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Approved by Day School Committee: July 20, 202

MISSION STATEMENT OF TRINITY LUTHERAN SCHOOL (TLS)

Our Christ-centered school is a respectful learning community that provides positive personalized education.

HISTORY OF LUTHERAN SCHOOLS

The Lutheran School system is an integral part of the American educational process. The first Lutheran school of record dates back to 1640, when a group of Swedish settlers established a school in Delaware. The oldest continuous Lutheran school is St. Matthew's in New York City. It has continued since 1752, except for a few years during the Revolutionary War. The elementary school of the Lutheran Church-Missouri Synod dates to the decade between 1830-1840, when many Lutheran congregations were organized in the Midwestern states and established Christian schools for their children. The first of these schools is older than public schools in most states. Lutheran schools are not in competition with public schools. Rather, we seek to work closely with the public schools in fulfilling the responsibilities of our community.

BRIEF HISTORY OF TRINITY LUTHERAN SCHOOL

Trinity Lutheran School has been in Atchison more than 150 years. It was founded in 1869 with 12 students. The pastor of the church organized the school and was its first teacher. Classes were held in the basement of the parsonage. Once the new church was built, the school moved into the church basement. In 1885, the school's first permanent home (our yellow building) was erected. In 1942, the school had grown to over 120 students. Trinity started an expansion and remodeling project on the yellow building. The new addition was dedicated in June, 1943. A Kindergarten class was added in 1955. The preschool program began in 1974. Groundbreaking for the education center was held in 1987. The building was completed in 1988. In 2000, a committee was formed to discuss the future plans of TLS. A full-time principal position was created in 2001 because of the growth of the school.

STATEMENT OF FAITH

Trinity Lutheran Church and School responds and teaches to the love of the Triune God: the Father, Creator of all that exists; Jesus Christ, His Son, who became man to suffer and die for the sins of all human beings

and to rise to life again in the ultimate victory over death and Satan; and the Holy Spirit, who creates faith through God's Word and Sacraments.

Our congregation and school accept the Bible-based teachings of Martin Luther that inspired the reformation of the Christian Church in the 16th century. The teaching of Luther and the reformers can be summarized in three short phrases:

- Grace Alone – God loves the people of the world, even though they are sinful, rebel against Him and do not deserve His love. He sent Jesus, His Son, to love the unlovable and save the ungodly.
- Scripture Alone – the Bible is God's inerrant and infallible Word, in which He reveals His Law and His Gospel of salvation in Jesus Christ. It is the sole rule and norm for Christian faith and life.
- Faith Alone – By His suffering and death as the substitute for all people of all time, Jesus purchased and won forgiveness and eternal life for them. Those who hear this Good News and believe it have the eternal life that it offers. God creates faith in Christ and gives people forgiveness through Him.

Additionally, our church and school believe in the 6-day creation as described in Genesis 1. Marriage as defined by God in His Word, one man and one woman joined together in a life-long union until death parts them. We believe in Baptismal regeneration and in the real presence of Jesus' body and blood in the Sacrament of the Altar.

Trinity Lutheran Church and School is a member of the Lutheran Church-Missouri Synod (LCMS).

For more information on what we believe, please visit: <https://www.lcms.org/about.beliefs/doctrine/brief-statement-of-lcms-doctrinal-position>

HOME-SCHOOL RELATIONSHIP

Our school is a vital part of the ministry of Trinity Lutheran Church. The home is the chief agency for the Christian training of the child. A

Christian Day School does not relieve parents of their God-given obligations. If the home and school are both Christ-centered, as the Church is, your child is receiving the best education he/she can receive anywhere. The home, church, and school should work as a partnership in the best interest of the child. This togetherness is important!

As families of our Trinity Lutheran School community, we encourage you to support our efforts of Christian education with the following attitudes and activities.

- We will have our child(ren) in regular attendance in the worship service and Sunday School each Sunday (unless ill).
- We will recognize the importance of religion in our home by seeking to conduct daily family worship (devotions, prayer, Scripture reading).
- We will teach, by example, the God-given Christian values inherent in being a Christian parent.
- We will support Trinity Lutheran Church with our prayers, presence, and offerings.
- We will make it possible for our child(ren) to participate in the assigned singing at special services.
- We will do all in our power to encourage our child(ren) toward Christian decisions and habits.
- We will support the teachers and staff at Trinity.
- We will honor and support the purpose for which the TLS has been established.
- We will seek to exalt the Risen Christ in all areas of our lives.

AREAS OF INSTRUCTION

RELIGION: Bible study, Lutheran doctrine, church history, worship, evangelism, and memorization of God's Word

LANGUAGE ARTS: reading, writing, spelling, phonics, written and oral communication

MATHEMATICS: arithmetic, algebra, geometry, and related areas

SOCIAL STUDIES: neighborhoods, communities, states and regions, world regions, western hemisphere, US history/government, Kansas history

GENERAL SCIENCE: concepts in life, earth, and physical science, health, and safety

MUSIC: singing, special choirs, handbells, and recorders

ART: exploration through a variety of art media, and art appreciation

PHYSICAL EDUCATION: body strength, coordination skills, rhythm, and recreation

TECHNOLOGY: keyboarding, Internet usage, and computer applications (Chromebooks, iPads, and laptops)

CURRICULUM

Our curriculum is based on [A Curriculum Guide for Lutheran Elementary Schools](#) and the Kansas State Department of Education standards and objectives.

To meet goals and objectives of our school, the most important subject is the teaching of the Christian faith. A well-integrated course of Bible history, Lutheran doctrine, and memory work is required of every pupil. All children participate in regular daily devotions and the weekly chapel service.

TLS strives to provide updated curriculum in all subject areas. We engage in on-going curriculum review to ensure that our school's curriculum meets current high-quality state standards. Textbooks are similar to those found in other public and private schools.

TLS GRADING SCALE

100 = A+	87-89 = B+	77-79 = C+	67-69 = D+
95-99 = A	84-86 = B	74-76 = C	64-66 = D
90-94 = A-	80-83 = B-	70-73 = C-	60-63 = D-
			0-59 = F

HOMEWORK

Students will be given homework at the teacher's discretion in grades K-8. Students are expected to complete homework in a timely manner.

Teachers will contact parents when homework is not regularly turned in.

ACADEMIC RECOGNITION

The purpose of providing academic recognition is to 1) recognize outstanding academic achievement; 2) encourage other students to apply themselves as best they can; and 3) instill within students the fact that studying/learning is paramount. TLS believes that it is extremely important to recognize students for their achievements.

In addition to the honors listed below, teachers recognize students/classes for meeting various goals in their classrooms.

Honor Roll (4-8)

Students will be evaluated quarterly in the following core subjects: Religion/Memory, Reading/Literature, English, Math, Science, Spelling, Social Studies

Honor Roll is based on a 12-point scale.

Highest Honors: All A's

Honor Roll: 9.0 – 11.9

Honorable Mention: 8.0 – 8.9

Students may not be eligible for extracurriculars if they have an incomplete, or fall below a C in any core subject. Core subjects exclude electives.

Accelerated Reader (AR)

Students receive recognition for meeting AR goals, meeting the levels on the AR Point Club, or achieving individual goals. School-wide activities are planned at the end of each quarter for students in grades K-5 who meet their grade level goals. Students in grades 6-8 work toward their goal all four quarters and are rewarded at the end of the year with a field trip.

American Legion Award (8th grade)

This is an award given to all schools in the community. Criteria has been set forth by the American Legion Committee. A boy and girl are chosen by their peers/teachers. Alternates are also chosen.

Compassionate Student Award (8th grade)

Each year one student in the 8th grade class will receive this honor. The student is chosen by the TLS faculty. A representative from Becker-Dyer-Stanton Funeral Home presents the award.

STUDENT ASSESSMENT

Assessment is an important part of the educational process. It allows teachers to determine strengths and weaknesses of students and gives them an indication of concepts that need to be reviewed.

The TLS staff analyzes all student test results, classroom work, and academic records. It may be determined based on these (and other) factors that a child needs additional assistance in order to make adequate progress in school. If the teacher/principal determines a child may benefit from extra assistance, a meeting will be scheduled to create a plan for your student's success.

STAR Math/Reading/Early Literacy and Dynamic Indicators of Basic Early Literacy Skills (DIBELS) Assessments (K-8):

Students will take these online and one-on-one diagnostic tests to determine reading and math strengths and weaknesses. These assessments will be administered three times a year.

Kansas State Assessments (3-8): All accredited schools in Kansas are expected to give the Kansas State Assessments. The Kansas State Department of Education (KSDE) closely monitors test results of all schools in Kansas. These tests are given on a yearly basis in the spring. Students complete the assessments online. The KSDE mandates which tests will be given and who will be tested.

TITLE I ACADEMIC ASSISTANCE

Students who are identified as needing extra academic help will be given small group learning time through Title I services, provided by USD 409. A teacher comes and serves our students here at TLS. This time will be spent working primarily in reading and/or math.

CHAPEL SERVICES

Weekly chapel services for K-8th grade are held on Wednesday mornings beginning at 8:30. Each preschool class also has its own weekly chapel service. All students will be included in these services. Parents and friends are welcome to attend chapel services. All offerings are designated for various mission projects in our community, nation, and world.

CHURCH ATTENDANCE

We invite you to worship with us on Sundays. Our services are at 8:00 a.m., 10:30 a.m., and 6:30 p.m. Bible class (for children and adults) begins at 9:15 a.m.

In keeping with the goals and philosophy of Christian education, TLS expects regular church and Sunday School attendance from all our families. TLS always welcomes families without a church home. For religion classes, upper grade students may be required to attend church services to complete assignments.

EXTRA-CURRICULAR ACTIVITIES

Mathletics/Spelling Bee/Academic Meet:

Students can expand their learning by participating in after school activities. Every after-school activity will have a teacher sponsor. Currently, TLS participates in Mathletics, Spelling Bee, and an Academic Meet.

ATHLETIC PROGRAM

Volleyball, basketball, track, soccer, and cheerleading are presently offered for our students in the upper grades. Teams are determined based on the number of students participating. Trinity Lutheran School is a member of the Kansas City Lutheran Athletic League (KCLAL), and participates in the inter-school sports competition. Permission slips are required for every activity.

Transportation: Trinity has a bus available to take teams to events dependent upon number of participants, availability of driver, and adult supervision. Funding for this is provided through the Activity Fee for

students in K-8. Parents are required to inform the team coach if a ride is needed.

Uniforms: Any child who does not return his/her uniform in a timely manner at the end of the season will be charged to replace that uniform. Students will not be given a uniform for another sport until other uniforms/equipment have been turned in.

Attendance: Students must be in school at least three-quarters ($\frac{3}{4}$) of a day in order to be eligible to participate in any school function/activity. Because TLS believes our first priority is education, time on the court may be limited for any student who has excessive absences from school. If a student misses school, they should not attend practice.

Weekly Eligibility Requirements

The student must:

- Maintain a weekly grade average of at least “C”
- Be passing every subject
- Attend Sunday worship services and Sunday School

Parents, students, coaches, and the Athletic Director (AD) will be notified of ineligibility in a timely manner. A note stating the reasons for ineligibility will be sent home each week. Students are expected to give this note to their parents.

Students who are ineligible to participate in a “Home” game are still expected to come to the game, sit with the team, and encourage their teammates during the game. If an ineligible student is in attendance at an “Away” game, he/she is expected to sit with the team.

Parents have an opportunity to appeal an ineligibility decision based on unique circumstances. This should be a rare occasion and only for extreme circumstances. The principal and AD have the final determination.

Time on the court for students could be limited due to behavior concerns in the classroom. Parents will be contacted if this occurs.

Physicals

Students in grades 7-8 are required by law to have a sports physical form on file at the school. Students cannot compete in games without the

physical form. We also require students in grades 4-6 to have a physical in case of any injuries.

Sportsmanship Policy

TLS is committed to uphold the morals, values, behavior, and sportsmanship expected from a Christian institution. We have a high sportsmanship standard for our athletes, coaches, staff, volunteers, parents, and supporters. Violations of unsportsmanlike conduct will be addressed on a case-by-case basis.

ENROLLMENT CRITERIA

Parents must be willing to abide by the Stewardship Policy for TLS as starting on page 12.

Parents new to Trinity are encouraged to attend Adult Inquirer's Class, a study in which the doctrines of the Lutheran faith are explained and reviewed. Classes are offered in the Fall and Spring every year.

ENTRANCE REQUIREMENTS

Age

To be enrolled in preschool, pupils must have reached the age (3 or 4 years) on or before August 31st. Students in Kindergarten must be five years old on or before August 31st. **A certified birth certificate is required with an enrollment application.**

Transfer/New Students

Parents of students transferring to TLS will be required to comply with all enrollment/transfer papers and all health/immunization issues.

Transfer/New students shall present to the school office certification that the pupil has received (or is in the process of receiving) such tests and inoculations as required by the State of Kansas. Tests and inoculations must be completed within ninety (90) days after admission to TLS.

In order for records to be transferred to TLS, a form must be signed to release them from the previous school.

There will be a four-week probationary period for any student who enrolls after the beginning of the school year. This is to assess the student's progress and integration into the school community.

PRESCHOOL AND KINDERGARTEN ROUND UP

Round Up for children entering Preschool/Kindergarten is held in the spring of each year. Announcements are made by letter, website, Facebook, church bulletin, church newsletter, and the local newspaper.

A **non-refundable preschool enrollment** fee of \$50.00 is due on Round Up Day for PS students.

FINANCIAL COMMITMENTS

Trinity Lutheran Church and School believe that tuition represents a value and investment, not a cost, in the life of your child. The investment is in excellence, preparation, and character development, which is confirmed by graduates from Lutheran schools over hundreds of years who express sincere gratitude for the educational experience.

Tuition (Preschool)

PS 3: \$650.00 per year (\$65.00 per month)

PS 4: \$850.00 per year (\$85.00 per month)

The first month's preschool tuition is non-refundable. Payments are due through FACTS.

Milk fees:

PS 3: \$20

PS 4: \$25

Milk fees are the only payments not due through facts. Please pay through the school office.

Technology Fee (PS): \$25

Tuition (K-8)

	Member	Nonmember
First Child	\$1210	\$1350
Second Child	\$1075	\$1200
Third Child	\$965	\$1075

Payments

Payments are made through the FACTS tuition management service. Navigate to the school website at www.tlsks.org, go to the Admissions tab and click on Tuition. Click on FACTS to sign up. The application process is self-guided and has a 24/7 helpline.

Payment options include a single payment, two payment option at semester, or a ten-month payment.

Payment Date: Monthly payments can be scheduled for the 5th or 20th of the month. Automatic payments can be made from a checking or savings account or from a credit card (Master Card, Visa, American Express, and Discover are accepted with a surcharge fee of 2.75%). More information is available online.

Preschool Parents: Preschool Tuition follows the same process as K-8 enrollment. Any family who has not paid the balance on their account at the end of each quarter will be unable to attend until the account is paid in full.

Registration Fees

The following fees are non-refundable after the first day of school. The Book Fee cannot be pro-rated for students who attend a portion of the school year.

TEAM Falcon Fee (PS-8)

\$15 per family due on first FACTS payment.

TEAM Falcon is the name for TLS' Parent/Teacher League. TLS provides various activities throughout the school year (i.e. National Lutheran Schools Week (NLSW), Carnival, Teacher Appreciation Week, start up for the concession stand, etc.). Families are encouraged to participate in all school activities and events.

Book Fee (K-8)

\$95 per student due on first FACTS payment.

TLS supplies all textbooks on a rental basis. Consumables are purchased yearly.

Technology Fee (K-8)

\$100 per student due on the first FACTS payment.

TLS provides email, computers, school web page, and high-speed Internet access to each classroom. Education through supervised Internet usage has opened a new and exciting world to our students!

Activity Fee (K-8)

\$35 per student (may be paid with tuition payment).

This fee covers transportation for field trips and athletic events as well as entry fees for extra-curriculars.

Dress Down (K-8)

\$20 per student due on first FACTS payment allows your child to wear casual clothing on scheduled “Dress Down Days”. See Dress Down Days under Personal Appearance/Dress Code for more information.

Pledges (Non-members)

The Trinity Lutheran School tuition does not cover the complete cost to educate our students. Members of Trinity Lutheran Church make a pledge (tithe) each year and a portion of those funds are used to support the school. TLS accepts financial gifts throughout the year. Non-members are asked to support the educational program at Trinity with a monthly pledge.

STEWARDSHIP POLICY

All payments are due to Trinity through the payment plan set in FACTS. Book, TEAM Falcon, Technology, and Dress Down Fees are taken out of first payment. The Activity Fee of \$35 may be spread out with the tuition payments. All family accounts must be current at the end of each quarter.

Probation

Accounts that are not current at the end of each quarter will be placed on probation. The family will have 30 days to bring the account up-to-date while on probation. The school will notify the family in writing of the probation period and the amount due.

Hardship situations must be identified immediately to the Principal in writing and will be addressed on a case-by-case basis by the Day School Committee.

Delinquent Accounts

Accounts are delinquent when not settled within the “probation” period (30 days). Families that do not honor their financial obligation and have not had a verifiable hardship as described above will be required to make other arrangements for education outside of Trinity. Records will be held until account is paid in full.

Please contact the school office if your circumstances change and you are beginning to fall behind in your payments. FACTS will notify families and the school of delinquent accounts.

Families with delinquent accounts at the end of each school year will be prohibited from re-enrolling at Trinity until the account is settled in full.

Delinquent accounts involving 8th grade students will receive an unsigned diploma at graduation. The fully authorized signed diploma will be given when the account is settled in full.

FINANCIAL ASSISTANCE

Tuition assistance is available to families. TLS utilizes the online services of FACTS for application processing. All financial data submitted is kept confidential. Navigate to the school website at www.tlks.org and go to the Admissions tab and click on Financial Aid. The application process is self-guided and has a 24/7 helpline. FACTS evaluates the financial data and sends a recommendation to Trinity regarding basis of need for assistance. The principal will contact the applicant to discuss the tuition assistance that may be given.

Application process opens on March 1st and must be submitted by July 24th for consideration for the upcoming school year. After that date, please contact the school office for information. There is a \$40 non-refundable fee to apply for financial assistance through FACTS.

No financial assistance is available for preschool tuition.

In order for a church member to receive grant and aid, the family must maintain regular worship attendance and support the church programs through regular offerings according to each person’s ability to contribute financially. For both member and non-member families receiving grant and aid, Trinity requests that parents volunteer at the

school and/or TEAM Falcon activities. This service is an important factor to any future grant and aid funding. It is requested that a parent volunteers one hour per \$100 in tuition assistance during the school year.

Financial aid is a gift from Trinity Lutheran Church to the family. No adjustments will be made to payments if one or more students leave and other students continue to attend. This information is kept confidential.

ATTENDANCE

Formal learning is greatly reduced if your child is absent from school. In order to take full advantage of the gifts God has given each child, he/she must have regular attendance.

Individual student daily attendance is submitted to the Kansas State Department of Education each year. Poor attendance by students can result in the school losing its Quality Performance Accreditation (QPA). We ask that you minimize the amount of time your child is away from school by taking vacations and scheduling appointments when school is not in session. We also ask that you refrain from keeping children out of school for reasons other than illness.

Attendance Policy

Students will be allowed a maximum of five (5) days absent per quarter. A letter will notify parents when a student has missed five (5) days of school. It is the responsibility of the school to determine if an absence will be excused or unexcused. Excused absences include personal illness, death in the family, religious holidays, and educational trips.

The school must be notified prior to the day of the absence or by 8:15 a.m. on the day of the absence. If illness is the reason for an absence, also report the nature of the illness. If no parental contact is made with the school regarding the absence, a written excuse stating the reason for the child's absence must be given to the teacher/office on the day the child returns to school.

After three consecutive days of absence, a doctor's note is required. This note must be received no later than seven days upon return of school in order for the absence to be excused.

Excessive Absences

If the teacher and principal deem that a student has acquired excessive, unexcused absences, the principal may require written proof in order for the absence to be excused. The parent may also be required to come in for a conference.

The principal, classroom teacher, and DSC will review the academic progress of any student who has a total of twenty (20) absences or more during the school year.

Truancy

When students have three (3) unexcused absences in succession, five (5) days in any semester, or seven (7) days in any school year, school authorities are required by the Kansas State Statute 72-1113 to report the attendance record to the County Attorney.

Make-up Work

Whether for an excused or unexcused absence, students are expected to complete all missed work. The student will be given the same number of days to make up the work as the number of days absent. Make-up work is the responsibility of the student.

Planned Absences

In the event of planned absences, teachers must be notified ahead of time so that students can receive their work to be completed while absent from the classroom.

Checkouts

Includes doctor, dental, or other appointments that require the student to leave during the school day.

Checkouts will be recorded:

1 hour, 15 minutes – $\frac{1}{4}$ day absence

2 hours, 30 minutes – $\frac{1}{2}$ day absence

3 hours, 45 minutes – $\frac{3}{4}$ day absence

Please notify the school prior to such absences (in writing or by phone).

The student will not be released unless a parent or guardian picks them up from the school office.

TARDIES

Late arrivals will be recorded:

8:00 - 8:55	Tardy
8:55 -10:25	1/4 day absence
10:25 -12:25	1/2 day absence

If you know that your child will be late (i.e. due to an appointment), please let the office know before 8:30 a.m. if he/she will need a hot lunch.

Any student who is not in the classroom by 8:00 a.m. will be considered tardy. Students will check in at the office when arriving at school after 8:00 a.m. Excessive tardies may incur disciplinary action.

A total of five tardies will prevent a child from receiving a Perfect Attendance Certificate at Awards Night in May. Habitual tardiness may result in further action by the school administration and DSC.

EARLY DISMISS DAYS

Students are dismissed at 2:30 p.m. on the first Tuesday of every month (see school calendar for dates). By dismissing early, the staff has the opportunity to participate in teacher professional development.

If a student is not picked up by 2:40 p.m., he/she will be waiting in the school office.

HEALTH

All students up to the age of nine (9) must provide the school with a completed health assessment dated within the last 12 months when they are enrolling in a Kansas school for the first time. This assessment may be performed by a public health department nurse or family physician. Your child will not be able to attend school until the form is on file.

Immunizations must be kept up-to-date. Any parents who wish their child to be exempt from having the immunizations must complete the required exemption form each year. This form can be picked up in the

school office. A copy of the completed form must be kept on file and up to date in the school office.

According to the Kansas Department of Education, a doctor's note must be on file for any child who has food allergies or sensitivities that would limit him/her from consuming certain foods/beverages.

Parents are required to inform the school of information relative to any chronic diseases (i.e. epilepsy, diabetes, allergies, etc.).

Health Records

Individual health records are kept for each student. These records contain: immunization information, dental, vision, hearing test results, physical exams, and childhood disease reports.

Flu, including COVID 19/Other Epidemics

TLS follows the guidelines set forth from the Center for Disease Control in regard to all health issues, including but not limited to COVID 19, flu, and enteroviruses. The school will notify you if a student is diagnosed with a serious, contagious illness.

Illness

A child who is ill or running a fever should not be sent to school. Students must be fever free for 24 hours without taking fever medication before returning to school. Parents will be contacted to come and pick up the child if he/she is running a fever.

Students are expected to stay home if they have nausea, vomiting, and/or diarrhea, chicken pox, or other communicable disease or contagious illness. If the student is sent home due to vomiting or diarrhea, they must remain home until they have been symptom free for 24 hours, without medication.

A child with a diagnosis of strep throat must stay home until having received antibiotics for 24 hours.

Dispensing of Medications

By law, school staff cannot dispense medication of any kind, including pain-relieving drugs. The school office does not have over the counter medications on hand. Non-prescription medicine must be given to the office with a note from the parent. Prescribed medication must be

given to the office in the original RX bottle, with a note from the doctor, and with dispensing directions. We will not dispense medications without proper authorization. Forms are available in the office and must be completed before medications can be given.

For your child’s safety, it is recommended that students with asthma or known severe allergic reactions keep an inhaler/Epi-pen in the school office, unless instructed by a medical professional to keep on hand at all times.

Vision/Dental Screenings

All students receive vision tests at the school. Nursing students from Benedictine College (BC) administer these tests. Results of the tests will be sent home to parents. Dental checkups are the responsibility of the parents.

Head Lice

KDHE’s Bureau of Epidemiology and Public Health Informatics (BEPHI) has made changes to the Kansas Administrative Regulations (K.A.R. 28-1-6) relating to lice treatment. The regulation states “Each student infested with lice shall be excluded from school, childcare facility or family day care home until treatment with an antiparasitic drug is initiated.”

Kansas regulations no longer require children to be nit free before returning to school. Upon discovery of lice, children will be sent home until treatment is started. This will be done on a case-by-case basis.

SCHOOL SERVICES

Lunch Program

Our hot lunch program is a cooperative endeavor with USD 409. Trinity and USD 409 will work together to prepare meals based on the contract with USD 409.

Lunch menus are sent home each month. If you wish to eat with your child, you must contact the school office before 8:30 a.m. in order to ensure that a meal can be provided. Fast food is not allowed in the school cafeteria.

The hot lunch treasurer handles all the financial matters relating to the lunch program. All lunch payments should be sent to the school office or given to your child's teacher. We ask that a separate check be made to pay for hot lunch expenses.

TLS Food Service Policy

Students will be allowed to charge up to five (5) meals (including Reduced Status), with the exception of the last two weeks of school where no charges are permitted. After five charges, students will be served an alternative lunch, until all outstanding balances are paid. The cost for the alternative meal is the same as a regular lunch. Students may purchase an extra milk.

Families will receive a letter when their lunch balance falls below \$10.00. Families with a negative balance will receive a letter and/or a phone call. If you have a question, please call the school office.

Accident Insurance

Student accident insurance is available to all who are interested. School time accident coverage includes injuries sustained while at school, going to/from school, or at a school function. Twenty-four-hour accident coverage is also available. You are responsible to complete all paperwork and pay all premiums.

Guidance Program

Individual guidance and personal counseling is given on the basis of God's love as outlined by His Holy Word. The administration and faculty recognize the extreme importance of integrating all accepted guidance practices that will provide an individualized program for student adjustment. Pastoral counseling is available. In addition, HOPE family therapy offers both individual and family guidance. Please talk to the office for more information.

A school psychologist (USD 409) can help parents and teachers unveil learning problems and provide needed help for students. Since there is a process that must be followed, please contact the principal if you have concerns.

School Pictures/Athletic Pictures

The date for school pictures is set in the fall of each school year. Picture packets and reminders will be sent home with the Falcon Flyer (the

school's weekly newsletter). Please make every effort to have your child in school on Picture Day. One make-up day is scheduled later in the school year for fall pictures.

Athletic pictures are scheduled each season. Athletes will receive information about days, times, and locations. Since these pictures are used for the yearbook, we expect each child on the team to participate in the team pictures. There are no makeup days for athletic pictures.

Families are also given the opportunity to purchase spring picture packets. Every child gets his/her picture taken. Purchasing these pictures is optional. Siblings can have pictures taken together for spring pictures. There are no makeup days for spring pictures.

REPORT CARDS/PROGRESS REPORTS

Report cards are issued at the end of each quarter. The school calendar lists the dates that each quarter ends.

Progress reports for grades 4-8 are issued in the middle of each quarter. If you have questions or concerns about your child's grades reflected in his/her progress report, please contact the teacher as soon as possible.

PARENT-TEACHER CONFERENCES

Parent-Teacher conferences will be held for all students in Kindergarten through 8th grade. The conferences are held during the 1st quarter and 3rd quarter (see the school calendar). Preschool conferences are also scheduled for fall and spring.

Individual consultations are conducted at the discretion of the teacher as needed during the school year. These consultations provide an opportunity for an exchange of ideas between teacher and parents. If you would like to have a meeting with a teacher, please call to schedule an appointment.

COMMUNICATION

Teachers communicate with parents via weekly notes, emails, and personal discussions. The Falcon Flyer is sent home every Monday. This lists upcoming events, provides reminders of due dates, and keeps

parents informed of activities at the school. A lunch menu is sent home each month. The Falcon Flyer and lunch menu can be found on our school website: www.tlsks.org

Facebook: TLS has a Facebook page. You can find it by searching “Trinity Lutheran School Atchison”. Join our page to get important information, such as school cancellations.

Flocknote: Sign up in the school office or on our school website to receive up to date text messages from the school. This service is used to convey important school and class information.

PARENTAL CONCERNS

Please contact your child’s teacher if you have any concerns. If after talking with the teacher you’d like to contact the principal, please feel free to do so. We are a team committed to your child’s academic and spiritual growth. When parents and teachers function as such a team, our school is stronger and our Lord is glorified.

DAY SCHOOL COMMITTEE (DSC)

The DSC acts as our Christian Day School board. The committee is selected from the Congregation by the Trinity Lutheran Church Board of Directors. They meet on a monthly basis. If you would like to discuss an issue after following the above steps, a written letter can be submitted to the DSC Chairman/Committee. The DSC reports to the Trinity Lutheran Church Board of Directors. For more information, contact the school office.

TEAM (TOGETHER EVERYONE ACHIEVES MORE) FALCON

Parents are encouraged to become involved in TEAM Falcon activities and meetings. This is TLS’ Parent/Teacher League. These meetings are led by the TEAM Falcon officers. The main goal of TEAM Falcon is to develop a closer relationship between the home and the congregation’s educational agencies, through closer cooperation between parents and teachers. TEAM Falcon sponsors the Chili/Soup Supper, National Lutheran Schools Week, School Carnival, Teacher Appreciation Week, and other school sponsored activities and fundraisers. TEAM Falcon

also has a Facebook page. Please join to stay up to date with any happenings.

WAYS TO SUPPORT OUR SCHOOL

Scrip (Gift Certificate Program)

This program not only helps TLS, it also helps individual families. The school purchases gift certificates and resells them. There are many businesses on the list (local, out-of-town, online). When you purchase gift certificates, a portion of the amount can go to support a number of projects associated with TLS, even your family account (i.e. registration, tuition, hot lunch, fees). If additional family members participate in the program, they can also designate your family to receive the benefits. We encourage you to participate in this program!

Box Tops for Education

Each year our school participates in the Box Tops program. We receive \$0.10 for every Box Top that submitted online. Box Tops can be found on many food items. This is a great fundraiser for Trinity!

Website: www.boxtopsforeducation.com

Individual/Group Fundraisers

An individual/group who would like to raise money for any activity at TLS needs to submit a written proposal to the Day School Committee for approval. This proposal must be submitted to the Day School Committee at least a month in advance of the fundraiser in order to be approved. Fundraising opportunities may be limited and will be decided on a case-by-case basis.

TECHNOLOGY POLICY

Trinity is blessed to be able to offer technology to our students. Much of this technology has been purchased through the technology endowment fund. We are grateful for these gifts and strive to be good stewards of them. GoGuardian is a program used to monitor students in the sixth, seventh, and eighth grades, on their devices, and make sure they are following the guidelines below.

Access to the Internet is a privilege. Students have no expectation of privacy when using school technology. The school staff retains the right to monitor and/or duplicate information created by students in any

electronic format. Students may use iPads and Chromebooks in the classroom. The same rules apply for the use of these devices. Our school policy is aligned with the Children’s Internet Protection Act (CIPA). Each student is expected to abide by the following guidelines:

- Use the network for only school-related or school-appropriate purposes (access/save/print/use only school-appropriate language, pictures, text, data)
- Contact only sites that are considered by the staff to be appropriate for the school (no chat rooms, email, private sites, IM, etc.)
- Use the Internet only under the direct supervision of a teacher/authorized adult
- Respect the integrity of the network
 - Do not alter the computer system in any way
 - Maintain the privacy of yourself and others
- Refrain from using the Internet/computers to steal (copyright violations, plagiarism, etc.)
- Follow the rules regarding logging on, saving, printing, and using the network folders
- Protect passwords to maintain the security of the network
- Maintain high standards regarding technology
 - Respect the property of others
 - Use equipment with care
 - Use only software that has been assigned by the teacher
 - Leave all materials, equipment, and parts in the computer area in good condition
 - Report equipment or software problems to the teacher
- Refrain from using the computer to harm others (degrading messages, gossip, bearing false witness)

Behaviors that may result in suspension of Internet privileges include, but are not limited to:

- Vandalism of hardware, software, or student files (damage to equipment)
- Theft of hardware, software, or other equipment
- Access objectionable and/or inappropriate materials/sites
- Waste of computer resources
- Accessing or attempting to access unauthorized information
- Misuse of copyrighted materials

Possible Consequences for disobeying the guidelines:

- Suspension of computer privileges
- Detention
- Establish a student “Computer Contract”
- Suspension
- Expulsion

LIBRARY POLICY

Any book that a child checks out in the library is the responsibility of that child. Students should not “loan” books to other students. They are expected to treat the book with care and return it on/before the due date.

- If a student in grades 3-8 has an overdue book, a \$0.15 fine will be assessed each school day until the book is returned.
- Students who owe library fines at the end of each quarter will not be allowed to check out books the following quarter until the fine has been paid and the book has been returned.
- Students who owe library fines at the end of the school year will be charged the cost of the book. The student will not be allowed to check out books the following year until the book has been paid for or returned and the fine has been paid.
- Students may be charged for damages to books.
- Students who have difficulty adhering to the library procedures may be restricted from using the library for a period of time. Parents will be contacted if this occurs.
- Students who lose books will be required to replace and provide full payment of the lost book.

PERSONAL APPEARANCE – DRESS CODE

Research proves that dress and appearance is a contributing factor in how individuals approach important tasks, including school. School uniforms and a dress code promote school identity and a sense of community, instill pride and responsibility in personal appearance, avoid distraction, improve school safety, and reduce competition among students based on physical appearance.

The TLS uniform policy emphasizes modesty, neatness, cleanliness, safety, and Christian values. The following are general, governing guidelines.

UNIFORM DRESS CODE POLICY

Boys (K-8)

Uniform Tops:

- Oxford
 - white
 - short or long sleeves
- Polo with collar
 - Solid colors – red, white, navy
 - Short or long sleeves
- Plain sweater/cardigan or sweatshirt, with a collared shirt under
 - Solid colors – red, white, navy
- Pullover hoodies are only allowed for outside wear or on Dress Down Days
- Shirts must be fully tucked in; front and back
- Only TLS logos and designs are permitted

Uniform Bottoms:

- Uniform pants/ slacks
 - Solid colors – navy or khaki
 - No cargo pockets
 - No skinny/tight pants
 - No jogger pants
- Shorts
 - Solid colors – navy or khaki
 - no shorter than 2 inches above the knee
 - No cargo shorts permitted
- Shall be worn at the waist
- Grades 4-8, black or brown belts must be worn if pants have belt loops

Uniform Footwear:

- Enclosed shoes only
 - Nothing should be attached to the top of the shoe besides the shoelace

- Socks are required
 - Visible socks must be a solid color: red, white, navy, or black

Girls (K-8)

Uniform Tops:

- Oxford
 - white
 - short or long sleeves
- Polo with collar
 - Solid colors – red, white, navy
 - Short or long sleeves
- Plain sweater/cardigan or sweatshirt, with a collared shirt under
 - Solid colors – red, white, navy
- Pullover hoodies are only allowed for outside wear or on Dress Down Days
- Shirts must be fully tucked in; front and back
- Only TLS logos and designs are permitted

Uniform Jumpers/Dresses:

- Colors – Solid navy or khaki, hunter green/classic navy plaid
 - No more than 3 inches above the knee
 - No more than 4 inches below the knee
 - Shorts worn under jumper/skirt at all times
 - Polo dresses in red, white, or navy

Uniform Bottoms:

- Uniform pants/ slacks
 - Solid colors – navy or khaki
 - No cargo pockets
 - No skinny/tight pants
 - No jogger pants
- Leggings/tights – to be worn under skirt/skort/scooter in cold weather
 - Solid colors – red, white, navy, or black
 - Leggings must be worn with socks
- Shorts
 - Solid colors – navy or khaki
 - no shorter than 2 inches above the knee

- No cargo shorts permitted
- Skirts/ Skorts/ Scooters
 - Colors – Solid navy or khaki, hunter/classic navy plaid
 - No more than 3 inches above the knee
 - No more than 4 inches below the knee
 - Shorts worn under jumper/skirt at all times
- Shall be worn at the waist
- Grades 4-8, black or brown belts must be worn if pants have belt loops

Uniform Footwear:

- Enclosed shoes only
 - Nothing should be attached to the top of the shoe besides the shoelace
 - Heel height no more than 1 inch
- Socks are required
 - Visible socks must be a solid color: red, white, navy, or black

Personal Appearance – Both Boys and Girls

Make-up

- 7th and 8th grade girls may wear simple, neat, and modest make-up

Fingernails

- should be a comfortable length for the classroom

Hair

- must be clean, neat, and well-kept in its natural color
- distracting, extreme, or otherwise inappropriate styles and colors are not permitted
- Boy's hair shall be worn so it's not to touch the shirt collar or the eyebrows
- Boy's hair will not be put in ponytails or man buns
- If a haircut for a boy is required, there will be a 10-day grace period

Jewelry

- Girls may have their ears pierced, but may not wear oversized earrings

- Boys will not wear earrings

Body Piercings

- Body / Facial piercings are not part of the school dress code

Tattoos

- Students are not allowed to have tattoos, temporary tattoos, writing/marker drawings (henna tattoos), or any markings or drawings to suggest a tattoo

Dress Code Violation Policy

Teachers will have notes with each Dress Code item listed and a place to check the violation. The note will be sent home with the student and contact made by the teacher (each time).

Please see the colored posters if you have any questions about the dress code.

DRESS DOWN DAYS (DDD)

Students have the opportunity to participate in dress down days. For a \$20 annual fee, a student is allowed to wear clothing that adheres to a less restrictive dress code on appointed days.

Students encouraged to wear a t-shirt, jeans, and tennis shoes.

- All clothing shall cover the student's body appropriately
- Closed toe shoes must still be worn
- Permitted Clothing:
 - Sweaters
 - Dresses
 - Skirts
 - Jeans
 - Slacks, including cargo pants
 - Denim and cargo shorts of appropriate length
 - Tights and leggings worn only under dresses or skirts
- Not permitted on DDD:
 - Oversized baggy clothes
 - Dirty or torn clothing
 - Clothes displaying derogatory or inappropriate graphics or words

- Tank tops or spaghetti strap tops
- Pajama pants or shirts

SCHOOL REGULATIONS AND OTHER INFORMATION

Visitors

Visitors must enter through the front doors of the Education Building off North 8th Street and check in at the school office before proceeding to the classroom.

School Doors – Before School

Our faculty begins each school day with morning devotions. Parking lot doors will be opened at 7:30 AM for students to enter the school. Upon arrival, students report to the gymnasium.

School Doors – During School Hours

All school doors will be locked during the school day. The west parking lot doors will be unlocked and monitored for preschool parents to drop off and pick up children.

Emergency Contact Cards

It is extremely important to keep your family emergency card current. If there is an emergency and parents cannot be reached, the police will be contacted.

Leaving the School Grounds

Students who need to leave the school grounds during the school day must have written permission from a parent, as well as the permission of the respective classroom teacher. The student must be picked up from the school office.

Field Trip Activities

During the school year, students may participate in field trips. Parents will be notified of the activity and will be required to complete a field trip form granting their child permission to participate. Student families are responsible for any possible financial cost.

Parents who sign up to go on/help supervise during a field trip are expected to stay with the class at all times.

Additionally, TLS follows the Kansas booster safety laws. Your child must have a booster seat if required by law.

Transportation/Supervision

Students participating in any TLS sponsored event are under the authority of the accompanying chaperone, coach, or teacher while traveling and during the activity. TLS has a bus available to take students to events dependent upon number of participants, availability of driver, and adult supervision. Funding for this is provided through the Activity Fee for K-8 students. We may also ask for your help to provide transportation for students who are going on field trips or participating in athletic events when the bus is not available. Parents must complete the Vehicle Owner/Driver Waiver of Liability when transporting students (DSC Policy) and the Parental Consent for Transportation form for their child(ren) riding in a private vehicle. This waiver can be obtained in the school office.

Inclement Weather Days

In general, TLS follows USD 409 regarding school closings due to inclement weather or other emergency situations. However, please note that if USD 409 is closed, it is not automatic that TLS will be closed. (For example, USD 409 may close because they cannot run school buses. However, TLS does not operate school buses). Please listen to KAIR Radio (93.7 FM or 1470 AM) for school cancellations. Most school cancellations will be made by 6:00 a.m. Several TV stations also post TLS school closings. Inclement weather days are also posted on our Trinity Facebook page and will go out via Flocknote.

Weather

Students should come to school dressed for 20-30 minutes of recess outdoors. Children may keep a light sweater or sweatshirt at school. Please mark your child's name in all their clothing. If the temperature is below 20 degrees and/or snowy, the length of outdoor recess shall be at the discretion of the principal and teachers. If there is rain or excessive cold, the recess will be indoors.

Telephone

The school phone number is 913-367-4763. A student may be called to the phone only in an emergency. The office will forward necessary messages to students. Students are not permitted to use the telephone

at school except in cases of emergency or as directed by the teacher/principal.

Bicycles/Skateboards/Roller blades

All bicycles will be parked in the bike rack behind the yellow building. It is advisable to secure a bicycle with a lock to discourage tampering and theft. Bicycles, skateboards, and roller blades are to be used only as transportation to and from school. Students who disregard the safety rules may be required to leave these items at home.

Parental Custody Issues

If there is an issue regarding the custody of a student at TLS, legal written documentation (i.e. court order) must be on file in the school office. The school cannot restrict parental rights unless legal documentation is on file. Please keep the school office informed of any changes in custody or visitation (that involves the school).

Playground

Christian sportsmanship and fair play will be evident at all times. Fighting of any kind, even friendly wrestling, is not allowed. Rock or snowball throwing is not allowed. Students are not to take food or candy to the playground. Toy weapons (guns, knives, etc.) are not to be brought to school.

Snacks/Candy/Pop

There will be no eating or drinking of snacks, candy, pop, etc. in the building, unless permission is granted by the teacher (parties, etc.). Parents who wish to bring snacks for the class should make arrangements in advance with the teacher.

Nuisances

Magazines, matches, squirt guns, electronic games, card collections (Pokémon), etc. should not be brought to school. Students are encouraged to keep toys at home. If such an object is brought to school the teacher may confiscate it until the end of the day. The school is not responsible for any items brought to school that are lost, broken, stolen, or destroyed.

Lost and Found

Each year there is a large number of lost and found items. Labeling garments, book bags, lunch boxes, etc. would minimize this. Losses

should be reported to the teacher immediately. Any items that are not claimed at the end of each semester will be donated to the TLS fundraiser. Money or other valuables should not be brought to school.

Search

Students should only bring school-related items to school. The following items (lockers, desks, book bags, personal possessions, or school property) may be searched.

Weapons

Anything that can be used or perceived as a weapon is not allowed at school. Students who possess or use any dangerous device/item that could be used as a weapon on school grounds or at any school sponsored activity may be subject to suspension or expulsion.

TLS takes violations of the weapons policy very seriously. Depending on the nature of the violation, the police may be contacted. The administration and DSC may consider appropriate action, including expulsion, depending on the violation.

Cellular Phones/iPods/iPads/Other Electronic Devices

We encourage students not to bring cell phones to school. Parents should notify the school office with any messages that a student may need during the day. During school hours cell phones and other electronic devices should be left in backpack or a location determined by the teacher. Should a cell phone/electronic device be used inappropriately, the teacher may take possession of it and return it to the parent.

After School

Students will leave the building when school is dismissed, unless they have special permission to remain longer. Students who have practices immediately after school should go to the designated location and wait quietly. Parents are urged to pick up their children immediately after dismissal at 3:30 p.m. Parents will be contacted and a late charge may be assessed if timely pick up becomes an issue.

Students on the school grounds before/after school (except for athletic practices) are without supervision and do so at their own risk. Children are encouraged not to use the playground equipment before/after school unless supervised by an adult.

Preschool Drop off and Pick up: Use the parking lot to drop off and pick up your child. Park in the designated parking spaces. Please do not leave your car idling to drop off your child in the morning.

Preschool children should not arrive at school earlier than fifteen minutes before class time. At the end of their school session, they will be dismissed to their parents. Please be prompt in picking up your child at the dismissal time.

K-8 Drop off and Pick up: Use the parking lot to drop off and pick up your child. If you park in the parking lot, you will be expected to pick up your child at the sidewalk. Please use the designated crosswalk.

Parents remaining in their vehicles will form a line around the perimeter of the parking lot while advancing to the lower west doors to pick up their child. Do not get out of your car unless you are parked in a designated parking spot.

EIGHTH GRADE ITEMS

Behavior

Eighth grade students who demonstrate inappropriate behavior during the last quarter of the school year may be placed on a student contract. If this contract is broken, the student may be prevented from attending the graduation service or activities.

Prospective High Schools

Local high schools may send representatives to give presentations to the 8th grade students. Open house information may be posted in Falcon Flyer/Facebook page. Maur Hill-Mount Academy requests that students take a placement test. Atchison High School requests that all students fill out pre-enrollment forms.

Reception/Ceremony

The 7th grade parents are expected to plan and host the 8th graduation reception. They are responsible for set up, clean up, and serving at the reception table. The 8th grade parents purchase any other decorations they want and help make the graduation arrangements. This has been a long-standing tradition at TLS.

STUDENT CONDUCT

TLS strives to maintain the principles of respect, responsibility, and reflection. Students are taught to respect self, others, and property; take responsibility for personal actions and decisions; and reflect Christ-like behavior and Christian values. A variety of disciplinary techniques may be used by a teacher in an effort to most effectively work with each child. The principal will be made aware of students that continually break the rules. If a child remains unresponsive to disciplinary efforts, the child may be removed from our school program.

Discipline

A teacher and/or school administrator may use their discretion to orally reprimand a student, exclude them from the classroom, confiscate personal property, restrict privileges, or issue detention for the student. Other disciplinary techniques may be used in an effort to most effectively correct the behavior of a student.

In school suspensions (ISS) and out of school suspensions (OSS) are given only at the discretion of the school administration. The first OSS is typically one day, the second OSS is three days, and the third OSS is five days and includes an automatic referral to the DSC to consider expulsion. This is a guideline, and the school reserves the right to increase the days of suspension or seek expulsion depending on the severity of the offense.

If the actions of a student result in property loss or damage to the school, the child's family will be required to reimburse the school for the amount of loss.

Except for minor offenses, the teacher and administration will document offenses and disciplinary actions.

Corporal punishment is not used at TLS.

Inappropriate Speech/Behavior

TLS is a Christian school. We do not tolerate aggressive behavior, cursing, vile and vulgar language, and/or name calling.

Students are expected to conduct themselves in keeping with the expectations of TLS. TLS reserves the right to address student behavior that does not comply with expectations.