

We Believe, Teach and Confess

1. The Bible is the inspired Word of God, his unchanging and inerrant message to men of all times.
2. There is only one God. He is three distinct and separate persons — Father, Son and Holy Spirit.
3. God created man holy and without sin, but man of his own will, fell into sin and thus brought sin upon the whole human race.
4. Sin is thus in all people by nature and reveals itself in every transgression of God's holy will in thought, word or deed.
5. The wages of sin is death and damnation in hell, an internal and agonizing separation from the holy and righteous God.
6. God so loved the world that he sent his only begotten Son, Christ Jesus, to redeem the world.
7. Jesus redeemed, justified, the whole human race with his holy precious blood and with his innocent sufferings and death.
8. This glorious fact is accepted by faith, which is worked in the heart by God through the Word, Baptism, and Holy Communion.
9. By faith alone in the atoning work of Christ we are heirs of the glories of heaven. While yet on earth we want to show our love for him who first loved us.
10. At our death we shall inherit the full glories of everlasting life with Christ in heaven, where there will be no pain or sorrow, and all tears will be wiped from our eyes.

**“Believe in the Lord Jesus,
and you will be saved.”**



Parent and Student Handbook

The joy of the LORD is my strength

-Nehemiah 8:10b

Parent and Student Handbook

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Teachers and Staff Contact Information

Church Office	(253) 839-0731
School Office	(253) 839-6516
Church/School fax number	(253) 839-7921
Jason Kelley, Principal & Departmentalized 5-8	(206) 595-2295
Tom Voss, Pastor	(253) 740-7540
Megan Ungemach, Preschool Director/PreK-4	(920) 973-5172
Brenda Henning, PreK-3	(206) 235-5061
Sheryl Birsching, Kindergarten	(253) 471-1160
Tessa Wendinger, Grade 1	(440) 334-8723
Kelli Plocher, Grade 2	(920) 268-5883
Alyssa Kelley, Grades 3 & 4	(206) 552-3480
Martín Santos, Departmentalized 5-8, 5-6 Homeroom	(206) 718-5405
Joel Plocher, Departmentalized 5-8, 7-8 Homeroom	(920) 574-4893
Sharon Holter, Special Education	(253) 797-9729
Kari Thom, Secretary	(253) 569-5753
Bobette Weimer, Secretary	(253) 740-5713

Web sites: Church and School www.htls-wa.org

Email: Church secretary@htlc-wa.org
School principal@htls-wa.org

School Supplies

Classroom textbooks and workbooks are supplied by the school. Kindergarten to 4th grades may write in their workbooks, but all other books belong to the school and should not be written in or defaced in any way. Abused books will result in fines from 10% of the book’s value up to its replacement cost. **Book covers are required for all hardcover texts.**

All children are required to supply their own Bible (New International Version (NIV)), hymnal (*Christian Worship: A Lutheran Hymnal*) and a Catechism book (*Luther’s Catechism*) for grades 5 to 8. These books are available for purchase at school.

Field Trips

Field trips are a part of our curriculum and are taken periodically throughout the year. Your signature on the Registration Form authorizes your child to participate in field trips.

Lunch

Hot lunch is served one Friday of each month. The remaining school days the students bring their lunch from home. Microwaves are available for student use. Milk purchase is optional; order forms are available at school, usually at the beginning of the school year.

Grading

A straight percentage system is used:

A+ 100%	B 87-90%	C- 77-78%	F 68% or less
A 95-99%	B- 85-86%	D+ 77-76%	I Incomplete
A- 93-94%	C+ 83-84%	D 71-74%	
B+ 91-92%	C 79-82%	D- 69-70%	

CPTA

Christian Parent Teacher Association (CPTA) is the name of our parent/teacher group. It serves our families by planning fellowship activities throughout the school year. It serves our students and teachers with help as needed. Each grade has one room parent who communicates with the other parents in that grade. All parents and members of Holy Trinity Lutheran Church are invited to be active members of the CPTA.

Holy Trinity Lutheran School

Dear Parents and Students:

In the name of our Lord Jesus, the friend of all children, we greet you. May we all grow in grace and in knowledge and in favor with God and man.

This *handbook* will acquaint you with the school and its policies. We hope that the following information will be helpful and valuable to you. Please keep this *handbook* for future reference.

Operating Philosophy

Holy Trinity Lutheran School is owned and operated by Holy Trinity Lutheran Church in order to aid Christian parents in bringing up their children in the training and instruction of the Lord. (Ephesians 6:4) Training them in the way in which they should go so that, as they become older, they will not depart from the way (Proverbs 22:6).

For this training to be carried out effectively, it is vitally important that Christ-centered attitudes be instilled in the child and Christ-directed habits be practiced by the child in all experiences and activities at home and in school.

To develop these attitudes and habits, it is essential that the home and school, parents and teachers, work together in close cooperation with each other and with an understanding of their common goal. May the children enrolled at Holy Trinity Lutheran School, under the blessings of God, grow up as fit citizens in this world and as heirs of eternal life in heaven through faith in Jesus Christ, our Lord and Savior.

Notice of Nondiscriminatory Policy

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

Religious Instruction

All children attending Holy Trinity Lutheran School will receive religious training on a daily basis. This training is offered by the school in accordance with the teachings and doctrines of the Wisconsin Evangelical Lutheran Synod as they are found in God's Word, the Holy Bible.

All upper grade students (5th through 8th grades) will attend Catechism classes for instruction in the basic doctrines of God's Word. The classes will meet during regular school hours.

Certain selected portions of the Holy Bible, Luther's Small Catechism, and hymns will be assigned for memorization. All children attending Holy Trinity Lutheran School are expected to complete these assignments.

Admissions

1. Children are admitted to Holy Trinity Lutheran School in the following order:
 - Members of Holy Trinity Lutheran Church;
 - Members of other Wisconsin Evangelical Lutheran Synod (WELS) or Evangelical Lutheran Synod (ELS) congregations;
 - Children of Unchurched parents;
 - Members of other church bodies, at the discretion of the School Board.
2. All students requesting admission to Holy Trinity Lutheran School are subject to approval by the School Board of Holy Trinity Lutheran Church. All new students will be placed on a six-week probation period. At the end of this period the student will be evaluated by the faculty and the Board. If the student has behavioral or academic problems which cannot be handled in the environment of our school, the student will be asked to leave Holy Trinity Lutheran School.
3. Students entering Pre-K must have reached their 3rd or 4th birthdays on or before August 31; students entering Kindergarten must have reached their 5th birthday on or before August 31; students entering 1st grade must have reached the age of 6 years on or before August 31.
4. All students entering Holy Trinity Lutheran School must be in compliance with all health requirements as set forth by Washington State law.

Expulsion

The School Board will handle any and all expulsions and will deal with each case on an individual basis.

Student Appearance

Our school has adopted a "uniform style of dress" code.

See the information sheet in the school information packet for specifics.

Physical Education classes require appropriate attire that includes tennis shoes and shorts/slacks (no dresses).

Extra-Curricular Activities

Holy Trinity Lutheran School offers many extra-curricular activities, and encourages all our students to participate in as many as possible. Participation is a privilege, not a right. Parents whose children are participating in sports must sign a consent form in compliance with the Zachary Lystedt Law (concerning head injuries/concussions). A student must maintain a satisfactory grade point average in order to be eligible to engage in extra-curricular functions. Sports physicals are required for grades 5-8.

To be eligible a student must maintain a grade point average of 2.0 (on a 4.0 scale) or better. A failing grade (F) in any subject, or a GPA below 2.0 renders a student ineligible for participation during the next 4-week period. This is the standard rule for eligibility set by the Washington Interscholastic Activities Association (WIAA).

Students who find themselves in an ineligible situation for some extenuating circumstances may appeal their eligibility to the Grade Review Panel of the School Board. The panel's decision is final.

Extra-curricular activities include participation in academic and sports events such as: Spelling Bee (5-8), Geography Bowl (5-8), Math Bowl (5-8), Art Fair (K-8), Forensics (6-8), Science Fair (3-8), Social Studies Fair (3-8), Wrestling (K-8 co-ed), Soccer (5-8 co-ed), Flag Football (6-8 boys), Volleyball (5-8 girls), Basketball (4-8 girls, 4-8 boys), Little Tigers Basketball (1-3 boys and girls), Cross Country (5-8 co-ed), Olympics (1-8), Track (5-8), Softball (7-8).

Our school adopted the Federal Way School District's attendance policy as a guideline. You may find it online at: <http://www.fwps.org/info/policies/3000/3120p.htm> .

Conduct

The conduct of children at Holy Trinity Lutheran School is to reflect the Christian faith which they profess and the Christian atmosphere in which they are working. Respect and love for teachers and fellow students is expected in our extended Christian family.

Parents, upon enrolling their children at Holy Trinity Lutheran School, submit them to the Christian love and discipline of their teacher and the Principal.

Aggressive/bullying behaviors are not tolerated. This includes verbal and physical actions such as: harassment, intimidation, pushing, shoving, grabbing, tripping, hitting and electronic bullying.

Illegal possession or use of weapons or destructive devices (real or simulated), drugs, tobacco, or alcohol by any Holy Trinity Lutheran School student on or near the school property may result in immediate suspension and/or expulsion.

If a behavior problem persists, the Principal will consult with the parents immediately to seek to resolve the problem. A *Disciplinary Report* form is sent to the parents, and a copy is kept in the student's record file. If parents feel that there is a problem of any type involving their child(ren), they should consult with the teacher, and, if necessary, the Principal, as Scripture encourages, "If your brother offends you, go to him and resolve the matter."

The chain of authority and responsibility at Holy Trinity Lutheran School is:

1. the classroom Teacher
2. the Principal,
3. the Pastor(s) and the School Board.

Suspension

In cases where suspension is deemed necessary, such suspension will be handled by the Principal. This suspension will last until such time that the School Board can meet to deal with and resolve the problem.

5. To help defray the cost of textbooks and other school supplies, a registration fee is assessed. A fee schedule is available from the school office.

Financial Support

Members: (of Holy Trinity Lutheran Church or other WELS/ELS congregations in our fellowship): Parents who are members of the Wisconsin Evangelical Lutheran Synod (WELS) or the Evangelical Lutheran Synod (ELS) are expected to support the cost of their child's education through their contributions to the church. Such contributions are tax deductible.

Non-members: Students whose parents are not members of any WELS/ELS congregations are charged a tuition based on the cost of operating the school. Parents who want a Christian education for their children may also appeal their financial condition to the School Board, which deals with each family on an individual need basis. Parents who are not able to meet the full tuition amount may be offered other ways to meet the financial obligation. The SCRIP program is one method by which a family may reduce their overall expense. Tuition payments are not tax deductible.

Worship

Since love and appreciation for Jesus Christ expresses itself in thankful worship and praise, it is expected that children and parents will attend worship services regularly.

The worship service and Bible studies schedule at Holy Trinity are as follows:

Sunday Worship	9:15 am
Sunday School	10:30 am age 3 through 5th grade
Adult Bible Study	8:00 am and 10:30 am
Monday Worship	6:30 pm

Parent-Teacher Cooperation

To ensure cooperation between home and school, it is imperative that parents know and understand the Christian doctrines taught at this school. This will ensure that we cooperate in the aims and objectives imparted by Holy Trinity Lutheran School.

Kindergarten through 8th grade parents who are not members of Holy Trinity Lutheran Church or a church in fellowship with Holy

Trinity, are expected to attend a pastor's Adult Information Class so that they may learn the doctrines their children are learning in school, and home and school may complement each other. Any child whose parent(s) has not taken the Adult Information Class may not be re-enrolled the following year.

The study of God's Word is the vital part of our Christian education. All classes and activities are conducted from this Christian perspective.

Children enrolled in our school will not only subject themselves to a daily study of God's Word, but also will be faithful in regular attendance of worship on Sunday morning.

At various times throughout the year children will be scheduled to sing for regular Sunday church services. All children are expected to be in attendance. Parents are expected to inform the teacher by Wednesday prior to the service if it is impossible for their child to participate.

While we operate our school in an environment of Christian love and concern, we realize we live in a world corrupted by sin, manifested in today's society by an increase in child abuse and neglect. Our Board has adopted a reporting procedure in compliance with Washington State codes which state:

"When there is reasonable cause to believe that a student has suffered abuse or neglect, staff shall immediately contact the nearest office of the Child Protective Services (CPS) of the Department of Social and Health Services (DSHS). If this agency cannot be reached, the report shall be submitted to the police, sheriff, or prosecutor's office."

The entire procedure is too lengthy to be included, but is available at the office.

Parent-Teacher Consultations

Report cards will be issued to Kindergarten through 8th grade students after each of the four quarters of the school year. At the end of the first quarter there will be scheduled consultations. Other consultations may be scheduled as needed during the course of the year.

If, at any time during the school year parents have a question or would like to discuss a problem with the teachers or Principal, they

should feel free to set up an appointment.

Weekly Communication

Each Wednesday the school issues a copy of NOTES, a newsletter of important information for parents/guardians. NOTES may be received in printed form and/or via email, Facebook, Twitter, etc.

Electronic Devices

During the school day all electronic devices (phones, games, etc.) will be turned off and kept in the student's backpack; only to be used when permission has been given by a teacher/coach/adult chaperone.

School Hours

The school day at Holy Trinity Lutheran School will begin at 8:30 am and will close at 3:30 pm for students in grades K through 8. Morning Pre-School hours are from 8:30 am to 11:30 am; afternoon Pre-School hours are from 11:30 am to 3:30 pm. **Parents are expected to have their children picked up by no more than 15 minutes after dismissal.**

Emergency closure: School closure due to inclement weather will be announced on KING 5 and KONG 6/16, and Radio KOMO AM 1000, listed among King County private schools. ALSO, the school will issue calls and/or emails to each student's home via One Call Now (so be sure to keep that information up-to-date with the school office). In case of a natural disaster (storm, earthquake) children will be kept at school until picked up by a parent or a designated representative.

Extended Study Time (EST)

Extra Study Time (EST) is offered before and after regular school hours (from 6:30 to 8:00 am and 3:45 to 6:30 pm) for parents who need to drop their student(s) off early or pick them up later. There is a \$5.50 per hour per student fee for this service which is fully explained in a separate handout.

Attendance and Excuses

All children are expected to be in school every day, on time.

Absences or tardiness must be excused in writing, or with a phone call, or email.