



# Trinity Lutheran Christian School & Early Learning Center



## Parent-Student Handbook 2019 - 2020

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Web Site: [www.tlsonline.org](http://www.tlsonline.org)

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### Parent-Student Handbook 2019-2020

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School Website: [www.tlsonline.org](http://www.tlsonline.org)  
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Consultants  
Evangelical Lutheran Education Association,  
and Independent School Management

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**2019/2020**



## Trinity Lutheran Christian School System Important Contact Information

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**Since 1960  
Solid Rock Christian Education**

Grace to you in the name of our Lord and Savior, Jesus Christ!

A warm welcome to the Trinity Lutheran Christian family. We are pleased to have you join us as we celebrate the goodness and graciousness of our Lord and Savior daily through the blessing of a Christian education. We join with families to bring children up in the Strength and Admonition of Jesus. “Train a child up in the way they should go, and they will never stray far from it,” serves as an educational guide for us at Trinity Lutheran Christian School.

Our theme for this year comes from the Gospel of Luke, “Work from the heart, for the Lord!” Everything we do at Trinity is based on Scripture and serving others in His Kingdom. Our educational practices develop and nurture a firm foundation of growth academically and spiritually for the students and the families that we serve.

This handbook is a basic guide in these precepts, but also a guide to a successful educational journey here at Trinity. Every day we ask for your prayers and support for this educational Ministry, and we commit ourselves to raise each one of you and your children up in our prayers!

Serving the Master Teacher,

Randal C. Gast  
Head of School

## WELCOME to TRINITY

**We extend a warm welcome** to you and your child in the Trinity Lutheran Christian School System. We hope that your child will come with a feeling of delight and keen anticipation.

**Your child is a very important person.** His or her first experiences in the program will have a great deal to do with the shaping of your child's educational growth and Christian Character. The school welcomes each child as an individual. We try to understand and help each of them to develop and learn in a positive environment.

**The Christian environment of our school** is safe, dependable, comfortable, and creates a sense of security. Each child is encouraged to become independent and develop self-discipline. Children learn to use the personal skills they have rather than always relying on adult direction.

**One of the most important objectives** of our program is to encourage each child to have good self-esteem. When children feel good about themselves, when they recognize the love and friendship of teachers and other children, and when they have confidence in themselves, they will be far more receptive to learning opportunities.

**Research of how children learn** tells us of the importance of early education. Trinity is not only aware of this information but is a leader in the development of preschool programs in Harford County. Our school has operated successfully since 1960 and is recognized throughout the community for its excellence.

**We look forward with great anticipation** to an exciting year, new activities, and the privilege of helping your child know that **learning is fun!**

**LEARNING IN A LOVING ATMOSPHERE  
BRINGS JOY AND HAPPY FACES.**

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## Trinity Statement of Faith

The foundation of the Trinity Lutheran Christian School System is based upon God's revelation of Himself through His Son, Jesus the Christ, as recorded in the Holy Bible by the power of the Holy Spirit. Therefore, we believe and teach:

1. We believe the Bible to be the inspired and only infallible and authoritative Word of God (*II Timothy 3:16; II Peter 1:21*).
2. We believe there is one God, eternally existent in three persons: Father, Son and Holy Spirit (*Genesis 1:1; Matthew 28:19-20; John 10:30, 37, 38*).
3. We believe in the deity of our Lord Jesus Christ, in His virgin birth, in His sinless life, in His miracles, in His vicarious and atoning death through His shed blood, in His bodily resurrection, in His ascension to the right hand of the father, and in His personal return in power and glory (*Isaiah 7:14; Matthew 1:23; Luke 1:35; Hebrews 4:15; 7:25; 9:12; John 2:11; 11:25; Ephesians 1:7; Colossians 1:14; Acts 1:11; Revelation 19:11-16*).
4. We believe that man is sinful by nature and that regeneration by the Holy Spirit is essential and an absolute necessity for his salvation (*Romans 3:19-23; John 3:16-19; John 5:24; Ephesians 2:8-10; Titus 3:5-6*).
5. We believe in the continuing ministry of the Holy Spirit, by whose indwelling the Christian is enabled to live a Godly life (*Ephesians 4:30; 5:18; I Corinthians 3:16; 6:19-20*).
6. We believe in the resurrection of both the saved and the lost. They who are saved to eternal life and they who are lost to eternal condemnation (*John 5:28-29*).
7. We believe in the spiritual unity of believers in our Lord Jesus Christ (*Romans 8:9; I Corinthians 12:12-13; Galatians 3:26-28*).
8. We believe in the creation of man by the direct act of God (*Genesis 1:26-28; 5:1-2*).

## Philosophy of Trinity Lutheran Christian School System

The philosophy of Christian Education in TLCS is to nurture individuals in Christian growth and to guide them in their personal response to Jesus Christ in every area of life.

We believe that the Christian school program offers one of the opportunities for achieving the goal of Christian Education. The experiences of each child's school day are under the guidance of dedicated and committed Christian teachers, who begin each day with the Lord's Prayer, the Pledge of Allegiance, and the Pledge to the Christian Flag.

The specific purpose of the religious aspect of our school program at Trinity is to show that religion is not only identified with all life, but that religion is, in fact, the underlying factor of all life.

We believe each teacher should make every effort, at all times, to treat each student as a person, to be impeccably fair in all dealings, and to maintain a high degree of consistency. All our teachers are qualified to serve children at the Nursery, Pre-Kindergarten, Kindergarten, Lower School and Middle School levels.

## **Mission Statement:**

Trinity Lutheran Christian School and Early Learning Center  
Seek to Glorify God by:

- Providing the Best Academic Education
- Presenting Lessons in the Framework of Biblical Truth
- Preparing Students to Fulfill God's Purpose for Their Lives With Christian Character

## **Creed of Christian Education**

We believe that effective education is carried out through quality and experimental learning programs that relate the Christian faith to every aspect of life.

### **We believe that the uniqueness of Christian Education:**

1. Views the pupil through the cross of Christ.
2. Has the Father's given reasons for educating man.
3. Is empowered by the Spirit for accomplishing its purposes.

### **We believe that the Lutheran school's uniqueness:**

1. Gives adequate time for Christian instruction.
2. Provides teaching by professional Christian teachers.
3. Exemplifies the "Body of Christ" at work.
4. Endeavors to meet the learner's educational needs in a single school setting.

## **Basic Articles of the Christian Faith Are:**

### *The Ten Commandments*

#### **Introduction: I am the Lord Your God**

#### **Part I or Table I: Love Toward God**

- First: You shall have no other gods.  
Second: You shall not take the name of the Lord Your God in vain.  
Third: Remember the Sabbath Day to keep it holy.

**Part II or Table II: Love Toward Mankind**

- Fourth: Honor your father and your mother.  
Fifth: You shall not kill.  
Sixth: You shall not commit adultery.  
Seventh: You shall not steal.  
Eighth: You shall not bear false witness against your neighbor.  
Ninth: You shall not covet your neighbor's house.  
Tenth: You shall not covet anything that is your neighbor's.

***The Apostles' Creed***

I believe in God, the Father Almighty,  
creator of heaven and earth.  
I believe in Jesus Christ, his only Son, our Lord.  
He was conceived by the power of the Holy Spirit  
and was born of the virgin Mary.  
He suffered under Pontius Pilate,  
was crucified, died, and was buried.  
He descended into hell.  
On the third day he rose again.  
He ascended into heaven,  
and is seated at the right hand of the Father.  
He will come again to judge the living and the dead.  
I believe in the Holy Spirit, the holy Catholic Church,  
the communion of saints, the forgiveness of sins,  
the resurrection of the body, and the life everlasting. Amen

***The Lord's Prayer***

Our Father in heaven,  
hallowed be your name  
your kingdom come,  
your will be done,  
on earth as in heaven.  
Give us today our daily bread.  
Forgive us our sins  
as we forgive those who sin against us.  
Save us from the time of trial  
and deliver us from evil.  
For the kingdom, the power,  
and the glory are yours now and forever. Amen.

## Chapel and Religion

Chapel Services are conducted each Wednesday for students in Pre-K through 8<sup>th</sup> grade. Their services are conducted by the Head of School, Pastors of the Church, and Educational Directors and feature a great deal of involvement from staff members and students alike, along with occasional guest participants. A song leader and musical accompaniment assist in leadership. The message or theme of the day is frequently presented through multi-media resources such as videos, DVD's and a PowerPoint format. There is a strong emphasis on student involvement in a celebration atmosphere of joy. At all times, a proper worship spirit and reverent attitude toward God are maintained.

Worship services of praise are observed for Thanksgiving, Christmas, Lent, Easter and other festivals. A major component of all chapels is to lead a student to faith in Jesus, God's Son, and to provide opportunities for the students to experience their love of God by a loving involvement with their fellowman. Special projects and monthly offerings are prepared by our students to experience their love for humankind. Grades 6-8 celebrate Holy Communion each month and Baptism when requested. Instrumentalists accompany services whenever they are available.

Every class opens and closes each day with a prayer in the classroom. Daily devotions and Pledge to the Christian and American Flags are also part of the morning routine. There is a daily emphasis on Bible stories, Bible verses, Christian living with our neighbors and application to daily life.

The families of our school system are always invited and welcome to all the weekly chapel and worship celebrations of Trinity Lutheran congregation.

## Biblical Lifestyle Standards

Martin Luther was in favor of education. He states: "When schools flourish, things go well and the church is secure. Let us make more doctors and masters...When we are dead, where are others [to take our place] if there are no schools? God has preserved the church through schools." -- Martin Luther, LW 54, p. 452.

Yes, he deeply influenced the way schools developed in Germany. Because of Luther's concern for education, he and his fellow reformers...

- ...began reform of education before reform of the church

- ...developed new curricula and pedagogies that shaped both schools and universities

- ...favored adult education as well as the education of the "traditional student

- ...facilitated the education of international students

- ...advocated schools for both boys and girls

What his methods show us is that he put most of his effort into education.

Trinity Lutheran follows in this Biblical heritage with their church and school.

Trinity Lutheran Christian School & Early Learning Center is a religious institution providing an education in a Christian environment. We hold to the Biblical Standard, believing the Biblical role is to work in conjunction with students and their families to be Christ-like.

## Diversity Statement

The Trinity Lutheran Christian School's highest purpose is to prepare young people for participation in and contribution to a democratic, Christian community, to provide quality Christian education in a loving, Christ-centered environment, which equips children and families as lifetime witnesses of Christ in a diverse society. In fostering this kind of community, we welcome qualified students whose differences may be based on race, color, creed, ethnicity, gender, age, socioeconomic status, or religion to all the rights, privileges, programs and activities made available to students at the school. **We do not discriminate in student admission on the basis of race, color, national origin, or sexual orientation.**

The heart of the mission of Trinity Lutheran Christian School is to educate the whole child from a curriculum rooted in a God-centered view of life, always recognizing that each possesses a unique intelligence, talents and affinities. Our students thrive in a setting that fosters a strong sense of themselves as learners along with a deep respect for others and their differences. We are dependent upon the Bible for providing the viewpoint for interpreting any subject or school activity.

We welcome students from all socioeconomic, religious, ethnic and educational backgrounds.

The School Team of Trinity Lutheran Christian School is committed to ensuring the fulfillment of our School Mission by sustaining a community in which our students are prepared for the diverse world in which they live. **The diversity of our school environment supports the academic, emotional, spiritual, and physical development of all students as they learn from the experiences, abilities, and the points of view of others.** Realizing that our students are of many different faiths, our religious program seeks to develop in students an understanding and faith in our Judeo-Christian heritage and the Gospel message of Jesus Christ.

We welcome students with differences based on, but not limited to, gender, economic background, race, ethnicity, culture, religion, and disability (when reasonable accommodations for the disability can be made).

## Student Honor Code

Trinity Lutheran Christian School recognizes that young people are a “work

in progress” as they develop into mature Christians; therefore, their purpose is to provide an environment which fosters Christian maturity. We believe our Student Honor Code supports the development of Christian Character in every area of the student’s life.

- I will abide by the rules and policies of Trinity Lutheran Christian School as presented in the Parent/Student Handbook.
- I will support the Christian and educational values established by Trinity Lutheran Christian School.
- I will respect authority
- I will treat everyone equally and with respect.
- I will respect myself, students, staff, and the TLCS property.
- I will be honest and speak the truth.
- I will display good citizenship at all times at school and life.
- I will display academic integrity.
- I will be mindful of how I speak and what I say to others.
- I will assume responsibility for my attitude and actions.

## Parent Honor Code

**As my child’s most important educator, I understand that as a parent I teach my child best by my own example of reverence, responsibility, and respect. I ask Trinity Lutheran Christian School to assist me in forming my child as a disciple of Jesus Christ. I understand that my child’s teacher is a dedicated professional who makes many sacrifices to teach in a Christian school. In order to show my cooperation, support, and thankfulness to Trinity Lutheran Christian School and Early Learning Center and to my student...**

- I will provide positive reinforcement for Trinity’s philosophy and mission goals of the school in promoting Christian Education.
- I will follow the school’s rules, calendars, deadlines, policies, codes, and guidelines in the school handbook, and direct my child to do the same even when I may disagree.
- I will communicate problems, concerns, or inquiries respectfully and courteously in verbal or written communications to the appropriate person (teacher, Educational Director, and/or Head of School) within 24 hours of each incident.
- I will schedule appointments to meet privately to discuss personal concerns. I will not use email or other public communication avenues to publicize concerns.
- I will be a good example in actions, words, and physical appearance in front of my child(ren) and other children. I will use appropriate and non-vulgar language and actions. Respect for staff will be shown on the part of a parent, guardian, or designate parent stand-in.
- I will show support and volunteer for school functions, fundraisers, and other projects.



- I will set realistic goals for my child(ren) and take an active role in his/her daily learning.
- I will speak about the school and staff in a positive way on school grounds, in the hallway, and away from school.
- I will monitor my child's phone, computer, social networking (i.e. Facebook, Twitter, Instagram, Snapchat etc.) and television use, as well as movies and magazines my child views or sees.
- I will build a bridge of acceptance and understanding, and expect my child to do the same, among cultures represented at Trinity Lutheran Christian School.

**With the example of Jesus Christ and the help of God, I will abide by this code of conduct while my child is enrolled at Trinity Lutheran Christian School & Early Learning Center.**

**Trinity Lutheran Christian School & Early Learning Center reserves the right to make changes at any time, which will immediately become EFFECTIVE with written notice to the parent.**

## **Honor Code Rationale**

**The Trinity Lutheran Christian School Student and Parent Honor Codes were developed to promote a Christian learning environment based on respect for the rights of students, teachers and parents. Students learn best when they are free of interference by others and know what is expected of them. Teachers are most effective when they use a consistent approach to student behavior and know that the administration and parents support their handling of students. Therefore, parents and students both need to be aware of these rules and their relationship to the rights of other persons in the school.**

## The History of Your School



The Trinity Lutheran Christian School System was founded in 1960 by the Trinity Lutheran congregation for the purpose of evangelizing the youth of the church and community, and to provide the best in academic and religious education. The congregation saw the need to offer a curriculum rooted in a God-centered view of life which holds that God's truth is the standard for all truth.

The Trinity Educational System provides families with a viable educational option to the atheistic philosophy of education with no god, no Bible, no prayer and individualistic ethical choice. Therefore, Trinity is dedicated to the teaching and witnessing to the Christian faith, morals and values as taught by Jesus the Christ, God's only Son and Savior for the world. These values are confirmed in the School and Early Learning Center Mission Statement.

The school began in 1960 with a single kindergarten class of twelve (12) students comprised of students from the congregation and community. The first teacher was Mrs. Catherine Tilley, a member of the congregation. Her students were Gina Austin Abate (pastor's daughter), Fred Brundick, Judy Elliott, David Fielder, Alex Freise, Bonnie Morkosky Haden, Leroy Love, Gary Parks, Kathy Silling, Patty Simpson, Scott Tilley and Colleen Townsley.

In the '60s, the program grew to offer as many as six kindergarten classes. In these years, there was no public pre-school educational system. When public school began kindergarten classes, Trinity expanded its program to pre-kindergarten and then to nursery and toddlers.

In 1972, the Trinity Lutheran Child Care Center was established. Members and community encouraged Trinity to provide this much needed service. Today, our weekly educational program includes an Early Learning Center and school as well as before and after school programs, which range from age 2 through grades 8.

In the fall of 1975, a first grade class was begun with the intent of developing an elementary school. The following year Harford County withdrew its approval for a school due to utility concerns.

Not deterred by this setback, the congregation continued to pursue Health Department approval for a school, which was finally granted in 1988. The establishment of a first grade in 1988 was followed by the starting of a second grade in 1989, third grade in 1991, fourth grade in 1992, fifth grade in 1995, and a middle school with a sixth grade in 1996. The Trinity School

celebrated the school's first eighth grade graduation class in 1998-1999. In 2004, the middle school enrollment was expanded from 72 to 96. The school student body could reach a maximum potential enrollment of 455 upon construction of a new gymnasium and renovation of the existing gymnasium.

On March 10, 1996, a new school elementary building and gymnasium was dedicated; and in January 2002, a second floor middle school addition was added to the elementary building that was named the John H. S. Austin Educational Building.

Fall of 2003, three new modern, state-of-the-art playgrounds were built. The year 2004-2005 saw a new fenced athletic field for softball, soccer, and other sports being added to strengthen the physical education and sports program of the school and church. An irrigation system was added to the athletic field in 2009 to permit year-round activities.

The goal of the Trinity Lutheran Christian System is to provide the very best in Christian academic education in a safe, loving atmosphere in modern, well-maintained and clean facilities. Therefore, the affirmed policy is to consistently upgrade programs and facilities. In 2004, a middle school library and classroom was added, Black Rock retreats, and Smart Boards in 2005; 2006 a staff counselor position was established; 2007 middle school grades were divided into two classes, and the elementary school began creating a second class for grades 1-5; a personal laptop program for grades 6-8 was implemented in 2009; and Vernier Lab Quest Probe Sensors in 2010.

In 2011, plans and procedures were implemented to move Trinity Lutheran to be "A Step Ahead . . . School for the 21st Century" by adopting teaching procedures to minister to students through Christian academics, technology and digital literacy skills. All of the above and much more, along with the small teacher/pupil ratio, foster an excellent learning opportunity for each student in all subjects with superior expertise in math and science.

The 50th Anniversary of the Trinity Lutheran Christian School was celebrated in 2010. The theme was "*We are Golden*" and based on Luke 6:31—"Do to others as you would have them do to you." The yearlong celebration was highlighted by the kickoff event of a family picnic in September, School Board Member Reunion on January 23, 2011, many fundraising events for the new gym and renovation, and a June 5, 2011 reunion of all former students, that featured the return of 1960 class members Gina Abate, Gary Parks and David Fielder. An Exploratory Language, French, D.A.R.E.—Drug Abuse Resistance Education, and working relationships with A.P.G. and P.N.C. were added to the school schedule to emphasize the 50th Year Anniversary Celebration.

Christian education is unique. It is an obligation assumed by Christian

parents with other members of the Christian community to bring up their children in the nurture and admonition of the Lord. We believe a Christian school compliments and continues the training begun in the Christian home. We believe moral standards and a value system in conjunction with the Bible best prepare a student for the fulfilling responsibilities as a member of our democratic society.

## OPERATIONAL PROCEDURE

The Trinity Lutheran Christian School was established by the Trinity Lutheran congregation in 1960 with the purpose of evangelizing the youth of the church and the community and to provide the best in academic and religious education. **It is operated solely and alone as a self-sustaining program by Trinity Lutheran Congregation.** The main function of the School System is to carry out the evangelism and educational goals of the congregation. It is open to all who desire to share in and abide by the goals and directions set for the school by the congregation.

The congregation delegates the operation of their School System to the School Board who is charged to fulfill the trust given to it by the Trinity Lutheran congregation. The Head of School is in charge of the daily operation. The School Board itself consists only of elected members of the congregation, who are in good standing and committed to Christian education. A Board member profile has been established and is as follows:

1. Interest in and knowledge of education.
2. Dedication and commitment to a Christian School.
3. Dedication and commitment to a Christian Early Learning Center.
4. Team member to be a non-employee of Trinity and other School or Early Learning Center.
5. Equal gender representation.
6. Limit of two members with a child enrolled in School or Center who exhibit the discipline of non-biased attitude regarding personal issues such as tuition, staff, and personal problems regarding their child.
7. Major staff of School and Early Learning Center who attend School Board meetings are not to serve on other teams.
8. In agreement with the Mission Philosophy, Mission Goal, School Diversity Statement, Statement of Faith, Team Covenant, Abuse and Sexual Harassment Statements.

The Head of School is assisted in school administration by the Educational Directors for the Early Learning Center, Lower School, and the Middle School. They, in turn, are held responsible to supervise their departments and be responsible to the Head of School and School Board. The administrators meet weekly with the Head of School and their departments for training, direction, planning, supervision and development of new policies and procedures.

The heart of the Trinity Lutheran Christian School System (TLCSS), is based on the principle that the review of existing and planning of new policies “best come from those at ground level who are responsible for the day-to-day functioning of the school.” Therefore, when new policies are conceived or suggested the School Board asks for a study and recommendation which comes about because of the cooperative work of the

Head of School, Administrators and Teaching Staff. Upon being presented with a recommendation, the School Board reviews the study procedure and recommendation to determine its completeness and viability. They also take into consideration the parts of the final decision making which are uniquely theirs, such as, legality, mission philosophy, goals, financial status, starting date, etc. With their approval, a policy is adopted. In the event that the policy adopted is beyond the scope of the delegated powers of the congregation to the School Board, then the School Board must present their recommendation to the congregation for approval. In summary and of major importance, the administrative team—Head of School, Educational Directors of the Early Learning Center, Lower School, and Middle School are charged with the responsibility of the day-to-day operation of the School System, while the School Board is charged with policy-setting decisions and administrator supervision.

It has been the experience of the congregation's School Board that by operating in this way—decisions started at ground level, only congregational members as team members, school operated with a singleness of purpose set by the congregation, that the school has been able to operate without conflicting negativity, confrontation and divisiveness that frequently accommodates decisions that are made without good information and a positive recommendation as is manifested in various other school systems, both public and private.

**Trinity Lutheran Christian School and Early Learning Center is approved by the Maryland State Department of Education and the Early Learning Center is licensed by the Department of Education, Office of Child Care and by the National Early Childhood Program Accreditation (NECPA).**

**Trinity Lutheran Christian School participates in Federal and State subsidy programs.**

## **Consultants**

Evangelical Lutheran Education Association  
Independent School Management

# POLICIES & PROCEDURES





# POLICIES & PROCEDURES

Trinity Lutheran Christian School and Early Learning Center is an equal opportunity provider. Any changes in the policies covered in this handbook will be issued in writing by the respective Educational Director and/or Head of School.

## Admission Policy

Selecting the school or center most suitable for your child takes much thought and time. A good “match” between family and school lays a strong foundation in making learning fun at Trinity.

School classroom sizes are determined according to annual enrollment and in keeping with the philosophy of the school. We will not over enroll. The School Board annually reviews and determines individual class size.

## Admission Requirements

1. Schedule a Tour with us! We are dedicated to assist you in making one of the most important decisions you will make for your child. During the tour, you have the opportunity to see all that TLCS has to offer. You will also have the opportunity to meet with the Educational Director and ask as many questions as needed to feel confident that Trinity Lutheran Christian School has what your family is seeking.
2. Complete the Online Application at [www.tlsonline.org](http://www.tlsonline.org) and pay the \$50 non-refundable application fee. (Apply for Financial Aid, if applicable.)
3. Schedule a screening and shadow day at Trinity Lutheran Christian School for your student to experience a personal feel for what a day is in the life of our students.
4. Submit a transcript release to your former school permitting records to be received by TLCS.
5. Student completes necessary assessments.
6. Once all steps have been completed, you will receive notification of an admissions decision.

**Applications may not be accepted due to the school’s inability to meet the needs of a particular child. Applications may not be accepted due to lack of available space. Parents/Guardians will be notified by letter of the child’s application status.**

In addition to the completed application and required forms and deposits, TLCS will also need a copy of the child’s birth certificate and court custody papers when applicable by the date noted in the Letter of Acceptance. Early Learning Center children are **not** allowed to start in the program without proper immunization and health inventory.

## Final Acceptance:

Whether a student goes into the next grade level is contingent upon the student's developmental readiness that will be determined by the school and center.

All new students are under a **30-calendar day probationary period** beginning with their first day. If there are any concerns, the parents will be notified by the administration within the 30-day period.

Trinity Lutheran Christian School and Early Learning Center expects all students to conduct themselves in a manner that will bring credit to themselves, their families, their school, and their God—both in and out of school. **The school reserves the right to require a student to withdraw at any time when, in the judgment of the respective Educational Director and/or the Head of School, it appears a wise course of action.** Professional testing and/or full evaluation of student may be required for the student to remain in the school system. Parents remain responsible for payment of the full year's tuition upon withdrawal.

## Tuition Information

Parents/Guardians are responsible for the entire year's tuition. All Tuition Fees may be paid online via FACTS school management system or in the School Finance Office. There is a link to FACTS on the school website located at [www.tlsonline.org](http://www.tlsonline.org). Parents/Guardians will also receive an email invitation from FACTS Management when it is time to set up their FACTS Payment Plan. If tuition is NOT paid in full prior to the start of the school year, then a payment plan is **required** to be setup. All payments are processed through FACTS. You may obtain your balance at any time by logging into your FACTS account.

Payments are to be made by automatic debit from a bank account or a credit card (Visa, Discover, and MasterCard) utilizing programs listed above. If a payment is returned unpaid, a service charge of \$30.00 will be added to your balance. In addition, there will be additional fees charged by FACTS for the usage of a credit card for your monthly/bi-monthly payments. Automatic debit is free of charge.

**Teachers are not authorized to accept payment.** If there is any problem with your payments, please call the School Finance Office Professional at 410-679-4000, extension 181, between 8:00 a.m. and 4:30 p.m or you may contact FACTS directly by calling 866-441-4637.

**Any delinquent accounts may result in the removal of the child from our school enrollment until account is brought current. No deductions are allowed for absences and/or vacations, as expenses are incurred whether your child is present or not.**

Trinity Lutheran Christian School reserves the right to refuse to provide any official school record, including report cards and diplomas, to parents/guardians until all financial obligations to the school have been satisfied in full.

**PAYMENT OPTION FOR EARLY LEARNING CENTER AND BEFORE/AFTER SCHOOL CARE:**

TLCS also offers a Direct Debit Program for processing of payments for the Early Learning Center to include Before/After School Care and Summer Camp. These payments will be deducted from a checking or savings account according to the appropriate payment schedule. If interested, a Direct Debit form can be obtained from the school website under the Forms tab or picked up from the School Office. Please allow 10 days for the direct debit to become effective. **A notice in writing is required to discontinue participation in this program.**

## **The Trinity Program**

### **Annual School Fund Contribution**

It is suggested that each family will contribute \$200 to the Annual Fund Drive of the School System during the months of August and September. These funds are equally divided between our Parent Teacher League and our School Growth Fund. This Annual Fund enables us to reduce the number of yearly fundraisers, support special school projects, and the building and renovation.

### **Anti-Bullying, Harassment, and Intimidation Policy**

Trinity Lutheran Christian School is committed to providing a caring, friendly and safe environment for all of our students so they can learn in a comfortable and secure atmosphere. Students are prohibited from engaging in intentional conduct involving bullying, harassment, or intimidation.

If these occur, students should be able to tell the Head of School or in his absence, the Lower School Director, and know that the incidents will be dealt with promptly and effectively. A bullying harassment form should be completed and turned in to the Head of School. Trinity prohibits reprisal or retaliation against individuals who report acts of bullying, harassment, or intimidation.

Bullying, harassment, and intimidation means any intentional written, verbal, or physical act including electronic communication (phone, computer, iPad, laptop) that:

1. Physically harms an individual
2. Uses verbal threats or intimidation towards another student with negative intent.
3. Damages an individual's property
4. Deliberately attacks or attempts to attack an individual's personal or professional character.
5. Interferes with an individual's education or learning environment.
6. Places an individual in reasonable fear of harm to the individual's person or property.
7. Occurs on school property, at a school event/activity, or on a school trip.
8. Substantially disrupts the orderly operation of a school.

## Objectives of the Anti-Bullying Curriculum

- All teachers, staff, students and parents should have an understanding of what bullying is and learn techniques on how to handle bullying.
- Trinity Lutheran Christian School has a zero tolerance policy on bullying.
- All students and parents should know what to do if they or their child is a victim of reported and documented bullying.
- As a school we take bullying seriously. Students and parents should be assured that they will be supported when bullying is reported.
- Children are often afraid or embarrassed to tell an adult or friends that they are being bullied. As adults, it is important for us to see the warning signs of children who are being bullied and those who are acting as bullies.

## Procedures:

1. **Parents, teachers, staff and students need to report bullying, harassment or intimidation to teachers, director and/or counselor as soon as the issue occurs.** An employee of Trinity Lutheran Christian School who reports an act of bullying, harassment, or intimidation in accordance with the policy is not civilly liable for any act or omission in reporting or failing to report an act of bullying, harassment, or intimidation.
2. In serious cases, parents will be informed and asked to come to a meeting to discuss the problem.
3. The program will allow for bullying offenders to learn pro-social behaviors.
4. The students involved will be talked to individually and if appropriate, participate in a mediation led by the counselor or director.
5. In serious cases, suspension will occur.

6. Students involved in reprisal or retaliation against a student for reporting bullying will receive disciplinary action against them.
7. Victims and offenders will receive follow-up by the counselor, director and/or teacher.
8. Signing of a behavioral contract will occur.

Reference: *Annotated Code of Maryland*, Education Article 7-424.3, House Bill 38

**Who to Contact: 410-679-4000, 111**

- Head of School, ext. 114
- Early Learning Center and Before/After Care Director, ext. 128
- Lower School Director, ext. 119
- Middle School Director, ext. 178
- School Counselor, ext. 180
- Director of Educational Services, ext. 102
- Your Child’s Classroom Teacher

## **Arrival and Dismissal Procedure**

**Parents bringing their children to the school in the morning may not walk them to their classroom.** Parents desiring to come to the classroom must have an appointment and enter via the Main Entrance with green School and ELC canopy to sign in and obtain a visitor’s pass. **Early Learning Parents must use the Security Swipe Card assigned to them and may not permit anyone else to enter the facility on their card.** Making digital copies of key cards is not authorized. This procedure ensures the safety of all Trinity school students and staff.

The Trinity Lutheran Christian School System is charged with the responsibility of providing security for its staff, students and families. The more persons who occupy the school grounds, the more difficult it is to provide a safe and secure place for those using the facility. Therefore, it is the rule of the school that all parents, and those designated by parents as persons authorized to transport students to and from the school, must depart the school grounds and parking areas within 5-10 minutes of arrival and dismissal times. No loitering of any kind will be permitted, whether it be standing on the sidewalk and adjacent grounds or sitting in an automobile. No child should be left unattended in a vehicle.

## **Child Abuse (Harassment) Policy**

Trinity Lutheran complies with Maryland laws regarding reporting suspected child abuse to civil authorities. TLCS is also implementing the new Child Abuse Education Program under “Erin’s Law.” The following is a partial list of behaviors that may constitute abuse. The list is not meant to be all-inclusive, but rather illustrative and to provide guidance.

Child Abuse means the physical injury or mental injury of a child by a parent, or other person who has permanent or temporary care or custody or responsibility for supervision of a child, or by any household or family member, under circumstances that indicate that the child's health or welfare is harmed or is at substantial risk of being harmed, whether or not physical injuries are involved. Any Employee who suspects that a child is a victim of Child Abuse is to immediately notify Child Protective Services and make a verbal report. Additionally a form DHR/SSA 180 must be completed and filed by the person reporting within 48 hours. When appropriate, employees may notify his/her supervisor. No person shall be penalized or subjected to retaliation for filing a complaint of suspected child abuse, or for cooperating in the investigation of such a complaint.

Employees are not to engage in physical, written or verbal abuse/harassment of students, volunteers or parents. Any complaints of Employees engaged in such conduct should be reported as outlined in the Policy Against Harassment.

## **Sexual Harassment/Assault Policy**

Trinity is committed to providing a workplace and learning environment free from unlawful harassment. In particular, an atmosphere of tension created by non-work related conduct, including, but not limited to, age, disability, ethnic, racial, sexual or religious remarks or animosity, unwelcome sexual advances or requests for sexual favors, or such other unlawful conduct does not belong in our workplace or learning environment. Harassment of Employees or applicants for employment, or students, because of age, disability, ethnicity, race, sex or other harassment prohibited by law is prohibited ("Harassment").

Sexual harassment is an offense against Title VII of the Civil Rights Act (1964) when it affects Trinity Employees and Title IX of the Education Amendments (1972) when it affects students. The following criteria are used to determine whether unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature, constitute unlawful sexual harassment.

- Submission to the conduct is made either an explicit or implicit condition of employment or education.
- Submission to, or rejection of the conduct is the basis for either academic decisions affecting the individual student, or decisions affecting pay, benefits or advancement opportunities or the lack thereof, or continued employment or termination of the individual employee.
- The conduct has the purpose or effect of substantially interfering with an individual's academic or professional performance or creating and intimidating, hostile or offensive employment, and educational or living environment.

If at any time you believe that you, someone is who is employed with or has applied for employment with Trinity, or is a student at Trinity, is being subjected to illegal Harassment, or a student contacts you regarding a claim of alleged Harassment, you should immediately bring the matter to the attention of your supervisor, the human resource officer, or in the case of the school, the Head of School, or other appropriate supervisor for investigation and resolution. No person shall be penalized or subjected to retaliation for filing a complaint of harassment or for cooperating in the investigation of such a complaint.

All complaints will be promptly and thoroughly investigated. The investigation of complaints will be conducted in the most confidential manner possible.

Trinity shall endeavor to maintain investigative records and the results of the investigations in confidence to the extent practicable and consistent with its legal interests and the legal interests of the persons involved. The employee(s) or student(s) involved in the complaint will be informed of the results of the investigation.

Any employee, supervisor or manager who is found after appropriate investigation to have engaged in illegal harassment of an employee, applicant for employment or student shall be subject to appropriate disciplinary action, up to and including termination.

The following is a partial list of behaviors that may constitute sexual harassment. The list is meant to be illustrative and to provide guidance. It is not an exhaustive list:

- Telling “dirty jokes.”
- Verbal comments (about parts of the body, clothing, looks, etc.).
- Howling, cat calls, whistles.
- Name calling (from “honey” and worse).
- Spreading sexual rumors.
- Displaying or circulating sexually obscene drawings (including graffiti) or photographs or other sexually obscene material (e.g. letters or notes), including electronically produced/distributed materials (sexual harassment policy links with your school’s policy on appropriate use of computer technology).
- Inappropriate or obscene cartoons or pictures.
- Using the computer to leave offensive messages or “*sexting*.”
- Displaying or circulating pictures or statements that denigrate specific people, sexually or based on gender.
- Pressuring someone for dates.
- Making suggestive or offensive hand gestures or facial expressions (including leering and staring).

- Making comments about another’s body, including “rating” of the person.
- Demonstrating inappropriate (unwelcome) physical contact: touching, pinching, slapping, grabbing, brushing up against someone, or wedgies (pulling underwear up at waist so goes beyond buttocks) or “spiking” (pulling down someone’s pants).
- Demonstrating inappropriate (unwelcome) physical proximity: standing too close, cornering, forming a “gauntlet.”
- Asking for sexual favors, including on a quid pro quo basis (suggesting that these would be in return for grades or other benefits, and stating or implying that negative consequences would follow any attempt to report the request).
- On the part of adults, attempting to initiate, or initiating, a sexual relationship with a student.

Sexual assault is the physical sexual attack on any staff member or student in our work place or learning environment. Any staff member or student who is found, after appropriate investigation, to have engaged in a sexual assault will be subject to appropriate disciplinary action up to and including termination.

## Child Find Resources

It is the responsibility of the local school system to identify, locate and evaluate all children with disabilities, including students attending private and religious schools. Procedures for conduction such activities are in place through the Child Find Office (410-638-4386). Parents have full due process rights in respect to issues of Child Find. If you are in need of any other types of resources or assistance, please contact your respective director.

## Communication and Parental Involvement

### I. Communication:

- **Communication between the school and the home is absolutely essential.** Parents are encouraged to make themselves known to the child’s teacher(s) and to keep them aware of any concerns. Concerns are to be expressed directly to the teacher. An appointment for a conference may be made by sending a note, emailing, or calling the teacher. The next points of contact should be the respective Educational Director and then the school Head of School. Please see Problem Solving/Student Services Guide.
- Throughout the school year, weekly Information Folders are sent home to inform parents of updated information. The “Head of School” letter will be emailed to each family. All teachers maintain individual blogs on the Trinity website. **Parents are advised to read the information contained in the Information Folder for important dates and announcements.**



- **The One Call System.** The school uses a phone system that notifies parents with school closings, activities, information, etc. School staff and Early Learning Center staff are included in this. Parents can provide up to two phone numbers and email addresses to receive this information.
- Other important parent information will be dispensed by the Head of School or respective director on a regular basis. The school website is also available at any time to check information about the school and homework. The website is [www.tlsonline.org](http://www.tlsonline.org).
- **Parents must contact the School Office immediately if there are any changes of address, phone numbers, employment, emergency contacts, pickup, medical information, etc.**
- We recognize the fact that many parents, though willing, are unable to participate in the classroom because they are working outside the home or have younger children. They can show their concern by involvement in other ways. Some parents elect to provide treats for parties, chaperone fieldtrips, volunteer at fundraising time, or help organize our Parent Teacher League (PTL).
- The one who gains most from this experience is the child, who sees his/her parents and teacher working together because of their interest in him/her.

## II. Parental Involvement

### a. Visitors

- Visitors (including parents) are welcome at Trinity. All persons visiting the school for any reason must have a previously arranged appointment, stop by the School Office, sign in and obtain a visitor's pass.
- Forgotten items should be dropped off at the School Office.
- Visits to the classrooms are only permitted when previous arrangements have been made. This is done to ensure the safety of the students and staff and to minimize class disruption.
- **ALL VISITORS MUST SIGN IN AND OUT AND CLEARLY DISPLAY A VISITOR'S BADGE.**

### b. Non-Custodial Parent Access

- The school does not allow a non-custodial parent access to his/her child unless the custodial parent has consented in writing or the school has a copy of a court order permitting access.
- Custodial parents are required to provide the school with documents at the time of registration.
- The school contacts the custodial parent when the non-custodial parent seeks access to his/her child.

**c. Parent Sign-In (Early Learning Center)**

- Parents or designated person(s) who bring or pick up a student must accompany the child to the drop-off area or go to the pickup area and personally sign for the child to be received or picked up from the school.

**d. Parent Concerns**

- The use of email or other public communication avenues by parents to publicize their concerns will be considered grounds for the dismissal of the child of parent(s) involved in the aforementioned actions. In such cases there will be no refund of tuition monies.
- The policy of Trinity Lutheran Christian School is to only meet individually and privately with families to discuss their concerns. This affords both the school and parents the freedom to deal personally and confidentially with the subject(s) before them. We, at the school, promise to listen, pray and deliberate over all expressed concerns.

**e. Parent Conferences**

- Trinity encourages parent conferences. Your child's teacher will contact you if he or she sees a need for a conference.
- Parents are requested to make an appointment when desiring a conference with a teacher.

**III. Parent Teacher League - PTL**

- The Parent-Teacher League is an auxiliary organization composed of parents and teachers of the school whose main purpose is to give their school wholehearted support.
- Annual School Fund Contribution - It is suggested that each family will contribute \$200 to the Annual Fund Drive of the School System during the months of August and September. These funds are equally divided between our Parent Teacher League and our School Growth Fund. This Annual Fund enables us to reduce the number of yearly fundraisers, support special school projects, and the building and renovation.

## Curriculum Goals

The emphasis of our curriculum is to provide opportunities for children to explore and expand knowledge of themselves and their environment. Our curriculum is planned to realize the following goals:

1. To promote and dedicate time to Christian education.
2. To increase independence in meeting and solving problems.
3. To recognize reasonable limits and influence growth toward self-discipline.
4. To encourage self-esteem, self-confidence, and self-understanding.
5. To promote language skills and to encourage self-expression through art

and music.

6. To help children develop critical thinking; to observe, investigate, seek, and acquire information.
7. To promote health, physical growth, and motor development.

These goals are realized through experiences in language arts, foreign language, library, computers, mathematics, social studies, science and nature studies, music and rhythm, art, physical education and social living.

Another objective of Trinity Lutheran School is to help parents understand more about the growth and development of their child(ren) through observation and parent/teacher conferences.

## Drug Free/Smoke Free Zone

Our School and Early Learning Center is a Drug Free and Smoke Free Zone. The use of tobacco products or the possession or use of drugs is not allowed on school and church property which includes parking areas and carpools.

## Elevator Usage

Students may use the elevator when on crutches or in a wheelchair. Students with heavy backpacks and musical instruments may use the elevator, with special permission. Students must use the elevator properly or the privilege will be denied.

## Emergency Procedures

### Emergencies

In the event of any type of emergency, Trinity Lutheran Christian School and Early Learning Center have a “Fire and Safety Emergency Plan” manual outlining all of our emergency procedures.

Here is some important information for you to have handy:

<p><b>EMERGENCY ALERT SYSTEM (EAS) RADIO STATIONS</b> WXCY 103.7 FM WHFC 91.1 FM WBAL 1090 AM</p> <p><b>EMERGENCY ALERT SYSTEM (EAS) TV STATION</b> Harford County Cable Network(Comcast Channel 21, Armstrong Channel 7, Verizon Channel 31)</p>	<p><b>HARFORD COUNTY DIVISION OF EMERGENCY OPERATIONS</b> 410-638-4900 <a href="http://www.harfordpublicsafety.org">www.harfordpublicsafety.org</a></p> <p><b>HARFORD COUNTY EMERGENCY INFORMATION HOTLINE</b> For Emergency and Disaster Information Call: 410-838-5800</p> <p><b>AMERICAN RED CROSS Greater Chesapeake Region</b> 410-624-2000</p>
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## Fire Drills

The School and Center conduct fire drills in accordance with procedures outlined by the Fire Marshal of Harford County and Office of Childcare.

- A fire escape map is visible in every classroom.
- Teachers will be responsible for the students in their classrooms at the time of the fire alarm.
- Once the students are safely away from the building, the teacher will take roll of the class.
- The directors and school staff will check the building to assure that all students have been evacuated.
- The directors will notify staff and the student body when it is safe to return to the building.
- **No cars may enter or leave the parking lot during a fire drill.**

## Lock Down

- At times, it may be necessary for the entire facility to be under “lock down,” for the safety and security of the entire facility. At that time the school will inform all parents and students of the procedures.
- Specific details of the lockdown procedures are outlined in our “Fire and Life Safety Emergency Plan” Manual.
- In case of a multi-school lock down refer to your local media.
- Please do NOT call the school office. Parents will be notified via One Call with updates.
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## Weather Closings/Delays

WE DO NOT FOLLOW HARFORD COUNTY PUBLIC SCHOOLS FOR CLOSINGS.

**We will make our own decision regarding closings or delays. Our decision may be different from Harford County Public Schools’. Listen or watch for “Trinity Lutheran Christian School, Joppa.”**

### Closing Notifications

**Watch These TV Stations:** WBAL, Channel 11 & WMAR, Channel 2, WJZ Channel 13.

**One Call Now:** Automated telephone service will notify families, via telephone, of school closings, school meetings, important announcements, etc.

**On the Internet, go to [www.tlsonline.org](http://www.tlsonline.org) homepage and click on Closing/Delay Announcements for the latest information.**

For one hour delay, Trinity's arrival times will be:

Middle School – 9:00 a.m.

Kindergarten/Elementary – 9:15 a.m.

For two hours delay, Trinity's arrival times will be:

Middle School – 10:00 a.m.

Kindergarten/Elementary – 10:15 a.m.

**Generally, Before/After Care classes will be held if there are weather closings.** See Early Learning Center weather and delays information for exceptions to this statement. The school may close early due to inclement weather conditions. After-school activities may be cancelled due to inclement weather occurring during the regular school day.

## Family Educational Rights and Privacy Act (FERPA)

No information (oral or written) will be released by Trinity on an individual student or their parent unless written authorization is on file in the school office.

## Fieldtrip Policy

The School and Early Learning Center sponsors educational fieldtrips for students in Pre-Kindergarten – 8th Grade to provide learning experiences that are not possible in the classroom. The most frequent educational fieldtrips are taken during the normal school day; however, sometimes circumstances warrant that a trip be conducted beyond the school day. In every case, fieldtrips must be approved by the school administration.

Permission for your child to participate in fieldtrips is located on the “New or Returning Student Application.” Failure to mark “yes” or “no” on the form means that we will presume you intend to grant full permission for your child to participate in fieldtrips.

Transportation for fieldtrips may involve bus companies or carpools. Children riding buses for fieldtrips are expected to follow all pertinent bus transportation rules. Be aware that there may only be enough room for the children to ride on the bus; parents may have to carpool. When buses are used, **all children must ride on the bus to and from the fieldtrip. Parents may not take children home in cars directly from the fieldtrip without a written request and the approval of the respective Educational Director.**

Parents are encouraged to accompany their child's class. Parents who attend are responsible for the active supervision of the students in their care. Therefore, **siblings may not accompany their parents.** Sometimes chaperone space is limited; be considerate of parents who have not had an opportunity to accompany the class.

Fieldtrip fees for the students in Kindergarten – 8th Grade are included in the tuition. Chaperones are asked to pay when there is an admission/transportation fee.

Normally each class from Kindergarten – 8th Grade takes at least one fieldtrip a year. In the Spring, the 8th grade class takes a special educational and fun overnight trip to Williamsburg, Virginia.

A student is marked absent if he/she does not attend a fieldtrip.

Repeated misbehavior at school and on fieldtrips may result in the student being denied the privilege of participating in future class trip experiences.

## Financial Aid

Financial Aid is available and may be applied for via the school website, [www.tlsonline.org](http://www.tlsonline.org). Parents with students Kindergarten through Grade 8 may apply. Trinity families may file through F.A.C.T.S. via the link on our school website.

## Forgotten Items

Students and/or parents are NOT permitted to retrieve forgotten papers, books, other items, etc., from the classroom and/or lockers before or after regular school hours (8:00 am-3:00 pm) without permission from their respective director. This also includes before and after care. When students forget book bags, lunches, etc. from home, parents may leave such items at the main office of the school, for the students to retrieve.

## Fundraising

Trinity Lutheran Christian School is endeavoring to keep reasonable tuition rates for the benefit of each parent. For this reason, we operate an annual contribution fund and a fundraising program. We expect each student's and/or parent's participation in helping us raise the additional funds to provide the best educational program possible and to enrich the students' experience with additional materials. All families are to encourage their student(s) to participate in an enthusiastic manner in the PTL and School Team fundraisers.

## Gymnasium and Athletic Field Usage Guidelines

**Trinity is PRIVATE PROPERTY. Permission for use of facility or outdoor fields must be granted in writing by the office of Trinity Lutheran Christian School and Church. All guidelines must be followed. These guidelines should be made available to all persons participating in the activities in usage agreement.**

- This is a non-smoking campus. Smoking is not allowed in the facility or on the premise.
- Alcohol is NOT ALLOWED in the facility or on the grounds.
- Animals/Pets are not permitted in the facility or on the grounds.
- Only white soled basketball or tennis shoes are permitted in the gym for sport activities. Shoes should be clean and free of dirt and gravel particles. NO cleats!
- Individuals should only be using facility or outdoor fields under organized and supervised activity.
- Food and/or drinks are NOT PERMITTED in gym facility. Food is allowed outdoors. Gum is not allowed indoors.
- Individuals using the facility or outdoors fields are not to move any of the sports or facility equipment unless permission and instruction is given in person. No heavy equipment or activity is allowed on outdoor fields without permission. You can be held responsible for damage to fields.
- Absolutely NO HARD BALLS are to be used in gym to avoid damaging the floor, walls and doors. You may be held liable for damage to the gym.
- Do not apply any form of tape to gym floor, concrete walls or outdoor fencing.
- Unless otherwise agreed upon in writing, you are responsible for cleaning up, which includes picking up left items and disposing of all trash in garbage cans, which are located in both outdoors and indoors facilities. Trinity will not be held liable for any damaged, lost or stolen items.

## Health/Illness Policy

### Health Records

In compliance with Maryland State Law concerning immunization, students without proper immunization are not admitted to classes. All students must have a record of immunization status, health inventory forms, and an emergency form on file. **Beginning the 21st calendar day, students without an immunization cannot attend until verification of immunization is received in the school office.**

### Health Services

The health services available are related to these two areas:

- A. **Physical** – a Health Professional, RN is on staff five days a week to address the needs of the students and to administer approved medication.
- B. **Emotional and Social** – a school counselor is available to assist students in identifying, coping with, and solving problems that inhibit their social and academic success, students and families having long-term issues are referred to outside agencies for support and intervention.

## Illness/Injuries

Your child should remain at home if he/she is unable to participate fully in all activities. The teacher must be concerned with the total needs of the class and is, therefore, not able to provide continual attention to children whose activities must be monitored. Any exception to this must be cleared with the respective director. Be sure your child can take care of his/her personal needs while at school. Children should be kept home if they:

- Have diarrhea;
- Vomit two or more times within a 24-hour period;
- Have an oral fever of 100 degrees Fahrenheit or above;
- Have a sore throat or severe cough;
- Have red eyes with discharge that have not been treated;
- Have infected, untreated skin patches or lesions;
- Have labored or rapid breathing, or severe pain or discomfort;
- Have a communicable condition such as pertussis, chickenpox, measles, the flu, mumps, strep throat, hepatitis A, impetigo, scabies or lice;
- Are on prescribed medication (for the first 24 hours).

**Students are not allowed to return to the school or center for 24 hours from the onset of the illness without a doctor's note.**

When a student becomes ill or injured at school, he/she will be sent to the health personnel. The health personnel will evaluate the student and call the parent/guardian. If the parent/guardian cannot be reached, the nursing personnel or office will attempt to contact the person(s) named on the Emergency Form. When parents/contacts are called, they must pick up the student in a timely fashion. We will take distance traveled into consideration. If you cannot come within a 1-2 hour window, the parent/guardian or school will call the emergency contact on the Emergency Form. **Parents are required to keep the school/center updated as to the most recent emergency numbers and information.**

In cases of severe injury, the student may be transported by Harford County medical personnel to the nearest available hospital. If a parent/guardian desires any other arrangements, it should be so specified on the Emergency Form. For any injuries obtained at school, the staff is required to fill out an Accident Report which is then placed in the student's file. A parent/guardian will be notified of the accident and course of action taken.

**After an absence of three consecutive days or more, a release from the doctor must be presented.**

A student must have a doctor's note in order to be excused from any Physical Education classes.



## Medication

The only medications that will be approved by the respective Educational Director are for asthmatic conditions, bee sting allergies, diabetic testing, and ADD/ADHD. The respective Educational Director must be contacted for **any and all exceptions**.

Any time medication has been approved, the medication must be accompanied by a Physician's Medication Order Form. This form must be filled out completely, including notation of possible side effects. The physician's and parent's signatures are also required. **For long-term medications, the form must be updated annually. Your child must be on prescribed medication for the first 24 hours at home.** A prescribed medication must have a pharmacist's label attached which indicates the child's full name, physician's name, medication, date of issue, expiration date for use of the medication, and instructions for administration. The school keeps records of medication taken, date, time, dosage, and by whom.

Teachers and other staff members are not authorized to store or administer medications. The health personnel is on duty Monday through Friday to address the health needs of our students. In some cases, it may be preferable or necessary for the child's parent to come to school to administer medication.

Medication must **never** be put in the child's possession. Medication should not travel back and forth from home to school. No student will be permitted to take medication on their own while in school. All medications are kept locked up at all times. All medications will be returned to the parents at the end of the school year.

**Throat lozenges, cough drops, and lotions (i.e., calamine, sunscreen, or any over-the-counter drugs) may not be in any student's possession.**

## Middle School Medicine Policy

The program will be administered by our nurse. The following will be available in the Nurse's Office for students who complain of headaches, stomach aches, allergies, coughing and menstrual cramps:

- Acetaminophen (Tylenol)
- Ibuprofen (Advil)
- Diphenhydramine (Benadryl)
- Tums (generic)
- Cough Drops (generic)

## Office Hours

The School Office is open and available to you daily from 8:00 a.m.-4:30 p.m. The Finance Office is open from 8:00 a.m.-4:30 p.m.

## Parking

- Parking in handicap parking spaces to drop off or pick up your child(ren) is not permitted. These spaces have been provided for parents, staff and children with difficulties. If your car does not display a handicap permit, we will ask you to move your car.
- Children should not be left unattended in your car.
- Cars should not be left with the motor running while it is unattended by the driver.
- Do not pull your car up to the sidewalk during the regular school year.

## Parties

Many parties are held during the school year, including:

- \*Birthdays
- Christmas Party
- Valentine's Party
- Resurrection Celebration
- End-of-the-Year Picnics/Parties

According to the Health Department, all food brought in for parties or other activities must be "store bought" and not "home made."

**\* Parents, teachers/staff, and students ARE permitted to hand out private home party invitations to students in their classes through the classroom teacher. Invitations may only be distributed if either the entire class, all the girls, or all the boys are formally invited.**

Usually, "Party Parents" are assigned in each classroom to help organize food and games. The Party Parent(s) must be guided by the teacher in organizing the party. **As with fieldtrips, siblings are not permitted.** Supervisory help is needed from each party helper.

YOU MAY HAVE A BIRTHDAY PARTY FOR YOUR CHILD by contacting your child's teacher in advance. We suggest simple refreshments or non-food items. If you like, your child may donate a book to the school library in his or her honor.

## Pet Policy

Pets are not permitted on the premises unless approved by the Head of School for special events or activities. Only fish are allowed as a classroom "pet."

## Playground Policy

Due to Insurance and Safety regulations, only students who are enrolled in our School and/or Early Learning Center are permitted on the playground during their school hours. Students are not permitted to use the playground unless a Trinity Staff person is supervising them. Students are not allowed

to climb over the fence to use the playground. Students violating the playground rules will not be allowed to use the playground for a designated period of time.

## **Special Health Conditions**

It is the responsibility of the parents/guardians to ensure that a school emergency plan is developed for any student who may be subject to special health concerns or needs – i.e., asthma, severe allergies, food allergies, seizures, diabetes, etc. Parents should schedule a conference with the health personnel to discuss any special health conditions, particularly those that may require urgent/emergency intervention.

## **Use of Crutches**

It is necessary to have proper documentation from your Healthcare Provider explaining the need for crutches and detailing the diagnosis or injury. The documentation must also provide specific dates that crutches will be required. Also, vital information should be given for any limitations or special needs.

## **Problem Solving and Student Services Guide**

Our intention is to create a positive working relationship with our parents and our students. The safe and nurturing environment of Trinity is the primary consideration in addressing all concerns. Talking the issue over with the people involved can solve most problems. If you have a question or a concern, follow these procedures:

1. If you have a question or concern about the performance of your own child, contact your child's teacher. If you and the teacher are not able to resolve the question or concern, contact your respective Educational Director.
2. If you have a question or concern regarding the operation of our classrooms or the curriculum, contact your respective Educational Director.
3. If you have a question or concern regarding the operation of our school, the performance of an Educational Director, or the policies of the school, contact the Head of School.

The School Board will only consider a concern when raised by a parent or other party once that issue has first been presented to the Head of School. Any complaint relating to any employee, student, or group of students will only be addressed by the School Board in a closed executive session with the Head of School.

## **Restroom Use**

Students will be permitted to use the restroom under the guidance of the teacher or other supervisory staff. Any misuse or vandalism may result in a

suspension. Students in Grades 4-8 must follow the sign-out and sign-in procedure in the classroom. If a student who is signed out to the restroom is found in any other area of the building without just cause, consequences will occur.

## Safety and Health

For the safety of children, no coins, candy, gum, toys, or small objects that could be swallowed may be brought to the school. And for the safety of both children **and** adults, running is not permitted within the building. Parents are expected to support the school/early learning center in this endeavor and to enforce this requirement when children are in their care in the building.

## Student Services, Needs, and Concerns

The following chart is a guide for obtaining assistance.

<b>STUDENT SERVICES, NEEDS OR CONCERNS</b>	<b>PERSON TO CONTACT</b>	<b>LOCATION</b>
<b>Concerns:</b> Academic or personal	1st step: Classroom Teacher 2nd step: Respective Educational Director	Classroom  Resp. Educational Director's Office
<b>Concerns:</b> Social/emotional	Classroom Teacher, School Counselor, or Youth Crisis Hotline 1-800-422-0009	
<b>Medication forms</b> for approved medicine only, to be administered during school	Respective Educational Director  School Office Professional	Respective Educational Director's Office  School Office
<b>Medication forms</b> for approved medicine only, to be administered during school for Grade Students in Before/After Care during School year	Early Learning Director (Note: The ELC Director is your contact before and after "School" for Before/After Care Students only)  School Office Professional	Resp. Educational Director's Office (Note: Go to the Child Care Director's Office before or after "School")  School Office
<b>Registration</b>	Admissions Assistant	Admissions Office
<b>Respective Educational Director</b> (appt. with)	Respective Educational Director	Resp. Educational Director's Office

<b>School Calendar</b> (schedule event on)	Respective Educational Director	Resp. Educational Director's Office
<b>Summer Program,</b> Before/After Care	Early Learning Director	Early Learning Director's Office
<b>Teacher</b> (appt. with)	Teacher	Classroom
<b>Tuition Payment</b>	Finance Manager	Financial Office

## Telephone/Cell Phone Use

During the school day, students are not allowed to use or be called to the telephone except in a case of emergency. The school will receive and relay any messages. Students should not be requesting calls to be made for forgotten items, or to make arrangements for dismissal pickup. If parents are in the school building and need to make a call, please come to the office area.

**Students are not permitted to use cell phones or unauthorized electronic devices on school property at any time.** Students who need to have a cell phone for after school activities must turn them in to the main school office for safekeeping throughout the day. Students may reclaim them when leaving the school grounds. Students who neglect to turn in their cell phone will receive a major consequence.

Parents are asked to turn off their cell phones during conferences, classroom and other school visits to ensure that classes, offices, and conferences are not disrupted.

In any cases of an emergency the school office professional or respective director will call the parents.

## Valuables

Students are discouraged from bringing large amounts of money and other valuables to school unless they are turned into the school office upon arrival in the morning. Purses should not be left lying around the halls, classrooms or bathrooms.



EARLY LEARNING CENTER  
(2's, 3's, 4's)





# **TRINITY LUTHERAN EARLY LEARNING CENTER ONLY**

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Trinity Lutheran Early Learning Center offers classes in these areas:

- Infants and Toddlers (full day program)
- Twos – 2-year olds (full day program)
- Pre-School A/B – 3-year olds (full day program)
- Pre-Kindergarten – 4/5-year olds (full day program)
- Before/After Care – K – 8th Grade

## **Early Learning Center**

(The ratio requirements meet the State of Maryland Office of Child Care.)

Infant and Toddler	(1:3 staff/child ratio)
2's:	12 students (1:6 staff/child ratio)
Pre-School A:	12-14 students (1:10 staff/child ratio)
Pre-School B:	20 students (1:10 staff/child ratio)
Pre-K A:	20 students (1:10 staff/child ratio)
Pre-K B:	20 students (1:10 staff/child ratio)
Before/After Care:	(1:15 staff/child ratio)

## **New! Infants and Toddlers**

In Trinity Lutheran's Infant and Toddler program, learning starts at the very beginning. We foster social and emotional development through nurturing relationships with the children. We begin care at 6 weeks and our toddler program goes up to age 23 months. Each child is required to bring diapers, wipes, formula, two changes of clothes, and one small sheet for the crib and cot. Our program utilizes the Healthy Beginnings curriculum which helps our teachers develop age appropriate activities to keep our youngest students active and engaged. Our teachers work with the parents to develop the child's daily schedule, including nap times and feeding times. Trinity teachers spend lots of time cuddling, nurturing, and loving each of our tiniest students to build a strong bond of trust. We pride ourselves on guiding each child's early experiences toward a lifelong love of learning.

## **Accident Report Forms - Before & After Care Only**

If your child is involved in a mishap that requires any type of attention or first aid, and the office does not feel that you need to be called, you will be notified with an accident report. You will be advised of what happened, where it happened, and what action was taken. A copy will be presented to you at pick-up by a teacher.

## Bedding Requirements For Early Learning Center

### For Students Age 6 Weeks to Pre-Kindergarten

1. **Sleeping bags of any size are NOT allowed. Bedding should not have any inappropriate cartoon characters on it.**
2. In accordance with MSDE-Office of Child Care guidelines, rest time is required of children 2 years of age through 5 years of age. It is required that the children remain on their cots during rest time, however sleep is not mandated. Our children rest on cots that have been approved by the Office of Child Care. Families must provide a fitted sheet (crib size) to cover the cot. Anything extra your child likes to rest with is encouraged such as a blanket, small pillow or security item. All items must be labeled. Our rest times vary by age group; however, it is at least a two (2) hour time period. Our cots are sanitized once a week and bedding is sent home every Friday or whenever the child's last day is for that week. Our cots must be placed safely throughout our classrooms at least 18 inches apart and children must lay head to toe when next to one another.
3. **A bag, with draw ties**, labeled with the child's name must be provided for storage of bedding.
4. **All bedding (blankets and sheets) is to be taken home on Fridays.** Bedding is to be washed and returned on Mondays in a draw-tied bag with your child's name on it.
5. An extra set of clothes (shirt, pants, socks and underwear – for appropriate seasons). Place in a plastic Ziploc bag with your child's name on it. Make sure they are returned after use.

## Birthdays

You may have a birthday party for your child, if so desired. Arrangements must be made one (1) week in advance with the teacher. Home baked goods are not permitted (non-edible treats are encouraged, i.e., pencils, erasers. etc.).

## Children With Special Needs

Trinity Lutheran Early Learning Center partners with several outside organizations to provide your child with the best possible care. During our Educational Consultations we discuss your child's social, emotional and academic needs, we conduct screenings and then we develop a plan to determine whether or not we can meet your child's specific needs here at Trinity.

We partner with Preschool Partners which includes Infants and Toddlers and Child Find of Harford County. This is a public service that creates goals, implements strategies and provides in-house instruction for those children who qualify. The goal is to make every child successful in their learning environment. Trinity also works alongside Project Act and Kennedy Krieger Institute.

Trinity Lutheran Early Learning Center falls under the exception of the I.E.P. implementation. HCPS educators and other school professionals will visit onsite and provide the resources needed for children requiring an I.E.P. plan. Trinity Early Learning Center teachers assume no liability in regards to the implementation of I.E.P. plans or service plans.

Our priority is to provide individualized care in a group setting. We understand every child learns at their own pace, with that being said we create and implement individualized behavior plans, specialized instruction and keep open communication with our parents. We meet often and communicate daily. It is vital to keep open communication so we can provide a consistent, structured and positive environment

## **Communications**

**Cubbies** – Every child has a cubby assigned to her/him. Parents are responsible for cleaning out their child’s space at the end of the day.

**Class Information** – Teachers will use the Brightwheel app to inform parents about classroom activities, events, and curriculum.

**Head of School Letter** – Distributed electronically via email to inform parents of news that is for the school and the center families.

Information folders are sent home weekly on Fridays.

**One Call Now** – This is an automated phone service that Trinity uses to notify parents of closings and other important announcements. At times, you may also receive mass emails from Trinity.

## **Diaper Changing**

Our teachers follow strict guidelines for diapering as mandated by the MSDE-Office of Child Care. If your child is in diapers you must provide the center with diapers that are labeled and wipes labeled. You may provide your child their own personal diaper ointment; however, it must be accompanied by a parent note and must be labeled with the child’s name. The teacher will change your child’s diaper as needed and on a scheduled time as well. Our staff is fully trained on the diaper changing procedures which include proper hand washing of teacher and child, barrier protection, sanitation of area and disposal of diapers. The teachers will also document each diaper change and diaper check on your child’s daily report.

## **Discipline Policy**

At Trinity we lean on our Christian values to direct the children in a more positive and loving way. Discipline shall include positive guidance, redirection and setting clear-cut limits that foster a child’s self-esteem and

self-regulating skills. We offer discipline that is consistent and understandable.

Our teachers guide children to develop self-control and to build positive relationships with their peers. There may be times where a child needs to be redirected to an alternate activity or the child may need to take some time alone. In our classrooms we offer a “cozy corner” where children can go to and find methods to relax, regain control or simply just have some alone time. Our staff takes the time to review social situations that may cause conflict and we role model appropriate behaviors. The children are actively involved in acting out a variety of scenarios and are guided in how to solve them.

Trinity staff is trained to acknowledge and model desired positive behaviors. Expectations for children’s behavior are clearly written and posted in the classrooms and are shared with our families. These expectations are clearly defined, understandable and age appropriate.

## Dress Code

- Clothes should be clean, comfortable, neat, and serviceable for the school day, playground and physical activities.
- Clothes should not have characters that promote or represent violence and/or inappropriate behavior.
- No backless, spaghetti strap style tops or dresses.
- Since children go outside for recess in all seasons and all temperatures, barring extreme cold or inclement weather, parents must dress their children accordingly.
- The school and ELC will make a decision based on temperature and wind chill.
- Label all clothing with the child’s name on the inside tag.
- **SHOES:** 2’s, 3’s, & 4’s are required to wear socks and “rubber soled” shoes which tie, buckle or Velcro **SECURELY**. Shoes must be laced completely. Double laced sneakers, clogs, **blinking lights**, sandals, moccasins, work/hiking type boots, “jellies,” crocs, any open-toe shoe, and any shoes above the ankle are NOT permitted. This policy is necessary so your child can move about the building and play on all playground and gym equipment safely.

### Jewelry:

- **Bracelets** – none allowed, exception: medical emergency bracelet, no colored bands
- **Earrings** – girls only, ear studs or small earrings, **NO HOOPS**, no more than one in each ear, ear lobes only, no large or dangling, no more than ½ inch in diameter, silver or gold
- **Necklaces** – plain silver or gold, cross necklaces silver or gold, **no beads, cord, or rope type, no heavy chains**

- **Rings** – must wear on ring fingers, limit – 2, appropriate designs and symbols
- **Watches** – none
- Make-up and/or body glitter are not allowed.

## Handwashing Procedure

- Moisten hands with warm water and use liquid soap.
- Rub hands together for 10 seconds or sing the Alphabet song.
- Rinse hands free of soap under running water
- Dry hands with a clean, disposable paper towel. Or air dry with a blower.
- Turn off water using a disposable paper towel to minimize recontamination.
- Throw the used paper towel into hands-free trash can.

## Hours/Pickup/Security

The ELC and Before Care **open** at **6:00 a.m.** The ELC and After Care **close** at **6:30 p.m.** **All ELC Families must enter through the Main School/ELC Entrance.**

**Parents must sign their children in and out of the center and before/after care.** After signing in, the parent will accompany the child to the classroom and make verbal contact with a teacher to communicate that the child has arrived. Children must not enter the building or classroom alone. When picking up a child, the parent must make verbal contact with a teacher to communicate that the child is leaving.

**The Security Swipe Card must be used to enter the building only by assigned card members. TLCS Building/properties are equipped with security cameras that are capable of both audio and visual recording and operate 24/7.**

The center is responsible for the child only after he/she has been signed in and until the child is signed out. “Good-byes” are to be exchanged in the classroom or the breakfast area. Sign-In & Sign-Out Sheets are located in your class attendance book in the area your child is in when you drop him/her off or pick him/her up.

**Persons designated as an Emergency Contact will be contacted by the ELC and are authorized to pick-up your child if there is a medical or other emergency if you cannot be reached. ELC staff will release your child only to you on a daily basis.** The persons you have provided as your Emergency Contact/Pick-Up may pick-up your child only if the ELC staff, management and/or school office has been notified of such. For the safety of your child, we will request all authorized Release Persons with whom staff

are not familiar, to provide Government Issued Photo ID at time of pick-up. If you want a person who is not identified as an Emergency Contact to pick-up your child, you must notify ELC management in advance. Your child will not be released without prior authorization. In the event you call a pick-up authorization into the center, the Parent/Guardian identification information will be used to verify your identity and to authorize the release of your child.

If you or other authorized persons fail to pick up your child and/or contact the center, and you or other authorized persons cannot be reached; center staff, within thirty minutes after closing time or in accordance with state child care licensing regulations, may release child to the custody of child protective services or other local authorities.

In all cases, a \$20.00 late fee will be charged for every 1-10 minutes, 11-20 minutes, or 21-30 minutes. (Example: 6:31-6:40 = \$20.00, etc.) **The late charge will be payable to the office prior to the entrance of the child in the Center on the following day. Repeated and unexcused lateness (more than three (3) in a ten (10) day period) may result in the discontinuance of childcare.**

Please remember that drop-off and pickup times are very busy periods in terms of transitions and adjustments. These periods are not the best times to discuss your child's progress or growth especially if he or she is standing with you.

## Lunch Program

- ELC provides students with breakfast, lunch and an afternoon snack. **Under special exceptions** they may bring their own meals with a Physician's Medication Order Form completed by the physician. Without this completed form, the child will receive the center's breakfast, lunch and snack.
- **If a student has a milk allergy, a note from the parent must be obtained for a milk substitute product.**
- Before/After Care students are provided Breakfast and an afternoon snack.
- On days when TLCS is closed, the Center provides the Before/After Care students with breakfast, lunch and afternoon snack. They may choose to bring a lunch.
- Weather Delays – Before/After care will be provided Breakfast during a 1 hour delay. Breakfast will **not** be served during a 2 hour delay.

### Food Handling/Meal Time Procedures for ELC

Our staff is trained to follow the guidelines and regulations that are instilled by the MSDE-Office of Child Care. Our teachers serve food in a family

style system which allows children to learn table manners and to enjoy the social atmosphere meal time brings. Teachers wear gloves while serving and change them accordingly. Food portions are served according to the State Nutrition Guidelines. The teachers are encouraged to eat with the children at the table. Once meal time is complete the tables are cleaned and sanitized.

Food/Drinks are not allowed out of the Fellowship Hall – eating and drinking are not allowed in classrooms.

## **Safety & Health**

For the safety of children, no coins, candy, gum, toys, or small objects that could be swallowed may be brought to the Center. Toys are permitted only for the purpose of Show & Tell. Running is not permitted within the Center building. Parents are expected to support the Center in this endeavor and to enforce this requirement when children are in their care in the building.

## **Sanitation & Hygiene Guidelines**

Keeping a clean and sanitary child care environment is one of the most important defenses against the spread of illness or infections among children and staff. Our teachers follow strict guidelines as required by MSDE-Office of Child Care. Our teachers and housekeeping department are trained to follow certain sanitizing procedures throughout the day.

Our staff understands that cleaning of surfaces and objects must also be followed by a sanitizing agent such as bleach and water solutions or a commercial MSDE-OCC approved agent. Daily, our housekeeping staff thoroughly clean and disinfect our classroom and materials. Housekeeping is also contacted for cleaning up of general spills and bodily fluid contaminations as well. Our floors and carpets are cleaned daily as well. If you would like to obtain further information regarding our Sanitation Procedures please contact your ELC Director.

## **Staff Certification**

Our staff is certified by the Maryland State Department of Education Office of Child Care. Each teacher, aide and group leader has to meet state requirements to be approved to work in a child care center. Our staff must go through a State and FBI screening, State of Maryland Child Abuse Release, Health Screening and Work Verification.

Once the employee is cleared by the Office of Child Care then our teachers can begin work. Our staff must complete orientation, classroom training shadow days and administration training to meet Trinity's guidelines. In order to be a lead teacher in the classroom our teachers must have a minimum of 1-2 years' experience, completed 2 college credit course, Intro

to the Young Child and Curriculum and Materials of the Young Child, and be certified in First Aid and CPR. To be Group Leader in the classroom our teachers must have a minimum of 1-2 years' experience and complete a 45 hour School Age child college course. Our aides must complete a 3 hour college level course in Introduction to Child Care. Trinity is very blessed to have staff that exceed the state minimum requirement, have strong Christian values and have been a part of our Trinity family for many years. In the Early Learning Center, Senior Staff are employed as the lead teachers and Group Leaders are assigned to the Before and After Care Program. In addition we have Specialty Teachers for Art, Computer Technology, Library, Foreign Language, Music, Drama, Health and Physical Education.

## Staff Qualifications

We are very excited to announce that Trinity's Early Learning Center has become nationally accredited. In May 2015, we joined NECPA (National Early Childhood Program Accreditation). This accreditation has increased our standards of employee trainings, curriculum implementation, health and safety practices, and community outreach. Now that we are accredited, Trinity will be able to accept Child Care Aware of America, a federal subsidy program. If you are a member of the military or affiliated with the Federal Government you may be eligible for this program.



Partnering with NECPA will provide families and our center with the most current child care information, community programs, staff trainings and ways to be up-to-date on current trends in early childhood. It is our mission to provide our families with the highest quality of care, education and nurturing environment. Trinity Lutheran Early Learning Center is extremely proud of their staff and families for this incredible accomplishment.

## Toilet Training

We understand all children progress with toilet training at different ages and stages in their life. At Trinity, we work one on one with our families to ensure stability and continuity with each child. It is important to keep the same routine and plan as you would at home. We provide positive support and encouragement to ensure a successful transition from diapers to independence.

## Transfer of Records

Before we can release the permanent school and health records of any child, we must have a written request from the receiving school, as well as written confirmation and authorization from parents/guardians. All financial obligations must be met before records are released.



## Tuition Information

Parents/Guardians are responsible for the entire year's tuition. Checks are to be made payable to Trinity Lutheran Early Learning Center. You may also pay online via the school website [www.tlsonline.org](http://www.tlsonline.org).

Any delinquent accounts may result in the removal of the child from our center's enrollment. No deductions are allowed for absences, as expenses are incurred whether the child is present or not. The only exception to this would be if your child is absent for five (5) consecutive days due to illness. In such cases, only 50% of the weekly fee will be charged. This is allowed once during a calendar year. To secure this adjustment in tuition fees, submit a signed statement from the doctor. If this statement is not submitted within 4 weeks of your child's return to the center, this adjustment is forfeited. This exception is allowable once a year.

The TLCS offers a Direct Debit Program whereby the tuition amounts will be deducted from a checking or savings account, according to the appropriate payment schedule, (monthly for the school or bi-weekly for the Early Learning Center). If registration is accepted, the Direct Debit form will be mailed to the parent, or can be obtained from the school website under the Forms tab or picked up from the School Office.

Trinity Lutheran Early Learning Center reserves the right to refuse to provide any official school record, including report cards and diplomas, to parents/guardians until all financial obligations to the school are satisfied in full.

Payments are to be made by cash, check, money order, or credit card, (Visa, Discover, and MasterCard) made payable to Trinity Lutheran Early Learning Center. Payments can also be made online, at [www.tlsonline.org](http://www.tlsonline.org). However, if any payment by check is returned unpaid, you will owe a service charge of \$25.00 in addition to other amounts due, and thereafter, you must pay by money order until the next re-enrollment date.

*Payment may be mailed to Trinity Lutheran Early Learning Center, 1100 Philadelphia Road, Joppa, MD 21085, or placed in the Tuition Payment Box provided for your convenience.*

An annual statement of tuition charges is available upon request during the month of January.

Parent(s)/guardian(s) are responsible for payments two weeks in advance of services, which are payable every other Friday. Payments must be mailed or delivered to the center at the Finance office; the center will not be responsible for any payment lost, stolen or mislaid before delivery to the School Finance Office Professional. A child will not be accepted in the

center if proper payments have not been made. Do not use outside mailboxes to place unmailed checks, you must come inside.

**LATE FEE** – Tuition received after the due date is assessed a \$20.00 late charge.

**Teachers are not authorized to accept payment.** If there is any problem with your payments, please call the School Finance Office Professional at 410-679-4000, extension 181, between 8:00 a.m. and 4:30 p.m.

TRINITY LUTHERAN  
CHRISTIAN SCHOOL  
(Kindergarten - Grade 8)



## Academic Honors

Trinity Lutheran Christian School recognizes the outstanding academic performance of its students in 4th – 8th grades.

Academic Honors for grades 4 – 8 are determined at the end of each quarter.

### Honor Roll for Achievement

- **Distinguished Honor Roll:**  
Students in Grades 4-8 with straight A's
- **Honor Roll:**  
Students in Grades 4-8 with a 3.5 or higher average.

### Calculation of Academic Honors - Grades 4 - 8

To calculate GPA for grades 5-8: In subjects that meet 4 or more days per week, the letter grades will receive a value listed below. Letter grades have the following value:

$$A+/A = 4$$

$$B+/B = 3$$

$$C+/C = 2$$

$$D = 1$$

$$E = 0$$

All other subjects will receive a number value for each letter grade and an average of these grades will count as one subject grade. That value will be factored into the calculation of the GPA average for Honor Roll.

### Awards for Achievement

Students in Grades 4-8 are eligible for the following awards, which are given at the end of the school year. These may include but are not limited to:

- Performing Arts
- Christian Character (Gr. 8)
- Valedictorian (Gr. 8)
- Honor Roll/Distinguished (Gr. 4-8)
- Presidential Awards (Gr. 4-8)
- Perfect/Outstanding Attendance (Gr. K-8)

Criteria include excellent grades, cooperation, enthusiasm and competence in each area.

## Arrival/Dismissal Procedure

### Grades K - 8 Arrival

- **8:00 – 8:10 a.m.** Middle School Students (6th-8th)  
(Tardy – after 8:10 a.m., Proceed to Main Entrance, School Office for a late pass)

- **8:15 – 8:30 a.m.** Lower School Students (K-5th)  
(Tardy – after 8:30 a.m., Proceed to Main Entrance, School Office for a late pass)

Students should not arrive earlier unless they are registered in Before/After Care, involved in a pre-planned school activity, supervised by school staff, or are under their parent’s supervision.

## Procedure

- Drivers should follow the orange cone pattern for school arrival in the parking lot.
- All drivers must drive very slowly and carefully watching out for students walking on the parking lot.
- Vehicles must be in “park” while students exit the vehicle.
- Drivers are not allowed to “create” their own parking spaces or pull up alongside the arrival lane to drop off.
- Pets are not allowed outside the vehicle.
- All students and parents must enter through the “Main School Entrance.”

## Grades K - 8 Dismissal

- **2:50 p.m.** Lower School Students (K – Gr. 5)  
(Early dismissal time 12:50 p.m.)
- **3:00 p.m.** Middle School Students (Gr. 6-8)  
(Early Dismissal Time 1:00 p.m.)

## Procedure for Lower and Middle School

- Parents will park in a regular parking space. Drivers are not allowed to “create” their own parking space.
- Teachers will bring the classes outside to dismiss.
- Parents will come to the sidewalk to pick up their children.

## General Dismissal Guidelines

- Parents/Guardians picking up their child(ren) before the school day ends must come to the Main School Office.
- If the designated driver is unable to pick up a student, the teacher(s) must receive a written note with the updated information that morning.
- In an emergency, the School Office (extension 111) must be informed of the transportation arrangements. The information will be forwarded to the teacher.
- Students not picked up at dismissal time will be found at the reception area inside the Main School Entrance. (Refer to the Late Pick-up Policy)
- Pets are not allowed outside the vehicle.

## Attendance Policy

### I. Philosophy and Rationale

The Trinity Lutheran Christian School's Student Attendance Policy is based on the overriding premise that success in school is dependent upon continuous and consistent classroom instructional experience. In addition to participating in educational experiences that cannot be duplicated outside the school atmosphere, students need opportunities to develop an appropriate sense of self-worth and to establish satisfactory peer relationships.

- Students should be expected to attend school and all classes regularly and to be punctual.
- There is a significant relationship between regular attendance and academic achievement and completion of a school program.
- Regular attendance assists students in the development of self-discipline and good work habits. These habits generally remain with the students as they enter the world of work.  
It is essential to teach the benefits of and encourage good attendance and punctuality during a student's educational career.
- Regular attendance is a shared responsibility by the community, the home, students and school personnel, and we must work together to promote it to the fullest extent possible.

### II. Absences:

- A student is marked absent if he or she is not in school or does not participate in a school-sponsored activity (fieldtrips, etc.).
- Students who are absent from school may not participate in extra-curricular activities for that same day, unless an exception is made by the respective director. An authorized doctor's note is required for exceptions to this policy.
- Students in the Lower and Middle Schools who have been **absent 20 days by the end of the third quarter** must be reviewed for possible retention and/or summer tutoring. Decisions involving prolonged absenteeism associated with a documented medical condition will be determined on an individual basis.
- Trinity Lutheran reserves the right to determine whether absences will be considered excused or unexcused.

#### Lawful Absences:

- Illness of the student (If an illness occurred for 3 or more consecutive days, a doctor's note must be provided.)
- Death in the immediate family
- Court summons
- Suspension (Students may not receive full credit for work that was made up during a suspension).
- Work approved or sponsored by the school

- Emergencies and other circumstances determined by the school
- State Emergency

**Unexcused Absences:**

- All other forms of absences will be unexcused. Administration will make a decision regarding allowance of any make-up work, tests, projects, etc.
- Parental permission for a student to be absent does not necessarily constitute an excused absence.

**Part Day Absences (Kindergarten-8th):**

- If a student is at school for 0-3 hours, the student will be marked absent.
- If a student is at school for 3-4 ½ hours, the student will be marked absent for ½ a day.

**Doctor/Dentist Appointments:**

- All types of doctor appointments are generally an unexcused absence and should be made outside of school hours.
- If an appointment must be scheduled during school hours, the student must bring a statement from the Doctor upon return from the appointment.
- The Administration of Trinity reserves the right to determine whether such an absence is excused or unexcused.

**Christmas/Spring Programs**

- It is mandatory attendance for students to attend the Christmas and Spring Programs unless it is an excused absence.

**Family Travel/Trips/Personal Days:**

- A family vacation or a family trip during the school year is strongly discouraged as the loss of class time may have a negative impact on the student's academic progress and record. It is also recognized that, on some occasions, working parents have little control over the time of the year when vacations or trips may be taken.
- However, a parent/guardian must submit the request to have a student's absence excused to the respective director in writing at least **ten (10) school days in advance of the proposed absence.**
- In making the determination as to whether the request shall be approved or denied, the respective director will review all relevant facts to include the student's attendance and academic record.
- If approved, the maximum number of excused days for family vacations and family trips for any school year shall not exceed five (5).



- If a student is absent from school for the reasons other than illness, class work and assignments will not be provided prior to the absence. The teacher(s) will make every effort to supply needed assistance to the student upon his/her return to school.

### **Tardiness:**

- Middle School students are considered **“tardy”** when arriving after **8:10 a.m.**
- Kindergarten and Lower School students are considered **“tardy”** when arriving after **8:30 a.m.**
- **If a student arrives late at school, he/she must receive a late slip from the main school office.** The student may then proceed to his/her classroom or homeroom.
- The same rules for lawful/unlawful absences also apply to tardies.
- Exceptions for tardiness are determined by the school.
- Report cards will reflect the number of times a student is tardy, and students that have more than one unexcused tardy each quarter will not be eligible for recognition of perfect attendance.
- Excessive unexcused tardiness will not be tolerated and will result in consequences determined by the administration.

### **Actions Taken When Attendance/Tardiness Standard Is Not Met**

1. Beginning with the fifth absence and/or tardiness in any quarter, the parent will be notified in writing.
2. Continuing absence and/or tardiness of the student will result in the initiation of one or more of the following actions:
  - Conference with the parent, student and the respective director
  - Conference with the Head of School
  - Probationary time period – verbal agreement
  - Written contract
  - After-School detention
  - Removal of school privileges
  - Restriction of extracurricular activities
  - In-school suspension
  - Referral to the Head of School for possible outside referral to court for violation of the compulsory attendance law or to Juvenile Services for intake services.

### **Release/Early Pickup of Students:**

- Parents must send a note to their child’s homeroom teacher stating the reason for early dismissal, the time the child will be picked up, and a parent contact number.
- **STUDENTS WILL ONLY BE RELEASED FROM THE SCHOOL OFFICE, BY OFFICE PERSONNEL.** Parents or another adult designated for pickup must sign students out at the

school office and wait for the student to arrive at the office.

- Parents and/or designated adults may be asked to provide identification before the student is released. This ensures the safety of our students.
- Parents/designated adults **MAY NOT** go to the classroom to pick up a child (excludes childcare parents of 2's, 3's, and 4's). **Students will not be released from the classroom unless called for by office personnel.**

### **Makeup Work for Students:**

- Students who miss homework/classwork because of a lawful absence will receive the opportunity to make up missed work. Students are given one calendar day for each day absent to turn in their work. It is the students' responsibility to get work missed due to illness or absence.
- If the first day of the absence occurs on the day of the test, the student should be ready to take the test upon his/her return to school.
- If the absence(s) is prior to and inclusive of the actual test date, the student will have an equivalent amount of time as allowed in the homework policy to prepare for and take the test. This should not exceed one week after his/her return.

**Trinity Lutheran reserves the right to determine any exceptions to the above stated Attendance Policy.**

## **Before/After Care**

Trinity Lutheran Christian School is not responsible for supervision of students prior to the arrival time and after dismissal - Middle School 8:00 am and 3:00 pm, Lower School 8:15 am and 2:50 pm. The school recognizes the busyness of parent schedules and strives to provide a safe place for students to be supervised from 6:00 am to 8:00 am and 3:00 pm to 6:30 pm, when parents need flexibility in dropping off and picking up their children. Contact the School Office, Room 145, for additional information including Before/After Care Fees. The schedule includes snack, homework time, indoor/outdoor activities, and life application activities.

All school policies must be followed if your child is enrolled in the Before/After Care program. If your child is participating in any after school activity or event, i.e., Drama, Band, Praise Team, tutoring, etc. We must have a signed permission slip from the parent. If your child will be picked up by someone other than an **authorized** pickup person in After Care or if he/she is leaving at the regular school dismissal time, we must have a written note from the parent.

## Before or After School Activities

If a student is participating in a scheduled, supervised activity before or after the arrival and dismissal times, they must remain in the school building with supervisory personnel and specific arrangements must be made for drop-off and/or pickup at the designated time and area. Permission note from parents of Before & After-Care students is required to participate in an activity before or after school. Students attending sports events must be supervised by a parent or parent designee.

## Carpools

Contact the school office, if you need assistance with arranging carpools. Parents must document carpools and give the pertinent information to the teacher(s) involved.

## Cheating

Cheating, which includes plagiarism, is in complete contradiction with the moral standards of behavior for any Trinity student. Cheating in any form, regardless of location, is prohibited. Plagiarism is defined as presenting someone else's work or ideas as if they were your own. Consequences for violations of this policy shall be based on the student's age and the severity of the infraction.

### **Examples of cheating include, but are not limited to:**

- Hiring someone to write a paper, buying a paper or project or downloading a paper from an online service
- Not properly citing the works, pictures, music, video or other forms of communication in your research projects.
- Rewording someone else's words (paraphrasing) and not giving them credit for the ideas you have built on; passing someone's ideas off as your own.
- Sharing files (e.g. an Excel worksheet)
- Copying homework
- Letting your project partner do all the work and just putting your name on the final report or project
- Giving your paper to a friend to copy
- Letting your mom or dad build your project/write your papers/do your homework
- Looking at another's test or sharing what is on a test with students in other sections of that class
- Turning in your brother's or sister's old project
- Unauthorized sharing of electronic or digital files (i.e. Google Docs, Microsoft Word, Excel, etc.)

## Classes and Programs Offered

Trinity Lutheran Christian School offers classes in these areas:

Kindergarten • (full day program, 8:15 am – 2:50 pm)

Lower School • 1st-4th Grades (8:15 am – 2:50 pm)

Middle School • 5th-8th Grades (8:00 am – 3:00 pm)

## Class Size

The class size for Kindergarten is 18 or less with an aide. The class size for grades 1-8 is 22 students or less.

## \* Discipline Policy

Discipline provides a safe and orderly learning environment. We expect all students to follow rules and behave appropriately. We believe that discipline should be based on the Biblical model in which recognition of wrongdoing, followed by repentance, leads to forgiveness. At Trinity, we hold to a higher standard of conduct; modeled on the Ten Commandments, along with Jesus's instructions to not only obey the letter of the law, but also the spirit of the law. **A student represents TLCS at all walks of life in all locations.** The responsibility of discipline is shared with staff, parents, and students. All generally accepted forms of discipline can be expected, but are not limited to:

- Oral reprimands
- Loss of privileges
- Writing assignments
- Detention (lunch or after school)
- Suspension
- Expulsion

The enforcement of the discipline policy applies to all school functions.

The Head of School and Educational Directors have the final review of all disciplinary situations. The enforcement of the discipline policy is not limited to school grounds and is in effect during the course of a student's enrollment in the school.

## Offenses:

### \* Minor Offenses:

- Breaking classroom/school rules
- Inappropriate conduct (hallway, restroom, lunchroom)
- Dangerous/careless play or actions that may lead to someone being injured.
- Exhibiting a negative attitude verbally, with facial expression or other gestures.

- Unauthorized possession and use of electronic devices (i.e. MP2, iPod, cell phone, etc.)
- \* Minor offenses may become major offenses if they occur repeatedly or lead to a serious circumstance.

### **Major Offenses:**

- Insubordination
- Cheating and stealing
- Trespassing or violating another's personal property
- \*Vandalism, including any defacing of the school building, furniture, or materials
- Violating the "Computer Use Agreement" or computer/network policy (including unlawful or disrespectful use of school email.)
- Leaving school building or grounds without permission.
- Inappropriate (vulgar, crude) language and cursing or obscene language or gestures
- Disrespecting other students and/or staff
- Written or verbal threats against students or staff.
- Willfully inflicting physical harm on another. Physical fighting.
- Verbal and/or physical abuse of teachers or other staff
- Violating the "Anti-Bullying Policy"
- Violating the Honor Code
- Repeated Minor Offenses

\***NOTE:** Where damage, destruction or loss of property is involved, students and their parents will be held responsible to make restitution.

### **Descriptions of Consequences:**

- **Timeout:** Staff will separate a child who misbehaves for an appropriate amount of time for age before returning to work or play.
- **Lunch Detention:** Students will eat in a designated area of the cafeteria away from their classmates.
- **Referral Form:** The director will call or set-up a conference with parents as well as sending a completed referral form home to report major offenses to parents within 24 hours.
- **After School Detention:** Students will spend one hour after school with a designated staff member. During this time, the student may be required to complete a written assignment.
- **In-House Suspension:** Students will be kept entirely separated from the student body and may not participate in any school function during the suspension time period. The parent will be charged a daily fee of \$85.00, paid in advance. Students are required to complete all assigned work. A parent conference is required.
- **Suspension:** Students may not attend school or any school function during the time of suspension. The Administration will make a

determination in regards to work missed. A parent conference is required.

- **Students who exhibit chronic disruptive and negative behaviors that jeopardize the safety of themselves or others will be suspended indefinitely until the school receives a professional evaluation regarding the student.** This evaluation is required at the parents' expense. Once the evaluation is received, a decision will be made pertaining to the student's possible return.
- **Expulsion:** Students will be expelled after every effort has been made to address a recurring set of problems or the student has been involved in an action that calls for immediate dismissal. This action is final.

### **Expulsion:**

- Failure to respond to disciplinary structure
- Continuously harassing or bullying anyone
- Displaying an attitude that gives evidence of the parent's unwillingness to work with the school, its policies, and regulations
- Possession, consumption, and distribution, and/or sale of a controlled dangerous substance or its paraphernalia
- Possession, distribution, and/or sale of any weapon or item designed to inflict harm
- Possession, distribution, and/or sale of pornographic or obscene materials
- Other actions of a severe nature

Parents and students may not, while on school property or at a school sponsored activity:

- Possess, consume, distribute, and/or sell alcoholic beverages or tobacco products.
- Possess, consume, distribute, and/or sell controlled dangerous substances or their paraphernalia.
- Possess, distribute, and or sell any weapon or item designed to inflict harm.
- Display a negative or harmful attitude toward the school, its faculty,

## Dress Code

### I. Purpose:

- School dress code is to promote neatness, discipline, a sense of school identity, and to provide an atmosphere where learning is the sole focus, free of emphasis on clothing.

b.

### II. School Requirements:

- Dress code items must be purchased through Flynn and O’Hara or Trinity’s used uniform closet.
- Students are expected to be in complete uniform beginning the first day of the fall session. (NOTE: refer to the fall placement letter for the start date.)
- Every Wednesday, students are expected to wear their Theme T-Shirt. During cold weather, students may wear a long-sleeved Trinity shirt, or a plain white, black, red, or navy long-sleeved shirt underneath the Trinity theme t-shirt or short sleeved Trinity polo shirt.
- ALL CLOTHING SHOULD BE NEAT, CLEAN, AND IN GOOD CONDITION.
- STUDENTS SHOULD BE WELL GROOMED AND MAINTAIN A NEAT APPEARANCE.
- Students are required to arrive and leave in school uniform.
- Shirts and blouses must be buttoned and **TUCKED IN**.
- Only **white undergarment** tops allowed with white or gray tops. Only solid navy, gray, black and white undergarment tops allowed with dark tops.
- Outerwear is not to be worn in the school building during the school day unless there is a heating issue in the classroom or the school. “Spirit Wear” is only to be worn on designated School Spirit Days. The Trinity hooded zip jackets may be worn as a “sweater” during the school day.
- **Belts** must be worn with pants and shorts with belt loops.
- Jumper, skirt, and uniform shorts length must be **no higher than one (1) inch** above the knee measured in the front and back.
- Headgear such as helmets, hats, bandanas, “scarf” bands, and sweatshirt hoods are not permitted to be worn during the school day. Hats may only be worn to and from school.
- The School Board reserves the right for the Administrative Staff to determine what an acceptable **hairstyle** is. Any extreme styles are not acceptable. Color is **not** permitted. No Mohawk style or faux Mohawk style allowed. Hair may not be more that 2 inches high on top of the head.
- Make-up and/or body glitter are not allowed.
- Do not bring lip balm, hairspray, body spray, etc., to school.

- Nail polish may be clear, white or light pink. **Artificial nails and decorations are not permitted.**
- Tattoos (uncovered) permanent or temporary are not allowed.
- **SHOES:**

**Girls:**

Mary Jane Shoes, black leather shoe/Velcro strap/non-marking sole, Saddle Shoes, or Sperry (tan, brown, no designs or colors), non-marking brick red sole, or Sneakers, predominately white, black, gray or navy (main body) with non-marking sole or Velcro, **\*No Blinking Lights**

**Boys:**

Tan Nubuck Shoes, tan or black leather tie shoe, Sperry (tan, brown, no designs or colors) non-marking brick red sole, or Sneakers (K-5) – predominately white, black, gray or navy (main body) with non-marking sole, or Velcro, **\*No Blinking Lights**.

All students in Kindergarten – 5th grade may wear sneakers every day. It is not mandatory to purchase any of the shoes. Footwear may be purchased at any store of your choosing. Flynn & O'Hara carries these shoes.

- Fieldtrips/Special Days: students will wear their regular uniform, unless the respective director makes an exception.
- SCOUT UNIFORMS will be permitted on the day the student attends a Scout meeting, except on picture day.
- On individual and group picture days, students will wear their school uniforms, unless informed otherwise.
- When TLCS is closed, students attending Before/After Care classes may wear appropriate casual clothes. (See Casual Dress requirements.)
- Students are not required to wear uniforms during the Early Learning Center Summer Session.
- When snow boots are worn to school, students must bring regular shoes to change into during the school day.
- The respective director will determine exceptions to the dress code for extraordinary circumstances.

### **III. Casual Day Requirements:**

- Students are permitted to wear clothes other than their uniform that follow the standards and guidelines.
- Leggings/yoga pants may be worn with proper coverage by a mid-high top or blouse.
- Students will show respect for themselves by being conservative and modest in their outfit choices.
- Any attire that is disruptive to the educational atmosphere, or that poses a threat to student safety, as determined by administration, is not allowed.



- Parents may be called to bring an alternative outfit if attire is not suitable under school guidelines.

**THE FOLLOWING ARE UNACCEPTABLE ITEMS OF CLOTHING AND ACCESSORIES FOR “CASUAL DRESS” DAYS:**

- **Ripped and/or soiled clothing**
- **Head coverings are not to be worn in school, including hats, scarves, and sweatshirt hoods (special permission is required)**
- **Tight or revealing clothing.**
- **Cut-offs, “short shorts,” or short skirts**
- **Extremely brief garments such as halter-tops, bare midriffs, spaghetti straps, tank tops, and plunging necklines**
- **See-through clothing**
- **Clothing advertising rock groups, drugs, skull & crossbones, Halloween themes, or display suggestive or obscene statements**
- **Tattoos**
- **Large earrings or necklaces**
- **Make-up or body glitter**
- **Open-toed shoes, sandals, clogs, or crocs**
- **Shorts may not be worn from 10/31 to 4/15**

**IV. Uniform Guidelines for Grades K-8**

Students in Grades K-8 are required to wear uniforms. All uniform items except socks, tights, belts, shoes, and hair wear must be acquired from the uniform company. Parents are encouraged to contact the school if clarification of any element of this dress code is necessary.

## Regular Uniform for Grades K-5

### Girls

**Jumper** – Navy, red & white, plaid split front (no higher than 2 inches above the knee measured front & back) Girls may wear only solid blue, black, or gray shorts, (leggings in the winter), under jumpers.

**Blouses** – Peter Pan collar, white, short or long sleeve

**Polo Shirts** – White or red, short or long sleeve

**Turtlenecks** – White or red

**Sweaters** – V-neck & crewneck cardigan, crewneck & v-neck pullover, lipstick or navy

**Slacks** – Navy

**Shorts (until 10/31 & begins 4/15)** – Navy, walking (no higher than 3 inches above the knee measured front & back)

**Shoes** – Mary Jane shoes, black leather shoe/Velcro strap/non-marking sole, or Saddle Shoes, black and white tie shoe, non-marking brick red sole, or Sneakers, predominately white, black, gray, or navy (main body) non-marking sole, ties or Velcro, no blinking lights

**Socks** – White or navy, knee-hi, crew, or ankle (must cover ankle, no low-cut or no-show socks)

**Tights** – White or navy

**Belt** – Plain black or brown

**Hair Wear** – Headbands (no more than 2 inches wide), barrettes, ribbons/bows

**Hair color:** See general guidelines.

### Grades K-5 BOYS & GIRLS

#### **Jewelry:**

**Bracelets** – No more than 2 total, including medical emergency bracelet & colored bands.

**Earrings** – Girls only, ear studs or small earrings, no more than two in each ear, ear lobes only, no large or dangling, no more than 1 inch in diameter, silver or gold

**Necklaces** – No heavy chains or ropes

**Rings** – Limited to 2, appropriate designs and symbols

**Watches** – Standard type and size, electronic watches/smart watches are not allowed and are subject to the same policy as student cell phone use.

### Boys

**Pants** – Navy, pleated twill

**Polo Shirts** – White or red, short or long sleeve

**Turtlenecks** – White or red

**Sweaters** – V-neck & crewneck cardigan, v-neck & crewneck pullover, lipstick or navy

**Shorts (until 10/31 & begins 4/15)** – Navy, twill walking (no higher than 3 inches above the knee measured front & back)

**Socks** – White, navy, or black crew (must cover ankle, no-low cut or no-show socks)

**Belt** – Plain black or brown

**Hair** – **Must be at least ½ inch above the uniform shirt collar, in the back, and to the top of the ears and eyebrows. No Mohawk or faux Mohawk hairstyles. Hair may not be more than 2 inches high on top of the head. Hair color or dyes are not allowed.**

**Shoes** – Tan Nubuck shoes, tan suede oxford, tie shoe, non-marking brick red sole, or Sneakers – predominately white, black, gray or navy (main body) non-marking sole, ties or Velcro, no blinking lights

## Regular Uniform for Grades 6-8

### Girls

**Skirts** – Khaki kilt or kick pleat skirt (no higher than 1” above the knee measured front & back) girls may wear only solid blue, black, or gray shorts or navy blue leggings under skirts

**Skort** – Khaki, two panel optional (length same as skirt)

**Slacks** – Khaki uniform

**Tops** – Navy blue polo shirt, short or long sleeve

**Sweater** – Navy, v-neck pullover

**Socks** – Navy blue knee-hi

**Shoes** – Black & white saddle shoes, Mary Janes, tan or brown Sperry's without designs

**Hair Wear** – Headbands (no wider than 2” wide in navy, black, or gray, barrettes, ribbons/bows. **Hair color or dyes are not allowed. Hair extensions cannot have glitter or feathers.**

### Grades 6-8 Boys & Girls

#### Jewelry:

**Bracelets** – No more than 2 total, including medical emergency bracelet, & colored bands.

**Earrings** – Girls only, ear studs or small earrings, no more than one in each ear, ear lobes only, no large or dangling, no more than 1 inch in diameter, silver or gold

**Necklaces** – Plain silver or gold, cross necklaces silver or gold, no beads, cord, or rope type, no heavy chains

**Rings** – Limit – 2, appropriate designs and symbols

**Watches** – Standard type and size, electronic watches/smart watches are not allowed and are subject to the same policy as student cell phone use.

### Boys

**Pants** – Khaki pleated twill

**Shirts** – Navy blue polo shirt, short or long sleeve

**Slacks** – Khaki uniform

**Sweater** – Navy, v-neck pullover

**Belt** – Plain black or brown

**Socks** – Navy, black or tan dress socks only

**Shoes** – Tan nubuck or brown or black leather shoes, tan or brown Sperry's without designs.

**Hair** – **Must be at least ½ inch above the uniform shirt collar, in the back, and to the top of the ears and the eyebrows. No Mohawk or faux Mohawk hairstyles. Hair may not be more than 2 inches high on top of the head. Hair color or dyes are not allowed.**

## Required Gym Uniform for Grades K-8

(Must have name on uniform pieces.)

### Boys & Girls

**T-shirt** – Ash with Trinity Logo

**Shorts** – Navy, micromesh nylon (no higher than 3 inches above the knee measured front & back). Grades K-5th until 10/31 & beginning 4/15)

**Sweatshirt** – Ash with Trinity Logo

**Sweatpants** – Plain navy with Trinity Logo

**Shoes** – **Predominately white, black, gray or navy sneakers non-marking soles,** which tie or Velcro securely, no blinking lights

**Socks** – Grades K-5 – white or navy knee-hi, crew or ankle. Grades 6-8 – white or black sport socks.

**Jewelry on Gym Days** – absolutely no jewelry on gym days (a note should be provided if ears were recently pierced to release Trinity of any liability); staff is not responsible for lost jewelry or placing it back on a student

Students in Grades 6-8 will change in to their Gym uniform at school. Students in Grades K-5 may wear their Gym uniform to school on their Gym day. Students unprepared for Gym class may not be able to participate in class that day. Being unprepared may affect the Physical Education grade.

## **Eligibility Policy of Participation in Co-Curricular Activities**

### **Purpose:**

Co-Curricular activities can help develop the whole child and are a valuable part of our total curriculum. Participation in extracurricular activities is a privilege granted to students who successfully maintain high academic standards and Christian character. TLCS believes spiritual needs and academic excellence are their priorities. The purpose of this policy is to encourage the student to be the best they can be in both their academics and their co-curricular activities.

### **Academic Requirements:**

- Students will maintain a C average or above each quarter.
- Eligibility will be reviewed on a 2-week basis.
- Exceptions on academic eligibility to participate can be granted at the discretion of the school administration for appropriate reasons.
- Reinstatement will occur when:
  - A student can be reinstated to eligible status when passing marks are obtained by the time of review.
  - A student will be reinstated to eligible status at the conclusion of a suspension or its equivalent.

### **Physical Requirements:**

- Any student participating in an interscholastic activity must have a physician's sports physical form on file in the office, as well as a release of liability form.

### **Attending a Co-Curricular Activity:**

- All participants and spectators are representing Trinity Lutheran School when attending an extracurricular event.
- The Transportation for Athletic and Sponsored Events Permission Form must be completed before participation is allowed.
- Good sportsmanship, conduct, and respect for facilities should also be followed.
- If a participant or spectator chooses not to conduct themselves in the appropriate manner while attending an activity, they may be asked to leave and disciplinary action may be necessary.

## Enrichment Programs

Both enrichment and electives are provided to students and may vary from year to year.

## Faculty

The teaching staff heads the list as the most important factor for proper education. Trinity makes every effort to retain highly qualified teachers and assistants. Qualifications considered most important are integrity, love for children, academic accreditation, excellence in middle, elementary, or early childhood education, good judgment and tact, power to stimulate students, knowledge of subject matter and participation in continuing education for improvement. The teachers of Trinity Lutheran School each hold a Bachelor's Degree and in many cases a Master's Degree from accredited institutions, and have the required course work for their level of teaching.

Our teachers stand high in their respective callings and some are aided by adult assistants. As the name implies, a teacher's assistant aids the teacher in the performance of assigned responsibilities.

## Grading and Reporting Policy

### Purpose:

- To determine a student's level of mastery of a particular subject area or skill.
- Major tests, quizzes, projects, home assignments, class participation, and various other forms of assessment determine report card grades.

### Grading System:

- The Lower and Middle School receive report cards quarterly. They are issued in November, January, March, and June.
- Parents in the Lower (Gr. 1-5) and Middle School have the capability of accessing their child's grades online via the school website [www.tlsonline.org](http://www.tlsonline.org), click on "Grades Online." New parents must obtain a user name and password to access the grades. Teachers will normally update the grades on a weekly basis (exception, week of report cards).
- Students in Lower and Middle School who receive failing averages for the year in two or more major subjects may need to repeat their current grade or receive summer tutoring.
- In grades K-8, Christian Character will be communicated in a separate section for each quarter.
- Participation in Winter/Spring Programs is mandatory and will affect Music/Elective grades.

### Grading Scale – Grades 3 – 8 Change as discussed

A+	96-100
A	90-95

B+	85-89
B	80-84
C+	75-79
C	70-74
D+	66-69
D	60-64
E	Below 60

## Graduation Requirements and Dress Code

In order to be eligible to participate in the graduation ceremony, students must fulfill certain requirements. Among these requirements are:

- Attendance at the Palm Sunday/Good Friday Passion Play
- Attendance on the Williamsburg Trip
- Academic Obligations
- Christian Service

The graduation events are included in eighth grade tuition. Each family will be entitled to three tickets for the dessert reception which will be distributed during graduation week. Additional tickets may be purchased.

Trinity celebrates graduation in a dignified way which upholds the best of Christian values. For this reason, it is required that graduates strictly follow the dress model when choosing clothing to wear for the reception:

**Boys:** dress shirt, tie, sport or suit coat (optional), dress slacks, dress shoes, and socks.

**Girls:** dress that is no more than 2 inches above the knee with full back, no revealing neck lines permitted, dress shoes, no large or dangling earrings.

## Homework Policy

### **Purpose:**

Homework contributes toward building responsibility, self-discipline and lifelong learning habits. It is the intention of the TLCS staff to assign relevant challenging and meaningful homework assignments that reinforce classroom learning objectives. As appropriate, homework grades are modified based on students' individual needs (i.e., IEP, 504 plans). Regular homework assignments may include but are not limited to:

- Practice exercises to follow classroom instruction
- Previewing assignments to prepare for subsequent lessons
- Extension assignments to transfer new skill or concepts to new situations
- Creative activities to integrate many skills toward the production of a response or product
- Developing time management, study, and organizational skills.

Weekend and Holiday homework assignments may include but are not limited to:

- Researching for long-term reports
- Writing long-term reports
- Researching long-term projects
- Putting together long-term projects
- Reading books for book reports
- Writing book reports
- Studying for upcoming tests
- Enrichment reading
- Christian Service
- Family outings to museums and other educational places
- Musical instrument practice

We believe that homework is an essential part of the education process. The responsibilities of homework are shared with the staff, parents, and students.

**Time:**

Actual time required to complete assignments will vary with each student's study habits, academic skills, and selected course load. If your child is spending an inordinate amount of time on homework, you should contact your child's teachers. If the situation persists please contact your respective Educational Director. When enough time has been allowed in school for class work, and that work has not been completed, that work may be assigned as homework, thereby exceeding the recommended daily time for homework.

In our Lower School, the time allotment for homework should increase gradually from grade to grade. The following is a list of approximate daily time allotments (may vary according to the child):

- Grade K: 10-20 minutes
- Grade 1: 15-30 minutes
- Grade 2: 30-45 minutes
- Grade 3: 45-60 minutes
- Grade 4: 60-75 minutes
- Grade 5: 75-90 minutes

Generally, students in grades 6, 7 and 8 will average approximately 1.5-2 hours per night.

**Late Work Policies:**

Students are expected to turn work in on time. Students who turn in late assignments on a consistent basis will receive any of the following:

- Homework alerts
- Partial credit

- No credit
- Zero in Praxi system. After repeated missing assignments, phone call or email from teacher (Grades 6-8).
- Missed reward activity
- Communication form
- Lunch detention
- After-school detention

Students who miss homework because of an absence will receive the opportunity to make up missed work. Students are given one calendar day for each day absent to turn in their work. It is the students' responsibility to get work missed due to illness or absence. If the first day of the absence occurs on the day of the test, the student should be ready to take the test upon his/her return to school. If the absence(s) is prior to and inclusive of the actual test date, the student will have an equivalent amount of time as allowed in the homework policy to prepare for and take the test. This should not exceed one week after his/her return.

## **Instrumental/Band Program**

Students grades 4 – 8 are eligible to participate in our Instrumental and Band Program which is included in the tuition. The Instrumental group size is limited. The program consists of a small group instruction period and a Band rehearsal. Participation is at the discretion of the Music Leader. Instruments for students will be provided by the parents. Acceptance into the program requires September-May student participation.

## **Junior Honor Society**

Junior Honor Society is a school-based organization that bases its membership on five pillars: Character, scholarship, leadership, service, and citizenship. Membership will be open to those students that are eligible in grades 6 (second semester) through grades 8. The chapter adviser, along with the help of a five member faculty council will establish membership criteria, write chapter bylaws and a member handbook, and plan the chapter's schedule for the school year. Membership in the JHS is a distinction that holds significance through a student's academic life and beyond.

## **Kindergarten Age Requirement**

According to the State of Maryland Department of Education, a child must be five years of age by September 1st to enter Kindergarten. TLCS follows the Maryland Department of Education Kindergarten age requirement ruling.

## **Late Pickup Policy**

A late fee is charged when students are picked up late (lateness determined by the dismissal time of the class). This fee increases for every ten minutes



of lateness. The late fee must be paid in the Financial Office prior to the entrance of the child in school on the following day. Students not picked up at their dismissal time will be inside the main school entrance by the School Office. Aftercare and Child Care students picked up late should be picked up in the Closing Room.

## Library Books

The cost for a lost library book is \$40.00. This covers the cost of book replacement, shipping and handling charges, and the librarian's time.

## Lockers

The school provides lockers as a convenience to the 6th-8th grade students. The items stored in a locker should include jackets, lunches, school books and other school materials. Students are advised that valuable items should not be stored in lockers at any time.

Since the lockers are not locked, students are on the honor system. It is expected that they respect each other's personal space and belongings. It is considered a major offense when the honor system is violated (see discipline section in this handbook).

The school assumes no liability for materials (including textbooks and other school or personal items) lost, damaged or stolen from lockers and reserves the right to search lockers at their discretion.

## Lunch Program

Food/Drinks are not allowed out of Fellowship Hall – eating and drinking is not allowed in classrooms.

**School:** Grades K-8 have the option of buying or bringing lunch. A separate lunch fee is set every year for the Lower and Middle School. Parents may pay for school lunches and extra items online via the school lunch program EZ School Apps at <https://www.ezschoollapps.com/> or send in cash or a check to the school. Parents will receive a low/negative balance email notification, if applicable. If the student has more than a negative \$10 balance, he/she will receive a sandwich of the day.

Cash will not be exchanged at lunchtime. Teachers will order the student's lunches and/or extra items through the automated lunch program during homeroom/arrival time.

**Students arriving at school late, after 9:00 a.m., must bring their own lunch or receive the second choice.**

When a student buys a lunch, he/she will be receiving an appropriate portion for his/her age. Receiving seconds and/or second lunches are not permitted.

**Parent volunteers** eating lunch at school may bring their lunch or should order before 9:00 a.m. and purchase a lunch at the adult rate.

At times, the school offers a salad bar for 4th-8th grade students on designated days. Extra items, and/or drinks are offered for an additional fee. The goal at Trinity is to promote healthy eating habits. Send in a well-balanced lunch. Any uneaten food from lunches brought from home will be returned home in the lunch box or bag. This will allow the parents to make adjustments for the next time.

Any type of glass container is not permitted. The students may receive the school milk, purchase drinks in the lunchroom; bring juice boxes, or other drinks in plastic bottles. **Soda is not allowed, in any type of container. Students may not bring fun dip to school.**

If a student brings food items that require utensils, he/she must bring them.

Lunchroom rules are posted in the lunchroom to ensure each student's safety and enjoyment.

Before/After Care students are provided Breakfast and an afternoon snack.

On days when TLCS is closed, the Early Learning Center provides the Before/After Care students with lunch. They may choose to bring a lunch.

**If a student has a milk allergy, a Physician's Medication Order Form must be obtained for a milk substitute product.**

## Middle School Fellowship

### “Crossfire”

Crossfire is Trinity Lutheran Church's Middle School Youth Group, which meets on the first and third Sunday nights of each month. The Middle School students, grades 6 – 8, of Trinity Lutheran School are invited to participate in Crossfire and are encouraged to attend events sponsored by the youth group. Crossfire's goal is to provide fun, safe, Christian fellowship for students. Expectations for participants:

### Clothing

- T-shirts must not promote non-Christian values.
- No revealing clothing may be worn.
- Jeans: no holes, no slack pants, no low-riders.
- Shoes: no wheeled footwear.

### Attendance

- Participants must sign up for each event by the printed deadline.
- Participants will check in and receive ID upon arrival.

- Guests may attend if they are pre-registered by the printed deadline.
- Participants are expected to stay until the end of the event unless special arrangements are made.
- Once a participant leaves the event, he or she may not return.

### **Behavior**

- Disrespectful or inappropriate language will not be tolerated.
- Students must keep their hands to themselves.
- No purple (boys = blue, girls = red)
- Video devices and cameras are not permitted without prior approval.
- Cell phones must stay in participant's pockets at all times. Violation of this policy will result in the cell phone being held by a leader until the event concludes.

## **Specialty Teaching Subjects**

Special Areas offered are:

Art (K-8th)	Music (2's-5th)
Drama (6th – 8th)	Library (K-5th)
Technology (K-8th)	Foreign Language (K-8th)
Physical Education (K-8th)	Band/Strings (4th-8th)

## **Sports Program**

TLCS offers several sports options. Athletic sports that are offered are soccer (ages 4 – 14), and basketball (grades 5 – 8). Physicals and transportation forms are required to participate. Contact the School Office or Physical Education Department for more information.

## **Student Government**

Student government supports the educational mission of the school. Student leaders that serve as role models will plan positive activities and projects that promote service, civic engagement, and school spirit. The student government will be under the leadership and direction of a TLCS faculty member and is open to select students in Middle School.

## **Students with Special Needs**

Trinity Lutheran Christian School endeavors to enable every one of its students to be successful academically. Parents of students, who have been diagnosed with ADHD, ADD, or other learning disabilities, should be aware of the following:

TLCS complies with all federal and state regulations regarding modifications and educational adjustments for students with documented learning exceptionalities. All I.E.P. plans must be revised to a Service Plan. Trinity Lutheran assumes absolutely no liability in regards to implementation of I.E.P. plans or Service Plans. Please speak

to the respective Educational Director or the Head of School for further information regarding Trinity Lutheran's ability to provide the specific remedial assistance required by your child.

A Learning Resource Specialist and School Counselor are on staff.

## Summer Program

Our Summer Program is planned to allow the children (age 2 through Grade 8) to learn new skills and have lots of fun. Activities included are: Fieldtrips, Vacation Bible School, Music, Computer, Cooking, Arts & Crafts, and Assemblies along with Summer Reading and Math. Physical Education classes will also take place during the summer months.

## Technology

### I. Purpose:

- Computers and computer networks, including Internet access, provide valuable tools that support the education of students and staff in Trinity Lutheran Christian School. Its proper use can open new opportunities for research, learning, and communication.
- Network users are expected to use all network resources for the purposes appropriate to the educational environment at all times.
- Users must refrain from any use that is not consistent with the policies, purposes, or objectives of TLCS.

### II. Responsibilities:

#### Responsibilities of Staff:

- Instructing and supervising the proper use of the computer, Internet, and electronic communications.

#### Responsibilities of Students and Users:

- Expected to use only the software made available to them by their teachers or designated technology staff.
- Save documents and other school-related files to their class folders.
- Report to a staff member if they gain access to inappropriate material on the Internet and discontinue the access as quickly as possible.
- Refrain from installing/downloading/ accessing games, utilities, plug-ins or other programs or files from the Internet or any other outside source, to the network or individual systems.
- Users of electronic communications (including, but not limited to, email, web pages, on-line collaborations, list servers and discussion groups) should be mindful that communications are originating within TLCS. Do not send, submit, publish, display, or knowingly access any material that is defamatory, inaccurate, abusive, rude, obscene, profane, sexually oriented, threatening, harassing, racially offensive, illegal, or that encourages the use of controlled or illegal substances, or is otherwise not consistent with the policies,

purposes, and objectives of TLCS.

- Will not reveal personal information about others, and be cautious when revealing personal information about them. STUDENTS: Do not reveal your home address, image, or phone numbers.
- Will not use the Internet or network resources to sell or offer for sale any goods or services without the Head of School's approval.
- Respect network resource limits.
- Abide by current copyright laws. If text or multi-media files from the Internet or other electronic sources are used, they must be cited appropriately.

#### **Responsibilities of the Parents:**

- Set standards that conform to the Christian principles of the school, as set forth in the student handbook and as instructed by school staff and administration. These standards also apply with respect to student-created materials placed on the Internet, other electronic media, and other mobile devices.
- Be able to provide internet access for home assignments.
- Monitor your child's communications.
- Be financially responsible for the repairing or replacing of any technology equipment damaged due to student abuse, neglect, and/or alterations.

### **III. Procedures:**

- If a student violates any of the terms or conditions described in this policy, his or her Internet access will be terminated and future access may be denied.
- Engagement in online blogs/social networking sites such as, but not limited to, Facebook, Twitter, Instagram, Snapchat, YouTube, etc. and any emerging technology programs and social media sources, may result in disciplinary actions if the content of the student's blog includes defamatory comments regarding the school, the faculty, other students and their families, or the church. **By law social networking sites require subscribers to be 13 years or older.**
- Sexting is the act of sending, receiving, or forwarding sexually explicit or suggestive messages, photos, or images via cell phone, computer or other digital device. Students engaged in such activities are subject to state laws and school discipline. The school considers sending, sharing, possessing, or even viewing pictures, text messages, or emails that contain a sexual message or image a violation of this policy which will result in school discipline, up to and including expulsion and in the notification of local law enforcement. Students are required to immediately report any such activities to a teacher or a school administrator.
- A student may be subject to disciplinary action, including expulsion, for abusive use of the Internet. This includes communications originating in or outside of school by mobile

devices such as cell phones, BlackBerrys, iPads, PocketPCs, Sidekicks, and other similar devices which threaten other students or school personnel, violate school rules or disrupt the educational process promoted by the school.

- Faculty and administrative personnel may review all stored files, email communications and other postings to maintain system integrity, to ensure that users are acting responsibly and to enforce school rules.

#### **IV. Consequences of Inappropriate Use of Network/Internet Resources/ Electronic Devices:**

**If any student accesses a cell phone, camera, iPod, or any other non-approved electronic device during the school day, administrators may view the images, texts, and/or files. The school reserves the right to search lockers and personal belongings for non-approved electronic devices or for a designated cause.**

- **Students who have a cell phone, camera, iPod, or any other non-approved electronic device visible and/or in their possession**, in any area of the school, will have them taken away by administration and kept in the administration office until picked up by the parent. Parents will be notified of the infraction. After the three days, the device will ONLY be released to the parent or guardian.

### **Testing (Standardized)**

In the spring, testing is conducted for these classes: Grades 3 – 8.

Results are given to parents when the school receives them.

### **Textbooks**

#### **(Grades 3 - 5)**

- Students will be assigned a specifically numbered textbook in some classes.
- Students are to write their name and the condition of the text on the inside cover of all texts.
- Students are responsible for the texts assigned to them.
- Students and their parents are financially responsible for damaged or lost textbooks.
- All textbooks must be covered with fabric or paper book covers at all times.

#### **(Grades 6 - 8)**

Trinity provides a copy of the Teen Devotional Bible to sixth graders and all new incoming students in the 7th & 8th grades. The Educational Director can provide you with a new replacement Bible if your copy is lost or

damaged for a fee. Replacement Bibles are at the expense of the parents.

## **Transfer of Records**

Before we can release the permanent school and health records of any child, we must have a written request from the receiving school, as well as written confirmation and authorization from parents/guardians. All financial obligations must be met before records are released.

Recommendation letters are only written for 8th grade students going into high school. Parents must complete the necessary forms for requests. Please allow 2 – 3 weeks for recommendations to be completed. Letters will be mailed, faxed, or emailed directly to the high schools requested.

## **Weather Station**

A Weatherbug – Channel 2 weather station from Trinity School will now appear on the Channel 2 weather map. This program will give the students the ability to perform all kinds of weather calculations and computations.





# Trinity Lutheran Christian School & Early Learning Center Handbook


## Parent/Student Verification Form

I (We) have read the Trinity Parent/Student Handbook and Parent Code Of Ethics and agree to abide by the policies and regulations therein. I have also read and agree to abide by the computer use policy.

_____	_____
<b>Mother Signature</b>	<b>Date</b>
_____	_____
<b>Father Signature</b>	<b>Date</b>
_____	_____
<b>Guardian Signature</b>	<b>Date</b>
<u>Child(ren)</u>	<u>Grade</u>
_____	_____
_____	_____
_____	_____
<b>Date</b> _____	

**This agreement must be signed and returned to Trinity  
by September 20, 2019**





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