

# PARENT HANDBOOK

## 2011-2012

(revised March 2011)



Where the “Heart of education” is...  
...the “Education of the Heart”

553 Ashmoor Avenue  
Bowling Green, KY 42101

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Director of School Ministry

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[www.htlsbg.com](http://www.htlsbg.com)

**Serving students  
three years of age  
through fifth grade  
in the 2011-2012 school year.**

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# Holy Trinity Lutheran Church and School

553 Ashmoor Avenue  
Bowling Green, Kentucky 42101

School Office (270) 843-1001

Fax Number (270) 843-7466

Church Office (270) 843-9595

[www.htlsbg.com](http://www.htlsbg.com) email: [school@htlc-bg.org](mailto:school@htlc-bg.org)

Dear Parents,

We are pleased and honored to be in the ministry of Christian Education with you as we work together, through the power of the Holy Spirit, to help develop your child's faith in Jesus Christ as his/her personal Savior and Lord. It is our sincere hope that we can help prepare your child to live today and in the future as a strong, committed disciple of Christ.

This handbook is meant to help acquaint you with our goals, guiding principles and beliefs, policies and practices. By acquainting your child with these prior to the beginning of school, you will help ensure him/her of a smooth, comfortable experience away from home. A separate Preschool Handbook is available for families with three and four year olds enrolled.

Please refer to this handbook regularly. If you have questions not answered within its pages, please feel free to call us at the school.

Holy Trinity is here to help you in whatever way we can. If you need to share concerns with us, please do call the office. Our entire staff desires for your child to succeed in a happy, encouraging environment. We look forward to working with you as a team.

With Christ's love,

The Director of School Ministry

School Board Commission

## Holy Trinity Lutheran School Board Commission

Dr. Bart White

Todd Otto  
School Board Commission Director

Joelle Anderson

Pam McIntyre

Casey and Cheryl Hixson – PTO  
Chairpersons

Bill Hiskey, Director of School Ministry –  
843-1001  
[bhiskey@htlc-bg.org](mailto:bhiskey@htlc-bg.org)

Pam Schmaltz

Robert Otto, Elder Representative –  
781-6163  
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L. Wanda Belek

School Board Commission meetings are scheduled monthly. Parent Teacher Organization (PTO) meetings and activities are scheduled on the master calendar of activities. Fundraising is one major activity of the PTO. All parents are expected to support and help with these projects throughout the school year. Please volunteer and be involved in your school projects. Please pray for these very dedicated volunteers who serve the school ministry in the policy development for this ministry.

**Room Mothers** – Each teacher will ask at least one mother to serve as the classroom mother. This parent will help coordinate with the teacher such things as class parties, class volunteers for fundraising projects, help with parent contacts throughout the year, and help build fellowship activities for the parents and children of the classrooms. The Room Mother will follow the guidelines of the school and work closely with the classroom teacher.

# Parent Teacher Organization Holy Trinity Lutheran School

## **PTO Membership:**

PTO Membership consists of all parents and and/or legal guardians of students attending HTLS, as well as all teachers and staff of HTLS.

## **PTO Objectives:**

Assist in the Christian education of our students at HTLS by fostering cooperation between parents, teachers and staff of HTLS, and the membership of Holy Trinity Lutheran Church.

Become a major focus of volunteer efforts in areas:

Volunteer Helpers

Special Projects

Equipment Acquisition & Development

Social Events

Continuing Parental Education

Fundraising

Office helper, Kitchen aide, classroom volunteer

## **PTO OFFICERS DUTIES**

**President** - Coordinate and lead PTO meetings, represent the parents at monthly School Commission meetings, be the PTO liaison between parents/Director/School Commission/community.

**Vice-President** - Support the PTO President, filling in when he/she is unable to attend or lead meetings. Plan the speakers and/or presenters for the meetings. Follow term with service as PTO President. Coordinate clean up and close up of building following the PTO meetings.

**Secretary** - Keep monthly PTO minutes. Set up meeting room in advance of meetings. Coordinate parent sign-in and determine classroom attendance winner. Coordinate childcare during PTO meetings.

**Fundraising** - Coordinate all fundraising committees; solicit chairs for each fundraising activity. Review with HTLS bookkeeper all fundraising accounting procedures and follow-up with all committee chairs to be sure these procedures are faithfully followed. Receive and review fundraising reports from each committee chair. Communicate all fundraising activities, needs and funds collected to PTO President and School Director. Report at final PTO meeting fundraising recommendations for the next school year. Meet with new PTO officers to recommend future fundraising plans based on reports of past activities and future needs of the school ministry.

**Publicity** - Collect requests for school publicity from Director, teachers, PTO officers, and Fundraising activity chairs and send appropriate press releases to designated groups. Keep a PTO record of all requests for publicity. Availability to a personal computer and fax (available at HTLS) is helpful.

**Parents in Prayer** - meets once per week (as a parent leader is available) to lift the needs of the school families, staff, Commissions, etc. to the Lord in prayer. Please join them for an hour of encouragement. Watch your High Fliers for the schedule.

All of these positions are dependent upon parent volunteers.



Holy Trinity Lutheran School  
The "heart of education" is the "education of the heart"

## 2011-2012 SCHOOL CALENDAR

August – Opening Day for Teachers & Staff – August 8  
Opening Day for Students K-6 – August 10  
Opening Day for Preschool – August 15

September – Closed for Labor Day – September 5

October – End of First Quarter (37 days) – September 30  
Fall Break – October 3-7  
No School for Parent Teacher Conferences – October 14

November – Closed for Thanksgiving Break – November 23-25

December – End of Second Quarter (46) – December 16  
Closed for Christmas Break – December 19-January 2

January – Second Semester Begins – January 3  
Closed for Martin Luther King, Jr. Holiday- January 16

February – Closed for President's Day – February 20

March – End of Third Quarter (48 days) – March 9

April - Spring Break – April 9-13  
Closed for Good Friday – April 6

May – End of Fourth Quarter (46 days) – May 23  
Last Day for Students-Awards 1:00pm – May 23

Warren Co Schools – Start August 9; Fall Break October 3-7; Winter Break Dec. 19-Jan 2; Spring Break April 6-8; Last Day May 25

Bowling Green City Schools – Start August 4; Fall Break October 3-11; Winter Break Dec. 19-Jan. 2; Spring Break April 6-13; Last Day May 24

Western KY University – Fall Semester Starts August 29; Fall Break October 6-7; Last Day of Fall Semester December 16; Spring Semester Starts January 23; Spring Break March 5-9; Last Day of Spring Semester May 11

## INCLEMENT WEATHER PLANS

Please listen to the TV and Radio stations listed below for news regarding **CLOSINGS** or **LATE SCHEDULES** due to inclement weather. **Holy Trinity Lutheran School will follow the Bowling Green City School decisions.**

### **WBKO Polar Report**

There may be times we will operate on a "Late Schedule" (i.e., opening at 9:30 AM) to allow roads to become safer for traveling when the weather is bad. Again we **will follow the lead of the B.G. City School System. Please DO NOT call the school staff at home.**

If a scheduled evening event needs to be canceled due to weather, please watch the WBKO Polar report or check your email; every effort will be made to contact parents in advance.

When in doubt, always err on the side of safety for yourself and your children. If it is unsafe for you to bring your child to school, but school is in session, come as soon as you can safely travel.

**SNOW DAY EXTENDED CARE (This service is only available when qualified staff are available; if you would be interested in this option please let the Director know in October)** -will be available for pre-registered students on days when HTLS is closed but roadways are safe for staff and parents to drive. Cost is \$15.00 per child and the service is available from 8:00am-5:00pm. This service will be listed on the snow reports of local media.

### **Disaster Plan**

No children will be sent home, unless a clear signal is issued. After the danger is passed, classes will resume until normal closing time. If a warning comes near the close of the school day, the children will not be dismissed until the danger passes.

If an actual disaster occurs in the Bowling Green area, children will remain at school until a parent or an approved friend or relative can get them safely.

## **OPERATING HOURS**

### **School Hours** -

- 7:00-7:45 am Morning Extended Care is available in the preschool classroom. Enter at the side door and sign in with the teacher on duty.
- 7:30-7:45 am Staff Devotions and Prayer in the library. Please no phone calls.
- 7:45-8:00 am Arrival of students – K-6 students are to go directly to the Gym and be seated.
- 8:00-8:10 am Morning Assembly – Students K-6 gather in the Gym and will be dismissed to classrooms following pledges and announcements.
- 8:00 am Your student is **TARDY** and must go to the Office and sign-in and receive a  
DOOR LOCKS **TARDY SLIP** before entering the classroom. Preschoolers (no tardy slip is needed, go directly to the classroom) and Kindergartners must be walked to the classroom by their parent when they arrive after 8:00am. No preschool child will walk alone in the building at any time.
- 12 noon Preschool Dismissal - Parents drive (stay in your car) to portico doors for student pick-up. Students not picked up by 12:10 will be placed in Extended Care and charged accordingly.
- 3:00 pm Dismissal of Elementary Students and Full Day Preschoolers at designated door - students not **picked up by 3:10** who are not enrolled in an approved after school activity, will be placed in Extended Care and will be charged accordingly.
- 3:00-6:00 pm After School Extended Care; Students must be registered for this service.  
\*\* Preschool students (**NOT** enrolled in the Extended Care lunch time period) desiring **lunch reservations must be made no later than 10:00 a.m. on the day you wish to stay.** Lunch/extended care cost for the 12:00 -1:00 slot are noted on the extended care fee schedule. Lunches are reserved by calling the office. **NO sack lunches or fast food may be brought by Preschoolers; allergy exceptions are made by the Director.** No refrigeration or warming facilities are available to students.

## **WHO WE ARE AND WHAT WE BELIEVE -**

### **Our Lutheran Heritage Since 1640**

The Reformation had a tremendous influence upon the development of modern educational principles and systems. The parochial schools established by the Lutheran Church

in America both in colonial and present times are intimately connected with the European movement.

Lutheran education in America began with the Swedes, who had established a number of settlements in Delaware, New Jersey, Pennsylvania, and Maryland. The first Lutheran school recorded in history was opened in 1640.

By the time of the Revolutionary War there were approximately 70 Lutheran Schools in the Colonies. Pennsylvania alone had 40 of them.

History records at least 400 Lutheran schools in America by 200 years. The Lutheran Church- Missouri Synod, to which our congregation and school belong, was organized in 1847. Lutheran schools have been an integral part of the church's program from its beginning.

Today our church body has over 2000 Lutheran schools throughout the United States.

The International Lutheran School in Hong Kong, with over 2000 students, is the largest school of the Lutheran Church-Missouri Synod in the world.

Holy Trinity Lutheran School is proud of this heritage.

#### Holy Trinity Lutheran School History -

Holy Trinity Lutheran School was begun in 1967 with 20 students. Holy Trinity Lutheran School is one of more than 2,000 Lutheran early childhood elementary schools in the LC-MS, which minister to more than 185,784 students.

HTLS is a member of the Mid-South District of the LC-MS based in Memphis, TN. Our staff attends their teacher conferences.

Like other Lutheran schools, HTLS is not in competition with public schools, but supports every effort of good public education.

The unique purpose of a Lutheran school education is to provide a Christ-centered educational program where children can grow spiritually while they fully develop their God-given talents.

We thank Almighty God for the freedom we have under our Constitution to teach, live, and serve according to the beliefs and principles of our religious faith.

THE LORD CONTINUES TO SHOWER BLESSINGS UPON BLESSINGS AS WE CONTINUE EDUCATING FOR ETERNITY IN HIS NAME.

“O, Give thanks unto the Lord, For He is good!”

**THE MISSION of Holy Trinity Lutheran School is to reach out to families and children with the Good News of Jesus through a Christ-centered, loving, and forgiving environment of academic excellence.**

**We believe that the “heart of education” is the “education of the heart”.**

Our purpose for establishing a Lutheran elementary school as a part of the ministry of HTLC is to nurture the total growth of each child placed into the care of the teachers. Holy Scripture directs our purpose for existence:

*Proverbs 22:6 “Train up a child in the way he should go; and when he is old, he will not depart from it.”*

*Matthew 28:19 “Go ye therefore and teach all nations . . .”*

By encouraging a maturing relationship to our Creator (Col. 1:16-17), to our Savior (Matt. 2:21), to His Truth (John 14:6), and to the knowledge (Prov. 1:17), the child will be equipped with the power, peace, courage, and faith needed to worship, witness, and serve God and to cope with life’s challenges creatively and effectively.

### **THE GOALS of Holy Trinity Lutheran School**

With our purpose directed by Scripture, our goals shall be:

1. To provide thorough instruction in God’s Word in order that your child:
  - may learn to know and trust Jesus Christ as his everlasting Savior;
  - may know what the Lord expects of him;
  - may voluntarily do that which is right and God-pleasing;
  - may be prepared to live with God eternally in heaven..
2. To assist the home in carrying out its’ role as commanded by God.
3. To teach the required skills necessary for successful, purposeful, and useful living in this century and the next.

### **THE BELIEFS of the Lutheran Church-Missouri Synod**

We believe that the Bible is the inspired Word of God; God is the one true God, the Holy Trinity - Father, Son, & Holy Spirit. We believe that all people have sinned and need God’s forgiveness. We believe that Jesus Christ, God’s own Son, yet also true man, has bridged the way to the Father by His suffering & death on the cross & resurrection. Through this act people are reconciled to God, who gives his grace to us.

Because we believe the “heart of education” is the “education of the heart”, we propose:

- To educate not only for time, but also for eternity.
- To educate the whole child - mind, soul, and body.
- To meet the highest education standards, equal to or superior to the best in the public education, yet continuously reaching for and integrating the high standards of God’s Word.
- To make our children wise unto salvation through faith in Christ, thoroughly furnished
- unto all good works.

## **WORSHIP EXPECTATIONS**

Holy Scripture commands us to worship the Lord and keep holy the Sabbath (Exodus 20:8), therefore we believe regular active church membership and participation is vital for Christian growth. If our school families do not have a Church family, we welcome and encourage them to worship with us at Holy Trinity Lutheran Church. Special services of worship will take place throughout the school year. Student participation with parental support is encouraged.

- We have worship services each Sunday at 8 am and 10:30 am.
- Children's School classes are offered at 9:10 am.
- Bible study classes for youth and adults are offered at 9:15 am – Wednesday night "Faith Night" classes are held at 6:30 pm for all ages.
- Small group studies are offered throughout the week and year.
- Vacation Bible School is offered in early June. All community children preschool-6<sup>th</sup> grade are welcome.
- A pastor is available for Christian counseling.
- Church phone is (270) 843-9595. Secretary – Dionne Milam

Inquiry classes about Lutheran beliefs are offered regularly. We encourage all school parents to attend in order to better understand our Lutheran faith and teachings. There will be no pressure to commit to membership.

School worship opportunities will be incorporated each day in a Bible study time and a Biblical perspective will be incorporated throughout the school curriculum.

**Chapel services are offered for students weekly.** This worship time (**Wednesday mornings from 8:30 –9:00 am**) is staff led with student participation. Parents, friends and congregational members are always welcome. Students will share in a local nursing home visitation or other community service projects. Service projects are part of our curriculum and outreach.

Offerings at weekly Chapel will allow students the opportunity to share with others in need of Christian support.

**Special Services of Worship - will be taking place throughout the year. Student participation with their classes is expected. These dates will be given to you in advance so that you and your family can plan to attend. A Christmas program in December and participation at the Sunday morning worship at 10:30am the second Sunday of March is strongly encouraged.**

Worship truly is a part of our entire lives. It is of utmost importance that we reinforce and strengthen our understanding of God's Word and that we share in Christian fellowship with our brothers and sisters in Christ.

Holy Trinity Lutheran School is an outreach ministry of Holy Trinity Lutheran Church. Religion curriculum and weekly Chapel services enhance Sunday worship. We expect our HTLC member families to worship together faithfully and regularly at Holy Trinity, and our non-member families to worship regularly at a church of their choice.

## PLEDGES

The following Flag and Bible pledges are a part of starting our school day during our morning assembly. Please help your child know and understand these pledges and our respect for them.



### PLEDGE TO THE BIBLE

I pledge allegiance to the Bible, God's Holy Word. I will make it a lamp unto my feet and a light unto my path. I will hide its words in my heart that I might not sin against God.

**PLEDGE TO THE CHRISTIAN FLAG** *\*\*The white in the Christian Flag stands for Purity, the blue for Courage, and the red cross for Sacrifice.*

I pledge allegiance to the Christian flag, and to the Savior for whose kingdom it stands. One Savior, crucified, risen, and coming again, with life and liberty to all who believe.

### PLEDGE TO THE AMERICAN FLAG

I pledge allegiance to the flag of the United States of America, and to the republic for which it stands, one nation under God, indivisible, with liberty and justice for all.

*\* In 1892 Congress decreed that the red in the flag of the United States should stand for Hardiness and Courage, the white for Purity and the blue for Vigilance, Perseverance, and Justice.*



## PRAYER LIFE

We encourage you and your child to pray for all people. God's promise to hear prayer is true. Pray for each other and for those who evidence no faith in Christ. Consider making a prayer list with your child, including their classmates, teachers and friends. By name, help your child ask God to bring faith and blessing into the lives of their friends, neighbors and relatives. The following prayers can be used as guidelines.

### "New COMMON TABLE Prayer"

*Come Lord Jesus, be our guest, and let these gifts to us be blest. And may there be a goodly share, on every table everywhere. Amen.*

### PRAYER FOR CHILDREN

Almighty God, heavenly Father, you have blessed us with the joy and care of children. As we bring them up, give us calm strength and patient wisdom that we may teach them to love whatever is just and true and good, following the example of our Savior Jesus Christ.

### PRAYER FOR YOUNG PERSONS

God our Father, you see your children growing up in an uncertain and confusing world. Show them that your ways give more life than the ways of the world, and that following you is better than chasing after selfish goals. Help them to take failure, not as a measure of their worth, but as an opportunity for a new start. Give them strength to hold their faith in you and to keep alive their joy in your creation, through Jesus Christ our Lord.

### PRAYER FOR FAMILIES

Almighty God, our heavenly Father, you set the solitary in families. We commend to your care all the homes where your people live. Keep them, we pray, free from bitterness, from the thirst for personal victory, and from pride in self. Fill them with faith, virtue, knowledge, moderation, patience, and godliness. Knit together in enduring affection those who have become one in marriage. Let children and parents have full respect for one another and light the fire of kindness among us all, that we may show affection for each other; through Jesus Christ our Lord.

### PRAYER FOR TEACHERS

O God of wisdom, in your goodness you provide faithful teachers for your Church. By your Holy Spirit give all teachers insight into your Word, holy lives as examples to us all, and the courage to know and do the truth; through your son, Jesus Christ our Lord.

Our goal is to "make disciples," we have not completed our task by just sharing the Good News with the children in the classroom. It is essential that we equip and encourage them to witness and share their faith experiences. What a powerful force for God's Kingdom!

## **WHAT WE WILL TEACH YOUR CHILD - Religiously**

Lutheran schools exist to teach what Lutherans believe. They believe:

1. That the Bible is the source and basis for their beliefs.  
(II Timothy 3:15-17)
2. That only through faith in Jesus Christ can people be saved.  
(John 3:16)
3. That all people and all faiths are to be shown respect.  
(Matthew 22:39)

Lutheran schools teach about God. God is:

1. The Almighty, loving Creator of everything and everyone.  
(Genesis 1:1)
2. One God, but three equal persons (Triune).  
(Matthew 28:19)
3. A Judge who requires us to fulfill His law perfectly.  
(James 2:10)
4. A Savior who died for our sins and arose from the dead.  
(II Timothy 1:10)
5. A Sanctifier who gives us faith through His Word and Sacraments.  
(I Corinthians 6:11)
6. The Author of the Bible who inspired men to write every word as He directed.  
(II Timothy 3:16)
7. Described in His true, errorless, unchanging Word (the Bible).  
(John 17:17)
8. Love. He loves all people perfectly, in spite of how they may act.  
(I John 4:8)

Lutheran schools teach about people. People are:

1. Created individually and specially by God.  
(Psalm 139:13)
2. Loved always and completely by God.  
(John 3:16)
3. Required by God to obey His law perfectly.  
(Matthew 5:48)
4. Unable to obey God perfectly (everyone sins).  
(Ecclesiastes 7:20)
5. Saved from hell by Christ's sacrifice.  
(Galatians 3:13)
6. Unable to earn God's favor or forgiveness.  
(Ephesians 2:8 & 9)
7. Brought to saving faith by the Holy Spirit and given eternal life in heaven.  
(I Corinthians 6:11)
8. Condemned to eternal suffering if they do not have faith in Christ.  
(Romans 6:23)
9. Given forgiveness of sins and eternal life through Baptism and the Lord's Supper (Holy Communion).  
(Acts 22:16 & Luke 22:19 & 20)
10. Motivated by God's love to love all other people and serve God. (John 14:23)
11. Eager to share the good news (Gospel of God's great love for all.) (Acts 4:20)

## **ACADEMIC CURRICULUM**

The Christian faith is taught, not only as a separate subject, but more importantly as a way of life permeating every aspect of the total curriculum. All subjects are taught from a Christian frame of reference and given a Christian interpretation. The anti-Christian tenants of secular humanism are totally rejected. Curriculum is chosen from a wide variety of Christian and secular publishers. It is the responsibility and challenge of HTLS teachers to incorporate the Christian perspective into every area of the daily curriculum.

A well-rounded program of studies includes Bible stories, language arts, math, reading, social studies, science, music, art, physical education, foreign language and computer literacy.

The School Commission of Holy Trinity Lutheran School approves the curriculum materials with the view of enabling every child to develop into a “whole child.” A Curriculum Committee reviews and makes recommendations to the School Commission on curriculum needs. Parent participation is encouraged.

Sample curriculum publishers (not a complete listing):

Scott Foresman – reading, language arts, spelling

A Beka Book Company – math

Concordia Publishing House – religion

Houghton-Mifflin – social studies

Concordia Publishing House – science

## **REGISTRATION AND ADMISSIONS**

### **Non-Discrimination Policy**

**Holy Trinity Lutheran School and Extended Care Program admits students of any race, color, or national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, or national or ethnic origin in administration of its educational policies, admissions policies, scholarship and loan programs, and athletic and other school-administered programs.**

### **Admissions Application**

Registration information, applications, and current tuition fees are available from the school secretary. Tuition schedule is also posted online at [www.htlsbg.com](http://www.htlsbg.com).

Appointments for a conference with the School Director or Admissions Counselor should also be made through the school secretary by calling (270) 843-1001.

Parents of transferring school-age children will need to bring along the child's latest report card, achievement test scores and birth certificate to the meeting with the Director.

Additionally, a current medical record (of immunizations, eye exam, physical, etc.) needs to be on file in the school office prior to admitting your child to his/her first day of school.

A non-refundable fee is due at the time application is made.

### **General Admissions Requirements:**

- A. A child enrolled in the three-year-old Preschool class must be three years of age **on or before October 1**.
- B. A child must be four-years of age **on or before October 1** of the year he/she is enrolled in the four-year-old Preschool class.
- C. Correspondingly, a child must be five-years of age **on or before October 1** of the year that he/she is enrolling in Kindergarten.
- D. By the same authority, First Graders must be six-years of age **on or before October 1 of that year**.
- E. Pupils who transfer from other schools are required to present a transfer to the school office before admission to a class. Records are requested from former schools upon receipt of a transfer.
- F. In the case of exception for entering First Grade and above, the following stipulations may apply:
  1. Space availability.
  2. "Interview" with previous teacher concerning social and emotional maturity of student.
  3. Parents are made aware of social and emotional ramifications for the student in future years.
  4. Board review and final approval.
- G. Enrolled students who are significantly below grade level, and whose current year's achievement test scores are not available, may be tested by an outside specialist at the parent's expense before enrollment is final.

\* Holy Trinity reserves the right to make exceptions that are mission appropriate.

### **Enrollment Acceptance**

HTLS is a ministry of Holy Trinity Lutheran Church. Enrollment is open to HTLC members first. HTLS also exists as a mission and service to the community. Applications for admission will be reviewed and accepted by the Director.

Holy Trinity Lutheran School reserves the right to decide if it can satisfactorily meet the needs of each student who applies.

Ordinarily a child currently enrolled would have enrollment priority for re-enrollment admission. A re-enrollment fee is due at re-enrollment time. Typically HTLC members and HTLS siblings have priority for Wait List enrollment.

We encourage re-enrolling HTLS families to act quickly at the designated registration time in the early spring as spaces in some classrooms may fill rapidly. Failure to take advantage of the scheduled re-enrollment time may result in not being able to guarantee your child a place in the classroom.

### **Children with Special Needs**

While we admit all children regardless of race, color, national or ethnic origin, we cannot guarantee that we can adequately serve children with special needs or certain physical impairments. We also keep in mind the health and safety of all children enrolled in our program.

If you wish to enroll your child with special needs, a planning session will be held with parents or guardians, health and/or education specialists, and the director and classroom staff to plan an Individualized Education Plan (IEP). The same committee will meet quarterly to re-evaluate the child's progress. If at any time the committee determines that we cannot adequately meet the needs of the child, we reserve the right to remove the child from our program. Our decision will be made in the spirit of the Gospel and our service to all children in our program.

## **ATTENDANCE/ABSENCE POLICIES**

### **Attendance**

**Regular attendance is extremely important for success in school.** It is also a requirement of the State of Kentucky. The school is responsible for students from the time of arrival until the end of the school day.

When students and parents cooperate with attendance regulations, the school is best able to fulfill its obligation to the family. Perfect attendance will be recognized at the final awards assembly. Excessive absence from HTLS will be referred to appropriate authorities. No tuition discount is given for missed days of school.

### **Classroom Arrival**

All students are expected to be in the school building between 7:45 AM and 8:00 AM. **Doors are shut at 8:00 a.m. and students must enter through the office, sign in and receive a tardy pass to their class.** Children arriving prior to 7:45 AM will be sent to Extended Care in the Preschool classroom. **Prior to 7:45 a.m. a \$3.50 charge will be incurred.**

1. Preschool students will be dropped off at the School doorway and taken to their classroom each morning by a staff member or "Big Buddy" student helper. Preschool parents may choose to park along Nashville Road in front of the building, enter at the office door, and walk their child to the classroom.
2. Students in Kindergarten - Sixth Grade arriving between 7:45 - 8:00 will go to the Gym and sit down in a chair and visit quietly or "walk the gym". Students are NOT to remain in the hallways or in classrooms prior to 8:00 a.m. Students will make sure all tables and chairs are set up properly when dismissed to classrooms.

3. K-6 Students will be dismissed from the Gym following the morning assembly.

### **TARDINESS**

**Students (except preschoolers) arriving after 8:00 a.m. are TARDY and must go to the School Office, sign in, and receive a TARDY SLIP to admit them to their classroom.**

Tardiness interferes with the student's progress in school and leads to the formation of undesirable character traits. It is better, however, that a student should be tardy rather than absent. He/she should never be allowed to stay home in order to avoid being tardy. Recurring tardies may require a consequence to be set by the Director. (See Accumulated Tardies).

**Preschool children arriving after 8:00 am must be escorted by the parent to the classroom.** Please do not leave the child before he/she is recognized by the classroom teacher.

### **Absence**

When a pupil is ill or for a valid reason cannot attend school, parents/guardians are to phone the school office (843-1001) between 8:00-9:30 AM on the morning of the day the student is absent. Please do not call before 8:00.

**Students missing more than 1 ½ hours of class time each half day will be counted absent for that half-day period.**

A teacher MAY -

- Lower a grade on assignments turned in late
- Refuse to accept or credit work missed
- Require assignments unique to the student be completed under the supervision of the parent.

### **Extended Absence**

Any prolonged absence should include consultation with the child's teacher and the Director. Homebound tutoring may be required. A student may be at risk of not being promoted to the next grade if his/her academic level falls below recommended standards.

### **EARLY DISMISSAL**

If a student is checking out of class early **the PARENT IS TO FIRST COME TO THE SCHOOL OFFICE AND SIGN HIM/HER OUT.** The school secretary will phone the classroom teacher and have the child sent to the office for dismissal. Parents **ARE NOT** to go directly to the classrooms for their child. For your child's safety, the school's protection and to avoid unnecessary teaching disruptions, we ask for your cooperation in this regard.

**If someone other than the parent, or prearranged car pool driver, is to pick up your child from school the parent is to call the school office and notify the school who that person will be.**

Your child is very important and precious to us and we want to take every precaution for their safety.

### **Accumulated Absences and Tardies**

When a student accumulates:

- a. Five (5) Absences - a note will be sent home by the teacher.
- b. Eight (8) Absences - Parent may be asked to meet with the Director.
- c. More than ten (10) Absences - action may be taken by the School Commission.
- d. Five (5) Tardies - a note will be sent home by the teacher.
- e. Eight (8) Tardies - parent may be asked to meet with the Director.
- f. Ten (10) or more Tardies - action may be taken by the School Commission.

## Vacations During the School Year

Holy Trinity **discourages** “vacations” during the school year, which result in **absence from school**. K-3 students missing school to match public school calendars are considered “Unexcused Absences”. Parents must realize that many valuable in-class discussions, group activities, and evaluations are impossible to reproduce. Family vacations should be planned, if at all possible, during school holidays. Taking your child out of the classroom for extended periods of time is often disruptive and may not be in his/her best interest academically. **The teacher and Director should be notified in writing of any anticipated absence at least three school days in advance.** It is understood that the student and parent assume full responsibility for work missed and for informing his/her teachers of the absence. Homework assignments given out in **ADVANCE ARE NOT** the responsibility of classroom teachers. Individual teachers may give alternative assignments.

## Returning to School After An Absence

When your child returns from ANY absence, please send a note to the teacher stating the reason they were absent. Students are responsible for checking with the teachers for work to be made up upon their return.

## HEALTH POLICIES

### ILLNESS

Effective learning is closely related to good health. Holy Trinity makes every attempt to foster good health for the students individually and collectively. Parents, however, retain the PRIMARY responsibility for the health of all students, and **should NOT SEND their child to school if he/she displays any of the following symptoms:**

Fever	Pocks	Runny Nose
Swollen Glands	Rash	Pink Eye
Diarrhea	Vomiting	Sore Throat
Headache		Head lice

**Children must be “fever free” for 24 hours before returning to school.**

### ALLERGIES

Parents are expected to give the school documentation on known allergies. HTLS does not serve peanut butter due to the high allergy risk to many children. Parents may be asked to provide snack/lunch items or their child for medical reasons.

### Contagious Illnesses

When your child has any type of illness that is **Contagious** he/she will not be readmitted to school until he/she is free from symptoms.

<u>Disease</u>	<u>Incubation Period</u>	<u>Isolation Period</u>
Chicken pox	4-27 days	until scabs form
Influenza	1-4 days	about 7 days
Measles	8-21 days	About 10 days
Impetigo	Not known - usually within 5 days, often within 2 days	as long as pustules and scabs are present
Mumps	12-26 days	7-10 days <u>after</u> swelling has subsided
Ringworm	7-10 days	Until eruptions are healed
Pinkeye	<b>Very Contagious</b>	Consult your

(conjunctivitis)  
Head lice  
Fifth Disease  
(Erythema Infectiosum)

**Very Contagious**  
**Very Contagious**  
4-14 days

physician  
See following policy  
Danger is to pregnant  
Women exposed

### **Head Lice**

It is an all too common problem in elementary schools, with the finest of children, from the cleanest of homes, to experience the problem of pediculosis, or head lice. If a teacher or parent has cause to suspect the presence of lice, please immediately contact the school office. The student will be privately and discreetly examined. If nits are not found, the student will be returned to his/her class.

If nits are found, the following procedures will be followed:

- The student will be kept out of the classroom.
- The parents will be contacted to pick up the student.
- Re-admittance will be made after the student has been shampooed with a proper lice killing shampoo.
- Brothers and sisters of the infected student will be checked if attending the school.
- All students within the student's room will also be checked.
- A note to all school parents advising them to check their children for nits will be sent out.
- The infected student will be rechecked in one week following re-admittance to school.

Additional information is available through the office.

### **Parents**

Please report contagious illnesses to the school office **IMMEDIATELY** in order to protect other children. Notification of exposure to contagious diseases at school will be sent to all other school parents immediately via email.

When children attend school they should be well enough to participate in all class activities, in-doors and outdoors, unless a written request from the child's doctor state otherwise. A child should not return to school for 24 hours after a fever.

### **Recess and P.E. Excuses - (see Health Policies)**

Normally any child well enough to come to school is considered well enough to spend 15-20 minutes in the fresh air during the school recess periods and for scheduled P.E. classes. It is important that the parent see that he/she is PROPERLY DRESSED for the weather conditions before he/she leaves home. (Head, neck, hands, legs, and feet are protected.) Teacher judgment is always used to provide a proper time of stay outdoors.

Please secure a note from your doctor if there are **extenuating circumstances** or if your child has certain chronic conditions. Supervision and care required beyond the norm become the responsibility of the parent. No student will be dismissed from class activity participation longer than one week without a note from the doctor explaining the medical excuse for non-participation. Participation in these activities is not optional; they are considered part of the approved curriculum program.

### **Illness at School**

In case your child becomes ill during the school day and **runs a fever of 100° or higher,** you will be called to make arrangements to pick up your child. Please see that both your home and office phone numbers and those of your emergency back-up are listed correctly with the school office.

HTLS does not have a nurse on staff. All staff receive First Aid and CPR Training. In case of serious injury, an attempt will be made to contact the parents, however, if they cannot be reached, the school reserves the right to use its own good judgment and/or will follow the information given on the Pupil Information Form.

### **Giving Medicine at School**

**All medication must be sent to the office with written instructions. The required medication form is available through the school's web site.**

1. When prescription medicine is to be administered by the school, the medicine must be accompanied by a label showing the name of the child, the dosage and schedule of administration and what the prescription contains (original container).
2. In addition, a written request (form is available on our web site) from the child's parent or guardian asking that the medication be administered **must** be presented. Administration of medicine when the above conditions have been met shall be limited to the Director, or school secretary.
3. Non-prescription medication, such as: Tylenol, cough syrup, etc., will be administered to the child upon authorization of the child's parent. Please send the medication to the office labeled with all necessary information for administering.
4. Medication will be stored in a separate locked place, out of reach of children. Refrigeration is available.
5. The school will keep a written record of the administration of each medication, including time, date, amount, and person giving the medication.
6. Parents are asked to pick up all medications from the office at the end of the second semester.
7. Medicines with expired dates/or which have been left an extended time will be discarded.
8. No medication will be given to your child by school officials without a completed release form signed by the parent/guardian being on file in the office.

If your child is ill, please do not bring them to HTLS. If your child is brought to school and the teacher or Director feel that he/she should not attend, you, or your emergency contact, will be notified to promptly come and get your child. Illnesses spread quickly in early childcare settings and we are responsible for the well being of all the children in our school. The Director may require that a doctor's written permission be presented to assure that your child is not contagious to the other children and staff at HTLS.

The American Academy of Pediatrics recommends that a child should not be taken from the home when any of the following exist:

- Fever, currently or within the past 24 hours
- Diarrhea or vomiting
- Yellow or green runny nose
- Any symptom of childhood disease such as chicken pox or fifth disease
- Sore throat/croupy cough
- Any unexplained or contagious rash or pink eye
- lice

## **AIDS Policy**

If parents whose child is HIV positive seek admission to HTLS, a pre-enrollment conference including the child's physician, probable classroom staff and the director will take place to determine:

1. Potential exposure of others to infected blood
2. Immunization status of child
3. Necessary limits on child's curricular and extra-curricular school participation

Each enrolled child is expected to meet immunization and all other KY health requirements for the protection of all children and staff.

As a further expression of concern for the health and well-being of students and faculty, we will maintain the highest standards of cleanliness in restrooms, waste disposal and janitors' closets through adequate cleaning and packaging procedures and the use of proven disinfectants.

A supply of latex gloves will be maintained and used in classrooms, outdoor first aid kits and restrooms.

## **ACCIDENTS**

First aid will be administered to pupils who are hurt on the school premises. If a child becomes ill or is involved in a serious injury while at school, the school will follow the procedures outlined on the Emergency Information Form. Parents will be expected to pick up the child immediately after being notified. A copy of the Accident Report will be given to the parents. A copy will also be kept in the school office.

### **NOTE: It is important to keep the school informed about:**

- **Changes in your name, address, phone number, email address, cell phone number, or family physician.**
- **Name of person to be contacted in case either parent cannot be reached.**
- **Your absence from home when out of town, and the name and phone number of the person(s) left in charge of your child.**

## **REQUIRED DOCUMENTS**

All required documents must be in student files within 30 days of the child starting school in order to be in compliance with state requirements. Children with incomplete documents will be excluded from school on the 31st calendar day until all required documents are included.

New students and all Kindergartners must comply with state law requiring eye examinations.

An Updated copy of the child's Kentucky Immunization Certificate is required to be on file in the school office while students are enrolled.

For children born October 1, 1990 or later, two doses of measles-containing vaccine will be required for all kindergarten entrants. MMR is the preferred vaccine for the second dose but is now required to be used for the first dose. The two-dose measles requirement will continue to be in effect for sixth graders as well.

Children born October 1, 1992 or later, are required to have 3 doses of hepatitis B at Kindergarten entry.

**TB Skin Testing is no longer required for HTLS students.**

**Eye Exam and Physicals are required of all Kindergarten and Sixth Grade Students and children new to KY schools.**

Kindergarten (done no earlier than six months prior to entry to Kindergarten)

Sixth Grade Entry

New students entering from out of state

**Birth Certificate and Social Security Number:** All students

**Health Services**

Holy Trinity School will attempt to provide some health screenings at no charge by volunteers in the medical field **if available**. No tests will be given without parental consent.

If a problem is detected, parents are encouraged to immediately follow-up with their family doctor to correct any problem.

**Illegal Substances**

The school is aware of the chronic drug/alcohol problem in today's society. Drugs or alcohol will not be tolerated in any way. Families dealing with this problem are urged to speak with the Pastor and receive guidance.

**Smoking Policy**

No smoking is allowed inside the buildings at anytime by parents, relatives or friends. You may step outside, away from children to smoke if necessary. Please use proper means of disposal of your cigarette/cigar remains. No smoking is allowed by parents supervising field trips or other school activities off campus.

## SCHOOL EXPECTATIONS

### Student Behavior Expectations

- Students will respond immediately to staff directions in a positive manner
- Students will make every effort to conform their lives to God's Word.
- Students should feel free to discuss problems or concerns with their teacher. The Pastor, Director and DCE are also willing to help students.
- Students are expected to be honest and truthful in any association with teachers and fellow students.
- Students will obey all teachers, according to God's commandments to obey authority.
- Students will address each other with proper respect.
- Students staying for after school activities will remain with the adult in charge and show orderly conduct and proper respect. All school rules should be followed at after school programs and events.
- Students will be sensitive to each other's right to learn and thus act accordingly. In the event the teacher leaves the classroom, students are to continue working as per school rules.
- Students will not chew gum at HTLS, inside or out.
- Food will be eaten at the proper times and places.
- Students will not open, inspect, or remove anything from a teacher's desk, or another student's desk, locker or cubby without specific permission of the teacher.
- Students will help keep walls in classrooms, lunchroom and hallways clean.
- Students will seek teacher permission to:
  - Be in the Hall
  - Use the PHONE
  - Be in the OFFICE
  - Go to the RESTROOM
  - Students will use First-Aid supplies with supervision.
  - Students are asked to be good stewards of all supplies.
  - Students will not run or chase other students indoors, except in a specific supervised game.

Conflict resolution and problem solving skills will be part of the education program for students. Matthew 18 is the scriptural model that will serve HTLS. Age appropriate problem solving methods will be taught, modeled and used to help students learn how to solve relationship problems. Parents are encouraged to use these models and support teacher efforts in teaching the needed skills. (See examples at the back of this Handbook).

**Parents are responsible for their child at all special/evening programs and events. We encourage you to follow school guidelines to support consistent expectations.**

### Appropriate Language

Foul, vulgar, obscene language and related activities are never condoned, especially in our school setting. Students who use such language will be disciplined. We ask parents to help us with this concern. As you hear inappropriate language on the television, at the movies, in your community, use the opportunity to discuss openly with your child his/her Christian responsibility to use speech to give God glory.

## Teacher Authority

The teacher is to be regarded as a God-appointed guardian while the student is in his/her care. The pupil is to obey and respect his/her teacher or other adult representative of HTLS in accordance with God's command and authority. When such attitudes do not exist, reasonable consequences will occur according to established discipline procedures.

Our Lutheran School attempts to teach self-control and respect for authority. This can best be done through a cooperative parent-teacher approach to pupil discipline. As God has appointed parents as head of the family, teachers are likewise to receive the respect of God-appointed guardians while the students are at school.

Clear and prompt communication is important for an effective home-school approach to student growth. When a student exhibits a discipline problem at school, parents will be informed.

All teachers are encouraged to provide positive encouragement to students.

While teachers and students strive to live according to the precepts of our Lord, there are times that we, like the Apostle Paul, "do those things which we do not want to do . . ." Taking into account our sinfulness and the need for good order and atmosphere in the classroom, rules are established. An organized system of dealing with the consequences of disobedience is used. Each classroom teacher will describe in detail to parents and students the classroom discipline code and consequences she will be using with her students.

Teachers will review classroom expectations as needed. **When the Director becomes involved in disciplining a student, it is usually at the request of the classroom teacher. When appropriate, an "Action Plan for Change" discussed between the Director and student will be sent as a notification to parents. It is to be signed and returned to the classroom teacher. The Director will follow-up on the student's progress.** Teaching and learning self-control and making God pleasing choices are goals of our discipline policies. Disciplinary procedures are always carried out in the context of proper application of Law and Gospel.

## HTLS Dress and Appearance Policy

(Adopted Fall 2006)

Research seems to indicate a significant co-relationship between a child's overall attitude towards school and the way children dress. We want Holy Trinity students to be appropriate in their appearance, while not being preoccupied by it.

The mission of Holy Trinity Lutheran School is to reach out to families and children with the Good News of Jesus through a Christ-centered, loving and forgiving environment of academic excellence. Students here are reminded that their bodies are the temple of the Holy Spirit. Children should come to school neat and clean because neatness and cleanliness are becoming for Christians and make better working conditions for all.

Our varied activities at school may require designated dress days as indicated by the teacher (field trips, special visitors, performances, etc.). As children grow and mature what might be acceptable for younger students' attire may not be acceptable for the older students. All clothing shall be clean, appropriate and free from offensive writing and pictures. Tennis shoes are required for P.E. classes and Jump Rope Club. Safe, appropriate footwear should be considered for recess time (no flip flops).

For field trip safety, students in preschool through 2<sup>nd</sup> grade will be required to wear a HTLS yellow t-shirt while students in 3<sup>rd</sup> grade and above will be required to wear a HTLS Kentucky blue polo shirt. Students may also wear this same shirt for chapel.

There will be special school spirit dress days announced throughout the year, such as “hat day”, “sweatshirt day”, etc. Please help your child reflect appropriate attire on these days as well. If a student’s dress is in violation of the “spirit of the policy” it is expected that the classroom teacher will privately counsel with the parent of that student. Persistent infractions may involve being referred to the Director. We do not anticipate problems in this area as we trust the parents will be in full cooperation working with the school as a team in guiding Holy Trinity children towards proper, appropriate school appearance.

Preschoolers, Kindergartners and Extended Care students should bring an extra set of clothing in a labeled bag in case of an emergency. Please label all clothing items including coats, sweaters and jackets. Replace extra clothing as needed. \*Approved HTLS logo vendors are Best Business Systems, Land’s End and Signature Stitches.

### **Nuisance Items**

Unlawful possession of a weapon on school property in Kentucky is a felony punishable by a maximum of five (5) years in prison and a ten thousand dollar (\$10,000) fine.

No toy guns, knives, matches, squirt guns, cell phones, transistor radios, video games, alarm watches, skateboards, or other items with a “dangerous” or “harmful” intent or nuisance items will be allowed on the school premises. They will be taken from the child and the parent may pick the item up at the conclusion of the day from the Director.

Please consider the value of any toy, game, etc. you allow your child to bring to school. Items get broken and lost and their potential loss should be considered before sending them with your child. Personal toys are discouraged due to lack of space. The School will not be responsible for personal items brought and left by the student.

Also, we expect parents to help monitor selections of toys and games which they allow their children to bring to school for recess play. **Limit to items that fit into the student’s backpack.**

Gum is not allowed at school.

### **Indoor Recess**

Weather sometimes makes it impossible to take an outdoor break and recess must be taken in the Gym or classroom areas. **Teachers are to “wipe” tables after recess use.**

- Board games, coloring or drawing, puzzles, videos, etc. are appropriate. Each class keeps their games neatly in their classroom.
- Indoor, teacher directed group games are encouraged.
- Students are to clean up and carefully replace all items they used at recess.
- Students are to speak inside using the 5 voice level guideline taught at HTLS
- Students walking through the hallways are not to disturb those in classrooms.
- Students walking through the hallways must keep their hands off the walls.
- Coordination with classroom teacher must be considered.

**Classes that regularly are inconsiderate and do not follow indoor recess guidelines will lose the privilege of taking indoor recess for a period of time to be determined by the Director.**

### Playground Regulations

- Students will remain at school and on school premises under the direction of the supervising teacher/aide unless dismissed through the office.
- Students will leave sticks, stones, etc. on the ground and will not throw them.
- Fighting, kicking, or riding the back of another student is not allowed.
- Respectful conduct is expected on the playground at all times.
- Only teacher-approved equipment is to be used.
- Snow is to stay on the ground.
- All students are expected to play fairly with other pupils.
- Paper and other waste materials are to be thrown away properly.
- Games involving balls are to be played at safe distances from school windows and cars.
- All students are to obey playground direction from supervising teachers.
- At the end of recess the students will gather all equipment and immediately line up to enter the building upon the direction of the supervising teacher.
- Jump ropes are to be used only for jumping.
- Use common sense on the playground.
- Slide - feet first on slide/one on slide at a time.
- Swings-no standing on swings/slow swing to a stop before jumping out/do not twist swings/do not climb on swing poles.
- Rough play is not appropriate at school.
- Older children cannot play on equipment reserved for younger children.
- Students never carry each other or pull others off equipment.
- Do not play around flood lights, flag pole, dumpster or other non-play equipment.
- K-6 Students may play on blacktop area outside of the fence with adult supervision (dodge ball, 4-square, races, circle games, etc.).
- The blacktop area must be properly “**chained off**” before it is used for recess.
- No student is to be allowed to be in the “school” parking lot unsupervised.
- Do not hang on soccer goals.
- Students and supervisors are responsible for all Equipment.

### Physical Education

1. P.E. will be offered under the direction of a part-time staff member as scheduled.
2. All students are expected to participate regularly except with written excuse approved in advance by the Director.
3. Appropriate clothing and shoes must be worn. Students are required to have a pair of tennis shoes available for PE or they may receive a marker.
4. Students not participating in the regular PE activity will be given an appropriate activity by the teacher.

## **LUNCH PROGRAM**

Parents are encouraged to volunteer for lunchroom supervision and/or kitchen assistance in advance through the School Secretary. Volunteer lunchroom supervisors' may receive a discounted lunch on the day they help.

A well-balanced nutritious hot lunch is offered daily for students. Please purchase lunch and/or extra milk card through your classroom teacher or the School Secretary. Meal and milk cards will remain with the teacher who will track when a student eats school lunch or purchases extra milk. Parents will receive a note or email when a child is running low on lunch or milk tickets. Check with your child's teacher first if you have a question concerning the number of tickets remaining.

Students who forget either a sack lunch or money to purchase a meal card, will fill out a **CHARGE SLIP** prior to receiving their meal. The following week when meal cards are sold their card will be marked for the day(s) charged. Please limit lunch charges to no more than 5. If a student forgets to bring a drink with a sack lunch or wants a second milk they must have a milk card on file. Water will be available.

You may purchase more than one meal or milk card at a time. Payment records will be kept in the school office. They will be kept by the classroom teacher and crossed off as used. Any unused meals remaining at the end of the year will be "rolled over" to the following year. No refunds will be given for unused tickets.

**Hot lunch meals** may be purchased for either 5, 10, or 20 lunches. Meal prices are subject to change as food & milk costs increase.

**5 meals = \$17.50**

**10 meals = \$35**

**20 meals = \$70**

**20 milks = \$8**

**Extra Food Entrée= \$.75 each or 10= \$7.50**

**Adult guest meal = \$4.00 each meal; pay in advance in the School Office.** Adult reservations **MUST be made by 9:30 am on the day requested.** Class lunch periods are one-half hour in length beginning at 11:40 am with Kindergarteners. Preschoolers come to lunch at noon. Kindergarteners-3<sup>rd</sup> Graders may purchase a school lunch or pack a lunch from home.

***Preschool students remaining over the lunch hour MUST have a school provided lunch. All Day Preschoolers must purchase meal tickets. For drop in preschoolers the meal is included in extended care fees.***

It is recommended that every child purchase at least a 5 meal card available for emergencies. Milk will be provided with every hot lunch meal unless a **PARENT WRITES A NOTE** specifying water be substituted. Discounts are not given for children not drinking milk.

**Parents who have children with food allergies should speak to the Director concerning their special needs.** Peanut butter is not served at HTLS due to allergies.

The "pop" machine is not available to students during the school day including after school extended care hours, except as a planned classroom reward. No change will be provided through the office for the pop machine. Normally, all lunches will be eaten in the lunchroom area of the gym. Students will be supervised. Your child is responsible to the adult in charge for his/her behavior and is expected to follow the same rules as those that apply in the classroom.

Children are to sit at the tables assigned to them and are to remain in their seats until dismissed. We encourage all students to try all the foods offered. The trading of food is not encouraged.

Please **do not send** any food or beverage that requires refrigeration or microwaving. We do not have these available for student use – an exception may be made through the

Director for a child with temporary “medical or dental issues”. All beverages must be prepackaged or in a thermos. **No soda may be brought or purchased for student lunches.**

**Children who have medical reasons for not complying with the lunch regulations must have a written evaluation on file with the Director.**

Class lunch periods last ½ hour beginning with Kindergarten at 11:40am. Preschoolers in Lunch Bunch or all day class eat together at noon. Elementary classes stagger lunch periods. Check with your child to determine the time he or she eats lunch each day if you plan on joining your child.

### **SNACKS**

Preschool and Kindergarten students will receive a snack during their morning class time. Extended Care students will receive an afternoon snack immediately following the close of school. Elementary students may bring their own snack for the morning and/or afternoon recess period. Please remember that refrigeration is not available. Please try to send nutritious snacks that are not messy. **No soft drinks.** Water will be available. Students may be outdoors during this time and they are responsible for their trash and any reusable containers or utensils they bring.

*NO FAST FOOD LUNCHES FROM OUTSIDE SHOULD BE BROUGHT FOR THE CHILDREN OR ADULTS EATING WITH THE STUDENTS.*

### **BIRTHDAYS**

**Birthdays** are special times of celebration for children and you are welcome to share this celebration with your child’s classmates and teacher. For Preschool and extended care students, KY State Regulations require prepackaged or bakery products for each student and staff member in the class. \*\*\*No products from home are to be served. Sorry! In order to honor each preschool student equally, the Food Service staff will provide birthday treats on the child’s special day. **Parents are asked NOT to bring extra treats to school without first consulting with the teacher. Many children have specific food allergies. If your child does, please be sure the teacher and office know ASAP.**

### **BIRTHDAY BOOK CLUB**

The voluntary Birthday Book Club makes it possible for you to select a book from a prepared list, which you may donate in your child’s honor and in thanksgiving for the blessing your child brings to your life. Your child’s name will appear on the inside of the book as a reminder of your gift. It is our hope that this Birthday Book Club will help build a quality library for all Holy Trinity students. Please have your child present his book gift to the classroom teacher who will see that it is properly labeled and sent to the library. See the Librarian for book ideas.

### **FIELD TRIPS**

Field trips are a sound teaching opportunity looked forward to by students and staff. We attempt to weave them carefully into our overall program to enhance your child’s educational experiences. At least two field trips this coming school year will be planned to local service organizations appropriate to the children. We want Holy Trinity students to learn about the local organizations serving the various needs of the Bowling Green community. Your child’s teacher, who will share the larger world with them and support and enhance their studies, will plan other field trips. **Very Important- Signed permission forms are required for all field trips.**

**Students are provided these in advance and they must be signed and returned at least one day in advance. *Students without the official permission form signed by their parent/guardian will not be allowed to go on the trip and will remain at school. Parents may not sign a “slip of paper” and have it count as the official permission form. Insurance liability requires that official forms only be accepted by the school.*** Parents who wish to provide transportation must have proof of insurance and a copy of their driver's license on file in the school office. We encourage all interested parents to come to the school office with these items at the beginning of school so they will be on file. This in no way will obligate you but will simplify our record gathering process. Parents volunteering to drive or otherwise supervise a school sponsored field trip are asked by the teachers on a rotation basis. **Please make other arrangements for siblings so that you are truly able to help supervise the students. *Class field trips are for the children in the class only. Friends and siblings are not included in class field trips. No student 12 or under may be transported in the front seat of vehicles having passenger side air bags for school-sponsored activities. Child booster/car seats are required per the new KY State Law for all children age 7 and under AND between 40 and 50 inches--***

[www.Kentucky.gov/Newsroom/kytc/booster+bill.htm](http://www.Kentucky.gov/Newsroom/kytc/booster+bill.htm) - Parents are expected to follow current laws at all times when transporting HTLS students to/from school or on field trips.

Some field trips will require an entrance or gas fee, which will be determined in advance and communicated with the permission slip. Please do not send loose money with your child. Put it in an envelope and mark it with your child's name, classroom teacher, amount of money included, and purpose. We reserve the privilege to cancel a field trip at any time we deem it is not in the best interest of your child, or staff, and/or the entire school. If a trip needs to be canceled due to weather conditions, which would make it unsafe, we will attempt to notify you as soon as possible.

### **CLASS PARTIES**

There will be scheduled class parties during the year. The Room Parent Coordinator/or teacher will be looking for your help in making these celebrations successful. Please offer to volunteer your services. All plans must be pre-approved by the classroom teacher.

We will celebrate:

- a) Thanksgiving in November- our last day before the break
- b) Christmas in December- our last day before the break
- c) Valentine's Day in February- on or around February 14th
- d) End of the year special activity or field trip

We encourage the party to have Christian themes, games, treats, etc. wherever possible. We do not celebrate Halloween, however, we do have a special day instead and encourages students and staff to dress as their favorite Bible character. Those who choose not to dress in costume are considered to be “modern day saints of the Church”!

### **USE OF SCHOOL PHONES**

Students will be allowed to call home **ONLY** in the case of illness or other emergencies. Forgetting an assignment, school supplies, lunch money, etc. are not considered emergencies. They must be given permission to make their call. Messages for students must be made through the School Secretary who will pass the message to the classroom teacher. Students are unable to receive calls during class time. Personal cell phones are NOT to be brought to school by students and will be kept by the Director for parents to pick up.

## **DESKS, BASKETS, CUBBIES, COAT RACKS, LOCKERS**

Each student will have a “special place” to store his/her belongings. That space, however, is not large. These need to be kept neat and orderly at all times. The elementary students are expected to take responsibility for their own desks and area surrounding it as well as the coat racks. Elementary students may be kept late at dismissal to accomplish this task if the teacher feels it is necessary. Your understanding and cooperation will be appreciated. Students in the upstairs classrooms will have an assigned locker. No items may be placed on the outside of the lockers. Students are expected to keep lockers clean and organized.

## **LOST AND FOUND**

Misplaced, lost and/or found items are placed in a container so marked and are in the School Office area. Items not claimed after a reasonable time will be donated to charity or thrown away. It is the parent and child’s responsibility to check the Lost and Found regularly. Labeling of garments will help prevent their being lost. **Check the Lost and Found Box often if you have misplaced items.**

## **TEXTBOOKS, SUPPLIES, AND SCHOOL PROPERTY**

The tuition fees cover the basic costs of textbooks. If these or other school property are lost or damaged by students the parent will be assessed a fee to replace the item based on the cost. If textbooks are not properly cared for and they show **UNDUE** wear and tear when they are returned, the student may also be assessed a replacement fee. Report cards may be held until all books are turned in and all fees are paid. Students are expected to keep books neat and free from scribbles and writing. Books remain the property of HTLS.

Each teacher will provide you a list of consumable supplies for class use. These are often “pooled” for efficient use and will occasionally need to be re-supplied by parents. Please **do not “over supply”** your child with unneeded items.

## **ENRICHMENT**

### **Creative Arts/Music/PE/Spanish/Library/Computer Classes & Eagle Chorus -**

Enrichment classes are offered for elementary students when available. Occasionally a fee will need to be assessed per student for special activities and programs.

Part-time enrichment teachers plan curriculum that provide for a well-rounded program. Students are expected to respect these staff members in the same manner as all classroom teachers. Enrichment Teachers will provide regular classroom teachers with quarterly report card evaluation grades based on student participation and cooperation in the class.

**AFTER SCHOOL ENRICHMENT – 3:00-4:00 pm** on designated days. Cost: One hour Extended Care fee required.

With the continued support of volunteer parents, friends and teachers, enrichment opportunities during after school hours are endless. If you have a particular talent or interest you would like to consider sharing with our children, please contact the Director. Student participation is determined by appropriate, cooperative behavior and may be limited by age and ability. Activities may include: Jump Rope Team, Science Club, Beginning Band, Praise Team, Creative Arts Club, Chess Club, American Girl’s Club, 4-H Club, etc. If you are willing to help sponsor one of these activities for the children please let the Director know as soon as possible.

## **OBSERVING IN THE CLASSROOM**

You are welcome to observe in your child's classroom. Please consult with the teacher to arrange your day of visitation in advance. Please realize this is not an appropriate time for a Parent-Teacher Conference. Please sign in upon arrival in the office prior to going to the classroom. The beginning and ending of class days ARE NOT appropriate times for parents to consult with teachers. Please call and set an appointment to meet with the teacher

You are also welcome to occasionally join your child for lunch at HTLS. Please make arrangements in advance through the School Office and purchase a guest lunch meal.

## **STUDENT GUEST VISITORS**

A student who wishes to bring a visitor to school must receive permission from the teacher and director at least one full school day in advance. Visitors are expected to conduct themselves according to the regulations of our school including our dress and appearance guidelines.

**All school visitors and parents are to check in at the School Office before going to the classroom.** A nametag will help in recognition that you are an approved guest.

## **FINANCIAL COMMITMENT**

### **Holy Trinity Lutheran Church Congregational Support**

The benefits resulting from a Christian education are priceless. The operation of the programming is expensive. The combined cost of capital investments, improvements, salaries, utilities, janitorial services, equipment, books, supplies, etc. represents a huge expense.

Holy Trinity Lutheran School is maintained and financially supported by the congregational members of Holy Trinity Lutheran Church. We would not have this educational opportunity without their dedication and vision. Through their regular contributions all members are helping to support the school, whether they have enrolled children or not. We thank them as a School Commission and encourage each of you individually to do the same, for their support of this important Christian ministry in Bowling Green. We continue to strive in all we do at Holy Trinity Lutheran School to live up to their mandate to provide a quality Lutheran educational environment. Notes of appreciation should be directed to: Holy Trinity Lutheran Church - School Commission Chairman.

### **TUITION AND FEES**

In addition to the congregational support, students enrolled pay tuition. Current fee schedules are available at the School Office and at our web site [www.HTLSSBG.com](http://www.HTLSSBG.com). School expenses not covered by tuition require parental support of a variety of fundraising opportunities. Most field trips have additional costs.

### **TUITION**

The annual tuition is payable in advance or in ten (10) or twelve (12) installments. Tuition installments are due the **15th day of each month beginning May 15 with final payment due either ten or twelve months following. Students enrolled after the beginning tuition payments must have "past due payments" caught up at enrollment. Automatic tuition withdrawal through Thrivent Financials' Simply Giving Program is expected of all except those who pay tuition in full. This is a free service provided both the School and parents to assist with timely tuition collection. Exceptions to using the automatic draft program must be pre-approved by the Director. Full yearly tuition payment is the responsibility of all families once the first tuition payment is made in May. Families**

**leaving HTLS mid-year remain obligated for the full tuition due.** Refunds may be made only for families moving out of the community and further than 30 miles.

**No post-dated** checks will be accepted. All expenses occurring from insufficient fund balances will be covered by the writer of the check. Cancelled checks are your receipt of payment. HTLS does not provide “end of the year” tuition payment reports for taxes.

### **Registration and Re-Enrollment Fees**

- A. **A registration fee** is required for each new child applying to be admitted to HTLS. This is a non-refundable fee and is separate from all other tuition fees. The fee is collected at the time application for enrollment is made. If parents contract for a space in the school and later withdraw their child, the School will offer no refund. This registration fee applies to all new students, including new siblings of previously enrolled students.
  
- B. **A non-refundable re-enrollment fee** for all currently enrolled returning students applies at the time of their re-enrollment period

### **SCHOLARSHIP ASSISTANCE**

The School Commission awards some grants on the basis of need. If parents are unable to pay full tuition due to economic conditions, they may apply through the Director for consideration of scholarship help. The Commission will consider scholarship help on a case-by-case basis. A third party company, Confidential Financial Analysis (CFA), will be used to assess financial assistance confidentially. Applications are available in the spring for the following school year. Parents are required to pay CFA directly a small application fee (approximately \$20). Notification will be given by the Director to the parents as soon as a determination concerning assistance has been made. Applications for financial assistance are due to CFA by March 15<sup>th</sup>. Budgeting is a critical element of maintaining our school, therefore late applications have less chance of qualifying for assistance.

### **PROBLEM ACCOUNTS**

A \$25.00 (Or higher depending on fees charged by the banking institution) Service Fee may be charged for each returned check. We will not re-submit checks that have been returned for insufficient funds. Returned checks need to be immediately picked up at the office by the parent and replaced with a Money Order or Cashier's Check. Two returned checks in any one school year might require that future payments that year be made by money order only.

### **DELINQUENT ACCOUNTS**

**Parents are urged to contact the School Director at the earliest sign of difficulty in making full tuition payments on time.** Automatic tuition withdrawals through Simply Giving accounts will help eliminate delinquent accounts. However, the following consequences may apply if accounts become delinquent.

1. Payments not made within 5 days of the due date will be considered “past due.” An “Oops” letter may be mailed as a reminder.

2. Payment not made within 5 days (10 days late) of mailing "Oops" letter- a phone call to the home will be made to appraise the situation and remind the parents and set up a payment plan if needed.
3. Past due 30 days –A second letter will be sent requesting a meeting to discuss a payment plan. A late fee of \$15.00 may be assessed the overdue account.
4. Past due 40 days (ten days following the sending of the second letter) – If no contact has been made to set up a payment plan the issue of overdue payments will be referred to a third party collection agency.
5. In case of special circumstances, the parent is to immediately contact the School Director for a conference to see what arrangements can be made. The parent may request to meet with a church elder or School Commission member.

### **WITHDRAWAL POLICY**

**Report Cards and Permanent Records will be held by the Office until all accounts are in proper balance. No refunds will be made.** Families moving further than 30 miles may request their payment be discontinued for tuition that has been prepaid in full or months due remaining in the school year, **NO REFUNDS** will be made after March 1. Families remain obligated for the full tuition of their child if for personal reasons they decide to withdraw from HTLS mid-year. Automatic tuition payments will remain until fees due are paid in full.

**Mid-year Enrollment** - Students enrolling mid-year will pay the full registration fee and pro-rated tuition fees.

### **REPORT CARDS**

Report Cards are given to Preschool students two (2) times a year at the conclusion of each semester of school. Kindergarten – Sixth Grade students receive report cards four (4) times per year, at the end of each quarter. First quarter reports are given during Parent Teacher Conferences.

Parents are to SIGN the report card and RETURN it in the envelope to the teacher within three (3) days.

**The final report card of the year will be held for students with outstanding fees due and may be picked up at the office when fees are paid. Lost Report Cards will result in a \$3.00 fee.** Report cards and permanent records of transferring students will be held until all outstanding fees are paid. Report cards are not available to parents early.

### **GRADING SYSTEM**

The object of the grading policy is to inform the student and the parent of the student's progress in academic achievement, social and behavioral conduct, attendance, and work habits.

Teachers are expected to be in contact with parents on a regular basis prior to sending report cards home, and will make the parent aware of any area where the student is not making satisfactory progress, or if a sudden drop in grades takes place. Parents are also urged to keep in close contact concerning their child's progress.

### **Student Grades**

The School Board Commission has set the following grading guidelines:

1. Preschool and Kindergarten report cards will indicate whether the child is making "good progress" or "working on skill."
2. First and Second Grade report cards will be indicated in the following way:

- S+ Above average Progress
- S Satisfactory
- S- Below
- I Improvement Needed
- U Unsatisfactory

3. Third grade up will add letter grades and percentage scale:

A+	100%	B	83-86	C-	70-72	F	59-0
A	93-99	B-	80-82	D+	67-69		
A-	90-92	C+	77-79	D	63-66		
B+	87-89	C	73-76	D-	60-62		

4. Individual Education Plans (IEP) - Any student not working at his/her grade level will have an Individual Education Plan (IEP) which is developed to meet his/her individual needs. IEP's will be reviewed with parents and/or legal guardians on a quarterly basis and adjusted as needed. **IEP's will be provided for "gifted and talented" students and for "remedial" students.** Progress reports will indicate that an IEP was used with the student. The IEP is used to set goals – it is not a legal document.

**ACADEMIC HONORS - Grades 3 - up**

Students are placed on the Academic Honor Roll who receive grades of B- or higher during the quarter. Students will receive a certificate each quarter that they make the Honor Roll.

**EAGLES PERCH - HONOR ROLL - Grades 3 - up**

Students making the Academic Honor Roll all four (4) semesters will be placed on the Eagle's Perch Honor Roll and receive special recognition of their academic achievements.

**MAJESTIC EAGLE AWARD**

Students who received all A's all four quarters will receive special recognition.

Other special awards and recognition may be added by classroom teachers or the administrator.

**Additional awards** are given to Christian Character development quarterly and at the last awards assembly of the year.

## **Standardized Testing**

In addition to regular subject matter testing, nationally standardized tests are given to children at Holy Trinity in the spring for grades 3-6. End of the year assessments will be given Preschool-Second grade students. Results will be shared with parents. These tests can show the following: *“\*students’ knowledge of facts, skills, and concepts common to the grade tested. \* year-to-year academic development (more accurate over extended periods); \* student academic strengths and weaknesses (in individuals to a limited degree) \* students’ higher-order thinking skills, although in a limited way; \* where investigation into such specifics as methods and effectiveness of curriculum might be needed. A good test is a good tool for helping assess a student’s progress. **But it is only a tool, an indication-not the final word. One test, or even a series of tests, should not be used alone to determine a student’s grade placement or course grade or a curriculum’s value.** Parents and teachers need to use their own observation and discernment to evaluate a student’s progress, taking into account factors such as test-taking skills, maturity, and so on. Test scores do not indicate whether children are learning to think from God’s point of view or whether they enjoy what they are doing and are starting on the path of lifelong learning. Tests cannot tell the overall story of how a child’s experience in school is preparing him for life. Such results-the results that matter most-must be evaluated by parents and teachers along the way, using a multitude of tools of which a standardized test score is only one.”* Dawn Watkins and Bill Sponsellor, with Bob Jones University Press.

## **SCHOOL RECORDS**

Your child’s records will be maintained in the school file. Should your child transfer to another school, the transfer of his/her permanent record, by your consent, will follow request from the transferring school. Parent must formally request that the new school request a transfer of student records. No individual or agency outside our school will be permitted to inspect your child’s school records without your written permission unless required by a court of law. Parents and/or legal guardians wishing to examine your child’s records may make arrangements to do so by making an appointment with the Director. Parents and/or legal guardians have the right to insert a reasonable statement indicating their position on any disputed information in the file. Records will be held at HTLS for any student with outstanding fees until paid in full.

## **COMMUNICATION/COOPERATION**

### **CONFLICT/CONCERNS**

Cooperative effort is absolutely essential between parents/guardians, Director, and teacher. In order to maintain a harmonious relationship, it is essential that all parties work together closely and diligently and that they guard against possible situations where conflict might arise.

We are God’s people. Yet none is perfect. As sinful human beings there will be times of misunderstanding or conflict. We try to use the Biblical approach in solving a tension or dispute, as outlined in Matthew 18:15-17. This passage can be summed up this way -- the very FIRST STEP is to talk directly to the person with whom you are in conflict.

- Depending on the parties involved, the due process steps include:
- Parent to teacher
- Parent to teacher and Director
- Parent to teacher, Director, and Commission Arbitrator
- Parent, School Commission Conflict Resolution Committee

Suggestion: If in the first stages of a grievance with a teacher, please DO NOT telephone or email her to try to settle the matter. Experience has shown that both parties often later regret what might have been said over a telephone or in an emailed message. Any phone call or email message should be limited to mutually arranging a time to meet together IN PERSON.

As Christians working together for the benefit of Christ's little ones, we will pray for each other and remember as parents and teachers that we serve God, not ourselves, in all things. Students are taught skills in conflict resolution and adults are expected to model it for them as best as we possibly can.

### **P.T.O.-PARENT TEACHER ORGANIZATION AND VOLUNTEER OPPORTUNITIES**

All parents of HTLS children are members of our Parent-Teacher Organization and we expect your attendance and support for all P.T.O./School activities. The officers are not expected to "do" the work; all parents are expected to actively and willingly pull their fair share in getting the jobs done.

The PTO, working with School Commission approval, is in charge of fundraisers for the school. All parents have a responsibility to do their part in raising these funds in order to keep tuition fees as low as possible for all families and to meet the true costs of a private, Christian education. Please be an active, supportive part of this ministry. If you would like the PTO to sponsor a special program that would benefit a wide number of parents please let the Director or PTO President know, and we will be more than happy to share resources with our parents.

### **PARENT/TEACHER CONTACTS**

Each teacher is expected to make summer contact through "Home Visits" with each student's family in order to establish a close school-home relationship. Holy Trinity also schedules Parent/Teacher Conferences each year. The first at the end of the first grading period (October) is scheduled for all parents. A second conference in the spring is scheduled if needed. Either parent or teacher may arrange additional conferences if the situation warrants the need. It is suggested you schedule a follow-up contact within two weeks to check on progress.

For the best interest of your child, and the entire school program, we request that you do not discuss serious matters with his/her teacher or teacher's aide in your child's presence or that of other students, unless it is mutually agreed in advance that your child's presence is needed.

### **TEACHER'S AVAILABILITY**

When you bring your child to school or pick him/her up, the teachers are busy fulfilling class or school duties. This is not the time to give you their full attention - unless - you have phoned and set aside that time to meet. The teacher's first responsibilities before and immediately after school are to the students. Teachers are usually available 30 minutes after class dismisses. If you need to see your child's teacher, please call to set an appointment to meet.

Teacher email addresses at HTLS = Teacher's first initial and last name @htlc-bg.org.

## **Communications**

**Weekly HIGH FLIERS, Quarterly Menu, Monthly Calendars and Weekly Teacher Letters are all provided online to families and friends of HTLS at: [WWW.HTLSBG.com](http://WWW.HTLSBG.com)** Check each Friday for new information.

**PARENTS ARE RESPONSIBLE TO read HTLS COMMUNICATIONS so you know what is going on at your child's school and in their classroom. These communications are also posted on the school's bulletin board in the school entry hall.** Parents without Internet access may request print copies of communications. These will be put into student backpacks. Please ask your child for them. Copies that must be mailed will be done so at the expense of the parent. Please let the school office and your child's teacher know if you need printed copies.

## **SCHOOL OFFICE**

Appointments with the Director or school staff are made by calling the school office at 843-1001. The school fax number, 843-7466, may show up on your Caller I.D. since it is a second line out of the office now.

**All students leaving the school grounds early must be signed out in the School Office.** The School Secretary will then phone your child's teacher and have the child come to the office to meet you or an approved adult. No child is to be dismissed early directly from the classroom.

## **NOTIFY THE SCHOOL WHEN . . .**

**Change Of Home Address/Email Address** - Let us know when you are moving and give us your new home address and if your email address changes contact us ASAP.

**Change of Phone Numbers** - Let us know ASAP whenever your HOME, CELL, BUSINESS or EMERGENCY phone numbers change. E-mail addresses will help communicate via computer.

**Absent/Tardy** - Let us know ASAP whenever your child will be absent or knowingly late for school. If your child comes to school after 8:00 they must come to the office to get a Tardy Pass before they go to their classrooms. Please call between 8:00 - 9:30 a.m. The secretary will call to check on any student we have not had contact with.

**Parent Conference Desired** - If you desire a conference with the teacher please contact the teacher directly via email or call the office and leave a message and we will have the teacher contact you to arrange a suitable time. Please do not attempt to set up conferences during class time.

**Lost Books/Report Cards** - Let the teacher know when a book/report card has been lost so the student can receive a replacement ASAP. We do not keep extra copies of textbooks on hand. Parents will be expected to cover the cost of lost materials.

**Communicable Disease in Family** - Contact the School Office ASAP so we may watch for symptoms in other students.

**Tuition Fee** - If you have any questions concerning your current fees to be paid, please call the secretary directly. **If you experience a personal situation that might make you late with your payment, please call the Director ASAP.**

**Personal Matters that Might Affect Your Child** - Many things affect the way children behave and perform in the classroom. If there are personal situations that could affect your child please share them with the teacher and Director so we can help your child handle the situation as smoothly as possible. (i.e: divorce, separation, new step-parent, baby, close death, health, unemployment, fear, etc.)

### **CLASSROOM DISMISSAL**

Ten (10) minutes before the end of the school day, teachers will begin to prepare their classes to dismiss. Orderly dismissals require a teacher's full attention. Students are responsible to clear their desktops, reorganize their supplies in their holders, pick up pencils, books and paper from the floor and organize to leave.

When the classroom is properly prepared the teacher will dismiss her class. A student may be kept late to do his part if needed and parents are asked to pull out of line until their child is free.

While we understand this may not be convenient to parents, this is a very important part of your child's building responsibility and we greatly appreciate your understanding and cooperation.

Students not picked up by 3:10 or not under a parents' supervision will be sent to Extended Care and a "late pick up fee" will be charged. No student will be allowed to wait unsupervised.

**Parents and siblings are asked to wait for HTLS students at the carpool areas. Please do not come into the classrooms or hallways as this causes confusion at the end of the student's day. Students are responsible for gathering books, jackets, lunchboxes, etc. from their classrooms and cubbie or locker. Please allow them this area of responsibility.**

### **PARKING LOT PROCEDURE**

**Morning Drop Off** - 7:45 – 8:00 – Preschool and up

Parents are asked to enter the school parking lot off Nashville Rd. and proceed in an orderly manner to the school doors under the portico cover. All children should wait for a staff member to open the car door before they exit their vehicle on the right side and proceed indoors to the Gym. Parents are then to drive straight ahead, past the preschool classrooms and exit onto Ashmoor Avenue. **Please do not drive "down" the exit drive** – consider it **One Way** from the parking lot onto Ashmoor Ave.

Preschool parents may park in front of the school, enter through the office door and escort their child to the preschool classroom. Do not park in the center of the parking lot during normal school hours – this area is used for recess and PE activities.

### **Half Day Preschool Pick-Up – 12:00 NOON & Afternoon Pickup - 3:00 - 3:10 PICK-UP AREAS**

Pick up after 3:10 will be charged extended care fees.

**School Doors** - All Preschool and Kindergarten Students (and 3<sup>rd</sup>-6<sup>th</sup> grade students with a younger sibling) - Enter as you did in the morning from Nashville Rd. into the school parking lot. Line up behind one another in three (3) lines in the parking lot. Please stay with your car. Do not come get your child. The staff on door duty will dismiss students to enter cars when it is safe. All cars will exit up the drive and exit onto Ashmoor Avenue turning either right or left. If your child is not ready when the line of cars moves, please exit and return via Nashville Road for later pickup. Wait there for your child(ren) to come to you. Other drivers behind you can pull forward and if their riders are ready, may pull around you on your left side so be cautious as you continue out the driveway in the same manner as for morning drop off. **Please**, for all purposes

during school hours consider the Nashville Rd. parking lot the entrance and Brentmoor intersection your exit. If any child, at anytime is in the parking lot you are required to STOP and yield right of way.

**Church Door Pick Up** – For students in grades 3-6 with no younger sibling, please line up in three (2) lines outside the church Narthex to receive your child from the teacher or teacher's aide. Stay with your vehicle. The teachers will be responsible for getting the child to your car. Your cooperation is extremely important for smooth and safe arrival and exiting of children. Please do not exit until given the "OK" by the lead teacher on duty. Putting your child's last name on a large sign in your dashboard window will help staff learn your vehicle.

**Extended Care Drop-Off 7 - 7:45 AM Pick-Up 4 - 6 PM**

Parents may drop off and pick up students from the side door leading into the Preschool/Afternoon Extended Care classroom. Parents are expected to sign their child in and out of Extended Care. There are additional fees for extended care use. These fees must be paid in the school office as the service is used.

**No child will be dismissed to anyone except the parent unless the school office has been notified in advance by the parent/guardian. It is the responsibility of the parent/guardian to make the notification.**

**AHERA NOTIFICATION**

We know that parents and staff are concerned about asbestos safety. While the majority of our facility is asbestos-free, there is still asbestos in a couple of areas. In the hallway and sanctuary areas there are vinyl asbestos floor tiles beneath carpeting and asbestos is suspected in the flexible duct gaskets located in the two furnace rooms. These materials are not assessable to the public. We are currently maintaining these in a safe condition by our ongoing surveillance, re-inspection and operations and maintenance program. Our asbestos management plan is available in the school office. You are always welcome to inspect and copy these plans during regular school hours. If you have any questions about our asbestos program, please call the Asbestos Designated Person, Karen Mitchell, at 843-1001.

HTL Church and School employees are prohibited from working on materials containing asbestos in the Holy Trinity facility. Properly trained people must be the only ones performing operations and maintenance on materials containing asbestos. The Designated Person must be contacted prior to demolishing any structure covered by the Management Plan. The Designated Person will notify the Kentucky DAQ in advance of any demolition.

November 2001 August 2002 August 2003 August 2004 August 2005 August 2006 August 2007 August 2008  
August 2009

## EXTENDED CARE POLICIES AND PROCEDURES

THE POLICIES OUTLINED BELOW FOR HOLY TRINITY LUTHERAN SCHOOL EXTENDED CARE PROGRAM ARE IN ADDITION TO THE POLICIES OF THE REGULAR SCHOOL DAY.

### **RESERVED EXTENDED CARE -**

*Reserved* Extended Care fees are not prorated and no refunds are made due to illness, etc. If your child is in the monthly reserved extended care program, the fees for October, December and March will be pro-rated due to Fall Break, Christmas Break and Spring Break.

Extended Care may be reserved by the MONTH, SEMESTER, OR YEAR, or used on a Drop-In basis. Current Fee Schedules are available at the School Office and on the school's web site.

Placement priority goes to those *reserving* on a yearly basis. The School cannot always guarantee an opening on a drop-in basis due to staffing requirements.

### ***Reserved* Extended Care fees are to be paid with the monthly tuition check.**

*Reserved* Extended Care fees are due on the 15th of each month with tuition payments.

Fees may be paid by the month, semester or on an annual basis, no discount will apply. **If your need for *Reserved* Extended Care changes, please notify the secretary at once**  
**Drop-in Lunch Bunch for Preschoolers – the fee includes lunch.**

### **Drop-In Extended Care**

- A. Daily "Drop-In" Fees payable
1. In advance in the school office, or
  2. When child is picked up with a check made out to HTLS and write "Extended Care" on the memo line with the date.
  3. Unpaid fees will be billed. Bills must be paid in full at the end of the month in order to be eligible to use drop-in extended care the following month.
- B. Availability
1. On a "space available" basis - HTLS cannot guarantee that space will always be available on a drop-in basis. HTLS will always try to accommodate parental needs, but must do so within specific staffing guidelines.
  2. Reservations must be made through the School Office in advance for Drop-In care.
- C. **Daily Drop-In FEE Schedule – refer to the Extended Care fee schedule online or posted in the school office.**

Lunches – Registered Full Day Preschool students must purchase a 5, 10 or 20 meal lunch ticket. Drop-In Preschoolers staying for lunch, the fees charged include the cost of lunch. Kindergarten students may pack a lunch from home or purchase a school lunch. Licensing regulations require **ALL PRESCHOOL STUDENTS eating at HTLS to PURCHASE A HOT LUNCH - NO SACK LUNCHES from home are acceptable unless related to health needs of the child.**

D. **Daily Fee Schedule- “Drop-In”**

1. Students enrolled in Extended Care until 3 PM must be picked up by **3:10 PM** or the late fee will be charged.
2. Children who are not picked up by the designated time will automatically be sent to the extended care program and a per hour fee per child will be charged. EXCEPT children picked up after 6 PM.

**EXTENDED CARE SERVICES CLOSE AT 6:00 PM. IF YOU FIND THAT YOU WILL BE LATE PICKING UP YOUR CHILD, PLEASE CALL THE SCHOOL AND ARRANGE FOR ONE OF THE ADULTS LISTED ON THE EMERGENCY CARD TO PICK UP YOUR CHILD. CHILDREN NOT PICKED UP BY CLOSING TIME WILL BE ASSESSED A LATE FEE OF \$5.00 PLUS \$1.00 FOR EVERY MINUTE PAST 6:00 PM. THIS FEE WILL BE DUE THE NEXT SCHOOL DAY PAID TO THE SCHOOL SECRETARY. FAILURE TO PAY YOUR FEE ON TIME, OR THREE LATE PICK-UPS MAY RESULT IN THE DISCONTINUATION OF EXTENDED CARE SERVICES.**

**EXTENDED CARE CLOSINGS:**

**EXTENDED CARE WILL BE CLOSED ON ANY DAYS THAT SCHOOL IS NOT IN SESSION. THIS INCLUDES SCHOOL HOLIDAYS OR SCHOOL CANCELLATIONS/CLOSINGS DUE TO INCLEMENT WEATHER. WHEN SCHOOL CLOSES EARLY, WE WILL CONTACT YOU AS SOON AS THAT DECISION IS MADE.**

**EXTENDED CARE POLICIES**

Enrollment is on a first come, first served basis. When maximum enrollment is reached, a waiting list will be made according to date of application and receipt of registration deposit. **There is a one-month trial period for all children enrolled.** There may be valid reasons that the child cannot be permanently enrolled. Children have special needs that we do our best to meet, but sometimes it is readily apparent that we are not equipped to deal with some needs. If your child will be absent from Extended Care, please call the School Office.

The supervisor will use a sign-in/sign-out notebook to enter the arrival and departure times of students. **No child is allowed to leave Extended Care and our supervision until signed out by a parent or guardian.** The persons allowed to pick up your child are those people whose names are indicated on the child’s emergency form. Please keep this information correct and up to date. In unusual situations, if someone who is not listed on the records will pick up your child, please send a signed note or telephone the office. Authorized persons other than the enrolling parent will be asked to identify themselves with a picture ID before they may take the child from Extended Care if they are unknown to the supervisor. When picking up your children, please allow a few minutes for them to clean up and put away whatever they are using at the time. Students in Extended Care will be expected to comply with the same instructions as those they follow in school. Please refer to the school portion of the Handbook for a complete listing. Discipline procedures are designed to be fair, consistent, and effective. All time outs will be recorded by the supervisor. The Director may ask for a parent conference if disruptive or unacceptable behavior persists. The classroom teacher may also be consulted in order to provide continuity with classroom discipline. Children who do not follow rules, hurt others, or are other- wise disruptive may be excluded from extended care services.

**HEALTH POLICIES are the same as during school hours.**

**CHILD ABUSE REPORTING RESPONSIBILITY**

All staff are legally required to report any suspected abuse occurrences to the Director, who is responsible to report to the appropriate authorities.

**SNACK AND FOOD POLICY**

Due to KY State regulations on Early Childhood care, Preschool and half day Kindergarten students staying for Extended Care are not allowed to bring sack lunches. A purchased lunch is required of all half day Kindergarten students staying after 12:00 p.m. We provide a snack for all children remaining in Extended Care.

**CLOTHING/PERSONAL BELONGINGS IN EXTENDED CARE**

Each Preschool and Kindergarten child enrolled in Extended Care should bring an extra set of clothing that can be kept at school in case of emergencies. Please label all articles with the student's name for identification purposes.

School dress and appearance policies apply also to Extended Care. During cooler weather, please send a sweater or jacket with your child, as we try to be outdoors in the afternoons if the weather permits.

Preschool students need to bring a crib sized sheet and small blanket to be used during naptime. A small pillow is optional. Fitted crib sheets fit our nap mats perfectly. All Extended Care supplies brought from home **must fit into a 13" x 9" x 6" basket** supplied by the school for proper storage. All items must be taken home on the last day of the week to be laundered for the next week. One, soft, small, cuddly nap friend is permitted from home for naptime. On special occasions, a teacher may allow other toys to be brought, but it will be at the teacher's discretion to determine if the toy is in keeping with our policies.

**Extended Care Ministry Fee Schedule**

Extended Care fees are not prorated and no refunds are made due to illness, holidays, etc. Extended Care may be reserved by the year, by the semester, or used on a drop-in basis. Placement priority goes to those reserving on a yearly basis. The School cannot always guarantee an opening on a drop-in basis due to staffing requirements. Extended Care fees are due on the 15th of each month with tuition fees. Fees for ***registered monthly extended care*** may be paid by the month, semester or on an annual basis, no discount will apply.

See the extended care fee schedule online. Note that the fees are listed as monthly rates.

## DISPUTE RECONCILIATION MODEL

# MATTHEW 18

### **The Greatest in the Kingdom of Heaven**

<sup>1</sup>At that time the disciples came to Jesus and asked, "Who is the greatest in the kingdom of heaven?" <sup>2</sup>He called a little child and had him stand among them. <sup>3</sup>And he said: "I tell you the truth, unless you change and come like little children, you will never enter the kingdom of heaven. <sup>4</sup>Therefore, whoever humbles himself like this child is the greatest in the kingdom of heaven. <sup>5</sup> And whoever welcomes a little child like this in my name welcomes me. <sup>6</sup>But if anyone causes one of these little ones who believe in me to sin, it would be better for him to have a large millstone hung around his neck and to be drowned in the depths of the sea. <sup>7</sup>"Woe to the world because of the things that cause people to sin! Such things must come, but woe to the man through whom they come!" <sup>8</sup>If your hand or your foot causes you to sin, cut it off and throw it away. It is better for you to enter life maimed or crippled than to have two hands or two feet and be thrown into eternal fire. <sup>9</sup>And if your eye causes you to sin, gouge it out and throw it away. It is better for you to enter life with one eye than to have two eyes and be thrown into the fire of hell.

### **The Parable of the Lost Sheep**

<sup>10</sup>See that you do not look down on one of these little ones. For I tell you that their angels in heaven always see the face of my Father in heaven. <sup>12</sup>What do you think? If a man owns a hundred sheep, and one of them wanders away, will he not leave the ninety-nine on the hills and go to look for the one that wandered off? <sup>13</sup>And if he finds it, I tell you the truth, he is happier about that one sheep than about the ninety-nine that did not wander off. <sup>14</sup>In the same way your Father in heaven is not willing that one of these little ones should be lost.

### **A Brother Who Sins Against You**

<sup>15</sup>If your brother sins against you, go and show him his fault, just between the two of you. If he listens to you, you have won your brother over. <sup>16</sup>But if he will not listen, take one or two others along, so that every matter may be established by the testimony of two or three witnesses. <sup>17</sup>If he refuses to listen to the truth, tell it to the church; and if he refuses to listen even to the church, treat him as you would a pagan or a tax collector. <sup>18</sup>I tell you the truth, whatever you bind on earth will be bound in heaven, and whatever you loose on earth will be loosed in heaven. <sup>19</sup>Again, I tell you that if two of you on earth agree about anything you ask for, it will be done for you by my Father in heaven. <sup>20</sup>For where two or three come together in my name, there am I with them."

### **The Parable of the Unmerciful Servant**

<sup>21</sup>Then Peter came to Jesus and asked, "Lord, how many times shall I forgive my brother when he sins against me? Up to seven times?" <sup>22</sup>Jesus answered, "I tell you, not seven times, but seventy times seven. <sup>23</sup>Therefore the kingdom of heaven is like a king who wanted to settle accounts with his servants. <sup>24</sup>As he began the settlement, a man who owed him ten thousand talents was brought to him. <sup>25</sup>Since he was not able to pay, the master ordered that he and his wife and his children and all that he had be sold to repay the debt."

## **“5” STEPS TO PEACEFUL PROBLEM SOLVING**

### **1. COOL DOWN!**

Cool-headed people are more likely to find good solutions. Ask God to help you calm down, take a few deep breaths to help you relax. God-pleasing ways: pray for patience; count to 10 or 100; take a walk; shoot a few baskets; listen to music; read; play a video game; etc. Ask – does this strategy cause you to sin, to hurt yourself or someone else, or to break something? If the answer is yes, the strategy is unacceptable. God tell us, “In your anger do not sin” (Ephesians 4:26)

### **2. IDENTIFY THE PROBLEM**

Have those in the conflict name what the conflict is. Make sure they are arguing over the same things, or at least know why they are arguing. This lays the foundation for the beginning of talking and listening to find a solution.

### **3. COLLECT ALL THE FACTS**

A fact can be proven true; an opinion is what someone thinks or feels. Facts help clarify the truth about the situation, opinions vary and are different with different people. People in conflict should talk and listen to gather FACTS. That way, they get a bigger picture of what is going on and have a better chance of resolving the conflict.

### **4. BRAINSTORM SOLUTIONS**

The more possibilities for working out the conflict, the greater the chance for both parties to be able to agree and feel good about at least one of the solutions. Make the list with an open mind, write down ALL possible solutions. This process will work only if both parties are ready to work out a solution.

### **5. AGREE ON A SOLUTION**

If no solution can be agreed upon, that’s okay. They can ask a third party who is mutually agreed upon to help them think through more possible solutions.

Solving conflicts this way helps people act in Christ-like love and kindness instead of selfishness. No one gets hurt. No one else needs to step in to punish. Friends don’t feel rejected or put down.

**Voice Levels: All students, Preschool- Sixth Grade will be taught and expected to following the following voice level guidelines:**

**Level 0: No talking**

**Level 1: Whisper**

**Level 2: Conversational voice (with those closest to you)**

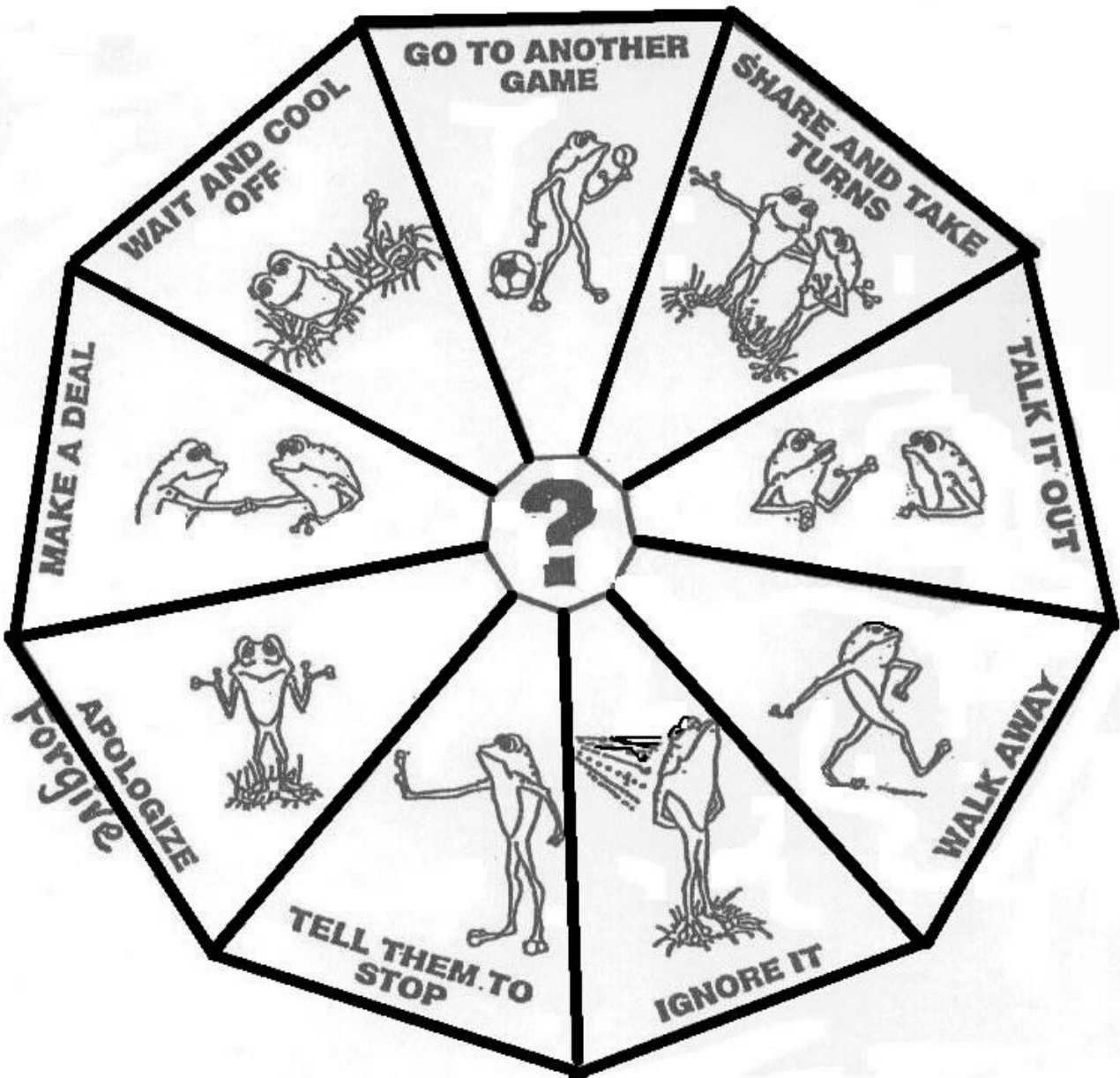
**Level 3: Presentation voice**

**Level 4: Outside voice**

# IT'S YOUR CHOICE!

DO YOU HAVE A SMALL PROBLEM?

TRY 2 OF KELSO'S CHOICES:



IF YOU HAVE A BIG PROBLEM,

TELL AN ADULT YOU TRUST.

## **VOLUNTEERS**

KY Licensing requirements have been tightened to protect children in day care centers and schools. All volunteers, including parents, who work directly with children, must now have a criminal background check on file in the school office. If fees are required it must be paid by the parent or volunteer. Apply in the school office. Workers in the kitchen must also have a TB test on file.

Volunteers are a vital and welcome asset to the educational program at Holy Trinity Lutheran School. There are many places where volunteers are needed. We need your help in order to do the many activities that will make this a great school. Teaching ability in many activities is not needed, a willingness to serve others is. There are many things we would love to do for your children that we haven't done because we need more help. If every parent would commit themselves to some activity or service, the burden would not be too great for any of us. Having your children at Holy Trinity tells the professional staff you are willing to "go that extra mile." Please consider the needs that we have and where you can serve best. If you have a special gift or talent not listed here that you believe would benefit the children or school, please let us know. Thank you for being involved in your child's education and spiritual life. Please fill out a Volunteer Helper Form. That information will be compiled (hopefully by a volunteer) and people will be contacted as the needs arise.

### **Library-**

- Work with the librarian to organize our books, inventory and repair them.
- Work ½ days once or twice a month to monitor the children's library time, helping them locate books.
- Help develop a "Meet the Author" program to present a new author once a month to a classroom.
- Help organize a Book Fair.
- Organize a student and/or Adult Book Exchange.

**Physical Education** Organize and teach a class a game to play at recess.

Assist PE teacher

### **Parent Teacher Organization -**

- Volunteers are also needed to help out our PTO. Please consider helping:
- Offer a short devotion before one meeting.
- Help with the yard sale in the spring. Many workers are needed.
- Room Parent - to help with classroom parties and assist teachers with various duties, be a contact with other parents in your child's class.
- Would you consider serving as an officer or a committee in the future? Which one?
- Could you sell Kroger Cares to parents at PTO meetings, or if you are a HTLC member, would you sell them between services once a month?
- Help set-up/clean-up for PTO meetings

### **Classroom Helpers -**

Help is needed in individual classrooms to assist the teacher in doing that little extra for her students.

**Classroom Aides** - Correcting papers, doing bulletin boards, assisting children on the computer, reading stories, monitoring and/or teaching Internet use.

**Reading** - Listening to students read, using flash cards, correcting notebooks.

**Science-** Could you assist with a science project or demonstration or help set up or judge a science fair?

Social Studies - Do you have slides of a trip that you could show to classes? Your personal stories and accounts are great ways for our students to learn about the 50 states and other countries.

Health - Are you a nurse, a doctor, a dentist, a lab technician, or nutritionist? Can you come and teach something about your specific professional area? Or offer free screenings?

Art - Volunteers could help prepare materials for an art lesson and help clean up. Maybe you would like to teach a lesson based on a craft or technique you know. Could you assist the teacher with weekly art classes or lead Creative Arts Club after school?

Music - Do you play an instrument that would be interesting to demonstrate to students? Do you know someone that does?

Handwriting - Are you a "lefty" willing to give another "lefty" a little extra assistance? Can you monitor students as they write to make sure they are forming letters correctly?

Math - Kids love flashcard races and drills or Math Bingo. You could check the correctness of their papers and tests. Math games need extra guidance for younger students - could you help?

Spelling - Volunteers can help students practice their spelling words, correct papers and workbooks. How about helping set up a Spelling Bee!

Picture Presenter - Could you present pictures and information on an artist for a short history talk and then help the class practice that artist's style? If we had 6 or 7 volunteers you'd only have to do one piece all year. This can be a great program.

Do you have a special skill or interest that could turn in to an elective program or after school enrichment offering: i.e. sewing, photography, art, computers, etc.? Would you be interested in helping to set up an "Adopt a Grandparent" monthly visitation program for a particular class at a nursing home?

Extended Care - Helpers and substitutes are regularly needed to watch small groups of children in a non-teaching environment. Could you help on an emergency basis?

Student Awards - many small awards/tokens would be wonderful to have on hand for teacher/Director distribution. Could you meet once a month with others to make items?

Help monitor Accelerated Reading program needs.

Non-Classroom: Do you do calligraphy? Do you like to cook? Could you be on our substitute cook list in case of an emergency or illness? Perhaps you could help on a committee planning a school potluck dinner. Do you have recipes cooking for groups of 50 or more? Are they practical for school lunch programs? If so, our cook is "HUNGRY" for some ideas.

Do you own your own business? Would you be willing to donate items from time to time for fundraising raffles? Or, do you have a service that would be beneficial to the School - let us know about it. Each year after school is out we must move all furniture to clean floors and to paint rooms. Help is needed for both projects. If you are available to help please let the Director know before school dismisses.

### Out of Class Helpers -

Volunteers are also needed outside of the classes to do many jobs.

- Bulletin Boards in our hallways. We will supply the materials and often the ideas, if you will help prepare and put up the displays.
- Video Tape Recorder - We have a video camera; would you record our school programs and classes in session so we can show it to interested parents?
- Classroom Monitor - Could you monitor a class while they watch a movie or TV program, or while they're on the playground so the teacher can have a break or use the time for planning?
- Office Help – Receptionist welcoming guests, giving tours, answering the phone, filing, collating, copying. Do you have Quickbooks knowledge??
- Boxtops for Education - Collecting, counting and sending in Big G boxtops.
- Yearbook - Organize a committee and collect pictures and stories all year and get it printed.
- Handbooks - Help collate and put together Parent and Staff yearly Handbooks (summer time help is urgently needed for this in order to get them out for Orientation).
- Laminating- materials teachers want to keep for future use. Helping a class plant a flower bed to beautify the Church/School grounds.
- Coordinating the Volunteer Program with the Director.
- Maintenance and Custodial Help - Help occasionally to do “odd-jobs around the school that need a “man’s touch.”
- Prayer - This is a continuous need for the School/Church at large and for individual needs as well. Would you be interested in being on a School based Prayer Chain?
- Serve on the School Photograph Committee.

### Extra Activities -

Bible Quiz Club - Organize this fun way to help children (and adults) memorize Scripture.

Spanish Club - Assist in the formation.

Literature Club - Help older kids choose a book and discuss it.

Chapel - Count Chapel money, read Scripture, sing a song, lead a new song.

Puppet or Clown Ministry

Jump Rope Club - Help supervise, turn a rope and organize after school jump rope club.

Chess and/or checkers - Teach the games to students in a “club” atmosphere.

Academic Team - Supervise and coordinate appropriate activities for participating students from grades 3-5. We can't have one without you.

Cub Scouts, Boy Scouts, Brownies, Girl Scouts – Assist with troop activities.

Cheerleading, Science, Chess Clubs - Are you interested?

American Girl Club – leader

Cooking Club- leader

As you can see, volunteers play a large part in our everyday school activities. Your help is greatly needed! It is assumed that each parent will find an area of talent or interest where you can make a difference at Holy Trinity.

There is always an on- going “Wish List” at Holy Trinity. It seems there's never enough money for all the things we'd like to provide. Please consider a monetary gift toward purchasing an item from the “Wish List. A copy of the “Wish List” is available on our web site. Check it out for other ways to help HTLS.

## **VOLUNTEER GUIDELINES**

1. All volunteers will check in at the office upon arrival and will sign the Volunteer Book.
2. All volunteers shall check with the classroom teachers regarding appropriate times and activities.
3. Discipline of the students remains the responsibility of the classroom teacher. Dangerous situations should be handled on an individual basis at the discretion of the volunteer, however, any punishment, etc. is the teacher's responsibility.
4. Smoking is prohibited in the building and in the presence of the children.
5. Confidentiality for student conduct shall be maintained. The classroom teacher will be responsible for reporting any necessary situations to the parents.
6. Situations deemed undesirable shall be reported to the Director.
7. Do not discuss students inappropriately with others.
8. Show God's love to the children.
9. Volunteer working directly with children must have criminal background check on file. TB tests are required of all volunteers working in the kitchen. Please see the Director.

**VOLUNTEER HELPER FORM**

**School Year** \_\_\_\_\_

**Dear HTLS Parents:**

Please return this to the first week of school .

Listed below are the areas in need of assistance from time to time, or on a regular basis at Holy Trinity Lutheran School. After thoughtfully and prayerfully studying the needs listed in the Volunteer section of the Handbook we hope you'll see where you can share the time, talents, and gifts the Lord has blessed you with. Please list the specific areas of interest and, where applicable, any other pertinent information, such as the day and/or time available or interest in working with a particular age level or teacher.

Name \_\_\_\_\_ Phone \_\_\_\_\_

Child(ren) \_\_\_\_\_ Grade(s) \_\_\_\_\_

I would be interested in serving Holy Trinity Lutheran School in the following ways and times:

Fundraisers I would especially like to work on include:

Contacts I have that would be useful -

~~~~~

I cannot serve as a volunteer at this time but I will remember HTLS with a special gift.