



TRINITY LUTHERAN SCHOOL

PARENT & STUDENT HANDBOOK

2007-2008



TRINITY LUTHERAN SCHOOL

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St George, Utah 84790

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Purpose

The purpose of this handbook is to acquaint the parents and children of the Trinity Lutheran School with our policies and practices enabling the faculty and staff to offer a quality Christian education. It is important for parents to discuss the various items with their children so that all may know the policies and practices of the school. Policies and practices are subject to change, and notice will be given in advance when this takes place.

Mission Statement

Trinity Lutheran School exists to guide and assist parents in the education and Christian nurture of their children.

Philosophy

As an educational arm of Trinity Lutheran Church, Trinity Lutheran School seeks to guide and assist parents in the education and nurture of the children at Trinity Lutheran Church. Trinity Lutheran School serves families by assisting parents to carry out their parental responsibilities in Christian education. We promote a close relationship between school, home and congregation. We encourage parents to provide the primary training of their children, to have family devotions, and to take their children to weekly worship services. The school exists as a secondary partner in the Christian and overall training of the children.

Since Trinity Lutheran School is part of the community of St. George, Utah, we also seek to provide this opportunity to other parents in the community. Thus all children regardless of their membership or religion will be given an opportunity to be a part of Trinity Lutheran School.

Trinity Lutheran School holds high, yet appropriate, expectations for its students and also believes that all students need to be successful. Students need to be both challenged and helped toward success. Appropriate evaluation of student performance, both formal and informal, occurs before, during and after teaching.

Trinity Lutheran School seeks to develop the basic skills of learning; thinking; solving problems, making value judgments and decisions; and respecting self, others, and property. Our school also teaches students how to apply concepts such as individual responsibility, the common good, salvation by grace alone, and living "by faith in the Son of God who loved me and gave Himself for me" (Gal. 2:20.)

Guided and empowered by the Holy Spirit, Trinity Lutheran School provides Christ-centered training in God's Word integrated with excellence in education. The central purpose of our school is to nurture each child's faith in Jesus Christ as Savior and to equip each child to live in and to bear witness to that faith.

The teachers and staff of Trinity personally and publicly bear witness to their faith in Jesus Christ. Teachers and students daily study His Word as found in the Bible and taught through the Lutheran Confessions. God's law is taught without apology. The Gospel of God's forgiveness through His Son, Jesus Christ, is taught with joy daily, and relationships are based upon the Gospel and forgiveness.

Parent/Guardian and Student Signature Page

As a condition of your child's enrollment at Trinity Lutheran School, the parent and child are committed to adhere to the rules, regulations, policies, and procedures of the Parent/Student Handbook. Although as a practical matter it is impossible to provide clear, concise, and complete guidance on each and every issue that may arise, this handbook has been created so that the goals and the Christian culture of the school are communicated to each family. It is in the spirit of your commitment to enroll your child at Trinity, that you and your child will familiarize yourselves with the content of this handbook. Trinity Lutheran School reserves the right to modify, amend, change, addend, append any or all of this handbook in any fashion whatsoever at any time in its sole and absolute discretion.

I hereby acknowledge the receipt of the Parent/Student Handbook and agree to the commitment set forth above and in the Parent/Student Handbook for the 2007-2008 school year.

Student's Printed Name

Student's Printed Name

Student's Printed Name

Parent/Guardian Signature

Parent/Guardian Signature

Date

Please fill in your child(ren)'s name(s), sign, and return this page to the school office.

2007-2008 School Year Fee Schedule

Registration Fees:	\$150 Pre-Kindergarten \$185 Kindergarten through 6th \$225 7th & 8th grades
Tuition:	\$2900 Pre-Kindergarten \$3200 Kindergarten through 6th \$3300 7th & 8th Grades
After School Care:	\$3.00 first 1/2 hour \$4.00 first hour \$6.50 first hour and 1/2 \$8.00 first 2 hours \$35.00 per week for full-time care \$5.00 per 15 mins late until 6:00pm \$15.00 per 15 mins late after 6:00 pm
Lunch:	\$2.50 for hot lunch \$0.35 for milk \$0.10 addition for chocolate milk
Late Payment Fee:	\$20.00
Returned Check Fee:	\$25.00 plus amount of check
Field Trip Fee:	
Shirt Fee:	
Parent-Teacher Organization VIP hours:	25 hours (or a \$10.00 per hour fee not used)

TRINITY LUTHERAN SCHOOL

TABLE OF CONTENTS

2	Purpose—Mission Statement— Philosophy
4	Non-Discriminatory Policy
4	Administration—Accreditation—Admission
5	Enrollment
5	School Hours—After School Care
6	Tuition and Fees
6	Hot Lunch and Milk Service
6	Homework—Curriculum and Texts
7	Attendance and Tardies—Discipline
8	Medications
8	Dress Code
9	Uniform Policy
10	Birthdays—Nuisance Items—Pet and Animals
10	Telephone and Cell Phone Usage
11	Home Visits—Grades/Parent Teacher Conferences
11	Chapel—Church and Sunday School
11	Field Trips
11	Emergency Closings or Evacuation
12	Before and After School Drop off/Pick up
13	Trinity Parent Teacher Organization—VIP Program
13	Parental Concerns/Grievances
14	Fee Schedule
15	Signature Page

Non-Discriminatory Policy

Trinity Lutheran School admits students of any race, color, or 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, or national or ethnic origin in the administration of its educational policies, admissions policies, scholarship and loan programs, and athletic and other school-administered programs.

Administration

Trinity Lutheran School is owned and operated by all the members of Trinity Lutheran Church. The church is a member of the Lutheran Church - Missouri Synod; Rocky Mountain District. The Board of Education, elected by the congregation, is charged with the objective of carrying out the objectives of the school program as set down by the congregation. All matters of school policy are decided by the Board of Education. The policies of the Board of Education are carried out by the Principal, who supervises the daily operation of the

Accreditation

Trinity Lutheran School is fully accredited by National Lutheran Schools' Accreditation and the Northwest Association of Accredited Schools. All teachers are certified by the state of Utah.

Order of Acceptance for Admission

First: Students currently enrolled in Kindergarten - 7th grade whose parents are members of Trinity Lutheran Church.

Second: Students currently enrolled whose parents are not members of Trinity Lutheran Church.

Third: New students to Trinity whose parents are members of Trinity Lutheran Church.

Fourth: New students to Trinity whose parents are members of other Missouri-Synod Lutheran churches with no school and families from the community at large.

Waiting List:

Students are enrolled from a waiting list based upon the date the registration fee is paid.

Kindergarten: New Students enrolling in Kindergarten will not be accepted until May 31st unless they have also pre-registered for 1st grade. Acceptance letters will be sent on May 31st. This does not apply to families with siblings already enrolled at Trinity.

Trinity Parent -Teacher Organization

The Trinity Lutheran School TPTO consists of all the parents and guardians of the students that attend the school. The purpose of the TPTO is to support the students, teachers, and fellow parents by means of educational, physical, spiritual, and prayerful assistance; and social gatherings and interactions through volunteer work; monetary donations; or participation in fund-raising activities.

Trinity Lutheran School VIP (Very Important Participation) Program

Trinity Lutheran School believes that parent participation in their child's school life is crucial to their child's success. The PTO (Parent Teacher Organization) has put together the VIP program to encourage parents to participate in the enhancement of each child's education at Trinity Lutheran School. The goal of this program is not to give you something else to do, but to give your child the best possible education. Our hope is that you will find the more you put into your child's life, the more you will get out of it.

- Each family will be required to contribute 25 VIP hours or an annual contribution of \$250.
- Hours may be completed by parents, guardians, grandparents, or other approved adults.
- Hours completed may be from the list provided, classroom activities (including driving for field trips), PTO activities, and/or other office approved projects.
- Hours must be submitted by parents to the school office for credit.
- A statement of logged hours will be sent home each quarter and hours not accounted for by May 15th will be charged at the rate of \$10 per hour.
- VIP hours may be done at school or at home depending on the project or activity.
- All VIP activities may be rounded to the nearest quarter hour.

Parental Concerns/Grievance

Please seek guidance from Scriptures (Matthew 18) when dealing with grievances. Parents, teachers, and administration are encouraged to contact each other if they have questions or concerns about lessons, expectations, procedures, discipline, and conduct. This contact is best done on a personal basis. If you wish to speak with your child's teacher, please make an appointment so you may have privacy, time, and the full attention of the teacher. If the concern cannot be resolved, please consult the principal to help resolve the conflict. At all times, we want to remember that we are all working for the single purpose of serving God and the children of our school.

Before and After School Drop off/Pick Up

With the high number of vehicles in the parking lot before and after school, strict procedures have been developed to ensure the safety of every child. The staff has developed a system to make sure all students are accounted for at the end of the day and to ensure the safety of each child. This system involves making sure that the children go to a designated area and stay there until their legal guardian picks them up (in locum parentus). **Students will not be released to anyone other than adult persons who have been identified by the legal guardian as having permission to pick up that child. This permission must be communicated to the school staff.**

Students are not allowed to re-enter the building unless a parent accompanies them. This ensures that no child will be injured in the building and that no property is damaged. Please make sure you accompany your child if they need to re-enter the building.

Due to the large numbers of cars and children, it is impossible to safely have curbside pick up and drop off. **Please park your car when dropping off and picking up your child.** Parents of children in Kindergarten through 2nd grade need to be escorted through the parking lot. Your extra minute of time and consideration will make sure that all of our children are safe.

Students arriving prior to 8:15 a.m. will need to wait outside the building. The doors will remain locked until 8:15 a.m. Students not picked up by 3:45 p.m. (12:15 p.m. on half days) will be placed in after-school care. Regular after-school care rates will apply. These time restrictions will enable teachers to have time to adequately prepare for your child's education.

Please drive slowly through our parking lot. Your extra seconds could save a life.

To be eligible for enrollment, a student and his or her parents must comply with the following.

- The student will accept training in the teachings of the Christian faith as taken from the Bible as well as from Luther's Small Catechism.
- Parents and students will be interviewed by the principal.
- A copy of the student's most recent report card and standardized tests from his/her previous school will be given to Trinity Lutheran School.
- **Pupils to be enrolled in kindergarten must be five years old by September 1st of that year. Pre-K students must be 4 by September 1st of the year of enrollment.** A copy of the student's birth certificate will be required as proof of age.
- State health requirements must be met. This includes a record of current required immunizations or a certificate of exemption from the state health department.
- Grade placement will be based upon recommendation of the student's previous school. However, Trinity reserves the right within the first six weeks following admission to place the student in the next lower or higher grade. Such action will only take place after consultation with the parents, teacher, and principal.
- The conduct of the student will reflect behavior as outlined in the Discipline Policy of Trinity Lutheran School. All students admitted will be subject to a one month probationary period.

School Day

Trinity Lutheran School will begin promptly at 8:30 a.m. and dismiss at 3:30 p.m. The school calendar begins in mid-August and ends in late May. Students should not be dropped off at school prior to 8:15 a.m. and should be picked up no later than 3:45 p.m. School doors will remain locked until 8:15 a.m. After school care is available.

After-School Care

After-school care is provided at an additional charge from 3:30 pm until 5:30 pm Monday through Friday on school days. It is also available on 1/2 days of school starting at 12:00 noon. Parents using the after-school program will need to fill out an after-school agreement form. After-school pick up is done in the lunch room through the back doors. For the safety of the children, it is important that those picking up students go into the lunch room and sign out the child. Please see fee schedules for rates.

All students using after-school care will have an agreement form filled out and on file with the school. Students will not be released to any person not listed on the agreement form.

Tuition and Fees

The enrollment application will be accepted with a \$185.00 (\$150 for PreK and \$225 for 7th grade) registration deposit. The registration fee is refundable only if another child is enrolled in your child's place. All previous accounts must be paid in full by June 1st prior to the enrollment year before enrollment can be fully accepted.

For current tuition rates, check with the office or look on our web site. Tuition can be paid in 10 or 12 monthly payments. The first payment for the 12-month plan is due on the first business day of June prior to the school year the child (ren) is/are enrolled. The first payment for the 10-month plan is due on the first business day of August prior to the school year the child(ren) is/are enrolled. All late fees apply to the 10 and 12 month plan.

All tuition and fees are to be paid by the first business day of the month and are past due on the 10th. Unless a just cause is given in advance, a late fee of \$20.00 will be charged if the account has a balance due on the 10th. A \$25.00 handling fee will be charged for any returned checks. Accounts that are 60 days past due will be turned over to the Financial Aid Committee for further action.

Hot Lunch and Milk Service

A hot lunch and milk service are available at an additional cost. Calendars are distributed a month in advance, and pre-ordering and pre-payment are required for lunches purchased. For students choosing to bring their own lunch, a milk service is provided at an additional cost.

There are no microwave or heating facilities available to students. Due to the limited facilities for refrigeration, students are not allowed to use refrigerators at school for lunch storage. Please make sure that "sack" lunches come to school properly insulated and ready to eat.

Trinity's hot lunch program is an optional service.

Homework

Homework is a very important part of Trinity's educational program. Homework serves two functions. First, it helps establish a link for the student's studies at school to the home. Secondly, it helps the student develop good study habits for their secondary education. Homework will be assigned, along with memory work, at all grade levels. All homework amounts will vary depending on the grade level. If parents feel that their child is having problems with homework, please contact the teacher.

Curriculum/Texts

While all textbooks are state approved so that we meet state and regional standards of accreditation, our curriculum is presented in the light of God's Holy Word. Trinity's core curriculum guidelines meet or exceed the Utah State Core Curriculum. A well integrated course of Bible study, doctrine, and memory work are required of every student.

Home Visits

In order to make the students feel comfortable on the first day of school, we have found teacher in-home visitations to be most helpful. These will take place the beginning of August before school starts. At these home visits, your child's teacher will outline some of the expectations for the upcoming school year. This will also give you an opportunity to discuss your child's needs in the classroom. Your child's teacher will contact you to schedule a home visit.

Grades/ Parent-Teacher Conferences

Report cards are issued quarterly. Please check the school calendar for the dates of distribution. Parent-Teacher conferences are held in the middle of first and end of third quarter. Parents or guardians are required to attend each conference.

Chapel Services

Chapel Services conducted by the pastor of Trinity Lutheran Church are held each Wednesday morning at 8:40 am. All students are required to attend.

Church and Sunday School Attendance

The foundation for a Christian life is Jesus Christ and the home. The school's purpose is to aid the home, not replace it. The child who has grown up in a Christian environment rooted in God's Word, will be prepared to live a Christian life. Therefore, Trinity Lutheran School encourages regular attendance at church, Sunday School, and Bible Class.

Field Trips

Field trips play an important role in the academic program at Trinity. All students are required to participate in class field trips. Parents are notified of the date, time, location, and means of transportation for all class field trips. Written permission is required for all field trips. All students will travel on field trips with the class when using the school bus. Parents may choose to transport their child only in lieu of the bus.

Emergency Closing or Evacuation

In the event that Trinity needs to close school, all parents will be notified via the phone tree using the current number we have on file. Announcements may be broadcast on KBXU 890 and KCSG channel 4 (check your local guide for cable & satellite channels.) Please make sure the school office has your current phone numbers. Trinity Lutheran School should not be considered as part of the Washington County Schools in regards to school closings.

In the case of a disaster at school when the school building has been considered unsafe, students will be removed to the Pine View Shopping Plaza to the east of the school.

Birthdays

Students are allowed to bring treats for their birthdays. Please check with the classroom teacher on making arrangements for the distribution of the treats. Birthday party invitations need to be sent through the mail unless every child in a class is to receive an invitation.

Nuisance Items, Toys, and Gum

Many nuisance items and toys brought to school can distract from the educational environment in the classroom. They can also be damaged or broken. Students are asked that all nuisance items and toys not be brought to school. **Gum is not allowed on school grounds at anytime.**

Pets and Animals

Due to the nature of allergies of some children and for the safety of all children, pets are not allowed on campus at anytime. All pets must remain in vehicles if brought before and after school. Please get permission from the classroom teacher if the pet is used for show and tell. They must be leashed or caged during the presentation.

Telephone/Cell Phone Use

The telephone is used for the church and school to conduct its daily operations. Personal telephone calls by students will not be permitted. If parents need to reach their child at school, a message will be taken and given to the child. The child will be allowed to return an emergency call at an appropriate time.

Cell phone use by students during school hours is prohibited.

Attendance

Excused absences are considered those that are due to illness, death in the family, required court appearance, or others approved by the principal in advance. All other absences will be considered unexcused. Students with over 10% absence (18 days) per year fall under review for possible retention.

Parents must assume total responsibility for taking children out of school when taking trips, vacations, fulfilling appointments, or for other reasons of short or long term absences. Homework in advance of a trip may **not** be available. All work will be made available upon return from a trip. It is the responsibility of the student and the parent to initiate a request for make-up work. Teachers will cooperate with families in the completion of make-up work; however, due to the nature of some assignments, an alternative assignment may be assigned. **Makeup work will not be available prior to 3:30 pm on the day of the absence.** Homework for unexcused absences cannot be made up.

Call in all absences by 8:45 am on the day of the absence to avoid charges for lunch and to free up the staff from making phone calls to locate your child.

Tardies

Students are expected to be in their seats, ready to work by 8:30 a.m. or the

Discipline

Discipline is based on a recognition of the power of the Gospel to change the heart, and the power of the Law to prepare the heart for the Gospel. Obedience to the administration, teachers, staff, and regulations is required.

In a Christian school, we have the advantage of drawing on the Scriptures for guidance and can appeal to our children's spiritual insights to motivate them to appropriate behavior. In all dealings with others, including teacher-pupil relationships, love and concern is the main objective.

The administration and teachers will handle most minor infractions in the classroom with Christian love. In any case in which the teacher is unable to obtain desirable behavior from the pupil, the parents will be notified. The principal will become involved if the problem continues. If a desired change doesn't occur, Trinity Lutheran School reserves the right to terminate a student's enrollment.

Suspension/Expulsion

The principal shall have the authority to place a student on disciplinary probation or to suspend a student from attendance at Trinity Lutheran School. The period of suspension shall not exceed ten school days. Expulsion of a student shall take place as an action of the Board of Education. The principal shall present evidence to support their recommendation for expulsion in a meeting at which parents or guardians and the student shall be present.

Medications

In compliance with Utah State Law, any child that needs medication during the course of the school day may receive the medication only if the following guidelines are followed by the parent or guardian.

- The child's parent or guardian must sign a permission form, to be filed in the school office, for the dispensing of prescription or non-prescription drugs. The permission form must state that an official of Trinity Lutheran School may give the named child medication.
- For the administration of prescription drugs the child's parent or guardian must also file a doctor's consent form that states dosage, time, and duration of the medication that is given. This form must be signed by the child's doctor or practitioner.
- All medications and forms must be brought to the school office where it is to be kept in a locked cabinet.
- Medications given to students and not turned into the office will be taken from the student and the parents or guardian will be contacted.

Dress Code

The Board of Education requires that personal dress and hygiene do not distract from the education process and that it represents the school appropriately. Trinity Lutheran School has a uniform dress code in place. Please see the last page for detailed information. The basic guideline is to be neat, clean, and modest.

Hair is to be neat, clean, and well trimmed.

Pants and shorts must be worn around the waist and close fitting.

Pictures and wording on clothing should not be in conflict with educational and religious purposes of the school.

Shirts and tops must be able to be tucked in and may be required to be tucked in.

Clothing must cover all underwear.

Gang related clothing, styles, or accessories will not be allowed.

Shoes must allow students to participate in physical education and recess activities without creating a safety

hazard for the student or other students.

Hats are not to be worn in the building.

For the safety of the children, earrings, necklaces, and loose fitting bracelets will not be allowed to be worn during recess nor Physical Education.

Teachers will discuss dress code concerns with the individual student and expect self-correction. Should a problem continue, parents will be notified. Inappropriate dress will require an immediate change of clothing.

Trinity Lutheran School Uniform Policy 2007-2008

The **uniform dress policy** is required for all students in Pre-Kindergarten through 8th grade. The clothing provides a variety of items and colors, in a brand reasonably priced at multiple local stores.

School apparel must be purchased at the following outlets and is limited to the school uniform collection listed below.

Land's End (www.landsend.com/school) school code:9001-0026-4

Sears (www.sears.com)

French Toast/ Lands End

Target (www.target.com)

French Toast & @Class

EmbroidMe, 435 North 1680 East #3, St George or online through the link on Trinity's web site

These are the only suppliers that will be accepted as approved uniform wear. Please do not attempt to purchase clothing from other source just because the color may be close.

TOPS:

Top colors are limited to red, yellow, or white. All tops must have collars. Polo shirts, dress shirts/blouses, and turtle neck shirts cannot have any designs, logos, or decorations except for the Trinity Lutheran School logo. All tops can be long sleeve or short sleeve. Sleeveless tops are not permitted.

BOTTOMS:

Pants, shorts, skorts, skirts are limited to khaki and navy.

Girls' skirts, skorts, and jumpers are required to be of modest length, no more than 3 inches above the knee and no more than 4 inches below the knee.

Girls and boys shorts also have to be of moderate length, covering no less than approximately 1/2 of the thigh. All clothing with a waistband must be worn at the waist.

OUTER WEAR FOR COOLER WEATHER:

Pullover-sweatshirts and sweaters are allowed to be worn over a uniform top, as long as they have no design, logo, or decoration and are of the approved color for tops. Official logo school sweatshirts and sweaters are the only exception.

Outside jackets and coats cannot have any designs, logos, or decorations except for the Trinity Lutheran School logo and cannot be worn inside the building except for entry or exiting the building.

FOOTWEAR AND ACCESSORIES:

Shoes/Footwear can be of any kind, as long as they are securely fastened over the top of the foot and over the heel of the foot with laces, Velcro, elastic strap, or buckled strap.

Flip flops, opened heeled sandals/shoes are not permitted. Socks, hose, or tights are required to be worn. Socks and tights can be in white, navy blue, khaki, red, or yellow.

Hose can be in a flesh-tone or any of the approved sock colors.

Belts must be plain and of vinyl or leather construction. Belts can be navy, black, or brown as appropriate to the clothing.

Students dressed in clothing that is not in compliance with the uniform dress policy will be required to call a parent to request appropriate clothing be brought to the school as soon as possible. For the first two incidences, the student will be allowed to return to the classroom until the clothing arrives. For a third or later incidence, the administrator has the discretion to have the student excluded from the classroom until a parent arrives with appropriate clothing, and student and parent meet with the administrator. This policy is written to give families flexibility in apparel for their child. Attempts to "bend the rules" or find loop holes is only showing disrespect for the policy. Please teach your child respect by respecting the policy. Thank you.