

INTRODUCTION TO TRINITY LUTHERAN SCHOOL

TRINITY LUTHERAN SCHOOL, established in 1989, is a mission arm of Trinity Lutheran Church. Lutheran Christians, who had settled in and around the Norman area, organized Trinity Lutheran Church in 1901. Like most Lutheran Churches of that time, church services were conducted in the German Language and a small parochial school was operated primarily for the children of the congregation. In 1947, the present stone and wood frame church was constructed, as well as the fellowship hall and center section of the education wing. The south wing was added in 1987. Trinity remodeled and extended the center section in 2004.

Trinity Lutheran Church is a member congregation in the larger church body known as the Lutheran Church-Missouri Synod (LCMS). The LCMS is made up of about 6,150 congregations in North America and includes almost 2.7 million baptized Christians striving together in the same Mission and Ministry of our Lord Jesus Christ. Member churches of the LCMS strongly support Christian education. LCMS congregations own and operate over 2,500 preschools, childcare centers, elementary schools, high schools, universities, and seminaries. For more information about the Lutheran Church-Missouri Synod, go to www.lcms.org.

What is a Lutheran?

Lutheran was a term first used by opponents of Martin Luther (1483-1546) to designate his followers. The name, Lutheran, was not adopted by his followers until after the Reformer's death. Luther himself protested strongly against the use of the name "Lutheran" by his followers. He once remarked, "How should I, poor, stinking carcass that I am, come to have the children of Christ call themselves by my dreadful name? Not so, dear friends; let us do away with party names and call ourselves Christians after Him whose teachings we have."

Yet, after Luther, when many others departed from the control and teachings of the Roman Catholic Church, it became necessary to retain the name "Lutheran" as a designation of the Christian confession of faith amid falsehood and error. It is the Christian confession of faith (what we believe, teach and proclaim) which answers the question, "What is a Lutheran?"

Lutherans believe, teach, and confess:

- Christ Jesus is Lord and Savior, Who died once for all people to take away the sin of the world. There is no other way to heaven than through Jesus. There is no other Savior. Jesus rose from the dead to give us life.
- The Bible is God's very Word, not man's word. The Bible, Old and New Testaments, contains no errors or contradictions; the Bible is God's witness to Jesus and salvation.
- Man is saved by grace through faith, that is, without any help from man. Salvation is a gift from God to all people in Christ Jesus.
- God gives the forgiveness of sin where He promises, by the means of His grace: His Word of Christ, Baptism, the Lord's Supper, and the proclamation of forgiveness. God's Holy Spirit works through these means to give faith and peace.
- There is only one Christian Church, which will be and remain forever. This Church eagerly awaits the coming of Christ and seeks to remain faithful in the Gospel until His coming of glory.

Jesus said, "I am the Way, the Truth, and the Life." (John 14:6)

MISSION STATEMENT AND PURPOSE

Trinity Lutheran School is a mission arm of Trinity Lutheran Church - LCMS. Trinity Lutheran School exists to provide a program of Christian education, which is in harmony with God's will as revealed in the Bible.

All of life, including knowledge and service, finds its true meaning and purpose in our Lord and Savior, Jesus Christ. Therefore, Trinity Lutheran congregation operates its school as a part of God's ministry to its own members and a mission outreach and service to the community.

Policies and decisions are made by the Parochial School Board of Trinity Lutheran Church and carried out by the principal and faculty.

GOALS

Our goal at Trinity Lutheran School is to provide a developmentally-appropriate learning environment where each child will experience success, and will grow spiritually, intellectually, physically, creatively, socially, and emotionally.

- SPIRITUAL - Training and instruction in traditional Christianity and the Christian life.
- INTELLECTUAL - Usage of different instructional approaches to meet differing learning styles in helping children achieve their highest potential possible in critical thinking, problem-solving skills, and in the eight curriculum areas.
- PHYSICAL - Training, through age-appropriate activities, to develop healthy and strong bodies, and encouragement to follow healthy lifestyles.
- CREATIVE - Appreciation of the fine arts as well as developing and nurturing individual talents in all creative areas.
- SOCIAL - Encouragement to approach life and our fellow human beings in a Christ-like manner with Christ's command to love one another as one's self as the paradigm.
- EMOTIONAL - Meeting the three critical needs of life - identity, security, and meaning - through Jesus Christ, our Lord and Savior, by nurturing the gift of faith that comes from God through a good curriculum and a Christ-enriched day.

PHILOSOPHY

We believe that the Bible clearly teaches that man and woman were created perfect and holy; and in His will with each other. However, they lost this "image of God" when sin entered the world. Through Adam and Eve's disobedience, we have all inherited a "sin nature" which separates us from God.

We would have to die physically and spiritually and be apart eternally from God in order to atone. However, God, in His great mercy and love, sent Jesus, true God and true man, into the world to rescue us from our "sin nature" and this separation by taking our "death" punishment. **He rescued us by dying for us!** He then sent His Holy Spirit to deposit into us the faith to believe this "Good News." This faith that lives in us, and that He has freely distributed, **saves us!** Because faith comes by teaching and hearing the Word of Christ, we seek to teach this truth to our little ones. They freely receive this saving gift of faith, as they hear about their Lord and Savior, Jesus Christ. It is nothing that we, ourselves, DO! It is God working the miracle of faith in us, as His words are spoken.

We believe that each child is a special gift from God, a unique creation, possessing his own God-given gifts and talents. Therefore, our program is designed to encompass the total child and promote learning and growth in the spiritual, cognitive, physical, emotional, and social areas of a child's body, mind, and soul.

We believe that learning develops through doing and "experiencing," rather than simple observation. Therefore, we seek to be developmentally appropriate in our activities so that each child can grow at his own rate of maturation, not necessarily related to his chronological age. We affirm that families are the greatest agents for nurturing the whole child and view Christian education to be the best tool that works hand-in-hand with the parents, not to shelter from the world, but to better prepare them for coping in the world.

ORGANIZATION

Trinity Lutheran School is solely owned and operated by Trinity Lutheran Church. All policies for the school's operation, as well as the school philosophy and budget, are determined by the Parochial School Board, which consists of members elected to their positions by the Voters' Assembly of Trinity Lutheran Church and who are accountable to the Trinity Lutheran Church Council. The Administrator and teachers of the school carry out the decisions of the Parochial School Board.

ADMISSION POLICIES AND PROCEDURES

POLICY OF NON-DISCRIMINATION

Trinity Lutheran School does not discriminate on the basis of race, color, nationality or ethnic origin in administration of its educational policies, admissions policies, scholarship and loan programs, athletic and other school-administered programs.

ADMISSION PRIORITY

An early enrollment period is held each year during late February/early March. Currently-enrolled students are encouraged to re-enroll during this time. This will secure the child's spot in class for the following year. Once a class is filled, names will be placed on a waiting list.

Students shall be admitted to Trinity Lutheran School based on the following priorities:

1. CURRENTLY ENROLLED STUDENTS
2. MEMBERS OF TRINITY LUTHERAN CHURCH OR SISTER LCMS CONGREGATIONS.
3. NEW STUDENTS FROM THE COMMUNITY

ENROLLMENT PROCEDURE

1. Obtain an Enrollment Packet from the School Office.
2. Complete all forms required in the Enrollment Packet;
 - The Enrollment Form
 - The Probationary Form
 - Emergency Care Release Form
 - Request for Records Form (New Students Only)
3. Obtain a copy of each child's inoculation records.
4. Return completed forms to the school office and pay the annual enrollment and book fees. A student's place cannot be held without payment of these fees. All forms must be signed and turned in before the first day of school or your child cannot attend.

Waiting List: If a particular class is filled, parents wishing for their child to be placed on the waiting list must first complete and submit all forms in the Enrollment Packet. When an opening exists, parents will be notified and will need to pay the annual enrollment fee prior to final admission.

PARENTAL COMMITMENT: Upon signing of enrollment forms, Trinity Lutheran School expects parents to show their commitment to their child's education by a) making sure the child arrives on time and attends school regularly, and b) paying tuition and fees in a timely manner.

STUDENT GRADE PLACEMENT

Chronological Age Requirements: The following age requirements coincide with the Norman Public School's cut-off dates and are strictly observed at Trinity Lutheran School:

Pre-K 4 - must be 4 before September 1st and **completely bathroom trained.**

Kindergarten - must be 5 before September 1st.

Grade 1 - must be 6 before September 1st.

Grades 2-6 - Children who have been advanced a grade above the chronological ages at previously attended schools must provide documentation of successful completion of the last grade, as well as recommendation for placement in the next grade level.

Other factors considered in grade placement include each child's intellectual, physical, social, and emotional development.

Trinity Lutheran School reserves the right to determine the final grade placement of enrolled students.

PROBATION PERIOD

Trinity Lutheran School maintains a professional faculty. Our teachers are not expected to handle students with exceptional developmental and/or other special needs. Every student enrolled at Trinity Lutheran School will be admitted on a probationary basis of one month. During this period, each student will be assessed for continued enrollment according to the following criteria:

- Ability to perform at grade level
- Acceptable classroom, playground and field trip behavior
- Proper respect for peers, teachers, and other adults
- Adaptation to school routine

Parents will be notified at the end of the probation period if their child has demonstrated unsatisfactory progress. The probation period may be extended upon acceptance of specific guidelines or the student may be removed from enrollment at Trinity Lutheran School.

If a child is removed from enrollment, no fees or tuitions will be refunded.

FEES AND TUITION

Trinity Lutheran School is supported by tuition, grants, and donations. Tuition is based on the minimal cost of operation and pays for only a portion of actual costs. **There are no refunds for missed days or scheduled holidays.**

ENROLLMENT FEE: The enrollment fee is paid annually to cover the costs incurred for the enrollment process and must be paid with the child's completed Enrollment Form. **The enrollment fee cannot be refunded.**

BOOK FEE: The book fee is paid annually to cover the costs of curriculum and classroom manipulatives. **The book fee cannot be refunded.** The book fee is due upon enrollment.

TUITION: Tuition partially pays for the child's instruction costs. There are payment schedule choices;

- a) Full tuition at the time of enrollment,
- b) Two payments; half due at the time of enrollment, and the other half on January 1,
- c) Or in ten (10) installments (due on the **first** of each month, August through May).

A two-week written notice is required prior to the withdrawal of any child from the school. If notice is not given, two weeks tuition will be required.

LATE FEE / RETURNED CHECK POLICY

Tuition is due the first (1st) of each month and becomes delinquent after the tenth (10th). Tuition not paid by the 10th will be assessed a late fee of 10% of the total owed. If you are experiencing short-term financial problems or need other payment arrangements, please speak to the Principal so that arrangements may be made. When payment is one month past due, the Principal will contact the parent to discuss payment arrangements. Tuition not paid according to arrangement may result in the child being released from Trinity Lutheran School and the balance of account will be due immediately. Past-due accounts may be turned over to Small Claims Court for collection at the discretion of Trinity Lutheran School Board.

Checks returned to Trinity Lutheran School for non-sufficient funds (NSF) must be picked up in the school office and payment made by cash or money order. Failure to do so may result in the check being turned over to the District Attorney. The patron is responsible for any charges experienced by Trinity Lutheran School for returned checks.

All accounts must be current when the new school year begins. Students will not be allowed to attend until past-due amounts have been paid. Student records will not be transferred to another school if the account is not current.

SCHOOL LUNCHES

The cost for hot lunch is \$2.00 a day. You will be billed for the lunches purchased. You may bring your child a lunch from home if you do not wish to purchase a hot lunch. If you prefer to bring your child a lunch from home, please understand that, due to the amount of children we are feeding, we cannot microwave your child's food. We are not able to refrigerate children's lunches. Please send their food in an insulated container. Canned or bottled sodas are not allowed for snacks or lunches. The only exception will be for parties and/or field trips at the teacher's discretion.

OPERATIONAL PROCEDURES

HOURS OF OPERATION

School Office Hours

8:30 AM-3:30 PM Monday through Friday, August 1st through May 31st.

NOTE: The office is closed when school is not in session during the school year.

SCHOOL HOURS OF OPERATION Monday through Friday 8:45 AM-3:15 PM

Before/After School Care

- Before School Care – 7:30 AM – 8:45 AM
- After School Care – 3:25 PM – 6:00 PM

Students are NOT permitted to arrive prior to 8:30 a.m., unless a parent takes them to Before Care. This service is offered to provide a SAFE environment for children prior to the beginning of the school day. Students arriving prior to 8:30 a.m. and found unattended will be taken to Before-Care and a fee will be assessed. After-School Care is also available for those who need it. Teachers will supervise students waiting for their rides until 3:25 PM. After that, they will be placed in the After-School Care program with the fees being charged.

Students may not leave school grounds during the day without parental and teacher permission. It is appreciated when parents notify teachers in advance when their child will be leaving during school hours. Parents must pick up their children from the office if they are to leave at any time other than the usual dismissal time.

EMERGENCY CLOSINGS

Trinity Lutheran School may close in the event of inclement weather conditions or other unforeseen circumstances. We will publicize this through the local television and radio stations. We take other metro area school closures into consideration when making our decision. Parents are advised to take special note of the school closing notices and look specifically for “Trinity Lutheran School – Norman” on the lists. Delayed opening or early release times are also a possibility.

KFOR TV Channel 4
KWTW TV Channel 9
KTOK 1000 AM
KOMA 92.5 FM

KOCO TV Channel 5
KSBI TV Channel 52
KOKC 1520 AM

PARKING LOT CONDITIONS: Please note that even though the road conditions are good, our parking lot may be covered in ice/snow. We advise caution when driving or walking on the parking lot surface in hazardous conditions (ice). We will not be held responsible for injuries sustained in the parking lot when the parking lot is hazardous. We are not able to spread salt over the entire parking lot surface. You may consider bringing your child in a little late to allow time for the ice/snow to melt. We will not count students tardy when weather conditions are hazardous.

TEACHERS, INSTRUCTIONAL METHODS, AND CURRICULUM

TEACHER QUALIFICATIONS

All full-time classroom teachers are required to hold a Bachelor's Degree. Teachers in grades 1st – 6th are also required to have a State Teachers License and keep it maintained or be in the process of obtaining one. Our staff is required to attend staff developmental activities, such as workshops and conferences, and is encouraged to work on advanced degrees.

The Oklahoma State Bureau of Investigation screens all staff members of Trinity Lutheran School.

INSTRUCTIONAL METHODS

Trinity Lutheran School recognizes that most children learn through visual, aural, and/or tactile experiences. Therefore, our teachers use a wide variety of methods to meet individual needs. Our methods are based on developmentally-appropriate and time-proven approaches to successful instruction and not given to "current fads" in instructional experimentation.

Trinity Lutheran School strives to use instructional materials from the approved textbook list issued by the Oklahoma State Department of Education, but reserves the right to depart from this list if approved materials do not meet our students' needs or prove contrary to our stated school philosophy. Curriculum guidelines include "Integrating the Faith" for the elementary grades as well as "PASS," the Oklahoma Core Curriculum for elementary schools.

Trinity Lutheran School offers a strong, basic curriculum, which designates the following five (5) major areas:

1. **LANGUAGE ARTS** - Literature, reading comprehension, oral expression, recreational reading, phonics, reference materials and usage, structural analysis (grammar), vocabulary, creative and expository writing, spelling and handwriting.
2. **MATHEMATICS** - Number concepts, computation, rote memorization and manipulation of facts, operations, estimation, measurement (metric and English standard), etc.
3. **SCIENCE** - Life, earth/space, and physical.
4. **SOCIAL STUDIES** - Home and community, state and government, history, geography, civics, map reading and atlas skills, and current events.
5. **RELIGION** - Bible truths, stories, memorization of Scripture, and Christian living.

In addition to these major subjects, Trinity Lutheran Schools may offer enrichment classes. These classes are taught by the teachers on a rotational basis. Trinity may also offer an enrichment class taught by a college student who is receiving college credit for their experience (e.g., Spanish). These classes are not guaranteed to be available every year.

1. **PHYSICAL EDUCATION** - Physical activity, sportsmanship, teamwork, nutrition, and healthy lifestyles.
2. **MUSIC** - Appreciation, music history, basic theory, vocal music.
3. **ART**- Appreciation, crafts, drawing, creative expression, major artists, and art history.
4. **DRAMA** – Expression and presentation of plays at class levels.
5. **FOREIGN LANGUAGE** – An introduction to a foreign language at various grade levels.

Computers are integrated and used throughout the curriculum in a variety of ways. Academic progress is assessed annually using the Stanford and/or the Iowa Tests of Basic Skills.

HOMEWORK

Trinity Lutheran School regards homework as training in personal responsibility, as well as providing parents the ability to share in their children's school experience. Homework may be as simple as a pre-schooler taking home a paper to find, cut, and paste pictures beginning with an initial sound on, or as complex as a science fair project. The important point to be made is that it is the child's responsibility to complete homework and return it in a certain time frame.

Students in the elementary grades will be expected to do recreational reading, memorization, and assigned work not finished during the school day, during their "free time" at home. There will also be regular research assignments given which will be expected to be completed outside of school time. Parents are strongly encouraged to aid their children in prioritizing their time away from school, placing schoolwork first.

SHOW AND TELL

Trinity Lutheran School encourages a regular "Show and Tell" experience from God's wonderful world of nature; or an item of interest based on the theme, color, shape, or letter (initial sound) for the week. The choice of Show and Tell items is at the discretion of the classroom teacher. Items for the session must not be of a violent nature (weapons, guns, knives, lances, ugly or tortured creatures, etc.). Please reconsider bringing favorite toys to which your child is especially attached, as most children have a difficult time sharing favorite toys with curious friends.

FIELD TRIPS

Field trips are scheduled approximately once a month. Parents must complete, sign, date, and return the Field Trip Permission BEFORE any child is allowed to be transported and attend a field trip. Telephone authorizations are accepted only if two school employees verify telephone consent for participation in a field trip experience. As difficult as it may be, children without proper parent/guardian authorization shall be denied attendance on class field trips.

Any parents volunteering to transport students in their personal vehicles must complete a special transportation form with vehicle information. This form will be kept on file in the school office. Parents volunteering to transport students in their personal vehicles are agreeing to spend special time with their child and his/her classmates. Siblings, whether older or younger, are not allowed to attend field trips so that parents to supervise children more effectively.

Field trips are a privilege and, as such, those privileges may be revoked as a consequence of negative behavior.

CHAPEL

Students and teachers gather in the sanctuary once a week for a short, child-centered worship service. These chapel services are conducted by Trinity's Pastor, Vicar, and/or DCE and include songs, Bible stories and lessons. An offering is taken every week. The offering collected will be sent to a mission selected and approved by the staff and school board at the end of the school year. We encourage all parents to join us for chapel, if possible.

GRADING SCALE, REPORT CARDS, AND PARENT/TEACHER CONFERENCES

Trinity Lutheran School makes use of several methods in assessing students' work, especially in the early childhood programs (Preschool through 2nd Grade). We strive to be sure that our grading practices are in harmony with our developmental philosophy and approach to instruction. Middle and upper grade students receive percentage and letter grades using the following scale:

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

Teachers may choose to give participation grades on some assignments

Assignments, which have not been completed or which require reworking, will be given a grade of "Incomplete" until the assignment is completed satisfactorily and turned in. It is the decision of the classroom teacher whether or not to reduce grades on incomplete assignments.

Classroom work missed due to an excused absence must be made up and turned in to the classroom teacher. The time frame in which work is to be completed and returned is at the discretion of the teacher. Work not completed in a reasonable amount of time will be given a "0".

Report Cards for students in Pre-Kindergarten through 6th grade are issued at the end of each quarter.

Parent/Teacher Conferences are conducted twice a year. Parents are encouraged to make every effort to attend these conferences and discuss the student's progress. Most teachers will also arrange an evening or two to meet with parents who find it difficult to leave work during the day. Classroom teachers will make sign-up sheets available to parents for scheduling conferences.

ATTENDANCE

School attendance is state mandated. As an accredited school, Trinity Lutheran School follows the same guidelines and rules as public schools in attendance matters. Parents are required to follow proper procedures in delivering their children to and picking them up from school each day for the safety of all the children we serve.

DROP OFF/PICK UP POLICY

1. When dropping off or picking up children, parents must park their vehicle in one of the **marked spaces** and accompany their child into the building. Even if the weather is inclement, **do NOT park along the sidewalk thereby blocking other parents and children from using the sidewalk.**

(Occasionally, elderly members of Trinity Lutheran Church who have trouble with mobility will park in the "forbidden zone." We ask your patience and understanding when this happens.)

2. **DROP OFF** – School begins at 8:45 a.m. Teachers are on hand to supervise at 8:30 a.m. Children arriving before 8:30 a.m. need to be taken to Before Care. This insures the safety of all children.
3. **PICK UP** - Children must be picked up promptly. Any child remaining 10 minutes after their dismissal time will be taken to extended care and charged accordingly.
4. If any person, other than those authorized persons listed on the enrollment form, is to pick up a child, the office must be notified prior to pick up. The person picking up the child must go to the school office and present a photo I.D. before the child will be released to his/her care.

ABSENCES AND TARDIES

Oklahoma law requires 90% attendance during the school year for grades kindergarten through 8th grade. If a child misses more than 10% of the days in a quarter, they will not receive a grade in the report card until all work is made up.

In the event that a child must be absent from school, we ask **the parent to call the school office**. The courtesy of a phone call is expected if the child is to be released during the school day. A parent will need to come to the office to sign their child out of school if they need to leave early.

Students will be marked “tardy” if more than 10 minutes late. If your child is tardy, you will need to come to the school office to sign a tardy slip before the child will be admitted to class.

VISITOR’S POLICY

Parents are always welcome and are encouraged to visit and acquire a better understanding of our school program. **Oklahoma State Law** requires that all parents and/or visitors check in with the office before going to any classroom during the school day. Patrons wishing to make classroom visitations are encouraged to contact the office prior to visiting the school. This procedure is used to protect students during the school day and not interrupt their classroom schedule.

ILLNESS POLICY

When children have had a fever of 100 degrees or more, diarrhea, or vomiting, they must be kept at home for 24 hours following the last bout for their own healing and the protection of the other students. If a physician determines that a child has a communicable illness, it is the responsibility of the parent to notify the school office immediately so that other parents may be warned to closely observe their children for symptoms. **Trinity Lutheran School reserves the right to remove from the classroom any student suspected of having an illness or condition that may be passed on to other students, or deemed too ill to remain in school.**

HEAD LICE: This condition is prevalent in Oklahoma and is easily passed from student to student, especially in the lower grades, preschool, and childcare. Students suspected of having head lice shall be sent home and must be treated before readmission to school. If the condition persists, parents will need to submit documentation of a physician's visit, as well as proof of physician-advised treatment. When head lice are reported, their teachers will check all children.

STUDENT BEHAVIOR AND DISCIPLINE POLICIES

Students in the elementary grades are expected to put their Christian faith into practice in all areas of school life. All students are expected to adhere to the following behaviors:

1. Give proper respect at all times to all adult personnel, as God's appointed authorities.
2. Respect the rights of fellow students, treating them as brothers and sisters in Christ.
3. Observe all classroom and safety rules, not only for their personal welfare, but that of others also.
4. Refrain from fighting, hitting, pushing, name-calling, hazing, ridiculing, or any other behaviors that may physically or emotionally hurt others.
5. Respect and take care of church, school, and other students' property.
6. Refrain from the use of profane and lewd language.
7. Maintain self-control.
8. Never bring weapons, real or imitations, to school.
9. Never bring tobacco, alcohol, or drugs to school.
10. Never threaten violence or bodily harm to others.

Trinity Lutheran School is a “Love & Logic” school. Love & Logic is a common-sense approach that teaches educators and parents skills that cultivate confidence and good decision-making in children by offering them choices, empathy, and respect while adults avoid anger, threats, warning or lectures. We have trained our staff in these techniques which were developed by Jim Fay, Charles Fay, and Foster W. Cline (Love & Logic Institute). We offer Love & Logic parenting classes at least once/year. We have catalogues available in the school office so that parents may order books and materials. For more information, go to www.loveandlogic.com or call 1-800-338-4065.

Students who refuse to conform to Trinity Lutheran School's expected student behavior will face one of the following disciplines:

- Probationary status
- Suspension (in-school or at home)
- Recommendation to the Parochial School Board for expulsion (termination of enrollment)

TRINITY LUTHERAN SCHOOL DOES NOT USE CORPORAL PUNISHMENT AS A MEANS OF STUDENT DISCIPLINE.

DRESS CODE

Whether you eat or drink or whatever you do, do it all for the glory of God (1 Corinthians 10:31). This statement from Scripture is a guideline on how to use our Christian freedom. As a school, we desire to glorify our Savior who has redeemed us from sin, death, and hell. As a school, we do not wish to give offense. As a school, we do not wish to put obstacles in the way of the Gospel. As a school, we do not judge in areas of Christian freedom.

The atmosphere we desire at our school is two-fold. We desire to have an atmosphere that reflects Christ's love. We desire to have an atmosphere that states that learning is of the utmost importance. Student dress can, in part, help or hinder attainment of this atmosphere.

Below are some guidelines we ask that the students follow at school and for all school related activities. We ask for our parents' assistance in meeting our goals for student dress.

Students are permitted and encouraged to wear these items.

- Clothing which is comfortable for the season of the year. Please do not forget to send along warmer clothing in the fall/winter months, as the children will be outside for various activities.
- Appropriate and durable clothing for learning, recess, and physical education.
- Footwear which is safe and appropriate for recess play and physical education.
- Clothing that is clean and in good repair.
- Clothing which advertises our school, church, and Savior.

Students are **not** permitted to wear the items described below.

- Flip-flops or other footwear which can easily come off the foot while running or playing (for safety reasons).
- Any clothing that advertises alcohol, tobacco, violence, TV shows/movies that undermine our Christian values or secular music.
- Shirts or tops which are sleeveless, expose the midriff or undergarments, are tight-fitting, or promote vulgar or sexual themes.
- Head-coverings of any type.
- Low-cut pants, shorts, and skirts.
- Shorts, pants or skirts which expose the midriff or undergarments .
- Short shorts or skirts.
- Exposed tattoos or body piercing other than earrings (earrings are limited to smaller styles).
- Excessive make-up.

ADDRESSING GRIEVANCES

When parents have concerns about or disagreements with staff members of Trinity Lutheran School, we wish to resolve any differences quickly and in a God-pleasing manner. The following grievance procedure is taken from Matthew 18 and is expected to be followed when concerns and/or disagreements arise:

1. First, parents are to approach the staff member with whom they disagree and privately discuss the problem/concern in a Christian manner. This usually brings understanding and resolution.
2. If the parent and staff member fail to resolve a problem/concern in private meeting, a meeting including the parent, staff member and the principal shall be held in order to seek resolution.
3. In the event that resolution of the concern/problem is not reached, all concerned parties will request a meeting with the Parochial School Board for a final decision in the matter.

MISCELLANEOUS

PRESCRIPTION AND OVER-THE-COUNTER MEDICATIONS

Students are NEVER allowed to keep medications either on their persons, at their desks, in their cubbies, or in backpacks. Any necessary medications MUST be checked in with the school office with written and signed directions for dosage and time to be administered. The child's name must be clearly written on both the box and the bottle. Teachers are not permitted to administer medications. All medication is handled through the office.

CHILD ABUSE

Any person working with children is required by law to report any suspected child abuse to the Oklahoma State Department of Human Services (DHS). If any worker at Trinity Lutheran School suspects child abuse, they are to immediately notify the Administrator, who will then notify DHS.

ACCIDENT POLICY

In case of injury, children will receive immediate attention. The teacher will complete an accident form and the parent will be notified.

If medical treatment is necessary, Trinity Lutheran School will follow the instructions on the child's enrollment form concerning hospitals and doctors to be used.

BIRTHDAY PARTIES

Special treats are welcome on a child's birthday. Please inform the teacher in advance when to expect the treats in the classroom. Classrooms cannot be used for birthday parties. In the event that a private birthday party for the entire class is planned, invitations may be passed out at school. If party guests are limited to only certain classmates, the invitations must be mailed from home to avoid hurt feelings.

TOYS AT SCHOOL

Students are not allowed to bring toys to school at Trinity. We consider safety and health issues when choosing toys for our students. Outside toys are also a disruption to the class schedule. Please do not allow your children to bring toys in their pockets or backpacks.

LOST AND FOUND

It is recommended that anything and everything that students bring to school be marked with the child's name. Lost and Found items will be in the school office. Items not claimed, after a reasonable length of time, will be donated to a charity.

CONCLUSION

It is the intent of this handbook to introduce you to Trinity Lutheran School. No handbook can answer all the questions you may have. If clarification is needed, or if you have further questions about our program, please call the school office or request an appointment with the Principal.

SCHOOL RATES: 2011-2012

RATES FOR NON-MEMBERS

PROGRAM	TIME	BOOK FEE	ENROLLMENT FEE	TUITION
PRE-K 4	8:45 A.M. - 3:15 P.M.	\$50	\$110	\$3500/YR \$350/MO*
KDG-6 TH	8:45 A.M. - 3:15 P.M.	\$125	\$135	\$3500/YR \$350/MO*
BEFORE CARE	7:30 A.M.- 8:45 A.M.	N/A	N/A	\$5.50/DAY
AFTER CARE	3:25 P.M.- 6:00 P.M.	N/A	N/A	\$8.00/DAY
FULL TIME EXTENDED CARE	7:30 A.M.- 8:15 A.M. & 3:25-6:00 P.M.	N/A	N/A	\$220/MO

*YEARLY RATE DIVIDED INTO TEN EQUAL MONTHLY PAYMENTS

Members of Trinity Lutheran Church receive a discount on tuition. Call the school office for this information.

SCHOOL LUNCH RATES

\$2.50/day includes milk. Milk only is 35¢. Lunch purchases will be billed.