contagious illness, permits signed by a physician may be required.

In case of lice or other threatening disease or illness, the teacher should notify the administrator immediately. The necessary information will be sent home with all students. The child infected will receive a more detailed information sheet telling what procedures are needed for treatment.

### **ADMINISTERING MEDICINES TO STUDENTS**

When possible, it is preferred that all medication be administered to students by their parents or legal guardian. In any case, no medication shall be administered by the school nurse or other personnel as designated by the school nurse, without the following requirements being met:

1. Medication shall be in the original, properly labeled container. The student's name, name of the drug, dosage, time for administering, name of the legally authorized physician, dentist, podiatrist or physician's assistant and current date shall be printed on the container.
2. The school shall have received prior written authorization from the legally authorized physician, dentist, podiatrist, or physician's assistant to administer the medication.
3. The school shall have received prior written authorization from the parent/legal guardian to administer the medication as prescribed by the legally authorized physician, dentist, podiatrist or physician's assistant except as otherwise provided by law, when such a request is made by a parent/legal guardian, a full written release from liability which may result from giving the medication and any consequences of giving such medication also must be presented to the school by the student's parent/legal guardian.
4. Over the counter medications will not be administered by school personnel unless prescribed by a legally authorized physician, dentist, podiatrist, or physician's assistant. All medication accepted by school personnel for administration to students shall be stored in a secure, locked, clean container or cabinet.
5. All medical authorization forms shall be in effect for the duration of one school year unless stated on the form.
6. Forms for administering medicine are available in the school office and must be signed prior to administration of medication.

### **WEATHER**

It is the policy of the School Board to close school for inclement weather anytime Fort Morgan Public Schools are closed. This information is generally publicized on local radio stations,

Denver area television stations, and the websites of the television stations and will be listed as Fort Morgan RE-3 School District. If it is necessary to close school because of any other emergency, this information will be given on radio stations KFTM-KBRU 1400 am and 101.6 FM, and KSIR-KPRB 1010 am and 106.3 FM, for special repeated broadcasting, sent through the Remind App and listed on our school Facebook page. It is not helpful to tie up the phone lines by calling the radio stations or the school in these situations. When the weather is bad and we decide to stay open, the final decision for bringing your child to school or keeping him/her home is yours to make.

### **FIRE, TORNADO AND LOCKDOWN DRILLS**

Fire, tornado and lockdown drills are practiced to teach safe and effective building procedures and evacuation. We follow the guidelines suggested by the Fort Morgan Fire Department and the Morgan County Emergency Management Agency.

### **CRISIS PLAN**

In case the school building becomes uninhabitable during extreme weather, a hazardous spill or similar events the RE-3 School District will transport students by bus to Columbine Elementary School or the Fort Morgan Middle School. This information will be communicated on the radio or by a phone call. Release slips must be signed by parents or an authorized person before a student is released. A copy of the complete crisis plan is available upon request.

### **PARKING LOT SAFETY**

When dropping off or picking up your child, please drive slowly and carefully when entering and leaving the parking lot and always park in a designated parking spot. A walkway has been created through the center of the west parking rows so that children can safely walk to the door. There are two handicap parking spaces reserved in the lot.

The yellow painted no-parking zone was established for student safety. Please do not drop off students in this area. Unfortunately, parking in this zone causes safety issues. First, other students must walk around your vehicle, causing the potential of them not being seen by other drivers. Second, if your car is running, its fumes enter the building, which is a health issue for staff and students.

Students will wait outside with their teacher to be picked up. Parents need to walk to the building to pick up their student. We ask that you not wave your child over to your car. Children running through parking lot traffic to your waiting car is a safety issue. This is also a good time for parent / teacher communication.

### **ANIMALS AT TRINITY**

At Trinity we have several children with allergies to animal dander ranging from mild to quite severe. It is for this reason that the School Board adopted the following policy:

No animals are allowed into Trinity Lutheran School, with the following exceptions:

- For "Show and Tell", animals that can be brought in an animal carrier or box will be allowed if they are transported into the building in such a container.
- For "Show and Tell", animals that are too large to be brought in an animal carrier or box will be shown outside and the animal will not be allowed inside.
- Teachers will make sure none of their students have allergies before any animals are allowed for "Show and Tell".

- Persons requiring service animals are allowed to be accompanied by their service animals but are asked to be sensitive to those students who are allergic to animals.
- Police dogs, if required for investigation purposes, will be allowed inside.