

TRINITY LUTHERAN SCHOOL  
2014-2015 HANDBOOK



**Trinity Lutheran School**

*A Great Place to Grow*

Trinity Lutheran School  
Mission Statement

We collectively **PROMOTE** a Christian environment to **SUPPORT** the highest achievable Intellectual, Spiritual and Social **DEVELOPMENT** of our Students. We **EMPOWER** our Educators and Administrators to this Task, and Partner our Families to this Commitment.

*"Like" us on Facebook*

## Fill me with the fruits of Your Spirit, Lord.

Fill me with love, so that I seek to understand and appreciate the rich variety and diversity of life that surrounds me.

Fill me with joy, so that I celebrate Your presence in each and every moment I am on this Earth.

Fill me with peace, so that I know how to ease those angry and sometimes violent urges that well up inside of me.

Fill me with patience, so that I stop rushing long enough to witness Your miraculous work taking place all around me (and within me!).

Fill me with kindness, so that I take the extra time to help the one in need, even when it isn't convenient for me.

Fill me with faithfulness, so that I place my mind, heart, and all that I do in the service of Your Gospel.

Fill me with gentleness, so that others know that I believe in a God who loves and cares for all people.

Fill me with self-control, so that I act not on my impulses and urges, but rather on y beliefs and values, which are rooted in You.

Fill me with these fruits of Your Spirit, Lord.

Amen

## STAFF INFORMATION

Pastor:	Rev. Peter DeVantier
Admin. Assistant:	Laurie Nichols
Preschool Head Teacher:	Brenda Kohler
K - 6 Head Teacher:	Janice Hughes
Preschool 1:	Deb Worthington Wendy Wetzel
Preschool 2:	Erin Morey Robin Loher
Preschool 3:	Maria Elkin Samantha Mignano
K-2 Instructional Aide	Marilyn Oliver-Nez
Kindergarten:	Jill McCarthy
1st Grade:	Nicki Oswald
2nd Grade:	Sandra Huslander
3rd Grade:	Cindy Baker
4th Grade:	Elizabeth Cooper
5th & 6th Grades:	Janice Hughes Brenda Kohler
Music Teacher:	Katie Brennan
Art Teacher:	Sue Christie
Financial Manager	Karen Hoose
Food Service:	Kitty Callahan



*Welcome*

Dear Parent,

On behalf of the entire staff at Trinity, I would like to welcome parents and students to a new academic year. Our teachers are dedicated, full of energy, and excited to share their expertise to bring quality Christian education to your child.

We thank you for choosing our school and want to welcome you to our family. Each child is a special part of who we are. Our goal is to partner with you to achieve the highest intellectual, spiritual and social development of your son or daughter.

We look forward to a great year of working together as we train up your child.

In Christ,

Janice Hughes

Brenda Kohler

*"Train up a child in the way he should go and when he is old he will not depart from it."*

*~ Proverbs 22:6*

# GENERAL SCHOOL POLICIES AND PROCEDURES

## ATTENDANCE

The Trinity Lutheran School Board promotes that all students attend school regularly in accordance with the laws of the state of Pennsylvania. Success in school is directly related to regular attendance.

The protocol is for the student to bring an excuse signed by the parent or legal guardian immediately following the day of absence or any tardiness. Late arrival as listed below will be recorded as absences.

Late arrival before 10:00 AM will be recorded as tardy.

Late arrival anytime after 10:00 AM will be recorded as a  $\frac{1}{2}$  day absence.

Early pick-up before 1:00 PM will be recorded as  $\frac{1}{2}$  day absence.

Legal excuses are as follows:

- Illness
- Death in the immediate family
- Impassable roads
- Other exceptionally urgent reasons approved by the school board.

Attendance need not always be within the school facilities. Homebound instruction will be considered on an individual basis.

Upon written request of the parent or guardian, the Head Teacher may excuse a student for a period of ten days for an educational trip. If the time period will exceed ten school days, Board approval must be obtained in advance. Your child will be required to complete a trip journal or report on his or her experience.

The Board, along with the Head Teacher, reserves the right to dismiss any student who does not comply with the attendance requirements set by Trinity Lutheran School.

**State Law Regarding Attendance** states that a student cannot miss over 20 days of school in Grades 1-12. After 20 days, please be prepared to submit a written excuse from a doctor and for every excuse thereafter.

**State Law Regarding Abuse** states that we are required by law to report to the local social services office any suspected physical, emotional, or sexual abuse as well as suspected neglect.

### **Sunday School & Church Attendance**

Teachers record Sunday School and Church attendance weekly. Trinity encourages regular attendance in order for the spiritual teachings learned at the school to be supported and reinforced at the church of your choice.

## CHAPEL

Chapel Service is every Monday morning at 8:45AM in the Church Sanctuary. All parents and friends are encouraged to attend. An offering will be collected weekly which will be used for a special mission project. God has richly blessed each of us. We desire to share those blessings with others. Let us encourage our children to learn good stewardship habits with these blessings.

## SCHOOL SESSION

**Preschool** begins at 8:30 AM and ends at 11:50 AM for half day students, or 2:45 PM for full day students. Student's classrooms will open at 8:00 AM.

**Kindergarten - 6<sup>th</sup> Grade** will begin classes at 8:15 AM and end classes at 2:45 PM. Student's classrooms will open at 8:00 AM.

Important Note: The school will be open at 7:45 for early arrivals to assist parents who need to be at work by 8:00 AM. Parents are asked to walk their child to the gym. A roster will be kept for early arrivals.

The school day ends at 2:45 PM. When your child needs to be excused from school earlier, please send a written parental note with your child. This note needs to be given to your child's teacher. Upon arriving at school to pick up your child, please stop at the office. The Administrative Assistant will call your child's classroom for his/her dismissal.

## **SAFETY**

For the safety of all students and faculty, the school doors will be locked at 8:30 AM. Anyone entering after 8:30 AM will need to activate the buzzer, be viewed on our monitor, and then the Administrative Assistant will open the door. Please sign the visitor log in the office after entering.

## **TRAFFIC FLOW AND TRANSPORTATION**

### **Entering School Grounds:**

All traffic entering the school grounds will drive up Luther Lane, a one-way entrance. To drop off your child, pull straight ahead and after exiting your vehicle, your child can proceed down the ramp into school entering through the double glass doors. If you are accompanying your child into the building, please park in a parking spot and assist your child into the school.

### **Entering the School Building:**

**Early Arrivals:** Students who arrive early will go into the gym.

### **Exiting School Grounds:**

You can exit school grounds by proceeding straight through the lower parking lot and turning right or left onto Calkins Lane. If you are parked in the upper parking lot, please exit straight up Luther Lane and turn left onto Cherry Street.

We ask that parents picking up their child by car to please wait until after the busses have left the parking lot. This will avoid confusion, congestion and accidents. Bus pickup is at 2:45 PM.



## **SCHOOL CLOSINGS, DELAYS AND EARLY DISMISSALS**

In case of poor weather conditions or electrical outages, please tune into your local radio or television stations for announcements. Delays and dismissal times may vary depending on the severity of the weather. Trinity follows the Wellsboro Area School District in case of school closing. Local television stations will announce closings, delays and early dismissals. **The announcement will only state Wellsboro Area Schools. Trinity will not be announced.**

### **Morning Delay Procedures**

- **One Hour Delay:** Students will be admitted to the school at 9:00 AM. School will begin at 9:15 AM.
- **Two Hour Delay:** Students will be admitted to the school at 10:00 AM. School will begin at 10:15 AM.
- **Three Hour Delay:** Students will be admitted to the school at 11:00. School will begin at 11:15 AM.

### **Early Dismissal Procedures**

- **One Hour Early Dismissal:** Students are to be picked up by 1:45 PM.
- **Two Hour Early Dismissal:** Students are to be picked up by 12:45 PM.

Sometimes the closing announcement tells you what time the public school students will be dismissed. If this is the case, you will need to pick your child 15 minutes before the stated dismissal time.

## STUDENT DRESS

On Chapel days, students are to wear church appropriate clothing. For regular school days, boys are permitted to wear clean pants or jeans. Please, no ragged or torn clothing, or inappropriate T-shirts. Girls are permitted to wear pants, dresses and skirts. Dresses and skirts should not be more than two inches above the knee. Please no ragged or torn clothing, mini-skirts, plain white T-shirts, or spandex.

Shorts are permitted in the fall and late spring. The temperature must be expected to be at least 70 F by 12:00PM.

Snowsuits and boots are to be sent to school every day after the first snowfall. They may be left at the school during the winter months.

Gym days require that the students wear pants and sneakers.

Hats, caps and bandanas are not to be worn inside the school building.

Shoes should be appropriate and have no high heels, platforms or wheels.

The first time a child appears for school inappropriately dressed, a note will be sent home. The second and subsequent offenses will result in a call to the parent to bring acceptable clothing to the school.

## **PARENT/TEACHER CONFERENCES**

Parent/Teacher conferences will be scheduled to parallel report card and progress reports. Parents and/or teachers can individually arrange conferences at any time during the school year as needed. Telephone calls may be made throughout the school session day. Your child's teacher will return your telephone call at her/his earliest convenience. Your child's teacher is also available by email which is checked on a weekly basis. Email addresses can be found in the back of this handbook.

## **FIELD TRIPS**

Each year we anticipate taking at least two field trips. We may need your help to transport the children. Parents who are able to help, please let your child's teacher or the school office know.

## **COMMUNICATIONS**

Information will be sent home periodically through a school newsletter and other forms to keep you informed as to what is happening at Trinity.

## **VERBAL AND PHYSICAL AGGRESSION**

The Trinity Lutheran School is a Christian environment where the educational staff is committed to showing love, kindness, and respect to each student. Also, it is expected that each student will show love, kindness and respect to each other and to the staff at Trinity. Verbal and physical aggression are unacceptable behaviors that will have the following consequences:

- Verbal Warnings

- Loss of Privilege
- Time-Out
- Incident Report and Parental Contact
- Re-Teaching of Positive Behavior
- Positive Reinforcement of Positive Behaviors
- Dismissal from the school

Verbal aggression is defined as defiance, name-calling, inappropriate language, verbal release and verbal threats.

Physical aggression is defined as invading another person's personal space, hitting, spitting, biting, pinching, kicking, throwing objects at others and using an object as a weapon.

Please do not allow your child to bring play knives, play guns or any other items displaying violence to school.

Students are expected to follow Christian rules. Any serious acts of misbehavior will result in immediate dismissal at the discretion of the principal, teacher and the Board of Education. Causing physical harm to a teacher, another student, and/or themselves may be cause for dismissal at any time during the school year.

NOTE: If a student's behavior hinders his/her learning and/or the learning of other students, a positive behavior support plan will be developed and implemented by the individual student team.

### **SCHOOL PROPERTY**

All books, desks and other school supplies are to be handled with care. Any damage or loss to school property

will result in restitution and/or restoration by the student. School books will be protected with covers that will be supplied by the parents.

### **RACIAL, NON-DISCRIMINATION POLICY**

Trinity Lutheran School admits students of any race, color, nationality or ethnic origins to all rights, privileges, programs and activities generally accorded or made available to students at the school. It does not discriminate based on race, color, nationality or ethnic origins in administration of its policies, admissions, athletic and other school programs.

### **PARENT INVOLVEMENT**

Trinity is a private institution that relies primarily on tuition and fundraising to survive. The fundraisers help to keep tuition costs at a minimum. Since fundraising is an integral part of our existence, we need your time and support to make our fundraising successful.

Periodically we may ask that you donate some time, prepare refreshments, and sell things for various functions. Please try to help as much, and as often as you can.

### **WELLNESS**

#### **HEALTH EXAMS:**

Each child in Grades K-6 will get a height, weight, ear and eye check-up from the school nurse.

We admit a child who has been sick back into School only after these conditions have been met.

- 24 hours have passed since the last episode of vomiting, diarrhea or fever without the aide of medication.
- 24 hours after administering the first dose of an antibiotic.
- 24 hours after administering the first dose of medication for head lice, pinworms or conjunctivitis (pink eye).

If an ill child comes to school, we will call the parents and ask them to take the child home. This is for the benefit of the sick child and to protect those children at school who are well.

A child returning to school after an absence must be accompanied with a note from the parents stating why the child was absent. Please give this note to your child's teacher the day upon returning to school.

## PROGRAMS

### AFTER SCHOOL CARE

Childcare is available from 3:00PM - 5:30 PM, Monday through Friday. All arrangements must be made through the school office. At the end of the regularly scheduled day, students go directly to the designated ASC classroom. During After School Care, students are to remain with the provider at all times.

### Fee Schedule for ASC:

- |                                    |           |
|------------------------------------|-----------|
| • Trinity Student Scheduled Care   | \$2.50/Hr |
| • Trinity Student Unscheduled Care | \$5.00/Hr |
| • Public School Care               | \$7/Day   |

- Late Pick-Up Fee

\$10

Billing for this service will be done bi-weekly and posted to your account with FACTS.

## **ENRICHMENT**

Trinity maintains a challenging curriculum, aligned with the Common Core, that engages students and allows for differentiated instruction. Small class sizes enable Trinity teachers to focus on individual needs.

Devotions and religion classes are held daily.

All students are given computer instruction, robotics instruction, art lessons, vocal and music lessons and physical education.

## **MUSICAL INSTRUMENT LESSONS**

For a small additional cost, piano, any band instrument, guitar and string lessons will be available.

### **Piano**

Teacher: Katie Brennan (724-3256)

All lessons and payments must be arranged directly with Mrs. Brennan.

### **Band, String and Guitar**

Lessons will be offered by Mansfield University students under the direction of Mrs. Brennan. Please contact Mrs. Brennan if you are interested in lessons for your child.

## **TUITION and FUNDRAISING**

Fundraising allows Trinity Lutheran School to make payments to the Family Life Center building and maintain our budget. Each student's fundraising commitment of \$200 is built into the annual tuition schedule. Money will be deducted from tuition payments for those who choose to participate in fundraising. A strong commitment to fundraising will enable parents to save on annual tuition.

Additional fundraising opportunities may surface throughout the year to help raise funds for specific causes such as class field trips, playground, and yearbook needs.

## **LUNCH PROGRAM**

### **LUNCH OPTIONS**

Students may either participate in our lunch program, which is affiliated with the National School Lunch Program sponsored by the U.S. Department of Agriculture, or carry their lunch from home.

### **SCHOOL LUNCH PROGRAM**

A lunch menu is sent home on a monthly basis. Cost of daily lunch is \$2.00. The National School Lunch Program provides free and reduced cost lunches for children who qualify through family income. An application form and eligibility requirements can be obtained from the school office.

Applications are confidential and used only for the National School Lunch Program. An application can be completed at any time during the school year if family income changes and eligibility requirements are met.



## School Lunch Program

Lunch payment will be handled through FACTS and will be used to keep a record of school lunch purchases. School lunches and milk purchases will be posted on your FACTS account at the end of each month. Milk, whether 2% white or chocolate, is included in the cost of the school lunch.

## LUNCH FROM HOME

Students bringing a lunch from home must include a cold pack in their lunch box to keep food cold as we do not have refrigeration space for lunches. Parents are encouraged to send healthy lunch selections for their child. This should not include **microwave meals**. **There is not time to warm items for every child**. Please utilize the hot lunch provided at school. Milk can be purchased at school for students who pack lunch. Please remember to send napkins and utensils your child may need.

## MILK

Milk may be purchased for children who pack lunch from home at a cost of \$.50 per carton. 2% white or chocolate milk are offered. Payment will be handled through FACTS.

## SNACKS

Preschool: Please contact your child's teacher. K - 6<sup>th</sup>  
Grades: Children are encouraged to bring a small healthy snack to school each day. Time is allotted in each classroom for a mid-morning snack.

# FINANCIAL POLICIES AND PROCEDURES

## TUITION

Trinity tuition is handled through FACTS Management Company. There are many benefits to using FACTS to manage tuition at Trinity. FACTS is convenient and secure, and it allows parents to have 24 hour access to their tuition records. Parents may choose either the 1<sup>st</sup> or the 15<sup>th</sup> of each month as their payment date. Automatic payments will be made from a checking or savings account. Parents need to enroll in FACTS by going on-line to Trinity's website at [www.trinitylutheranwellsboro.org](http://www.trinitylutheranwellsboro.org) and clicking on the FACTS payment plan icon. From the comfort of home, parents can complete a FACTS agreement form on-line. Trinity is willing to help parents enroll in FACTS using the school computers if anyone needs help. Please contact Mrs. Hoose at 570-724-7723 for additional information or help with FACTS.

All fundraising (\$200 commitment per student), registration (see chart below), and supply fees (\$100 per student) are absorbed in Trinity's tuition schedule, i.e. \$275 a month for 12 months.

## REGISTRATION AND SUPPLY FEES COVERED IN TUITION

- Student Registration Fee 50.00
- Preschool Supply Fee 100.00
- Grades K-6<sup>th</sup> Supply Fee 100.00

**K-6 Tuition for first child - 285.00 monthly**

**K-6 second child - 235.00 monthly**

<u>PRESCHOOL</u>	<u>Annual</u>	<u>Monthly</u>
5 Full Days	\$3,960	\$360 for 11 months
4 Full Days	3,630	330 for 11 months
3 Full Days	3,300	300 for 11 months
5 Half Days	\$3,410	\$310 for 11 months
4 Half Days	2,970	270 for 11 months
3 Half Days	2,530	230 for 11 months

Preschool tuition may be paid in full or through monthly FACTS payments over 11 months (August-June). In order to return each semester and/or participate in the Summer Program, balances must be paid in full prior to beginning the next program.

If you are experiencing financial difficulty, you must give the financial coordinator 3 business days to stop your FACTS payment. This can not wait to the day it is scheduled to be withdrawn.

**You will be asked to make an appointment within three days of receiving notification of past due accounts for a consultation regarding this matter. If you do not respond within the three days your child will be dismissed from the school.**

## Returned Check Policy

In the event that a check is written to Trinity and insufficient funds are available, a bounced check fee of \$25 will be assessed in addition to the amount of the check. This must be reimbursed to the school in the form of cash. After the second returned check, Trinity will no longer accept checks from that individual.

New Students enrolling part way through the school year will assume tuition payments for that month and through June at the normal monthly amount.

## 1<sup>ST</sup> - 6<sup>TH</sup> GRADE REQUIREMENTS AND POLICIES

Classroom Rules for Grades 1<sup>st</sup> through 6<sup>th</sup> grade are:

### 1. BE PROMPT

- Be in seat by 8:15AM.
- When changing classes, go directly to the class.

### 2. BE PREPARED

- Follow directions the first time given.
- Bring the following materials to class:
  - Sharpened pencil and pencil box
  - Completed homework
  - Textbook & Notebook

### 3. PARTICIPATE

- Ask questions and keep trying
- Complete work in class
- Take an active part in class discussions and activities.

### 4. SHOW RESPECT

- Keep hands, feet and objects to yourself
- Raise hand to speak
- Speak nicely to other people
- Listen while other people are talking

### 5. BE RESPONSIBLE

- Be honest
- Be a positive role model
- Help others
- Be nice to each other and care about your school and yourself.

## **HOMEWORK**

Agenda books will be used to record homework assignments and dates to be completed. Homework is an integral part of your child's learning and a resource for the teacher to ensure that your child understands the material. It is the parents' responsibility to make sure your child completes homework to the best of their ability. Homework assignments are graded by the teachers and affect the child's grades.

## **REPORT CARD/PROGRESS REPORT**

Report cards and progress reports will be given regularly to all students including preschool. Dates for the end of the marking period and report card distribution are:

End of Marking Period	Report Card Distribution
November 1, 2013	November 6, 2013
January 24, 2014	January 29, 2014
April 3, 2014	April 9, 2014
June 10, 2014	June 10, 2014

## **KINDERGARTEN POLICIES AND REQUIREMENTS**

Trinity Lutheran School admits students into their Kindergarten program based on the following requirements:

1. Students are 5 years of age by September 1<sup>st</sup>.  
(Same requirement as public schools in our area.)
2. Students are 5 years of age by October 1<sup>st</sup> and must have attended our preschool program here at Trinity Lutheran School for one complete year. Students must have the recommendation from our Preschool Teacher that the student is both academically and emotionally ready for our Kindergarten program.
3. Both the Kindergarten Teacher and Head Teacher of Trinity Lutheran School must evaluate students who are 5 years of age by Octobers 1<sup>st</sup> and have not attended our preschool program. If the child passed the evaluation, then the school must receive 3 months tuition payments before the first day of school for that current school year. These payments will be applied to the last 3 months of the school years tuition. These payments are non-refundable and can only be used for the payment of tuition.

### **Classroom rules:**

- Use your ears to listen
- Stop, Look, Listen, Do
- Walking feet
- Use inside voice
- Tell the truth

## **PRESCHOOL POLICIES AND REQUIREMENTS**

### **ARRIVAL AND DISMISSAL**

An adult may bring your child to the preschool room after 8:00AM and before 8:30AM. Dismissal will be before lunch (11:45) for half-day students and 2:45PM for full-day students. Written notice will be required if someone other than the designated person will be picking up your child. NO telephone calls will be accepted. All preschoolers must be signed out by an approved adult before they will be released.

If your child is involved in a court mandated custody situation, you will be required to provide a copy of the court order, especially if a non-custodial parent may not pick up you child. If during the school year the custody agreement changes, we would appreciate notification of the changes and a copy of the court paper.

## **ATTENDANCE**

There are NO make-up days for preschool.

Tuition is based on the entire year, not by the individual days attended. Days missed because of weather are automatically made up with special "snow-make up" days which are built into the school calendar. We follow the Wellsboro School calendar. Please refer to Section 1, School Calendar of this handbook.

We will invite your child to attend extra classes for parties and field trips, which may be scheduled on a day that your child does not normally attend. Our monthly newsletter will alert you to these changes.

### **Classroom rules:**

- Use your ears to listen
- Stop, Look, Listen, Do
- Walking feet
- Use inside voice
- Tell the truth

## **BEHAVIOR**

We promote a peaceful policy at Trinity Lutheran School and we, therefore, cannot allow toy weapons, war games, or violent action figures in school.

In addition, we will not tolerate aggressive behavior such as fighting, which may include biting, hitting, punching, gun playing or martial arts.



It is understandable that young children's play may contain some aggressive behavior, usually due to frustration. We cannot tolerate persistent aggressive behavior for the safety of the other children in the classroom. Therefore, we will treat:

- The first incident with a warning to the child and notification to the parent.
- The second incident will earn a time-out and/or loss of privilege (such as recess time) and parent notification.
- The third incident, the parents will be called and asked to remove their child from school for the remainder of the day.
- A parent/teacher conference will follow in persistent cases.

### **POTTY TRAINING**

All preschoolers (ages 3-6) will only be admitted to Trinity Lutheran Preschool if they are fully potty trained and can manage their own personal bathroom hygiene. Occasional accidents are to be expected. A child who is found not to be fully potty trained will be asked to withdraw from the program until control and hygiene habits are established without the aid of training pants or diapers.

Teachers will help the children with buckles, snaps and belts. Please remember easy to manage clothing can help prevent bathroom accidents. Clothing such as leotards, body suits, and difficult belt buckles are tough for little hands to handle. Elastic waist pants and shorts are much easier for little ones to manage.

### **REST TIME**

All full-day preschool students will be required to rest for a period of approximately 45 minutes each afternoon. Your child may use a blanket and a book brought from home during rest time.

## CREED

I believe that young people  
Are vulnerable and scared  
Are pressured and confused  
Are alienated and lack positive Christian role models  
Have courage, integrity and idealism  
Are our Hope, our Promise and our Future  
Are beautiful  
Need us to love and challenge them

For His sake and our own  
Let us cherish them

I believe young people need educators  
To be strong enough to be vulnerable  
To be wise enough to challenge them  
To be honest enough to let them know how precious they  
are and how much we need them  
To be open enough to share our own faith story with its  
joys, sorrows and richness  
To be courageous enough to speak the truth, no matter how  
difficult that may be  
To be role models, committed, caring, loving Christians  
living our life Jesus' greatest Commandment

**DO ONTO OTHERS AS YOU WOULD HAVE  
THEM DO ONTO YOU. Luke 6:31**

## **E-Mail Addresses**

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