



Burning with love for the Lord!

Parent/Student School Handbook

Updated for 2025-26 School Year

School Phone: (970) 867-4931

Website: <https://www.trinitylutheranfortmorgan.com>

Address: 1215 W 7th Ave

Fort Morgan, CO 80701

This School Handbook has been prepared to acquaint you with Trinity Lutheran School and its educational program. Questions on policy should always be directed to the Administrator first. If the information is not clarified, the School Board will be consulted. This School Handbook does not contractually bind the school in any way. Additionally, this School Handbook is subject to change without notice by the School Board.

Welcome Letter

Dear Parents and Guardians,

Thank you for your interest in our school. Our purpose is to serve families who desire not simply a private education, but a distinctively Christian education for their children. If you agree with the teachings of God's Word, this school will complement the beliefs and ideals your child is taught at home. If you do not have a church home, we welcome you into the Trinity family and we will encourage you in the spiritual nurture of your children.

Before your child begins attending our school, please read this School Handbook. The School Handbook will introduce you to many of the school's policies, procedures, and expectations for both parents and students. You are encouraged to save this document for future reference. A copy is available on the <https://www.trinitylutheranfortmorgan.com> website or you may request a paper copy in the school office.

It is important that home and school be on the same page to facilitate a good school experience for your child. This handbook starts with the key policies and procedures that apply to all Trinity families no matter what grades their children attend. Then the handbook splits into Elementary and Early Childhood sections. Please read through the applicable sections before signing your annual permission slip form.

The last sections of the School Handbook explain our religious purpose, mission, and beliefs. This school unashamedly believes, teaches, and practices the lordship of Jesus Christ and acknowledges the authority of God's Word, the Holy Scriptures, *without reservation*. Biblical principles are integrated into every subject taught at our school. Our staff is committed not only to academic excellence, but also to teaching students how to apply the truths of God's Word to every aspect of life. It is a privilege to serve and honor Him through the ministries of this school. Through the challenges and successes, we are able to approach all situations with a Christ-like attitude.

There is also a section in the back regarding governance. Trinity is part of the Lutheran Church-Missouri Synod, which operates the second largest parochial school system in the United States (only the Catholic school system is larger). Our governance also reflects that the school is an extension of the mission and ministry of Trinity Lutheran congregation.

Since this is a lengthy document, there is a table of contents in the front if you are looking up a specific policy so you can get a page number and save yourself some scrolling or flipping pages.

We look forward to partnering with you to educate your child in God's truth.

In Christ,

School Board

**ALL STUDENTS
PRESCHOOL – 6TH GRADE**

Mission

The goal of Trinity Lutheran School is to assist children in developing 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 that 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.

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 principal 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 principal in order to be placed on the agenda.

Non-Discriminatory 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, scholarship 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. To report suspected abuse, contact 844-CO4-KIDS (844-264-5437).

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 Form 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.

K – 6th students are required to have immunization records, a birth certificate and all registration forms turned in **BEFORE** starting classes.

Age Requirements

Preschool:	Three (3) and toilet trained by the first day of attendance
Kindergarten:	Age five (5) by September 1st
Grades 1-6:	Successful completion of the previous grade and/or results of student evaluation
Child Care:	Licensed for ages three (3) years to twelve (12) years zero(0) months

Communication, Questions, and Concerns

It is the desire of the School Board and the faculty of the school to provide the best and most complete Christian education for all children who attend Trinity. Communication between parents and the teachers is extremely valuable and important to assist in providing that atmosphere. Support from parents will help us provide a healthy Christian education.

We all sin and fall short of the glory of God but together we can become stronger and more like Christ in our attitudes. If you have a serious concern or grievance, we ask that you follow these steps:

1. Pray about it first, as God directs us to do in Galatians 6:1-2 *“Brothers, if someone is caught in sin, you who are spiritual should restore him gently. But watch yourself, or you also may be tempted. Carry each other’s burdens, and in this way you will fulfill the law of Christ.”* Then, go to the person whom you feel is most responsible (classroom teacher, coach etc.), with a spirit that seeks to make *positive* change. Please refer to Matthew 18:15-16. *“If your brother sins against you, go and show him his fault, just between the two of you. If he listens to you, you have won him over. But if he will not listen, take one or two others along, so that every matter may be established by the testimony of two or three witnesses.”* However, if you are still not satisfied you have other avenues to pursue.
2. Make an appointment with the K-6 Principal or ELC Director to discuss the issue. The K-6 Principal or ELC Director may then request a meeting with the parent and the concerned party. If concerns are still present, you may request a meeting with the School Board chairperson.
3. Every effort will be made to resolve the issue.

We want the best possible experience for every student at our school, so please share any concerns through the right channels. Open communication is extremely important to us.

Emergency Information

Fire: In case of a fire, the children are directed outside to the parking lot/field to await the arrival of the fire department. The teachers will check attendance to account for all children and ensure they are out of the building. The school conducts regular fire drills. Teachers always explain in detail what is expected if the alarm sounds during the school day. We conduct drills monthly.

Tornado: In case of a tornado, the children are directed to a safe space near their classroom. The teachers will check attendance to account for all children. We conduct drills quarterly.

Lockdown: In the case of a lockdown, the children remain in the locked classroom away from all doors and windows until the police department deems it safe to come out. We conduct drills twice a year.

Lost Child: In case of a lost child, we will first search all premises. If the child is not found, we will immediately contact the police and notify the parents.

Evacuation: In the event that we have to evacuate the building, children will be relocated to Murdochs, 1207 W Platte Avenue, Fort Morgan. Parents will be notified by phone or email and asked to sign children out.

In case of reverse evacuation, all students will be gathered, accounted for and moved into the school in lockdown mode.

IT IS YOUR RESPONSIBILITY TO UPDATE EMERGENCY NUMBERS SO THAT OUR EMERGENCY NOTIFICATION PROCESS IS NOT HINDERED.

Crisis Plan

In case the school building becomes uninhabitable during extreme weather, a hazardous spill or similar events the Platte Valley Baptist Church 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

Health & Safety

When to keep your child at home:

- *Fever:* No child with a temperature over 100 degrees should be sent to school. Do not allow your child to return to school until he/she has been free of fever without medication for 24 hours
- *Vomiting:* If vomiting occurs, keep your child home until food is kept down for 24 hours
- *Diarrhea:* A child with diarrhea should be kept home. Child needs to be diarrhea free for 24 hours before returning to school.
- *Rash:* A rash may be the first sign of one of many childhood illnesses. Do not send a child with a suspicious rash to school until a doctor has said it is safe to do so.
- *Cold:* a child with a “mild” cold but otherwise feeling well may come to school. A child with a “heavy” cold and a deep or hacking cough should stay home even if there is no fever.
- *Sore throat:* If your child complains of a sore throat and has no other symptoms, he/she may come to school. If white spots can be seen in the back of the throat or a fever is present, the child should be kept at home.
- *Headache:* A child whose only complaint is a headache does not need to be kept home.

IT IS THE RESPONSIBILITY OF THE PARENTS TO NOTIFY THE SCHOOL IN WRITING IF THERE ARE ANY SPECIAL INSTRUCTIONS REGARDING THE APPLICATION OF FIRST AID, FOOD OR OTHER ALLERGIES, SPECIAL PRECAUTIONS CONCERNING THE STUDENT’S HEALTH, OR REASONS WHY THE CHILD CANNOT ACTIVELY PARTICIPATE IN PHYSICAL EDUCATION.

Students unable to go outside for recess or participate in Physical Education will be required to have a note from the physician stating the limitations.

Should signs of illness arise while the child is in school, the office will contact the parent/guardian, who will then make arrangements for transportation home. Children who are ill and waiting for a parent to arrive to take them home will be supervised at all times by a teacher or staff member. In cases of serious illness, we will contact the parent and/or call 911.

Communicable Diseases

In the case of lice or communicable diseases such as COVID, chicken pox, strep, etc., the teacher or principal should be notified immediately so the necessary information can be sent home with students. If a teacher is notified first, they should notify the principal immediately. Upon the student's return to school, after a contagious illness, a physician's permission may be required. Students with lice can not return until they are live lice and egg free. Parents will need to wait to leave student until child is checked by a staff member. If your child has pink eye they need to remain home until 24 hours after antibiotics. Students with hand, foot, and mouth need to stay home until their fever breaks and their sores have dried up. If you are unsure if you should send your child to school call the principal or director.

Emergency Cards

Teachers will report sickness or accidents during the school day to parents as soon as possible. Be sure your child's emergency information is up to date. Report immediately any change in names, addresses, phone numbers, or doctors. **THIS IS MOST IMPORTANT!**

Screenings, Assessments, and Referrals

Staff will conduct various screenings and assessments of children while enrolled at Trinity Lutheran Preschool and School. Possible (but not limited to) assessments may include:

- Vision screenings
- Hearing screenings
- Dental screenings
- Informal classroom assessments

If further assessments are indicated or assistance is needed outside the scope of expertise within the preschool program, the parent will receive information to Child Find which will ensure that further assessments are conducted appropriately.

Injury Policy

If an injury should occur to a student that the staff feels inadequate to care for, it is school policy that an ambulance is called to transport the injured person to Common Spirit Hospital or East Morgan Hospital and the parents be contacted. Such injuries would include those that may be life threatening or possibly would result in paralysis if the injured were moved. Those injuries would include severe bleeding or allergic reactions, injury to the head, neck or spine, broken limbs where the bone pierces the skin, suffocation or drowning. Other lesser injuries will be taken care of by the staff, and if necessary, the parents will be notified.

All injuries producing cuts, gashes, abrasions, scrapes or burns etc., where blood is visible will be treated with standard precautions. The person giving treatment shall wear protective vinyl gloves during the entire treatment procedure.

Medication at School

Parents have the primary responsibility for the health of their children. This includes the administration of medicine. *It is encouraged that all medications be taken at home if possible.* Many medicines may be taken before or after school hours.

If your child needs an inhaler and/or epinephrine, he/she may carry it on their person *if he/she has a doctor's note in the office.* In the event the child is younger than 5 years old, his/her teacher shall keep possession of the items.

Should school personnel be asked to assist the student in taking medications, the following procedures must be followed:

- A WRITTEN AUTHORIZATION FROM THE CHILD'S PHYSICIAN AND PARENT IS REQUIRED FOR ALL PRESCRIPTION AND NON-PRESCRIPTION MEDICATION.
- Medicine will be made available only as the prescription or directions state.
- Written authorizations are not valid after the expiration date of the medication or after the current school year.
- All medication must be labeled with the child's name.
- Administration recording and disposal of leftover medication will be in compliance with state laws.
- Prescription medicines will be kept in a locked storage facility in the school office.
- A note from a parent/guardian and doctor must state the EXACT dates and times of day the medicine is to be available to the student.
- A written authorization from the child's physician is required by the school personnel.
- The medication must be presented to the teacher or other school personnel in a PHARMACY-LABELED CONTAINER with the name of the student who is to receive it.
- All non-prescription/over-the-counter medication must be provided by the parent/guardian.
- Nonprescription medication will be given only with parent/guardian permission and doctor's written permission. This includes ibuprofen and Tylenol.
- Written instructions from the physician will be required.
- Nonprescription medicine provided by a parent/guardian should be in the original container and appropriately labeled.

Under-Immunized or Non-Immunized Children

One or more children enrolled in Trinity Lutheran School may not have received some or all immunizations required by Colorado State Law due to medical, religious or personal exemptions. If your child's immunizations are not current, and he/she comes into contact with an under-immunized or non-immunized child, your child may contract a contagious disease. In the event of an outbreak, students who have not received the required immunizations may be subject to exclusion from the school for an extended period of time and may be subject to quarantine. If you are exempt from immunization you will need to provide the state immunization form signed by your physician.

Hours of Operation

Early Learning Center:	7:30 A.M. to 3:30 P.M.
Kindergarten- Grade 6:	7:30 A.M. to 3:30 P.M.

Once students have reached school, they may not leave the school grounds again until school is dismissed, unless they are accompanied by their parents, or with parent permission, another adult. All students leaving early must be signed out of the school office by the adult with whom they are leaving. A student will not be dismissed from the classroom until the office has notified the teacher that someone is here to pick them up. If the student returns before the school day is over, the adult dropping off the student will need to sign the student in at the office.

Preschool

Preschool students may be dropped off between 7:30-8:15 A.M. Dismissal for part-day students is 11:30 A.M., and for Full-day students, dismissal is at 3:30 P.M. or until parents pick them up. (Fees will apply for child care hours). Preschool students must be signed in and out using the Early Learning Ventures app.

K- 6th Grade

K-6th-grade students remaining at school after 3:30 P.M. will have their parents called and assessed a \$25 late pick-up fee if they are not picked up by 3:45.

Communication Between Home and School

School information will be communicated through monthly calendars, newsletters, and the Remind App. Parents are **REQUIRED** to sign up for REMIND as it is the best way to send out information and have a line of communication with your child's teacher.

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. Registration fee must be accompanied by a completed registration packet.

Member tuition is available for active members in good standing at Trinity Lutheran Church. Active is defined as regularly attending worship and receiving the Lord's Supper at Trinity Lutheran Church is required.

Tuition payments must be prepaid or enrollment in Facts is required by the first day children will attend class. You have 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 15th 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 office will be informed by the school board representative.
4. The person making the request will come into 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. 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:

1. Make up the payment within 15 days (automatic withdrawal by FACTS).
2. Make up 50% of the payment within 15 days and the remaining 50% of the payment within 30 days.
3. Agree to makeup the payment by adding one month to their scheduled payments. Can only be extended to June.
4. Agree to increase all of their remaining payments by an amount that would make up the suspended amount.

After the second failed collection from FACTS, the Chairmen 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 3rd 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 -6.

CCAP

Little Lambs Trinity, ELC accepts CCAP and Trinity Lutheran School accepts CCAP for kindergarten and aftercare if you qualify. Parents are responsible for paying their monthly parent fee at the beginning of the month. CCAP will only pay for 5 absences a month; if this is exceeded, parents will be responsible for paying the daily rate. All CCAP students **MUST** be signed in/out using the kiosk system in the entryway every day. For preschool we are requiring that if your child is 4 or 5 that you apply for the Universal Preschool Program (UPK).

Money

Any money sent to school should be enclosed in an envelope with the child's name, grade level, and purpose clearly stated. Milk 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 recorders, field trips, school pictures, etc.

School Supplies

A list of school supplies will be handed out at registration. Students are responsible for informing parents when supplies need to be replenished.

Privacy Policy

Students and parents have a right to have all phases of disciplinary procedures handled as discreetly as possible within the staff and student body of Trinity. Staff may share suggestions, solutions and insights into dealing with behavior, all aimed at helping the student. This never involves sharing information that the student or parents have specifically intended to remain confidential. The Administrator will use discretion in sharing pertinent information about students with the staff. Confidential information will only be shared with parental consent. A student's behavior file is considered confidential. Contents will be shared only with the student, his parents and appropriate professionals.

School Pictures

Individual and class pictures are taken early in the school year. All students will receive a yearbook. Flyers will be sent home on how to order photos.

Weather Closure

It is the policy of the school board to close school for inclement weather anytime Fort Morgan Public Schools close their schools. This information is generally publicized on local radio stations, Denver area television stations, and the websites of the television stations. If it is necessary to close school because of any other emergency, this information will be given on radio stations KFTM-KBRU 1400 am, 101.6 FM, KSIR-KPRB 1010 am, and 106.3 FM, for special repeated broadcasting. It is not helpful to tie up the phone lines by calling the radio stations or the school in these situations. Teachers will notify you through REMIND if we are closing. 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.

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.

GRADES: KINDERGARTEN – Six

Enrollment Policies

The entrance age for Trinity’s kindergarten is five years old ON or BEFORE September 1st. The board has set a maximum of 20 pupils per elementary classroom and 18 pupils for kindergarten.

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.

Parents of students in grades 1-6 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. The 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.

The principal makes the final decision on enrollment.

Attendance

Regular attendance is important to ensure achievement in school and faithful work habits; thus, we discourage vacations, trips, doctor appointments, and other non-illness related absences when school is in session. When that is unavoidable, students are responsible for any makeup work during their absence. Students will have 2 days for every day they are absence to make up any assignments missed. Assignments that are not made up, according to the time restrictions set by the teacher and school, will be reflected in their grades. It is helpful to both student and teacher to make prior arrangements to meet that requirement. *Our goal is to maintain a student attendance rate of no less than 95%.*

TRINITY LUTHERAN SCHOOL STARTS PROMPTLY AT 7:45 A.M. ARRIVAL TIME IS 7:30-7:45 A.M.

Colorado State Attendance law states, "However, compulsory school attendance law is satisfied if at an independent, private or parochial school a child is enrolled for a minimum of one hundred seventy-two days and is provided with a basic academic education (sequential program of instruction). C.R.S. 22-33-104.

The State of Colorado for attendance is 95%, as is Trinity Lutheran School. In order to attain this goal, a student cannot miss more than 10 days during the entire school year. Any student missing more than 10 days of school, for reasons other than illness will need to meet with the principal.

An EXCUSED ABSENCE/TARDY includes but is not limited to absence due to doctor appointment, dentist appointment, medical problems, or illness, involvement in a traffic accident, traffic problem occurring with multiple families arriving late, or when numerous carpools are affected, family emergency, death, or extreme weather.

An UNEXCUSED ABSENCE/TARDY includes but is not limited to time taken to attend family trips, late carpool, sleeping in late, lunch out from school, or professional sporting events. If a student is absent during the day, he or she may not attend Trinity's social functions that same night.

It is necessary that students be in class each day to fully benefit from Trinity's religious and academic instruction. It is reasonable that students will occasionally miss class due to illness, doctor appointments, or family emergencies. Such absences will be excused with a call from a parent. In these instances, students will be allowed to make up tests and quizzes without penalty. The teacher will determine appropriate adjustments, if any, to due dates for late or missed assignments.

If parents are planning an unexcused absence (e.g., vacation, absence for special events), they must make advance arrangements with their child's teacher(s) to complete any work that will be missed. In the case of an unexcused absence, make-up tests/quizzes and adjustments to assignment due dates may be allowed at the discretion of the teacher.

Recurring or routine absences from school are discouraged, however individual cases may be allowed at the discretion of the Administrator and staff. In all instances the student and teacher(s) must agree on a plan to ensure that the student remains current with all class requirements.

Absences Due to Illness

If your child is absent because of illness or an appointment for which we have not been notified previously, please call to make us aware of the situation before 7:45 a.m. Please call each day your child is to be away from school and state the reason for the absence to the office administrator.

Parents who have not excused their child from school will be contacted by the office.

Extended Absences

Extended absences should be discussed with your child's teacher in advance. Make-up work, alternative assignments, and the schedule for their completion, can then be devised to minimize negative impacts on academic learning.

Late Arrival (Tardy)

Tardiness is a form of absence and interferes with student learning. Late arrivals interrupt the learning environment and the daily procedures and will be handled in a serious manner. Promptly at 7:45 a.m., and the student academic day begins. Students arriving after the bell rings will be considered tardy. If a child is tardy three times, the child will be disqualified from attaining perfect attendance.

Students may NOT be taken from the classroom, halls, or playground without prior acknowledgement by the teacher, AND official sign-in or out by the parent in the front office, and notification to the teacher(s) concerned. Parents should not pull siblings from their classroom to attend classroom events such as classroom open houses. On a field trip, students taken by parents (or a representative) from the field trip must check out with the teacher who has oversight of the field trip students.

Late Pick-Up

The school closes at 3:30 p.m. If a child has not been picked up by that time, the following procedures will be followed:

- A late fee of \$25 is charged after 3:45. If the child is here longer than, the fee grows at the rate of \$1 per minute.
- After 5 minutes, the staff member will begin calling parent contact numbers. If no parent responds, the staff member will begin calling emergency contacts
- After 15 minutes, the staff member will call or text the Principal.
- If there has been no parental or emergency contact after 30 minutes, the staff member will call the police non-emergency number or the Department of Social Services
- If you know you will be late due to weather, traffic or an emergency, please call the school number.

Holidays and Teacher Workdays

Please consult the school calendar for dates of school holidays and teacher workdays.

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. Utmost caution should be observed as children cross the parking lot. Children must be accompanied by an adult and supervised constantly before and after school hours to ensure their safety. **There is NO PARKING OR STOPPING in front of the building you MUST PARK.** For safety of the students, we ask that all K-3 students be walked to the door by their parent or guardian.

There are two handicap parking spaces reserved in the lot

Arrival

K-3 parents need to walk their child(ren) to the doors of the building. 4-6 students need to use caution when walking in the parking lot, parents need to watch their child(ren) walk into the building. School starts promptly at 7:45 A.M.

Dismissal/Student Pick up

School is over at 3:30 P.M all parents will need to pick up their children inside the building. Students may be released to a parent, legal guardian, or an adult designee (over 18 years of age). If there is any question of a parent's/guardian's legal right to the custody of the child, evidence of this right must be provided before the release is authorized. If a designee is to pick up the child, the parent or legal guardian must indicate their adult designee in writing, to the Administrator(s), prior to the student being released. In case of emergency, the Administrator(s) may make other arrangements. The Administrator(s) or his/her representative is responsible for the safe release of Trinity students.

If the designated party that comes to pick up the student is under the influence of drugs and/or alcohol we cannot release the child to him/her. The proper authorities, such as police and social services, will be contacted.

Trinity Lutheran School is a closed campus. Students may not leave unless there is a parent/legal guardian or adult designee on campus to pick them up. All students leaving early must be signed out through the office. When school is not in session, students must be supervised while on the Trinity campus.

Chapel

Chapel worship services, held weekly on Wednesdays at 8:15 a.m., are an important part of the program at Trinity. These services serve as sources of spiritual growth and provide an opportunity for joint worship by all who are a part of the TLS Family. Parents and other guests are encouraged to attend whenever possible.

Offerings taken at these services support various mission projects, providing our school family with the opportunity to contribute to the spread of the gospel message in numerous areas and help reinforce the concept of Christian Stewardship.

Academic Expectations and Recognition

We expect our students to strive for academic excellence. Each student should produce work they are proud of. With this in mind, the following academic standards have been developed:

1. Homework, if applicable, must be completed by the required time.
2. Students are expected to make productive use of all classroom time, including study periods and time before school starts.
3. All assignments have specific learning objectives. Therefore, each assignment should be done neatly to the best of the student's ability.
4. A student may be kept after school or during lunch recess at the teacher's discretion due to unsatisfactory work or behavior.

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:

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

SOCIAL STUDIES
SCIENCE/HEALTH
COMPUTER SKILLS
PHYSICAL EDUCATION

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. We have an annual art show during National Lutheran School's Week and a Spring Musical Program

Religious Instruction

As a Christian school, all students receive religious instruction. Religion classes that expose students to an in-depth study of Holy Scriptures and their moral and ethical implications form an essential part of each school day at Trinity. Students will be asked to memorize bible verses. Our goal is to prepare young people for a life of Christian living in Jesus Christ. Students will be encouraged to attend the church and Sunday School.

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 unless conditions are unfavorable (below 31 degrees considering the wind chill factor). 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. Students are prohibited from the playground area after school hours. Playground equipment is there for the student's enjoyment. However, there are rules which govern the use of all equipment in order to keep everyone safe from injury.

Grading Scale

Kindergarten students will be evaluated using a tool developed by the kindergarten teacher. Grades 1 - 6 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, √ for average, or – for needs improvement is given.

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.

Progress Reports/Report Cards

Trinity's report cards are issued each quarter (nine weeks). Students in grades K - 6 will be issued mid-quarter progress reports during the 5th week of each quarter

Honor Roll

The honor roll will be for students enrolled in grades 1-6. 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.

Standardized Assessment

Each winter Trinity's second through sixth grade students take the Iowa Tests of Basic Skills. These 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 principal after meeting with the parents and classroom teacher to review the situation.

Discipline Policy

We believe everyone is 100% responsible for their own choices and must accept the consequences.

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 disciplines us to teach us the seriousness of our sin and to help us correct our behavior.

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 ourselves.
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 the 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 principal.

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 offence) 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 offence) 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.

Anti-Bullying Policy

Trinity Lutheran School is committed to creating a safe, caring, and respectful Christ-centered learning environment for all students. Acts of harassment, intimidation or bullying are prohibited and will not be tolerated. A safe and civil environment is necessary for students to learn and achieve high academic standards. Harassment, intimidation, or bullying, like other disruptive or violent behaviors, is conduct that disrupts both a student's ability to learn and a school's ability to educate its students in a safe environment. School administration and staff will investigate reported incidents of bullying promptly and thoroughly.

Definition

Bullying is a pattern of aggressive, intentional, or deliberately hostile behavior that occurs repeatedly and over time. Bullying means any gesture, or written, verbal or physical act that takes place on school property, at any school-sponsored function or over the phone/internet.

Consequences

Reports of bullying are taken seriously and shall be dealt with quickly, effectively and confidentially. The following factors will be considered in determining the appropriate response to students who commit one or more acts of bullying:

- The developmental and maturity levels of the parties involved
- The levels of harm
- The surrounding circumstances
- The nature of the behavior(s)
- Past incidences or continuing patterns of behavior
- The relationships between the parties involved
- The context in which the incidents occurred

Concluding whether an action or incident constitutes a violation of this policy requires a determination based on all the facts and surrounding circumstances.

If a student is found guilty of bullying behavior, the consequences shall depend on both the results of the investigation and meaningful consideration of these factors. Consequences may include but are not limited to mediation, a parent conference, counseling, suspension, expulsion, or referral to local law enforcement.

Retaliation Prohibited

Reprisal or retaliation against any person who reports an act of bullying is prohibited and will result in appropriate discipline. It is a violation of this policy to threaten or harm someone for reporting bullying. This policy or Trinity Lutheran School's Discipline Policy will govern the consequence and remedial actions, as appropriate.

Consequences for False Accusation

It is also a violation of this policy to report false allegations of bullying knowingly. Students or employees will not be disciplined for making a report in good faith. However, persons found to knowingly report or corroborate false allegations will be subject to appropriate discipline. This policy or Trinity Lutheran School's Discipline Policy will govern the consequence and remedial actions, as appropriate.

Search & Seizure

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 a search exists, 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.

Sexual Harassment

Sexual harassment is recognized as a form of sexual discrimination and thus a violation of the laws, which prohibit sex discrimination. Trinity Lutheran School shall follow, to the extent feasible, the guidelines set forth in Title VII of the Civil Rights Act of 1964 and Title IX of the Education Amendments of 1972.

A learning and working environment that is free from sexual harassment shall be maintained. Staff members or students who sexually harass other staff members or students or who retaliate against anyone who reports sexual harassment shall be subject to disciplinary action.

Conflict Resolution

It has been found beneficial for the student to have parents and teachers work closely together to improve pupil performance. During the course of the school year, a problem may develop between a student and his 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 principal. Adults need to model this example of the Christian way of conflict resolution.

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 at least fingertip length. A good way to measure the length is to have the child stand with arms down to his/her sides - shorts and skirts should be at least as long as his/her fingertips. No leggings are to be worn unless covered by an acceptable skirt, dress, or shirt.
- Shoes must allow students to actively participate in classroom activities and outdoor play in a safe manner. **Flip-flops are not allowed. All shoes must 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. Tank tops are not acceptable unless worn with another acceptable shirt. Underwear and undergarments cannot show.
- Boots or an additional pair of shoes are recommended when the weather dictates.
- Discretion must be used in wearing slogan and pictorial shirts or blouses. T-shirts that depict bad attitudes, profanity, advertise alcoholic beverages, or smoking may not be worn.
- Hairstyles and hair color are to be kept clean and must not distract from the learning environment or portray a negative witness. Hair color must have natural tones.
- 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.

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.

Special Dress Days

When special “dress-up” days occur such as pajama days, we expect that clothing will still be appropriate. We ask that on swim days, girls will wear suits that cover their midriff.

Chromebooks

Students will be issued Chromebooks for use in school. This document provides students and their parents/guardians with information about taking care of the Chromebook, using it appropriately for school, and being a good digital citizen.

Students and their parents/guardians are reminded that use of Colorado Department of Education (CDE) technology is a privilege and not a right and that school authorities may monitor everything done on any CDE-owned computer, network, or electronic communication device. Inappropriate use of CDE technology is subject to disciplinary consequences including, but not limited to, limited or banned computer use, detentions, suspensions in-school, suspensions from school, a recommendation for expulsion from school, referred to police department and/or legal action.

Ownership of the Chromebook

Colorado Department of Education (CDE) retains sole right of possession of the Chromebook. The Chromebooks are loaned to the students for educational purposes ONLY. Moreover, Trinity administrative staff and faculty retain the right to collect and/or inspect Chromebooks at any time, including via electronic remote access, and to alter, add or delete installed software or hardware.

Responsibility for the Chromebooks

Students are solely responsible for the Chromebooks issued to them and must adhere to the following behaviors: Students are not allowed to take their Chromebooks home.

- Students must make sure their Chromebooks are plugged in at the end of the day.
- Students must treat the device with care and never leave it in an unsecured location.
- Students are advised to keep the device in a protective case.
- Students must promptly report any problems with the Chromebook to their teacher.
- Students may NOT remove or interfere with the serial number and other identification tags.
- Students may not attempt to install or modify any operating system on the Chromebook.
- Students must keep the device clean.
- Students must keep the device free from non-removable stickers, artwork, graffiti, and may not remove or change the physical structure of the Chromebook, including the keys, screen cover, or plastic casing.
- Students are not allowed to physically alter or destroy the Chromebook or accessories. (e.g. removing or reordering keyboard keys, removing access compartments or removing or altering internal hardware).

Responsibility for Electronic Data

The students are not to install any apps or extensions on their Chromebooks that are not installed by a member of Trinity’s staff. Students are responsible for backing up their data to protect it from loss. Users of Trinity technology have no rights, ownership, or expectations of privacy to any data that is or was stored on the Chromebook, Google Apps, school network, or any school-issued applications and are given no guarantees that data will be retained or destroyed.

Spare Equipment and Lending

If a student's Chromebook is inoperable, the school has a limited number of spare devices for use/loan while the student's Chromebook is repaired or replaced. This agreement remains in effect for loaner Chromebooks. The student may not opt to keep an inoperable Chromebook to avoid doing class work due to loss or damage.

Tablet

Students will be issued a tablet that will be used in the classroom. Students will use the teacher approved apps only. Students are not allowed to download apps on their tablet if they do not follow the rules they will lose their tablet privilege.

Damage to Chromebook and Tablet

Students should submit Chromebooks and tablets that need repair to their teacher. Repairs must be done by the school, not by an outside party.

Charges for Chromebook and tablet repairs will be charged with the current price rate to replace or fix the Chromebook or tablet. Students and student families will be responsible for ALL damages to their school issued Chromebook or tablet. If a device is lost or stolen the student and student family will be responsible for the fee to replace the Chromebook or tablet.

Charges for Chromebook or tablet include: Replace Damaged/Lost Chromebook, Replacing Screen, Replacing Keys (Keyboard), Replacing Power Cord, Replacing Identification Tags, Replacing Protective Sleeve Cover, etc..

Items From Home

No toys or electronics should be brought to school. These items will be confiscated by the teacher and returned to the parent at the end of the day. Dangerous items such as knives, guns, and any other form of weapon are prohibited. Any child found to have anything dangerous, such as a weapon, may be subject to immediate suspension and/or expulsion.

Lost and Found

During each school year, many students misplace various items of clothing and other personal items. Parents can help by modeling responsibility, being aware of children's missing items, and by marking or labeling children's clothing. Students may check with the staff for lost valuables.

Confiscation

Any staff member has the right to confiscate inappropriate material from a student. This includes material that could be disruptive, distracting, dangerous or illegal and not limited to these items: Food, candy, gum, or beverages used outside the lunchroom; attire not permitted by the school dress guidelines; cell phones, any personal music player or handheld games. The purpose of confiscation is to remove the actual or potential distraction, disruption, or danger. All items that are confiscated will be held by the teacher or principal, and parents will be contacted to come to the school to pick the item up.

Field Trips

Educational field trips are planned throughout the school year. Each student must have a permission slip signed before all field trips. If your child does not meet child-seat regulations, the parent must provide a seat for their child or they will not be allowed to go. Drivers carry emergency cards for each child with them. Drivers are responsible to make sure that the children in their care are properly

supervised and accounted for at all times. Drivers are responsible to follow all laws of the road and are not to use cell phones while driving.

Fundraising

During the school year, children may be given the opportunity to participate in fundraising projects. The funds earned from these sales are used for selected projects for the school.

Homework

Students are given opportunities to complete most of their assignments at school. Unfinished work is expected to be completed at home and turned in the next day. Teachers may also assign specific homework or projects for a specific purpose in mind. Look for teacher communications for the details of these assignments or projects.

Students who are absent are responsible for getting their assignment and completing them in a timely fashion. Students will be given two days of absence to complete their missed assignments. Parents may call by 9:00 A.M. the day of the absence to request homework to be picked up after school no earlier than 3:30 P.M.

Late Work

Each grade level has a separate policy for late work. Please consult with the classroom teacher as to the policy for the grade level. Late work due to illness or prearranged absences is excused. A student shall receive a minimum of two days for each day absent within which make-up work must be completed after the student returns to school.

Lockers/Cubbies Policy

Each student will be assigned a cubby/locker in which to store their possessions or school materials checked out to them. The proper use of the cubby/locker is expected of each student. Cubbies/lockers are school property and are loaned to you at the beginning of the school year for your convenience. Generally, cubby/locker assignments will not be changed during the school year. The school maintains control over the use of the cubbies/lockers. School personnel may inspect cubbies/lockers from time to time. School authorities may search a student's cubby/locker, person and/or personal effects, desk and/or storage area whenever the school official has reasonable suspicion to believe a student is in possession of illegal, stolen or unauthorized materials.

- Use only the cubby/locker assigned to you
- Do not store valuable items in your cubby/locker
- Do not write or mark in or on the cubby/locker. Students who have damaged cubby/lockers will be charged for repair and/or cleaning
- Students are to treat their cubby/locker with care and keep it clean, neat and organized at all times. Pictures or other decorations in the cubby/locker should be in good taste and meet the same guidelines as Trinity's dress code. Please do not use tape on the inside or outside of the cubby/locker; magnets or Easy-Tack can be used

Lunch and Milk

Children must bring lunches from home. We encourage all students to bring a lunch that is a nutritious and well-balanced meal. Sharing of lunches and trading of lunches are not permitted. 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. Parents and guests are always welcome to join for lunch.

On Friday, pizza will be available for purchase from the office. Any excess funds collected from milk and pizza sales will be used to improve the school, at the discretion of the school board.

Snack

Each class will have snack time in the morning, and students need to bring one snack. Teachers do not allow children to go get silverware during snack, so if it is required, please provide it. We do ask that fruit cups be saved for lunch, not snack, as they tend to be very messy.

Water Bottles

We ask that each student bring a water bottle daily. We have a water refilling station by the cafeteria. Please **ONLY PUT WATER** in bottles anything else will be dumped out.

Gum

Children are not allowed to chew gum at school.

Media

Teachers will use various educational media sources to support and enhance the curriculum used at school. This refers to any media, including but not limited to, TV shows, video, music, software that are used at the school. Grades preschool through 6 will be allowed to view G-rated and PG-rated videos with parental permission. No response will be considered a “no.” Other options will be offered for students whose parents do not wish them to view the video.

Permanent Records

The school office maintains a permanent record file for each student. The record contains personal information, academic records, attendance records, health records, work samples and test scores. Parents may request access to their child’s permanent record. Requests to view these records must be made to the Administrator or ELC Director at least one day in advance

Parent/Teacher Conferences

Parent/ Teacher conferences are held twice each year. A schedule will be posted and parents will be able to sign up for a time to visit with their child’s classroom teacher(s). Please consult your calendar for the dates. Additional conferences may be arranged whenever the parents and/or teacher feel the need to meet.

Telephone

The school and office telephone lines are for school business. The use of phones by students will be permitted only in emergency situations, as determined by office personnel.

Messages received in the office during school hours will be relayed to the pupils and teachers as necessary. Teachers are only able to return calls when they are free from class or supervisory assignments. Students may respond to calls during classes only in case of an emergency.

Student Cell Phone/Other Personal Electronics

Student cell phones and other electronic devices may be used before and after school hours. These devices must be turned off and remain in the student’s backpack during school hours or placed in

“phone jail” in the classroom and may not be used anywhere on the school premises during school hours. No other electronic devices may be brought to school or into the classroom without the teacher’s prior approval. Internet usage on personal devices is not allowed. Trinity assumes no responsibility for damage or theft of personal devices brought to school.

Tuition Assistance

Tuition assistance is available for families who qualify in grades K-6. More information and applications are available in the school 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 during the year, as indicated through notes sent home, for the purpose of discussing mutual concerns and as an aid in promoting the educational program.

Visitor Policy

All visitors to TLS are required to sign in at the front reception desk and receive a visitor’s badge to wear while on school property. Please sign out and leave your badge at the end of your visit. We ask that you do this whenever you come to volunteer or assist with school activities. That way we can track who is in the building if an emergency would arise.

Volunteer Policy

Volunteers play a vital role in supporting this school ministry. This includes fundraising, field trips, parties, programs, and more. Without the help of volunteers, we would not be able to do everything that we do. To volunteer, notifications with specifics will be sent through newsletters, REMIND, and emails.

Withdrawal/Termination

Parents must give a written notice two weeks in advance of the date your child will be withdrawn if they plan to move or transfer their child to another school. An exit interview will be held with the parents and necessary paperwork will be signed. All outstanding fees must be paid before records are transferred. Parents/students must turn in all school-owned books and materials to their teacher or to the front office.

EARLY CHILDHOOD EDUCATION (PRESCHOOL & CHILDCARE)

Trinity Lutheran’s Preschool and Childcare programs aim to offer a well-rounded Christian program that is both beneficial to and tailored to the needs of parents within our school and community. We want our children to grow in the areas of spiritual, physical, intellectual, emotional, and social development. Every effort will be made to maintain the Rules Regulating Child Care Centers for the State of Colorado and the Rules and Regulations Governing the Sanitation of Child Care Centers in the State of Colorado. A copy of the regulation book is available in the EC office. Trinity Lutheran School’s Preschool and Childcare license qualifies us for children three (3) years months who are toilet trained to twelve (12) years zero (0) months of age. Trinity is also rated by Colorado Shines, earning a score of 4 out of 5 stars in the most recent review.

Universal Preschool (UPK)

If your child is enrolled in the UPK program and you would like them to attend more than the approved hours you will be required to pay the difference.

Activities and Events

Monthly activities are planned to provide parents with opportunities to participate in school events. Sometimes this will be a class party for a holiday, sometimes it will be a fundraising event. A variety of events are planned for National Lutheran Schools Week. Activities and events are publicized in the weekly preschool newsletter and with flyers in your family folder.

Attendance

Parents choose a weekly schedule at the time of registration. Staff is to be notified of any single or temporary changes to this schedule at least 24 hours prior to the scheduled participation date and time. Notification of a permanent attendance status change must be requested in writing at least two weeks in advance.

If your child misses a scheduled day of school, please call the school office at 970-867-4931 or email the EC Director at elc.director@trinitylutheranfortmorgan.com by noon on the day of the missed school day. If your child is ill, please list their symptoms (e.g., cough, fever, vomiting). The preschool and childcare program is required by the Health Department to keep an illness log and report major outbreaks.

Belongings and Money

Children should not bring toys, trinkets, candy, gum or money to preschool or childcare. Parents of each child are required to provide a complete change of clothes, contained in a bag or container, clearly marked with the child's name. All coats and backpacks must be marked with the child's name; a cubby is provided in the classroom for coats, backpacks, extra clothing. Please check your child's folder daily to stay informed.

The only time children should bring money to school is for chapel offerings.

Please do not let your child bring toys from home. The only exception is to bring one stuffed animal if the child will nap at school.

Birthdays and Holidays

Children may bring treats for their birthday celebration. Please coordinate with your child's preschool teacher for the number of students, dietary considerations and other procedures. Children may not distribute birthday party invitations at school UNLESS they are inviting all of their classmates.

There are class parties for Christmas and Valentine's Day. Sign-up sheets will be available for parents to volunteer to help with food, decorations, and activities. These parties happen during the morning preschool session.

Building Access

All doors allowing access to the building are left locked at all times.

Bulletin Boards

The Parent Information Bulletin Board is located by the main doors of the building. Please, check it for new information critical to parents. Individual teachers also post information at the classroom door. Flyers and other notes may be found on the sign-in center outside the childcare room. This bulletin board will also include information on events in the church and community that would be of interest to families with your children.

Chapel

The preschool classes join the elementary classes for worship in the church building most Wednesday mornings at 8:15 a.m. Traditionally, the older students serve as “chapel partners,” escorting the preschool students to chapel and sitting with them during service.

Children may bring money to contribute to the school chapel projects. Watch your newsletters for details on these projects.

Sign In and Sign Out for Preschool & Child Care

Preschool and childcare use the Early Learning Venture app for a sign-in and sign-out data. QR codes for this purpose are found on the front door, the kiosk at the entrance and on each classroom door.

Elementary After Care is tracked using a daily log maintained by the teachers (unless you are CCAP then you need to sign your child out).

During the day, we identify where your child is by head counts and classroom monitoring. If you arrive late, and the class is elsewhere, you **must** escort your child **directly** to a teacher to be added to the head count. This is imperative for your child’s safety. Before the teachers leave each day, they check the school grounds and the sign-in/out sheet to ensure that every child has been picked up.

Child Arrival Procedures – Childcare/Preschool/Before and After School Care

No students are allowed in the building before 7:30 A.M. All children who arrive between 7:30-8:15 A.M. must go directly to the childcare room. For preschool students, have your child put his/her belongings in the cubbies by the preschool room. Sign your child in using Early Learning Ventures app.

Please walk your child into the childcare room and at minimum make eye contact with the teacher so that she knows a new student has arrived. ALL CHILDREN NEED TO WASH HANDS BEFORE JOINING IN THE CLASSROOM ACTIVITIES. Parents are asked not to stay longer than 10 minutes in the classroom during drop off.

Child Pick Up Procedures – Childcare/Preschool/After School Care

Any student dismissed at any time throughout the day must be signed out by a parent or guardian in the Early Learning Ventures app. If there is an emergency situation that delays your usual pick-up time, please call the school office, text the teacher or use the Early Learning Ventures app.

Elementary classes dismiss at 3:30. At 3:35, any elementary students who have not been picked up are considered signed-in for after school childcare and will be billed for the extra time. If there is an emergency situation that delays your usual pick-up time, please send a message in Early Learning Ventures app or call the school office.

When you pick up your child, be sure to sign out in the Early Learning Ventures app and gather all your child's belongings.

Unauthorized Child Pick Up

If a person attempts to take a child from the preschool or childcare classroom and he/she is not on the child's authorized list, the following policies will apply:

- The Director or teacher will explain the policies concerning child pick up. Only persons 18 years or older who are listed on the child's authorized pickup form filled out by parent/legal guardian can pick up child.
- If the person refuses to comply with the Director or teacher, the Principal will be notified and police will be called.
- In the event of a child custody question, a copy of the custody order must be in the child's file.

Non-Custodial Parent Pick Up

Trinity Lutheran School staff cannot prevent a parent from seeing their child unless there is a court order on file in the school office. Staff may delay a non-custodial parent in order to contact the custodial parent to alert them that the child has been picked up by the non-custodial parent if staff has not been notified in advance of changes to child pick up.

Late Pick-Up

The program closes at 3:30 p.m. If a child has not been picked up by that time, the following procedures will be followed:

- A late fee of \$25 is charged. If the child is here longer than 10 minutes, the fee grows at the rate of \$1 per minute.
- After 5 minutes, the staff member will begin calling parent contact numbers. If no parent responds, the staff member will begin calling emergency contacts
- After 15 minutes, the staff member will call or text the Director
- If there has been no parental or emergency contact after 30 minutes, the staff member will call the police non-emergency number or the Department of Social Services
- If you know you will be late due to weather, traffic or an emergency, please call the school number. The Director will also share a cell number that you can call or text in case of emergency. Preschool families are encouraged to use Early Learning Ventures or Remind app to share information.

Communication

To help your child get the most from the school experience, it is key that there be strong communication between home and school. The preschool sends out a weekly newsletter via email; a printed copy is on the parent information bulletin board. Other notes are put in family folders or in back packs. You can visit the school Facebook pages and website. Reminder messages and photos of your child will be sent through the Remind app. Teachers often display notes and the children's work at the classroom entrance.

Parent conferences are held in the fall and spring, but parents are encouraged to speak with their child's teacher whenever they have concerns about their child's school experience. Teachers love to hear the stories from home when your child shares what they learn at school – so be sure to share those too.

Please keep your child's teacher informed about changes in the home life (new house, new baby, etc.) and we'll keep you current with life at school.

Complaints

Complaints pertinent to Trinity Lutheran School's preschool and childcare programs should be directed to the EC Director, the School Principal, and/or the Colorado Department of Human Services at (303) 866-5958 or 1-800-799-5876. There is also a sign on the parent bulletin board with details on making a complaint.

Curriculum

Our curriculum focuses on developing the total child, with the goal of fostering the spiritual, academic, emotional, social and physical growth of each child as an individual. We lay the foundation for later school success by providing a stimulating, challenging and caring environment that allows the child to develop. Teachers endeavor to know, understand and treat each student as a special and unique child of God. In this school community we all strive for friendliness, care for one another, trust and respect for each person, service to others, and especially service and witness for Christ. Most classroom activities are play-based, meaning they are hands-on and interactive. During the regular school year, there will be thematic units, alphabet/phonics instruction along with Bible instruction.

Discipline

The staff will provide a constructive and educational program of discipline and classroom management, which shall include such measures as diversion, separation from the problem, talking with the child about the situation, or praise for appropriate behavior. The cooperation of students registered in the program and the support of their parents is expected. An Incident Report form will notify parents, in writing, if a problem occurs where parent input is requested. Problems of repeated misbehavior will be referred to the school Principal for further action. The Board of Education must act upon a recommendation for removal from the program.

Dress Code

- Weather-appropriate dress – we want to be able to go outdoors whenever the weather allows. In the winter, send hats, gloves/mittens and snow boots if there is any snow on the ground.
- Wear comfortable clothing that can easily be managed when the child needs to use the toilet. Overalls and belts are discouraged.
- Footwear must be safe and durable and well-fitting. Flip-flops, roller shoes, high heeled shoes, and slippers are not allowed. All shoes must have a back or a strap across the back of the shoe
- No torn, ripped or frayed clothing of any type will be allowed.
- Girls must wear shorts, leggings, or tights under dresses/skirts.
- Shirts (or dresses) must have a strap of at least 1.5 inches in width.

Discretion must be used in wearing slogan and pictorial shirts or blouses. T-shirts that depict bad attitudes, profanity, advertise alcoholic beverages or smoking may not be worn. No writing or pictures on the back of slacks, shorts or skirts

- Hat, head coverings (bandanas, scarves), hoods, and sunglasses are not to be worn inside.

- Children should not wear rings, bracelets and necklaces to school. Items often get misplaced during messy activities or handwashing.
- When special dress up days occur such as pajama days or swim days, we ask that clothing still be appropriate.

Please send an extra set of clothing (pants, tops, underwear and socks) in a zip lock bag or other container clearly labeled with the child's name to be kept at school.

Enrollment Requirements

Our preschool program is licensed for children ages two (2) years six (6) months to six (6) years zero (0) months old. Children are eligible to attend when they are at least two (2) years six (6) months and are potty trained. Enrollment is limited to 15 children per class with a teacher and classroom assistant. Parents provide a copy of the child's birth certificate to prove that the age requirement is met. There are currently 3 preschool classrooms – one made up of students who will be at least four (4) years zero (0) months old on September 1 and another with children who are younger than that. And a part-day classroom for our part-time students.

Upon registration, you will be asked your preference for the class schedule most convenient to your family. Efforts will be made to accommodate all requests. However, class size is limited, and some schedules may not be available.

FOR ALL STUDENTS ENROLLED: WE NEED COMPLETED ENROLLMENT PAPERWORK, A CURRENT IMMUNIZATION RECORD, COPY OF SOCIAL SECURITY CARD, COPY OF BIRTH CERTIFICATE AND CURRENT PHYSICAL FORM. INDIVIDUAL TEACHERS MAY ALSO SEND HOME FORMS TO COLLECT MORE DATA FOR THE STUDENTS IN THEIR CLASS.

Health Policies

Physicals

The Colorado Department of Human Services regulations require all children in a preschool/childcare center provide proof of a yearly physical. At the time of admission, parents/guardians shall provide current health information for each student. A statement of health status, signed by an approved health care professional who has seen the child within the last twelve months, must be made yearly for children from three years old through second grade and every three years for children having completed second grade and older. Statement of health status forms may be obtained from the EC office. Compliance is mandatory for all children participating in our preschool, childcare and Before & After School care.

Immunizations

All students must have current immunizations OR a signed exemption form on file BEFORE they begin attending classes at Trinity. Exemption forms must be updated annually. Immunizations records must be on the state approved form.

One or more children enrolled in Trinity Lutheran School may not have received some or all immunizations required by Colorado State Law due to medical, religious or personal exemptions. If your child's immunizations are not current, and he/she comes into contact with an under-immunized or non-immunized child, your child may contact a contagious disease. In the event of an outbreak, students who have not received the required immunizations may be subject to exclusion from the school for an extended period of time and may be subject to quarantine.

Lotions and Lip Balm

If your child is prone to dry skin, you may send lotion to use after handwashing. The lotion must be labeled with the child's name and given to the teacher for safe keeping. As long as there are no open wounds on the hands, the teacher may help the child apply lotion. If there are open wounds, the action is considered "prescriptive" and must have a health plan from a physician.

Similarly, a child may bring lip balm to school, but it cannot be used if there are any severe cracks or open wounds on the lips. Again, label the container and give it to the teacher.

SEE ADDITIONAL WHOLE SCHOOL POLICIES REGARDING ILLNESS, REFERRALS AND MEDICATIONS ON PAGES 2-5 OF THIS HANDBOOK.

Interpreters

If a family does not have someone who is fluent in English, we will make an effort to assist them in finding an interpreter for school events. Quite often, there will be another parent who can facilitate the process.

Lost Child

When a child is lost, staff members will immediately contact the school office and either the Director or Principal. They will institute a full building and grounds search for the lost child. If not successful, the parent and police will be contacted for help in finding the lost child.

Naps

It is required by Licensing Rules and Regulations that all children enrolled for more than 4 hours a day be provided with an opportunity to rest. We will have a "quiet time" each afternoon. Children usually settle in for rest around 1:00 p.m. Those who do not wake up on their own will be awakened around 2:30 p.m. Children are not required to sleep; they are required to rest quietly so that children who DO need to sleep can do so. Quiet music will be played during rest time.

Trinity will provide each child with a nap cot and bedding. Trinity launders these materials on site each week. If children have a special blanket or stuffed animal that they need to sleep, they may bring it to school (please limit stuffed animals to ONE per day). Please label these items clearly with your child's name.

Parking Lot

It is very dangerous to leave children unattended in their vehicles in order to bring another child into the building. If you need assistance, please talk to your child's teacher. Utmost caution should be observed as children cross the parking lot. Children must be accompanied by an adult and supervised constantly before and after school hours to ensure their safety. Please do not park in front of the school at any time.

Payments

All tuition is due by the 7th of every month for the month that we are in. If we do not receive your payment a \$30 late fee will be assessed and your child will not be able to return until payment is made in full.

Sick Days-No allowance is given for individual sick days.

Schedule Changes-Schedule changes are accommodated when possible. A two-week notice must be given in writing, when the schedule change is a decrease in hours or days per week. Your current tuition rate will be charged for a two-week period following written notification.

Playground

The school playgrounds may only be used during school hours and under staff supervision. Please do not let your child play on either playground before or after school.

Primary Caregiving/Continuity of Care Practices

Consistency is important to young children in their first school experiences. By implementing these ideas, we limit the number of transitions a child has in their school day in regards to classroom usage and staffing. The staff members meet regularly to plan and share information to be sure that daily schedules and routines are followed consistently.

Students are assigned to a class at the beginning of the school year and will stay with that group for the duration of the school year. Each classroom has a lead teacher and assistant; we strive to keep those teaching teams consistent, but there may be an occasional substitute. The before school childcare is staffed by one person from each of the preschool rooms, so children are greeted by someone they know well. After school childcare is also staffed by a consistent team of lead teacher and assistant.

School Calendar

Preschool follows the elementary school calendar for legal holidays, staff in-service and seasonal breaks.

School Nurse

Trinity has contracted a nurse consultant that visits the school each month. The nurse monitors medications and checks the monthly illness log (please call in when your child is sick and let us know symptoms). The nurse also makes sure that the child's medical records on file are complete. If your child is on medication, the nurse will review the health plan from your child's doctor and delegate staff members to administer medications following the directives in that health plan.

School Records

Records will be maintained in accordance with the requirements of the Department of Social Services and readily available to the Board of Education, the school Principal, the EC Director and authorized state licensing personnel. Confidentiality of records shall be maintained.

Snacks and Meals

All preschool students are required to bring a healthy morning snack and a cold lunch. There are no microwaves in the classroom. An afternoon snack will be provided. Milk and water are provided, so do not send a beverage from home. Children with a milk allergy may keep their own supply of a dairy alternative beverage to have available for lunch and snacks. Please do not send any candy in your child's lunch and limit other sweets. If the child's packed lunch does not meet nutritional standards, the school will supplement the lunch from the pantry and notify the parent as required by licensing regulations. If

the elementary program offers hot lunch options, preschool/childcare students will be eligible to participate.

Children in the childcare program at 4:00 p.m. will be provided with a light snack.

Staff

Early Childhood Director

The Early Childhood Director is responsible for managing the preschool, childcare and the After School, and Summer Care programs at Trinity. She handles the staff and student schedules for this part of the Trinity program. She serves as a lead teacher for one of the preschool classrooms and often substitutes for afternoon staff.

Lead Teacher

A lead teacher is responsible for a group of children, implements curriculum and maintains a classroom. Each preschool class and the afternoon childcare class has a lead teacher. These individuals have the required experience and training to maintain a lead teacher credential according to State Rules & Regulations.

Classroom Assistants

When there are more than 10 children in a classroom, there must also be a classroom assistant to meet the required staff-to-student ratios. The classroom assistant helps the teacher maintain the classroom and carry out planned activities.

All staff members have completed required background checks. There is always someone on site with First Aid, CPR and Medication Administration credentials. Staff members each complete at least 15 clock hours of training each school year.

Summer Care Program

Trinity offers a summer care program for children who are at least 2½ years old up to 5th grade. A flyer with details on the program is printed each May. This program follows the policies and procedures of the regular school year.

Sunscreen

Trinity provides sunscreen unless your child has an allergy or sensitivity, then they will use what you provide for your specific child.

Children age 4 and older may be allowed to apply sunscreen to themselves under direct supervision of a staff member. Should a family decline the use of sunscreen, parents/legal guardian will need to submit a letter to the Director stating so and alternatives for the child's protection from the sun.

Television and Technology Usage

State Licensing Rules and Regulations and Colorado Shines standards limit the amount of screen time preschool-aged children may have each week. Internet and video may be used to support classroom instruction. Afternoon childcare students may watch a video for entertainment purposes, but it must be

under 30 minutes and rated G. The Director may grant a teacher an extension to the time limit under special circumstances.

Transitions

First School Experiences

Teachers and school friends often become a child's first new relationships outside of family. We encourage parents to bring their children on the initial tour of the program to see a classroom in action.

We believe it is also important for children to see teachers and staff in the school environment. Trinity Lutheran provides families the opportunity to bring children into the center to view the classrooms and greet the teachers and other staff during our open house at the beginning of the year.

If your child has difficulties with transitions, you may want to set up at least one other visit before the school year begins. Our experienced staff can also give you advice for helping your child handle transitions.

If a child is transitioning into Trinity Lutheran School mid-year, the EC Director will meet with the child and family to determine best placement – if space is available. The family will receive a program tour, complete required forms and arrange a family visit with the classroom teacher.

Transitions from Preschool to Kindergarten

We understand that transitioning to a new classroom can be a challenging process. We believe it is important for these transitions to be a positive experience for both the child and the family.

Preschool students who are (5) years of age, by September 1st, may be transferred to the Trinity's Kindergarten program for the following school year. In the spring of each year, preschool students transitioning to Kindergarten will have the opportunity to visit the kindergarten classroom and meet the kindergarten teacher. We also schedule an evening at re-enrollment time for parents to visit the classroom. Throughout the year, we also plan for interactions between the preschool and elementary staff and students to build school community.

Transfer to another childcare program

If a preschool child transfers to another childcare or school district, all pertinent information will be forwarded to the new school upon parent's or legal guardian's written consent. The EC Director will meet with the child's parent/guardian to initiate this transfer and will support each transition on an individual basis.

Visitors

Parents may visit their child's classroom at any time. Please stop in the office and get a visitor name tag if you will be staying for a longer time than just dropping off or picking up. We ask you to get a visitor tag when you are helping with classroom activities or parties; this helps us to know who is in the building if there would be an emergency situation.

Weather

Winter: Preschool and Childcare students will not do outdoor recess unless the temperature is above freezing and there is no precipitation. Please send a winter coat, hat, gloves and boots so that we can get

outdoors whenever the weather allows. REFER TO THE SECTION ON SCHOOL CLOSINGS FOR POLICIES ON WEATHER CLOSURES FOR THE SCHOOL p. 33.

Summer: We will also not take the children outdoors if the temperature is above 95 degrees. We ask that students involved in the summer care program bring a water bottle (clearly labeled with their name) to carry with them throughout the day.

Field Trips

During the summer care program staff will take children on field trips throughout the week. Permission slips must be signed before your child is able to participate.

Withdrawal Procedures

Parents must give a written notice two weeks in advance of the date your child will be withdrawn from preschool or childcare. If written notice is not given, an additional two weeks of tuition will be due at the time of withdrawal. Upon leaving Trinity Lutheran, accounts must be paid in full.

Little Lambs, Trinity Early Learning Center Toilet Training Policy

Children enrolled in preschool must be toilet trained. **Children must wear underwear.** A child having accidents daily would not be considered toilet trained. Please note that wearing pull ups is NOT considered toilet trained nor a substitute for underwear.

Why do children have to be toilet trained before they begin preschool?

- There are strict licensing standards for changing and disposing of wet or soiled diapers/pull ups and our classrooms are not equipped for this.
- When an adult is busy changing a child's soiled clothing, it takes away valuable learning time for all students, and it removes one adult from the direct supervision of and interaction with the rest of the class.

We do understand that even toilet trained children will occasionally have accidents. By definition, "accidents" are unusual incidents that happen infrequently. In these instances, the teachers will help children to change their clothes, encouraging independence as much as possible.

A toilet trained child is considered a child who can do the following on their own:

- Alert themselves to stop what they are doing as soon as they feel the need to use the restroom.
- Communicate with the teachers that they need to go to the restroom as soon as they feel the need to go.
- Pull down his/her clothes and get them back up without assistance
- Wipe him/herself after using the toilet.
- Get on/off the toilet by themselves or with the use of a step stool.
- Flush the toilet on their own.
- Wash and dry hands

- Postpone going if they must wait for someone who is in the restroom or if they are away from the classroom.

How can parents help?

- Please have your child use the bathroom right before they come to school.
- Please dress your child in clothing that is easily managed independently. Avoid big, flowy dresses, overalls, buttons, zippers, snaps and belts that are very hard to manipulate as a small child.
- Please send a complete change of season appropriate clothing to be left in the child's backpack.
- Please support your child and their teacher by encouraging independence at home while using the toilet. This includes letting the children wipe themselves.

We understand that each child arrives at this milestone differently. It is not uncommon for a child who is fully toilet trained to have a setback when he/she is in a new environment. A child will not be considered toilet trained for our preschool program if the child has toileting accidents after the first 4 weeks of school.

After the first 4 weeks of school, the following policies will be in place for children who have accidents.

- If an accident occurs at school, the parents will be notified via the Remind app with the understanding that the issue needs to be addressed and corrected.
- If multiple accidents occur within 1 week, the parents will be notified via the Remind app immediately. The child will have to go home and remain home for at least one week or longer until he/she is completely potty trained.
- No refunds for tuition will be given if the child is required to stay home to work on toilet training.

Please note that this policy is not in place to shame or punish a child or inconvenience primary caregivers. Our goal is to allow teachers to spend quality time interacting with all children and facilitating the curriculum in a safe manner and complying with mandated licensing standards. This policy is intended to ensure the safety and happiness of children and staff at Little Lambs, Trinity Early Learning Center.

ABOUT US: STRUCTURE AND BELIEFS

Administrative Organization

The Rocky Mountain District

The Lutheran Church Missouri Synod is divided geographically into districts, which carry out the resolutions of the Synod. Trinity Lutheran Church is a member of the Rocky Mountain District. The Rocky Mountain District office is in Aurora, CO.

Pastoral Office

As shepherd of the entire congregation, the Pastor of Trinity is the spiritual counselor and religious leader of our school. The prime responsibility of the Pastoral office is to set the spiritual tone and give inspiration to the staff of the school.

K-6 Administrator

K-6 Administrator is directly responsible to the School Board and has been delegated responsibility for the entire school program. It is the function of the K-6 Administrator to provide leadership for the educational program of the school and is, therefore, responsible for the curriculum, methods of instruction, schedule and supervision of activities, and supervision and improvement of instruction. The K-6 Administrator has been charged with the supervision of all personnel necessary to maintain the educational program of Trinity Lutheran School. The K-6 Administrator is also delegated the responsibility of procuring new personnel when and wherever they are needed. The decisions concerning additional personnel are to be discussed and approved by the School Board.

Early Childhood (EC) Director

The EC Director is directly responsible to the School Board. The EC Director has been given the responsibility for the entire preschool/childcare program. It is the function of the EC Director to provide leadership for the preschool/childcare educational program and is, therefore, responsible for the curriculum, methods of instruction, schedule and supervision of activities, and supervision and improvement of instruction. The EC Director, along with the K-8 Administrator, has been charged with the supervision of all personnel necessary to maintain the educational program of Trinity Lutheran School's preschool/childcare.

Trinity's Voters Assembly

The voters of the congregation are the governing body of Trinity Lutheran Church. They, by the grace of God, have come to recognize Christian education as one of the primary functions of the congregation's existence and have, therefore, given wholehearted support to this program.

The Chairperson of the School Board gives a report of the activities and plans of the Board and Faculty. The K-8 Administrator may be called upon by the Board Chairperson to explain in greater detail a specific item of the report.

School Board

The School Board meets monthly and can, when there is need, call special meetings. The Board consists of members elected by the Congregational assembly. One of those members will be elected to the

position of Chairperson. The K-6 Administrator and ECE Director serve on the Board as non-voting members.

The following are some of the duties assigned to the School Board:

1. They are responsible for all educational activities of Trinity Lutheran School.
2. They will inform, educate, and encourage congregation members, parents, and students to participate fully in the total Lutheran Educational Ministry.
3. The main concerns of the Board will be policymaking and supervising the enactment of approved policy.

The Board shall have the right and/or responsibility to:

- Contract teachers for the Christian Day School.
- Recommend to Trinity Lutheran Church's Voters' Assembly, candidates to be called for teaching positions.

All decisions by the School Board are final.

Trinity Lutheran Church and School Statement of Faith

We believe that:

a. The Bible is the true Word of God, without error or contradiction and, therefore, is the final authority in all matters of faith and life (2 Timothy 3:15-17). b. There is only one true God, who has revealed Himself in three persons (Triune), Father (Creator), Son (Redeemer), and Holy Spirit (Sanctifier) (Matthew 28:19). c. Since Adam's fall, all people are conceived and born sinful and are completely incapable of saving themselves by any efforts of their own. (Psalm 51:5; Romans 3:10-12, 23). d. God, motivated by His unconditional love for us, provided for our salvation through His Son, Jesus Christ (John 3:16). e. Jesus Christ is true God, eternally begotten of the Father, and at the same time true man, born of the Virgin Mary, who lived a perfect life for us, died on the cross for us, rose from the dead for us, and now reigns at the right hand of God for us (John 1:1-3, 14; 1 Timothy 2:5-6; Luke 1:26-38; Hebrews 4:15; Romans 5:6-8; 1 Corinthians 15:12-24; Ephesians 1:20-23). f. We are saved by grace through faith in Jesus Christ alone (Ephesians 2:8-9). g. Faith in Jesus Christ comes by the power of the Holy Spirit as He works through the means of grace – His Word and the Sacraments of Baptism and the Lord's Supper – through which the blessings and benefits of Jesus' saving death and resurrection, namely the forgiveness of sins, eternal life, and salvation are offered, delivered, and applied to us. (John 6:63; Romans 10:17; 1 Corinthians 11:23-26; Matthew 28:19-20). h. Baptism, which is water applied in the Name of the Triune God according to Jesus' mandate and promise, works rebirth and renewal, delivers and applies the forgiveness of sins, joins the baptized to Jesus' death and resurrection, and grants salvation to all who believe the promise of salvation attached to Baptism (Matthew 28:19-20; John 3:5; Titus 3:5; Ephesians 5:25-26; Romans 6:4; Colossians 2:11-12; 1 Peter 3:21). i. j. The Lord's Supper is the true body and blood of our Lord Jesus Christ given in, with, and under the bread and the wine, for Christians to eat and drink, instituted by Jesus Christ Himself, for the forgiveness of their sins (Matthew 26:26-29; 1 Corinthians 11:23-26). Good works, prayer, and holiness of life are the fruit of faith in Christ, not the cause of faith or salvation (John 15:5; Hebrews 11:16). k. Christians are called to live for Jesus, seeking to serve and honor Him in all facets of life. Life cannot be divided into compartments where Jesus is not present, for He is the author and Lord of all of my life. To know Him is the only way to know what true life is all about. l. We believe that God wonderfully and immutably creates each person as male or female. These two distinct, complementary genders together reflect the image and nature of God (Gen. 1:26- 27). Rejection of one's biological sex is a rejection of the image of God within that person. m. We believe that the term marriage has only one meaning: the uniting of one man and one woman in a single, exclusive union, as delineated in Scripture (Gen. 2:18-25). We believe that God intends sexual intimacy to occur only between a man and a woman who are married to each other (1 Cor. 6:18; 7:2-5; Heb. 13:4). We believe that God has commanded that no intimate sexual activity be engaged in outside of a marriage between a man and a woman. n. We believe that any form of sexual immorality (including adultery, fornication, homosexual Final Draft 05/15/25 Trinity Personnel Handbook 28 behavior, bisexual conduct, bestiality, incest, and use of pornography) is sinful and offensive to God (Matt. 15:18-20; 1 Cor. 6:9-10). o. We believe that in order to preserve the function and integrity of Trinity Lutheran Church, School and Early Learning Center as the local Body of Christ, and to provide a biblical role model to Trinity's members and the community, it is imperative that all persons employed by Trinity in any capacity, acknowledge Trinity's Statement of Faith and agree to uphold and abide by it in their speech and conduct during working and non-working hours. (Matt. 5:16; Phil. 2:14-16; 1 Thess. 5:22). p. We believe that God offers redemption and restoration to all who confess and forsake their sin, seeking His mercy and forgiveness through Jesus Christ (Acts 3:19-21; Rom. 10:9-10; 1 Cor. 6:9- 11). q. We believe that every person must be afforded compassion, love, kindness, respect, and dignity (Mark 12:28-31; Luke 6:31). Hateful and harassing behavior or attitudes directed toward any individual are to be repudiated and are not in accord with Scripture nor the doctrines of Trinity Lutheran Church.

Recognizing that as a member of another church body outside the LCMS, you might not share the same doctrinal beliefs as stated in the above Statement of Faith. This document is to denote that you recognize the above beliefs to be those held by an LCMS congregation, in particular, Trinity Lutheran Church. By signing this document, I understand that all employees of Trinity Lutheran Church, School and Early Learning Center are expected to abide by the official doctrines of the Lutheran Church Missouri Synod and to pursue lifestyles that are morally in harmony with its teachings.

Our Purpose

- To provide a caring educational atmosphere for teaching God's Word and nurturing faith in Christ, where students can grow in love and self-discipline.
- To provide opportunities for students, parents, and teachers to learn of and to experience the love of Jesus in a school dedicated to seeking His will as it relates to their everyday living.
- To equip young Christians for service to God in church, community, and nation.
- To provide an educational program of solid academic excellence to challenge, train, and prepare students for a productive life.
- To provide ethical standards based on God's Word and see that such standards govern even the most practical decisions and responsibilities.

Why does Trinity Lutheran church operate a Christian day school?

Because of God's commands:

- "Teaching them to observe all that I have commanded you." (Matt 28:20)
- "Fathers... bring up your children in the discipline and instruction of the Lord." (Ephesians 6:4)
- "...These words which I command you this day shall be upon your heart; and you shall teach them diligently to children... (Deuteronomy 6:6-7)

Because God promises blessings if we obey His commands:

- "Train up a child in the way he should go, and when he is old, he will not depart from it." (Proverbs 22:6)
- "...seek first His kingdom and His righteousness, and all things shall be yours as well." (Matt 6:33)

Because it becomes clear with each passing day that the way of living for many people in our country is very much against God's will. For the most part, secular education, which reflects society, does not provide a satisfactory Christian approach to learning or behavior; therefore:

- "You are the salt of the earth. But if the salt loses its saltiness, how can it be made salty again. It is no longer good for anything, except to be thrown out and trampled by men. You are the light of the world. A city on a hill cannot be hidden." (Matt 5: 13-14)
- "Do not store up for yourselves treasure on earth, where moth and rust destroy, and where thieves break in and steal. But store up for yourselves treasures in heaven, where moth and rust do not destroy, and where thieves do not break in and steal. For where your treasure is, there your heart will be also." (Matt 6:19-21)

Because we parents love our children, we want them to learn of and experience the love of Jesus in a school dedicated to seeking His will!

- "Be joyful always; pray continually; give thanks in all circumstances, for this is God's will for you in Christ Jesus. Do not put out the Spirit's fire; do not treat prophecies with contempt. Test everything. Hold onto the good. Avoid every kind of evil." (1 Thessalonians 5:19-22)

Objectives of Christian Education

The basic objective of the Christian education at Trinity Lutheran School is to equip the members for growth in wisdom and stature and in favor with God and man. As the child grows in these areas, important relationships and inter-relationships are established.

- I. The child grows in his or her relationship to God by:
 - A. Acknowledging God as the Creator.
 1. Recognizing his or her identity as a created child of God.
 2. Developing a growing responsibility to conserve, control, and use wisely the creation of God.
 - B. Acknowledging his or her sinfulness.
 1. Confessing his or her sins to a living God.
 2. Receiving forgiveness through the grace of God.
 - C. Developing an increased understanding, greater appreciation, and regular use of God's means of grace, the Word, and sacraments.
 - D. Accepting and trusting in Jesus Christ as his or her personal Savior.
 - E. Recognizing the presence and the power of the Holy Spirit in his or her life.
 - F. Responding in worship and service to the Triune God.
 1. Utilizing his or her individual talents and resources.
 2. Expressing love to God.
- II. The child grows in relationship to himself or herself by:
 - A. Living the sanctified life of the Christian.
 - B. Accepting and understanding his or her body and using it responsibly in service to God.
 - C. Developing logical, critical, and creative thinking skills.
 - D. Increasing social awareness.
 - E. Becoming cognizant of emotional needs and attempting to direct emotions positively.
- III. The child grows in relation to his or her environment by:
 - A. Perceiving a realistic picture of the world as a Christian in this world.
 1. Recognizing the identity of all children as created by God and showing consideration for their rights and well-being.
 2. Expressing love through acts of kindness to others in the community and throughout the world.
 - B. Developing communication skills to live and relate to others.
 1. Respecting all authority as a God-given aspect of life and acting responsively as a member of the earthly family.
 2. Witnessing the love of God to others.
 - C. Gaining knowledge of his or her American and Christian heritage and accepting privileges and responsibilities as a citizen of the community, nation, and world.
 1. Transmitting and transforming the culture and government.
 2. Living in the Christian hope of life everlasting.

