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MISSION STATEMENT

Our mission is to cooperate together to raise literate God-loving young people by providing quality academic instruction, Christian discipline, thoughtful guidance, and abundant encouragement as our children grow spiritually, scholastically, socially, emotionally, and physically.

CREDO OF CHRISTIAN EDUCATION

1. We Believe:
 - > that since the fall of Adam, all people are born in sin
 - > that this inborn sickness and hereditary sin is truly sin
 - > that the Son of God took on human nature, being born of the virgin Mary, truly, suffered, was crucified, died and rose again for us
 - > that we cannot obtain forgiveness of sin and righteousness from God by our own merits or works, but that we can receive forgiveness of sin and become righteous before God by grace, for Christ's sake, through faith

- who
- > that through the Gospel and the sacraments God gives the Holy Spirit, who works faith in those who hear the Gospel
 - > that the Bible is the only rule to evaluate all teaching
 - > that Baptism makes us part of His body, the Church
 - > that good works are signs that faith is alive in the individual
 - > and that our Lord Jesus Christ will return on the last day for judgment.
2. We believe that Christian education is the central theme of our Lord's Great Commission to the Church when He said, "Go and make disciples of all nations."
 3. We believe that parents are responsible for providing Christian training for their children. We further believe that Trinity Lutheran School can enhance their efforts and can provide welcomed and often much needed assistance through a continuing sequential religious course of study. Religious thoughts and activities are also incorporated in the rest of the daily curriculum.

OBJECTIVES FOR TRINITY LUTHERAN SCHOOL

SPIRITUAL

1. To model our Christian faith for our children
2. To nurture the spiritual development of the students with caring, Christian teachers and staff
3. To strengthen the faith life commitment to Jesus Christ, the Savior, of the children who come under our influence
4. To provide Christ-centered instruction to the children of the community who desire this
5. To be a resource for guidance, direction, and assistance to the home life of those within Trinity and those within the community
6. To develop an understanding of the nature, function, and responsibility of the church as the body of Christ, plus a willingness and ability to serve as an active member of this body and priest of God

The spiritual goal we pray for Trinity students is one that II Timothy 3:14-15 (NIV) speaks of: "But as for you, continue in what you have learned and have become convinced of, because you know those from whom you learned it, and how from infancy you have known the holy scriptures which are able to make you wise for salvation through faith in Christ Jesus."

ACADEMIC

1. To develop and strengthen God-given talents as well as allow orderly progression through the appointed curriculum (motivating the child to achieve his potential)
2. To realize that each individual learns at different rates and through different modes of instruction
3. To prepare the student for success in his secondary education
4. To develop logical, scientific, and creative thinking habits, to gain knowledge and

communication tools, and to acquire significant elements of various cultures

The academic goal is to promote each student to achieve their academic excellence as 1 Corinthians 10:31 (NIV) instructs us: "So ... whatever you do, do it all for the glory of God."

SOCIAL

1. To develop social skills needed to live a Christian life
2. To teach respect for others, especially those with God-given authority in the home, church, school, and government
3. To build character and relationships with peers as well as those in authority
4. To allow opportunity for competition, thereby teaching students how to work with others
5. To teach each person to be responsible for his own actions
6. To develop good manners

Our social goal is to teach appreciation for the rights of others as the Scripture teaches us in Matthew 7:12: "So in everything, do to others what you would have them do to you, for this sums up the Law and the Prophets."

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EMOTIONAL

1. To help the child understand and control his emotions, find firm reliance on God and trust in Christ, and practice Christian love toward all men
2. To recognize himself as a worthwhile Christian person
3. To have concern and respect for each other as unique individuals
4. To focus on the development of concepts, the formation of attitudes, and the stimulation of creative behavior
5. To show students how to accept reverses, defeat, and sorrow, understanding that these are allowed by God for one's own good, and are a part of the development of Christian character.

Our emotional goal is that the students give God glory as they realize He has made them and all creatures special and unique. Psalm 139:14 (NIV) beautifully expresses our goal ... "I praise you because I am fearfully and wonderfully made; your works are wonderful, I know that full well."

PHYSICAL

1. To help the student understand his body and accept responsibility for his health, safety, and recreation
2. To teach basic facts concerning health and disease
3. To encourage participation and interest in physical education classes and sports

4. To acquaint the student with a healthy diet (nutrition)

1 Corinthians 3:16-17 (NIV) expresses to us what our physical goal is for Trinity students: "Don't you know that you yourselves are God's temple and that God's Spirit lives in you? If anyone destroys God's temple, God will destroy him; for God's temple is sacred, and you are that temple."

HOME-LIFE

Direction and encouragement are given to Trinity students because we care about what happens to our students, not just while they are here but also while at home and as they grow up and leave our school. Parents, please remember that all activities held in private homes should also allow our students to grow in their relationship to Christ. Please consider carefully the activities and movies that our students may participate in when they are in your homes. Deuteronomy 6:6-7 (NIV) states "These commandments that I give you today are to be upon your hearts. Impress them on your children. Talk about them when you sit at home and when you walk along the road, when you lie down and when you get up."

We are committed to give quality, Christian training which includes discipline and forgiveness so we may maintain an atmosphere conducive to learning. Every pupil owes implicit

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obedience to his teacher according to the Fourth Commandment, for in every respect the school life of the pupil will be governed by the Word of God. We try to make our school like a living testimony of the efficacy of God's Word applied to the life of the individual. Forgiveness is daily received from Christ and is daily offered and extended to all. We understand from Scripture that although we need discipline, we must also remember forgiveness. Romans 3:23 & 24 (NIV): "For all have sinned and fall short of the glory of God, and are justified freely by His grace through the redemption that came by Christ Jesus."

ADMINISTRATION

Trinity Lutheran School is owned and supported by all the members of Trinity Lutheran Church. The school is one of the educational agencies of the congregation. Final authority for all decisions of policy and property is vested in the Voters' Assembly. The affairs of the school are administered by the principal and supervised by the Christian Day School Board.

ACCREDITATION

Trinity Lutheran School is accredited by the National Lutheran School Accreditation Agency and the Missouri Chapter of the National Federation of Nonpublic School State Accrediting Associations. Both are recognized by the State of Missouri.

NONDISCRIMINATION POLICY

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

programs.

ENTRANCE REQUIREMENTS

Children who will be 5 years old before August 1 are entitled to enter kindergarten in September. An information form for our master records must be completed. All kindergartners and newly transferred students are required to have a physical examination and their immunizations must meet current state policies before enrolling in school.

ADMISSION

Trinity Lutheran School is maintained primarily for the education and training of the children of Trinity's members. To the extent that space permits, non-members are encouraged to apply for enrollment. New students entering Kindergarten through 8th grade are required to take an admission evaluation.

Immunization records, a copy of the official birth certificate, and a \$50 non-refundable pre-enrollment fee must accompany the completed application form. A copy of the most recent report card and most recent standardized test scores is also required. Parents (especially those of upper grade students) may be required to have a conference with the child's teacher as well as with the principal before the child is enrolled for the first time. Admission of the child may depend on the conferences and the attitudes of the parents. Written evidence of child custody and church membership may also be required.

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Trinity Lutheran School reserves the right to determine final grade placement for any applicant.

Trinity Lutheran School does not guarantee admission to all applicants. It is the mission of Trinity Lutheran to provide a Christ-centered quality education to all of its students. Trinity Lutheran recognizes that there may be applicants for admission whose background and circumstances are such that the applicants would require extraordinary attention and/or resources and their admission would therefore disproportionately reduce the attention and resources available to other students. Trinity Lutheran also recognizes that from time to time, there may be applicants with backgrounds which suggest that the applicant may pose a potential risk to other students. Trinity Lutheran must consider the best interest of its student body as a whole and for this reason, it is the policy of Trinity Lutheran not to accept such applicants. Exceptions to this policy may only be made by the School Board at the recommendation of the principal.

All parents are expected to cooperate fully with the teachers and the congregation. Non-Lutheran parents are urged to give evidence of their good faith by attending the Adult Information Class which features the doctrines of the Lutheran faith so they will understand what their children are being taught in school.

Parents who are members of another Christian congregation are urged to make use of their own church, its services and Sunday school regularly. Parents who are not members of any Christian church are invited to attend services and Bible classes at Trinity. Regular worship and Bible study are an extension of the education offered at Trinity Lutheran School.

"Let us consider how to stir up one another to love and good works, not neglecting to meet together, as is the habit of some, but encouraging one another, and all the more as you see the Day drawing near." Hebrews 19:24-25

ADMISSIONS PRIORITY

When the number of applicants exceeds the available space, the following priority will apply: 1) Trinity Lutheran Church students, 2) Other LCMS Church students, 3) Siblings of current students at Trinity, & 4) Non-Trinity students.

TRANSFER PROBATION

All students who transfer in to Trinity are placed on the following transfer probation to help become part of the Trinity family and to focus their energies on the academic requirements. No transfer student may enter without the student and parent/guardian signing a copy of these probationary requirements indicating an acknowledgment of their restrictions. Students with special concerns may have additional requirements added. The probation lasts for one semester. There will be a conference with parents and principal at mid-term of the First Quarter.

1. The student must pass all of his semester classes.
2. The student may have no more than five tardies during the entry semester.
3. The student may have no unexcused absences.
4. A Disciplinary Report received by a student will constitute a mandatory meeting with the principal.
5. If problems are evident at the end of the first semester, a meeting will be held with the principal and the probationary period will be extended.
6. Restrictions may be added or modified if the reason for admission warrants such action.

TRANSFERRING TO ANOTHER SCHOOL

Parents should notify the school office if they move or plan to transfer their children to another school. The student's permanent records need to be sent to the new school. The procedure for transferring records is initiated by the new school through a Record Release form. All fees owed to Trinity will need to be paid prior to the final report cards being issued.

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SCHOOL HOURS

Our school day begins at 8:00 a.m. The front school doors (Stadium Drive) will remain locked until 7:00 a.m. The Swifts Highway school doors will remain locked until 7:45 a.m. They will be opened only from 7:45 - 8:00 a.m., 11:45 a.m. - 12:00 p.m., and 2:45 - 3:15 p.m. It is the Day School Board's intention to provide morning supervision beginning at 7:00 a.m. The school will provide morning supervision from 7:00 to 7:45 a.m. All students from kindergarten through eighth grade must report to the school cafeteria and remain there until dismissed at 7:45 a.m. There is a charge of \$.50 per per family per day. School is dismissed at 3:00 p.m. To avoid complications, parents are urged to pick up their children immediately after school is dismissed unless they have to remain for extracurricular activities. Children who do not leave must go to after school care. A fee of \$2.00 per hour will be charged.

STATEMENT OF EXTENDED SCHOOL CARE POLICY

Trinity has supervision available for children who must remain after school. Any child that remains after school must participate in this program. The purpose is to protect our children from the potential hazards of unsupervised play on church and school grounds. This is to be accomplished by all children leaving school promptly upon dismissal. Children for whom this is not possible will be retained under adult supervision, the cost of which will be charged to their parents. For the well-being of our children, parents' cooperation is essential. Adherence to this policy is a condition of enrollment and failure to comply may result in suspension or termination.

1. Parents of Trinity Lutheran School children will pick them up, or arrange other means of transportation for them, at dismissal time; any unexpected or last-minute changes are reported to the school office or the after school supervisor.
2. Children who are involved in school-sponsored activities beginning after 3:30 p.m. (Out not later than 5:30 p.m.) shall be required to attend after school care until such time as

the scheduled activity begins. Students participating in school-sponsored events that don't begin until 4:15 p.m. have to sign in with after school care but won't be charged. Events that begin after 4:15 p.m. are not included, and students will be charged for after school care. Any student remaining on the school grounds after 3:15 p.m. shall be required to report to after school care. Parents will not be charged for such care until 3:30 p.m.

3. Students who leave school at the regular dismissal time are not to return except for scheduled activities of church or school in which they are eligible to participate.
4. All regular classroom rules will apply. Failure of students to comply will be considered a breach of classroom discipline.
5. The after-school supervisors are paid for their services and are accorded the same supervisory and disciplinary authority as teachers, which means they can:
 - . Require that wandering or loitering students gather in designated after school area;
 - . Keep a daily attendance sheet and such other information as the principal or Day School Board may consider useful;
 - . Maintain order and discipline and report all incidents of disruptive behavior; and
 - . Release students only to their parents or persons authorized by them.
6. Parents or other persons picking up children after 3:15 p.m. must come to the school cafeteria or other designated area to get them. Persons other than parents must sign for

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the children they are picking up, unless previous notification of car pooling or other arrangements have been given to the school office. The supervisors may ask for identification or take other reasonable precautions.

7. The cost of the After-School Care supervision is charged on an as-used basis and paid monthly. For children picked up between 3:30 p.m. and 4:30 p.m., the charge is \$2.00 per child per night; for children picked up after 4:30 p.m., the charge is \$4.00 per child per night.
8. After-School Care adult supervision ends at 5:30 p.m. each day.

ATTENDANCE

In order to do satisfactory work and benefit from the educational program offered at Trinity, regular attendance at school is obligatory. Students are expected to be present and on time every day. If a child is absent from classes, parents are asked to call the school office by 10:00 a.m. Excessive absences are not permitted since they place an undue strain on the teachers to provide make-up opportunities as well as undermine the quality and validity of the classes for which students are seeking credit. Trinity cannot give credit to students who have an excessive number of absences. Trinity Lutheran School requires that a student be in attendance at least 144 days of the required 174 days that we are to be in session. Students are not to have more than 15 absences per semester. Parents may petition the Day School Board for an adjustment to this limitation on an individual basis.

Students arriving after 8:00 AM. are considered tardy and must be signed in at the school office by their parent or driver. Students arriving after 8:00 A.M. will not be allowed to enter their classrooms without a late pass. If there is any question that students may be late, and to avoid being

called at work or home to return to school, parents and drivers are encouraged to park in a designated parking space, and come to the school office to sign students in. After four (4) tardies, the parents will be notified. On the 7th tardy, a \$10.00 fee will be charged and a \$10.00 fee will be levied for each successive tardy unless a special exemption has been granted by the School Board. Each semester the student will start over with a new tally of tardies. Students missing between 2-4 hours per day will be given a half day's absence. Students missing more than 4 hours will be given a full day's absence.

Students leaving school any time during the school day must be signed out in the school office upon their departure and signed back in upon their return. Students leaving school for more than two hours of any school day, exclusive of the lunch period (An occasional lunch with mom or dad can be a special memory. Don't be tardy returning!), will be credited as one-half day absent. Students may not be signed out of school on a regular basis as a convenience to scheduling personal after school activities.

Doctor's and dentist's appointments lasting less than 2 hours will not count as an absence or a tardy. Please notify the office of the appointment when the child is checked in or out of the school office. After three (3) days, it is recommended that the child return with a doctor's notice.

CHURCH ATTENDANCE

In line with the philosophy and objectives of Christian education as followed in Trinity Lutheran School, regular church attendance on the part of both children and parents is expected. Not only should the Third Commandment with its implications be taught, but above all, should

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be diligently practiced. Therefore, parents are urged to set good examples by bringing their children with them to church on Sundays throughout the year. The children attending Trinity Lutheran School are encouraged to attend divine services regularly.

It is also very important that your child participate in the Sunday School program of Christian education. Sunday School is a supplement to the child's total program of Christian training. It in no way is intended to replace either the need for the Christian Day School or the need for going to church, but is valuable as an experience in Christian living.

A record of church and Sunday School attendance is kept by all teachers and is indicated on the report cards.

CURRICULUM

Trinity Lutheran School was founded and is established on the firm foundation of God's Word. To meet the aims and purposes of our school, the chief subject is religion. A well integrated course of Bible history, doctrine, and memory work based upon our Lutheran Confessions is required of every pupil. All children participate in regular daily devotions and the weekly Wednesday morning chapel service.

Teaching in Trinity Lutheran School is done in the light of the Bible. Religion is not only taught as one of the subjects but as a complete body of God-inspired truths that permeate every subject area of the curriculum. The curriculum complies with the standards of the Missouri Course of Study, with the Curriculum Guide for Lutheran Elementary Schools, and Integrating the Faith.

CHAPEL SERVICES

Regular weekly services are held every Wednesday morning beginning at 8:05 a.m. Children from Kindergarten through Grade 8 attend these services. Offerings are taken and used for various mission purposes. Parents should feel free to come and worship with us any

Wednesday.

PHYSICAL EDUCATION

Schools today must provide opportunity for instruction in physical activity. Our program attempts to provide exercise and opportunity to learn the basic skills so that children might enjoy athletic activities. Students in Grades 1 through 8 receive special physical education instruction. Children must wear gym or tennis shoes for these classes. Students in grades 6-8 will be required to wear a gym uniform.

All children are expected to participate in these gym classes. If a child cannot take part, a doctor's excuse should be brought to school.

ATHLETICS

Trinity Lutheran School offers a variety of competitive sports. One major purpose is to give the participants practical experience in Christian principles of fair play and sportsmanship. Additional information is provided in the athletic handbook.

BAND

The school has its own band which performs throughout the year. Grades 5-8 participate in band.

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Children must purchase their own instruments since the school does not have the funds for this purpose. However, excellent arrangements can be made with the local music stores for rental or purchase of an instrument.

MUSIC

Students explore music through singing, listening, learning concepts, creating, and using instruments. First through eighth grades will sing at selected times during the school year. Fearless Heart is a select performing choir composed of students in the 7th and 8th grades who exhibit vocal musical talent. They will represent Trinity Lutheran School in the community and at school activities as messengers of the Gospel based upon Romans 1:16 and Ephesians 5:19.

HOMEWORK

This is work which is not completed in school and must be done at home. It gives parents an opportunity to observe the study habits of their children and their work. It is best if a regular time, free from disturbances, is set aside for this.

Homework is considered to be an integral part of the educational process at Trinity Lutheran School. It is difficult to say the amount of time needed to complete homework since this depends upon the ability of the child, his study habits, how well he uses his free time at school, and the grade level. When evening church services occur during the week, the work load will be lightened.

Children are expected to prepare their work neatly and accurately and to submit assignments on time. EER students will be required to turn in missed homework the following day.

HOMEWORK POLICIES AND MAKE-UP WORK

Grade 1 - 4 Homework Policy:

All homework is due the day the teacher sets as a due date. Homework not finished will be

worked on during that day's recesses. The child will lose his/her recesses that day until the assignment is finished. If it has not been finished by the end of the school day, it will be due by 8:00 a.m. the following morning.

Grade 5 - 8 Homework Policy:

Homework is defined as assignments due the following day (daily work) or due at a specified date in the future.

All **homework** is due at the start of the class period unless otherwise stated by the teacher.

Homework is considered incomplete if not in the correct format.

Consequences:

Late assignments result in a zero. (Offenses are per quarter)

1st offense (per class) 50% credit if done by 8 a.m. next school day.

2nd offense (per class) No credit given and due by 8 a.m. next day. Parent is notified by late assignment notice.

3rd offense (per class) (Detention) Assignment still due.

4th offense (per class) Same as 3rd offense. Conference with parents and teacher.

Homework is to be worked on during designated study times at school. Teachers generally allow time to work during the class period after the lesson is finished. Students are to work on that class's assignment

during this work time. Upon completion of that class's assignment, students may work on other **homework** until the end of the period. Students may work on any assignments during study hall.

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Students **may not** work on other subjects during any class period lesson, lecture, or work time (unless completed with assignment as stated in previous paragraph). Working on an assignment in another class as described will result in a zero for both classes without opportunity for credit (whether 1st, 2nd, or 3rd offense).

Make-up Work

All students with an absence due to illness will be given an opportunity to make up work, one day for each day absent. Please contact the school office by 9 a.m. if you wish to pick up work for the student to do at home. Assignments may be picked up between 3:00 and 3:30 p.m. in the school office and after 3:30 p.m. in the cafeteria on the first table. Although teachers will be cooperative in helping with make-up work, the administration strongly encourages parents to plan appointments and vacation activities at times that will not interfere with the normal school day. While written work can be made up, there is no way to replace class discussions and special activities that are planned for the students each day by the teachers. With this in mind, failure to advise a teacher of a planned vacation or absence **at least a week in advance** will result in an unexcused absence for the student and no make-up homework will be given.

DRESS CODE

Trinity students will dress and groom themselves according to Christian standards of good judgment, good taste, and modesty. God does not want the Christian to dress immodestly or in such a way so as to attract attention to their outward appearance, especially if that attraction causes offense or someone to sin. A Christian's dress is to be, "with shamefacedness and sobriety" and their attitude is to be one of "a gentle and a quiet spirit," 1 Peter 3:4.

Apparel that is sloppy or dirty has a negative influence on attitudes and school work in general. In other words, there is a definite correlation between the neatness of dress and the attitude a person displays. Clean, neat, modest, discreet, and proper clothing reflects a Christ-like attitude.

The impression that our children present to the community is a reflection of both the home and the school. It is our desire to present a favorable impression in behavior and appearance.

In order to encourage students at Trinity Lutheran School to dress properly, both for their own self-esteem and for their representation of Trinity Lutheran School, all students are asked to wear clothing that is appropriate for our Christian day school setting.

Recognizing the fact that the tolerance for outdoor temperatures varies among children, it is expected that the parent/guardian will dictate and supervise the needs and desires of their child as to their attire for the day, including suitable shorts.

Dress Code - Grades K-4

Trinity students in Grades K-4 shall comply with the following standards at all school-sponsored activities. The dress code is in effect from arrival to school to final dismissal of students.

General:

Any clothing bearing words and/or pictures associated with liquor, drugs, foul language, satanic groups, or any other non-Christian subject matter is not acceptable.

Immodest clothing which detracts from the learning process is prohibited.

Any body art is prohibited.

Short skirts not consistently reaching to the waistline that occasionally bare the midriff or back are prohibited.

When questions arise about the dress code, the final determination will be made by the principal or his designee.

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Shoes:

The wearing of shoes is mandatory.

Tennis shoes are required on the main gymnasium floor.

Sandals and shoes with a backstrap are allowed.

Students are to wear shoes that cover and protect the entire foot.

No flip-flops are allowed.

The wearing of boots is allowed provided that a student does not track mud or other material into the building.

Pants/Slacks/Shorts:

Low cut "hip-hugger" style pants are prohibited.

Grades K-4 may wear elastic or draw string pants, capri pants, painter's pants, cargo pants, or denim jeans.

Shorts are permitted provided that they fit tastefully and are worn in a modest manner.

Although pants and shorts may have logos, sequins, or embroidery, the displaying of words across the posterior such as "Angel" is prohibited.

Shirts/Sweatshirts/Top:

Any T-shirts (undershirts) worn under sweaters, sweatshirts, or another shirt must be tucked in.

Hooded sweatshirts and hooded sweaters are to be worn outdoors only.

Football, hockey, and other athletic jerseys are not allowed.

Jewelry:

Expensive jewelry and family heirlooms are not advised due to their value and potential for loss or damage.

Girls may wear earrings in their pierced ears. Jewelry may not be worn in any other pierced body part.

Boys may not wear jewelry in any pierced body part.

Necklaces may be worn provided that they are tasteful and they are truly pieces made to be worn around the neck.

Outerwear:

Outdoor coats, hooded sweaters, and hooded sweatshirts are not to be worn in the classroom.

Compliance:

It is the school's goal that students, parents, and staff work together to comply with the dress code. Every individual may have a different opinion of what is "okay" or "what is appropriate." It would be excessively voluminous to itemize every clothing article and describe hem lengths in centimeters. Because it is the staff's duty and responsibility, the staff of Trinity Lutheran School will determine what is appropriate. The staff will strive to achieve understanding, consistency, and fairness.

The staff's goal is to emphasize a Christian education and not be fashion monitors. Issues will be addressed as they are discovered. There are times when there will be extenuating circumstances that will be considered.

Medical Exception:

There may be times when a child has an injury that prevents them from being able to wear clothing as required. Parents may contact the school office and arrange for exceptions in these cases.

Dress Code - Grades 5-8

Trinity students in Grades 5-8 shall comply with the following standards at all school-sponsored activities. The dress code is in effect from arrival to school to final dismissal of students.

Trinity students will dress themselves according to Christian standards of good judgment, good taste, and modesty. God does not want the Christian to dress immodestly or in such a way so as to attract attention to their outward appearance, especially if that attraction causes offense or someone to sin. A Christian's dress is to be "with shamefacedness and sobriety" and their attitude is to be one of "a gentle and a quiet spirit,"

...1 Peter 3:4.

General:

Any clothing bearing words and/or pictures associated with liquor, drugs, foul language, satanic groups, or any other non-Christian subject matter is not acceptable.

Immodest clothing which detracts from the learning process is prohibited.

Body art and piercings (other than those worn in the ears of girls) are prohibited.

Dog collars, ropes, chains, armbands, and other non-jewelry items are prohibited.

Students are to come to school well-groomed.

When questions arise concerning the dress code, the final determination will be made by the principal or his designee.

Shirts/sweatshirts/tops:

Tucked in: button-up shirts/blouses
 rugby shirts
 turtle necks
 anything without an elasticized hem
 t-shirts/short and long sleeved

(Logos that are appropriate in a Christian Education setting are allowed)

Not Tucked: *The following must be worn with a tucked shirt underneath:*
 sweaters with elasticized/ribbed hems
 sweatshirts (no hoods) with elasticized/ribbed hems
 fleece clothing

If a student is unsure of whether or not they are in violation of the dress code, they should consult a teacher before wearing it to school or see them at the beginning of the day.

Items of clothing that do not fit the above lists are not to be worn at school.

Shoes:

Students are to wear shoes that cover and protect the foot.
Treads which track in dirt or scuff the floors are not recommended.
Tennis shoes are to be worn in the main gymnasium.
No flip-flops.

Shorts/skirts/pants:

Clothes are to fit modestly and appropriately.
Ripped, torn, and ill-fitting clothing is inappropriate for school and shall not be worn to school.

With belts, the following shorts are to be worn:

khaki (all colors)
denim (all colors)
basically all shorts designed with belt loops
shorts must be longer than mid-thigh

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With belts, the following pants are to be worn:

cargo pants
jeans and corduroys (all colors)
dress pants (all colors)
basically all pants designed with belt loops
elastic waist pants with belt loops

*****The following trends in clothing do not comply due to our standards of modesty: words written across the posterior, low-rider/hip-hugger style pants, short skirts and shorts, etc. Because fashion trends change, these are only a few examples of such violations; therefore, the staff and principal have the right to determine if changing fashions are in compliance.**

*****All outerwear (coats, bulky sweatshirts, hats, scarves, gloves, etc.) are to be left in the student's locker until dismissal. Hats should never be worn while in the building.**

Enforcement:

See tardy policy below.

The staff and administration reserve the right to accelerate consequences due to the nature of the offense. A student will receive an unexcused absence for the time lost due to noncompliance.

Fifth Grade Only:

Students in violation will be reminded to be in compliance. Repeated violations could result in a call home, green sheet, or detention.

Tardy Policy:

Tardies are given in the following circumstances:
--late to class (not ready with the bell)
--untucked/dress code violation
--unprepared for class (supplies or attitude)

The first and second tardies are verbal warnings. Upon receiving a third tardy (a combination of any of the three listed above), the student will serve a detention. This system is recorded separately in each individual class. The tardy status of students begins with a clear record every quarter. The

students are responsible for knowing which level they are at in each class.

If a student is unsure of whether or not they are in violation of the dress code, they should consult a teacher before wearing it to school or at the beginning of the day. A Christian's dress is to be with shamefacedness and sobriety and their attitude is to be one of a gentle and a quiet spirit, 1 Peter 3:4.

TRINITY DISCIPLINE PLAN

The word "discipline" comes from the same root word as "disciple." That best explains our objective in disciplining children: namely, that of making them disciples (followers) of Christ. Good discipline is self-discipline in which the child has developed an attitude of loving concern for his parents, school, teachers, pastors, classmates, and self. We believe in disciplining a child toward a goal. The staff will deal with children in accordance with the teachings and philosophy of Christ. The staff will tolerate actions acceptable for certain levels of growth, channel actions when necessary, and finally, stop any bad behavior or conduct that interferes with the learning activities. The children will be taught to understand that for happy living it is necessary to love one another, serve one another, and to respect one another's rights and privileges.

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Trinity Lutheran School recognizes all children as created by God and redeemed by our Lord Jesus Christ. Unfortunately, even the redeemed child of God falls back into sin and does not always conform to the will of God in Scripture. According to Scripture, during those times it becomes necessary for those in authority to administer discipline in an attempt to restore the fallen child of God to a proper relationship with God as well as with their peers. The whole purpose of discipline then is to show a child of God his erring ways that he/she may repent and then to administer the Gospel of God's forgiving grace through Christ Jesus. The Gospel is the means by which a student may change his/her lifestyle.

We expect all students at Trinity Lutheran School to be guided by these principles and guidelines that follow.

Our behavior should show ourselves as God's people. Eph.4:1b, 2 "... I urge you to live a life worthy of the calling you have received. Be completely humble and gentle; be patient, bearing with one another in love."

Jesus' life on earth is the example after which we are to model our behavior. Eph. 5:1,2 "Be imitators of God, therefore, as dearly loved children; and live a life of love, just as Christ loved us, and gave Himself up for us, as a fragrant offering and sacrifice to God."

We are to be conscious of the influence our behavior has on others. The apostle Paul emphasizes this in Galatians 5:1."It is for freedom that Christ has set us free" and adds in I Corinthians 8:9 "Be careful, however, that the exercise of your freedom does not become a stumbling block to the weak."

Consideration for the needs and rights of others must be uppermost in our actions. Gal.5: 13 "You, my brothers, were called to be free. But do not use your freedom to indulge the sinful nature; rather, serve one another in love." With our freedom as Christians we must, in our behavior, show concern and consideration for others.

The Trinity staff members wish to make school a pleasant and productive learning experience for our students. To provide structure for this type of environment, a meeting of faculty and principal was held to develop rules for our school. The Day School Board also reviewed and approved the plan.

HALLWAY RULES (at all times)

1. If talking is necessary, speak softly.
2. Walk at all times (running is for P.E. and recess).
3. Keep to the right especially on stairways.
4. Keep hands, feet and objects to yourself.
5. Be courteous.

PLAYGROUND RULES

1. Enter and leave the building in a quiet and orderly manner.
2. Agree on rules before each game starts.
3. Practice fair play and courtesy at all times.
4. Follow all directions of the supervisor.
5. Use equipment properly.
6. Dirt, rocks, sticks and snowballs are not for throwing.
7. Foul language has no place at school.
8. Recess is over when the signal is given.
9. Be in assigned areas.
10. The "woods" are off limits.

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LUNCHROOM RULES

1. Use proper table manners.
2. You may visit quietly while eating.
3. Place trays and utensils in the proper place.
4. Enter and leave the lunchroom in an orderly manner.

CONSEQUENCES FOR VIOLATIONS OF RULES (Grades 1 - 5)

1. Anyone receiving three green slips will automatically receive a detention.
2. Any additional green slip is an automatic detention. Detention slips will be sent home at least one day before detention is to be served. These must be signed and returned to school the next day. Phone calls are not acceptable. The detention slips **MUST** be returned. If green slips or detention slips are not returned, another green slip will automatically be issued.
3. Three detentions result in an automatic in-school suspension.
4. After 2 suspensions, a conference with a parent, the teacher, the principal and the pastor is required.
5. If misbehavior continues this may lead to expulsion.

CONSEQUENCES FOR VIOLATION OF RULES (Grades 6 - 8)

1. Anyone receiving a red sheet will automatically receive a detention and a phone call from the principal to the parent.
2. Anyone receiving two red sheets will automatically receive a detention and a conference will be held between the principal and parents.
3. After receiving three red sheets, a conference will be held with the Day School Board and the parents.
4. The consequences for any inappropriate behavior after this conference will be determined by a behavioral contract written by the Day School Board.

SEVERE CLAUSE

Expulsion is used for very serious cases.

Behavior resulting in expulsion may include but is not limited to the following:

1. Fighting
2. Possession of alcohol, drugs, or tobacco.
3. Repeated disobedience.
4. Gross disrespect towards teacher or para/supervisory staff.
5. Repeated use of offensive and/or profane language.

Parents will be notified in advance via the Trinity Lutheran School Discipline Parent Notice in the event a student is to serve an after-school detention. Parents are asked to indicate the method of transportation for the child to go home, sign the form and return it to the office.

The detention will be served on Saturday mornings from 8:00 - 9:00 a.m. and will be assessed a \$10 detention fee. The detention room will be monitored by a teacher. If a child fails to comply with proper behavior, he will be given an additional day of detention.

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RULES FOR DETENTION ARE:

1. Report on time. Detention is from 8:00 - 9:00 a.m. on Saturday morning.
2. Sit quietly.
3. Take time for bathroom breaks before serving detention.

SOME OTHER GENERAL GUIDELINES ARE:

1. Paraprofessionals have the authority to issue green slips.
2. Paraprofessionals have the authority to issue automatic detention notices.

Remember our aim for our students at Trinity is to help students develop into Christian leaders who know proper behavior, are responsible for themselves, and work to the best of their ability.

EXPULSION

For repeated offenses, the Christian Day School Board may, upon recommendation from the principal, deny any pupil school privileges for a longer time, expel him for the year or entirely, as it may see fit. The right of expulsion rests solely with the principal and the Christian Day School Board.

Sexual Harassment

Sexual harassment of or by any student shall not be tolerated and may result in disciplinary and/or legal action, including possible expulsion. All students are to be treated with dignity and respect. Harassment of any form is prohibited. The prohibition against harassment applies to all students.

Sexual harassment has the purpose or effect of creating a negative impact on an individual's performance or of creating an intimidating, hostile or offensive environment and includes, but is not limited to:

1. Verbal conduct such as derogatory comments, unwanted sexual advances, sexual jokes, slurs, etc...
2. Visual conduct such as derogatory cartoons, drawings, pictures, gestures, etc...
3. Physical conduct such as leering, assault, blocking normal movement, touching an individual's body or clothes in a sexual way, any intimidating interference with

normal school movement, etc...

4. Threats and demands to submit to sexual request.
5. Retaliation for reporting a violation or participation in an investigation.

Anyone at Trinity Lutheran School who is subject to or witnesses sexual harassment, should immediately report such conduct to the teacher, the principal, or the pastor.

ITEMS NOT PERMITTED AT SCHOOL

Items not permitted to be brought to school include matches, knives or other weapons, water guns, radios, music players, hand-held video games, chewing gum, cell phones, pagers, etc. Such items, if brought to school, will be confiscated by the teacher and returned only to the parent if the parent requests it. The school provides materials for games on the playground (bats, balls, jump ropes, etc.)

Before bringing any such materials to school, permission should be secured from the teachers. Such items brought should be properly and clearly marked for easy identification. Music players and cell phones cannot be used from the time the student arrives in before school care, during school hours, and until they depart from after school care.

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DAMAGES

The child must reimburse the school for the loss as well as for any willful or careless damage to textbooks and/or library books. School and church property, including furniture and equipment must not be defaced, marred or damaged in any manner. Violators will be billed for the amount of the damage done or for the replacement cost.

PUPIL RESPONSIBILITIES

1. Children must respect and obey all teachers and staff of Trinity Lutheran School.
2. Pupils are not to use the telephone without teacher permission.
3. Pupils are not called to the telephone during class sessions.
4. Pupils must not run in the building. Children are to remain quiet in the hallways. Remember, there are other classes in session.
5. Profane language must not be used and will not be tolerated.
6. Children are not to leave the school grounds at any time without the written permission of the parents. Parents are required to notify the teacher in writing by 8:00 A.M. of that same day. For your child's protection, parents must check in at the office and have the secretary call the child to the office for any early dismissal.
7. Pianos and chalkboards may be used by the children only under permission of a teacher for classroom activities.
8. Children should practice courtesy and knock before entering a classroom.
9. Chewing gum on the premises is forbidden.
10. The front of school and the church lawn areas are not to be used by children for play. These areas are off-limits.

11. Children should always wash their hands before eating lunch. During the lunch period, children may talk but good classroom order is necessary.
12. Before leaving school at the close of the day, desk tops are to be cleared of all notebooks, pencils, books, etc.
13. Children are to make sure their shoes are clean when entering the building.
14. Children are to obey the Safety Patrol.
15. To preserve the gym floors, pupils must wear soft-soled shoes, and no eating or drinking is allowed in the gym.
16. To alleviate class disruption, deliveries of balloons, flowers, etc. to students will be kept in the school office until the end of the school day.
17. To avoid ill feelings, no party invitations should be given out at school; therefore, other arrangements (telephone, mail, e-mail, fax, etc.) should be made.

ACADEMIC ELIGIBILITY FOR ATHLETIC ACTIVITIES

PROBATION

All students participating in school sponsored athletic activities who have below average grade in two or more subjects (below a C-) will be placed on probation for a period of one week. Probation means that the student cannot practice with the team or squad, play in any games, or participate in the group's activities during that week of probation. Coaches will be advised by the Athletic Director after consultation with teacher and parents of such action.

SUSPENSION

A student who has a failing grade (F) in one or more subjects or who has failed to improve below average grades from a probationary period will be placed on suspension. Suspension means that such student cannot practice with the team or squad, play in any games, or participate in the group's activities for an additional period of two weeks in addition to any probationary time served. Again, coaches will be advised after consultation.

DISMISSAL

A student who has failed to improve deficient grades to a C- or above during suspension is removed from the activity for the duration of that sport's season.

GRADING AND PARENT-TEACHER CONFERENCES

Report cards to the parents are issued quarterly. Mid-term reports will be sent home each quarter. At the end of the first quarter, parents are invited to the school to discuss their child's progress and any difficulties that might have arisen. At the end of the third quarter, conferences are held by request only. The parents may request a conference or the teachers may request a conference.

In the event a child loses his or her report card a \$2.00 fee will be charged for its replacement.

The Grade Key is as follows:

A	100% to 96%	C+	84%	D	73%-66%
A-	95%	C	83% to 76%	D-	65%
B+	94%	C-	75%	E	Working at Ability Level
B	93% to 86%	D+	74%	F	Below 65

B- 85%

CONCERNS OF PARENTS

Concerns between teachers and parents, children and teachers, parents and the principal, may arise. Such concern must be handled as outlined in God's Word, Matthew 18:15-17:

“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 your brother 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.” If he refuses to listen to them, tell it to the church; and if he refuses to listen even to the church, treat him as you would a pagan or a tax collector.”

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Any problems involving a teacher should be directed to the teacher involved. In the event that an agreement is not reached, the principal should in turn be consulted.

If there is no solution from either parent-teacher or parent-principal discussion, a parent may as an option discuss the matter with Trinity's pastor who has counseling and advisory responsibility of the congregation.

If no solution is found after following the above procedures, then the parent may bring this matter to the Christian Day School Board, asking its inclusion on the next meeting agenda. The parent may ask to be present.

Responsibility for the parochial education of the school lies sequentially in these positions: entire congregation, Voters Assembly, Christian Day School Board, principal, teachers.

PARENT-TEACHER LEAGUE

The Parent-Teacher League meetings are held in the school gym at 7:00 p.m. on the second Monday of September, November, February, and May. Other P.T.L. sponsored activities are held periodically throughout the year.

Membership in this League is available without regard to race, color, creed, or national origin. All parents who have children in the school are automatically members of the League. Membership dues are \$4.00 per family and are paid annually. These dues help depreciate the cost of the P.T.L. Handbook which is given to each family with a paid membership.

LUNCH PROGRAM

Trinity Lutheran School offers a hot lunch program and operates under the guidelines of the Federal Lunch Program. This requires us to serve a Grade A meal daily which includes the four basic food groups.

Lunch tickets are available for purchase by the month. There are 20 lunches per ticket. As your child nears the end of his/her ticket, the teacher will notify the parent of the lunches remaining so that another ticket may be purchased. Trinity Lutheran School has modified its lunch program to offer students an alternative to the planned menu by offering a salad with protein every day that lunch is served. Fresh fruits and yogurt are offered on an a-la-carte menu every day.

Students in all grade levels are encouraged to bring fruits and vegetables to school for snacks.

ACCIDENT INSURANCE

Accident insurance is offered by the school for a nominal cost. This covers hospital or doctor

costs for any child injured at school or on his/her way to or from school. Any child may have the same accident insurance on a 24-hour basis for the entire year at a higher cost.

HEALTH

Since the health of children is of vital concern to the teachers, the children are cautioned against anything that may prove harmful to them. Our health chairman plus volunteers trained by the Cole County Health Department have an annual hearing screening, vision screening, head lice check, and scoliosis screening. The health chairman also helps with statistical work and makes sure that all students' immunizations are kept up-to-date.

There are Red Cross First Aid and C.P.R. trained personnel at Trinity Lutheran School both during school hours and in our after school care program. At times parents are called in for consultation concerning the health of their children.

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School Health Requirements

1. Student Physicals Requirement for School Entry:

- a. A physical examination of all new students is required by the day of registration and for participation in athletic events; it must be done before school begins on the first day and must be signed by the examining physician and be current.
- b. Any new student is required to present proof of a physical from the previous school or have another physical given by a Missouri licensed physician.
- c. Your child will not be allowed to attend classes until proof of a completed physical is on file in the office.

2. Immunization Requirements (according to Missouri State Department of Health):

- a. Grades K through 1 (refers to students who started Kindergarten or who were five (5) or six (6) years of age as of and after the 1990-1991 school year):
 - * DPT/DT/Td - 3 doses: The last does must be given on or after the fourth (4th birthday, and pertussis is required for all students under seven (7) years of age;
 - * Polio- 3 doses: The last dose must be given on or after the fourth (4th) birthday; and
 - * MMR - 2 doses: These immunization must be given on or after the first (1st) birthday and at least 28 days must separate the two doses;
- * Hepatitis B - 3 doses: A series of 3 immunizations within 6 months.
- b. Grades 2 through 8:
 - * DPT/DT/Td - 3 doses: The last does must be given on or after the fourth (4th birthday, and pertussis is required for all students under seven (7) years of age;
 - * Polio- 3 doses: The last dose must be given on or after the fourth

(4th) birthday; and

- * MMR - 2 doses: These immunizations must be given on or after the first (1st) birthday and at least 28 days must separate the two doses.

c. Immunization Documentation:

- * All students Grades K through 8 must show documentation of month, day, and year of each immunization;
- * Students must present their immunization record before entering school the first day. No exceptions will be made. To remain in school, students must receive immunizations as soon as they become due

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3. Student Illness (procedures designed to preserve the health of each child and each class):

a. Before school, a child should be kept home in the case of:

- * upset stomach evidenced by vomiting/diarrhea (must be symptom-free for 24 hrs.);
- * a temperature (100 or above, until 24 hours after the child's temperature returns to normal without use of medication);
- * serious eye problems;
- * lice (any head or body lice, until 24 hours after treatment and check);
- * communicable diseases (will be kept at home until a physician says it's okay);
- * chicken pox (keep home for at least seven days from the onset of rash);
- * ringworm (i.e., impetigo); and
- * fainting.

b. At school, a child will be sent home in the case of:

- * any item listed in the above;
- * serious head injury, possible broken bone or excessive bleeding; and
- * excessive coughing, particularly if disrupting class or activities.

c. Responsibilities of school staff:

- * the teacher will be the initial judge of the health of the child;
- * the school secretary and school nurse will assist with all health issues;
- * no school staff will be held responsible or liable for medications of any kind; and
- * Trinity Lutheran School reserves the right to refuse attendance of any ill child.

d. Parents help the school by sharing the diagnosis and treatment of children sent to physicians, thus providing an alert to possible health problems in other children, such as pink eye, head lice, strep throat, and other communicable conditions. A note should be sent from the parent or physician if playground or other activities should be restricted.

Children with contagious diseases should be kept at home until the doctor releases them to return to school. UNDER NO CONDITIONS SHOULD CHILDREN WITH A FEVER BE SENT TO SCHOOL!

4. Student Medication Policy (procedures designed to preserve the health of each child and each class):

a. Prescription Medication

1. Parents are requested, whenever possible, to schedule medication to be given at home - only those medications specifically prescribed to be given during school hours will be given at school.
2. The physician will provide a written request that the medication be given during school hours. This will include name of drug, time of dosage, reason for medication, route of administration, adverse effects, and emergency instructions that might be applicable.

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3. Medications must be brought to school in a container

- appropriately labeled by the pharmacy or physician and is to include only that medication to be given during school hours.
4. Signed permission must be provided by the parent requesting that the school staff administer the medication. Forms are available from the school office. These must be renewed yearly.
 5. The school nurse, if one is assigned to the school, will monitor the administering of all prescription medications and will be responsible for designating and training the school secretary to give the medication in her absence.
 6. A log shall be kept of all medication administered at school. It shall include the student's name, the date and time the medication is given, and the signature or initials of the staff member giving the medication.
 7. All prescription medications shall be kept in a locked cabinet or drawer.

b. Non-Prescription Medication

1. This type of medication must be supplied by the parent. A permission slip must be signed by the parent for each current illness and, if appropriate, a physician's signed statement documenting the need for the medication, the conditions for which it is to be administered, the dosage, times of administration, and possible side effects must be provided.
2. School personnel do not dispense aspirin, Tylenol, or other internal medicines without prior written consent. If your child is in need of medication during school hours, you must provide the detailing necessary medication and fill out the medication form the type, amount and nature of the medication. You also will need to supply any necessary utensils (spoons, eye droppers, etc.). No medication will be allowed without a signed medication administration form and the original medication container.

All medication that a child takes should be accompanied by a note from the parents indicating when the child is to take the medication. The medication may be left in the school office for emergencies.

Trinity Lutheran School abides by the State Child Protection and Reformation Act (RSMo 210) that requires school personnel having reasonable cause to believe that a child known to them in their professional capacity may be an abused or neglected must report this information to the Missouri Department of Family Services.

SCHOOL NEWSLETTER

A school newsletter, Tiger Tales, is printed weekly to acquaint parents with upcoming activities, such as school parties, sporting events, musical performances, etc. Also included in the weekly Friday editions will be menus for the coming week. This should be most helpful in menu planning.

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REFERENCE & READING LIBRARIES

A reference library consisting of supplementary books in each area of learning is found in each classroom.

Special reference sets, such as the Encyclopedia Americana, World Book Encyclopedia, Book of Knowledge, Almanacs, and Roget's Thesaurus, are found in the classrooms and in the School Library.

The School Library has fiction, biography, religion and science books on our shelves for pupil use. We receive new books each year and place them in our library.

EQUIPMENT

Special equipment to enhance and supplement classroom work includes overhead projectors, movie screens, film strips and movie projectors, record players, tape recorders, head-phone sets, radio, S.R.A. Reading Laboratories, computers, an opaque projector, globes, maps, V.C.R.'s, televisions, and a microprojector.

LOST AND FOUND ARTICLES

Each year we have a number of items, mostly clothing, turned in to the Lost and Found. Clothing is kept in a cabinet on the second floor, with the exception of coats and jackets which are hung on the coat rack by the gym. Other items such as jewelry, watches, and glasses are kept in the school office. Any articles remaining in the Lost and Found after school is out for the summer will be donated. It will help if you will clearly mark your child's personal property in order that this department may have a very limited amount of business.

TELEPHONE CALLS

Pupils will not be called to the telephone during class time unless in case of emergency. Messages may be left at the school office with our secretary and will be given to the child before the end of the school day.

DOCTOR APPOINTMENTS

Children will be dismissed for doctor, dental, and orthodontist appointments if someone comes to pick up the child. Children are not to leave the school grounds at any time without the written permission of the parents. Parents are required to notify the teacher in writing by 8:00

AM. of that same day. For your child's protection, parents must check in at the office and have the secretary call the child to the office for any early dismissal.

INCLEMENT WEATHER PROCEDURES

Arrangements have been made with local radio stations and area television stations to announce the closing of school due to bad weather (ice, snow, sleet, severe storms, extreme temperatures). As much as possible, Trinity will align school closings with the Jefferson City School District. Please do NOT call the school or teachers to ask about possible closings. This prevents us from using the phone lines to make contact with TV and radio stations that will make school closing announcements available to everyone. Instead, please refer to the following TV and radio stations during inclement weather:

TV Station KRCG-TV, Channel 13, Radio Stations KPLA-106.1, KWOS-1240 AM, KJMO-100.1 FM, KLIK-950 AM, & KTXY-106.9 FM

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On snowy days, please use the Swifts Highway entrance to pick up your children and exit onto Stadium Boulevard.

ROOM PARENTS

Every teacher has several room mothers (and fathers) to assist in special projects and activities, such as parties, class trips, and other events. This offers another opportunity for mutual cooperation between parent and teacher.

DRAMA/SPEECH

Drama Club is open to any 6th, 7th, and 8th grade student and meets once or twice a month during the school year. Students perform improvisations, pantomimes, skits, short scenes, etc. Drama Club sponsors a spring play. Auditions are open to all 6th - 8th grade students for areas which include technical theater, set design, make-up, publicity, and acting. *Seventh and eighth grade students will have music and speech/drama class one day each week.*

SUPPORT OF THE SCHOOL

Support of Christian education is the responsibility of the entire membership in the congregation. Therefore, the school has no fixed tuition for the children of Trinity Lutheran Congregation. It should be stated here, however, that families with children in school reap the most in immediate benefits from the institution and therefore should be ready to do what they possibly can to give utmost support. Education costs have been rising at a rapid rate so parents in particular will have to become aware of their responsibilities relative to the education of their children.

To such as hold membership in another church or do not intend to affiliate with Trinity, a tuition fee is charged. This tuition fee may be paid to the school office in convenient nine monthly installments.

A registration fee is charged all children. This fee covers the cost of textbooks, workbooks and other incidental supplies needed for the proper operation of a school.

PAYMENT POLICY FOR ALL FEES

All payment of fees are expected the first of the month (unless otherwise stipulated) and are due

no later than the 10th of the month. Any fees not paid by the tenth of the month will be brought to the attention of the parent through a mailed late fee form. If the payment has not been made by the end of the month (or arrangements have not been made with the school office to pay), the late fee will be sent to a fee collection agency. If there has been no response to the payment of the late fee after 30 days of being referred to a fee collection agency, the student(s) will be expelled from the school. If satisfactory payment of the fees is met, the student will be allowed to re-enroll at the beginning of the next semester of school.

BIRTHDAYS

Birthday "treats" are permitted for children in all grades. When treats are planned, they should always include one treat per person in the student's classroom. Wrapped treats are encouraged. Please notify the classroom teacher prior to the child's special day if they are bringing treats.

Invitations for birthday parties can be distributed at school only if the entire class is invited.

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ASBESTOS NOTIFICATION

Trinity Lutheran School does contain asbestos-containing material. We have had our facilities inspected by a certified asbestos inspector as required by AHERA. The inspector located, sampled, and rated the condition and hazard potential of all material in our facilities suspected of containing asbestos. The inspection and laboratory analysis records were turned over to a professional certified to develop asbestos management plans.

We have developed an asbestos management plan for our facilities which include: this notification, education and training of our employees, and a set of plans and procedures designed to minimize the disturbance of the asbestos containing materials, and plans for regular surveillance of the asbestos-containing materials. Trinity has designated a certified person to carry out the management plan and make any necessary repairs. A copy of the asbestos management plan is available for your inspection by contacting the principal.

Rvsd. 08/07

