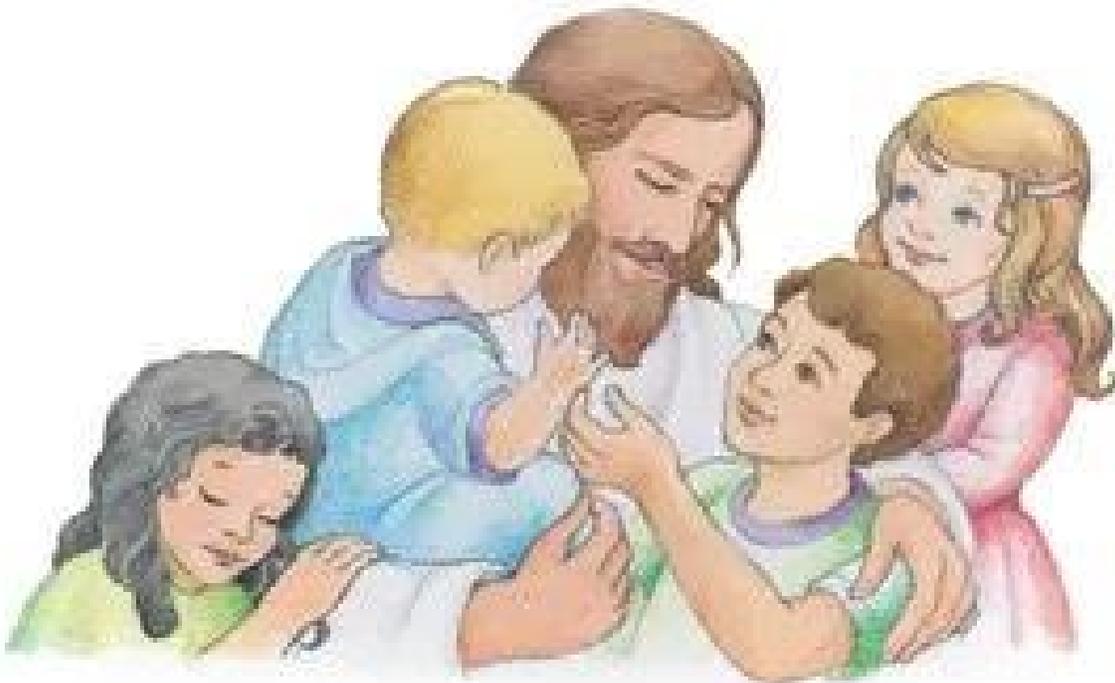


# Trinity Lutheran School

Where Kids Come First!

Serving Alamosa & The San Luis Valley since  
1940

PARENT HANDBOOK



Our staff is committed to seeing that your children receive the finest Christian education available in the San Luis Valley. We look forward to working with you this year.

In your service,

Trinity Lutheran School Staff & School Board

TRINITY LUTHERAN SCHOOL ADMITS STUDENTS OF ANY RACE, COLOR, NATIONAL OR ETHNIC ORIGIN TO ALL THE RIGHTS, PRIVILEGES, PROGRAMS AND ACTIVITIES GENERALLY ACCORDED OR MADE AVAILABLE TO THE 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 OR ATHLETIC AND OTHER SCHOOL ADMINISTERED PROGRAMS.

“Celebrate the Magic”

Every day is special  
When you greet the morning light.  
Every day is special  
When you gather in the night.

Every day is special  
When you stretch to see the view.  
Every day is special  
When a child shares it with you.

Come and share the wonder,  
Share the old and the new.

Celebrate the magic  
A child can bring to you.

## **Welcome to Trinity Lutheran School**

Trinity Lutheran is happy to serve you and your family!

To ensure an effective educational process, it is imperative that open lines of communication are maintained between home and school.

The purpose of this handbook is to acquaint you with the policies and procedures of Trinity Lutheran School. It is important and necessary that you read this handbook to save you and your child's teacher valuable time.

### **School History**

Trinity Lutheran School has been serving Alamosa and the San Luis Valley since 1940. The school is located in the Trinity Lutheran Church building at 52 El Rio Dr. in Alamosa. The mailing address is PO Box 787. The school phone number is (719) 937-2150.

Trinity Lutheran School is a self-supporting, non profit mission of the church. The church provides the space for the school and maintains the grounds and the building. All furnishings, equipment and supplies of the church and school are shared openly for all the church/school activities.

### **Mission Statement**

The mission of Trinity Lutheran School is to provide students with strong spiritual and academic foundations under the nurturing care of our Savior Jesus Christ so each individual may develop as a total child of God.

### **Purpose**

As a Christian school, Trinity's purpose is to help parents in our community provide a Christ-centered education for their children in spirit, mind and body.

Rooted in the Christian faith, Trinity Lutheran School serves all children regardless of their race, gender, or religious background. The school is an autonomous member of the worldwide Lutheran Church Missouri Synod School System, one of the oldest and largest private school associations in existence.

We are here to promote learning in a Christian environment. We are dedicated to helping you, the parents, help your child grow and develop in spiritual awareness, social confidence, emotional maturity, physical growth and academic stimulation. Our program has been developed to serve the total child. It provides many pathways by which learning can occur; trial and error, exploration and discovery, imagination, play, imitation, self-expression and by asking questions. The children will participate in both structured and informal instruction. The program will promote skills throughout the development of verbal and listening skills, large and small motor skills, reading, computation and spiritual awareness.

We will accommodate children with special needs to the best of our ability. While we seek to serve a wide variety of students with a wide range of abilities, Trinity Lutheran School does not have the resources, expertise, space or staff to serve students with special needs, those being but not limited to, hearing, speech, motor, social, behavioral or learning disabilities. If such special needs come to the attention of the staff, it would be the general recommendation of the school to have the student be tested and placed appropriately within the public school system.

### **Trinity Lutheran School Staff**

The school staff would like to welcome all new and returning families to Trinity Lutheran School. We are pleased that you are sharing your children with us during the school year.

The staff is made up of dedicated Christian teachers who are qualified and competent in providing loving and understanding care, as well as academic stimulation for each individual child. Our staff meets all the state requirements for weekday Christian school. Each teacher is available Monday-Thursday during the school year to meet your child's needs and help with your concerns.

Teachers will not take calls during school hours. Feel free to email them or call the school.

### **Preschool Enrollment**

A child must be THREE years of age on or before June 1st of the current school year. They MUST be potty trained to enter the three-year old program

A child must be FOUR years of age on or before June 1st of the current school year to enter the four-year old program.

### **Kindergarten Enrollment**

A child must be FIVE years of age on or before June 1st of the current school year to enter the kindergarten program, in accordance with the Alamosa School District policy,

### **First and Second Grade Enrollment**

Generally, the school observes the public school system cut off date for school entrance. The school reserves the right to consider parent requests concerning class entrance due to age and readiness.

### **Teacher to Child Ratio**

A teacher to child ratio must be strictly kept within the state guidelines and for the safety of the students. In the three-year old preschool class, a ratio of one teacher for every 10 students must be enforced. For the four-year old preschool class, a ratio of one teacher for every 12 students must be enforced. With a mixed classroom of ages three and four, the ratio for state guidelines is one teacher for every 10 students. Kindergarten class ratio is one teacher for every 15 students. The ratio is to be kept whether the children are in the building or out on the playground.

### **Hours of Operation**

Daily school operation will take place between 7:30 AM and 4:00 PM. Student hours will be between 8:00AM and 3:30PM. Students are expected to stay in class until dismissed unless prior arrangements have been made.

Morning preschool classes will begin at 8:00 AM and be dismissed at 11:20 AM.

\*Any child who is dropped off before 7:45 AM or picked up after 3:30 PM will be charged \$5 for every 15 minute increment.

\*Childcare statements will be sent home at the beginning of the following month of services and will be due by the 15th of each month. If payment is made after the 15th a \$5 late fee will be charged.

Check the current year calendar for breaks and specific days off.

### **Extended Care**

Trinity Lutheran School will offer early child care starting at 7:30AM. The students will be cared for in the preschool classroom. We will NOT be offering after school care at this time.

### **Inclement Weather**

Each day we will go outside for playtimes for children of all ages. However, to ensure the safety of the children we will not have outdoor playtime during inclement and excessively hot weather. We will have indoor recess during those days. Teachers will have discretion concerning what is appropriate weather for outdoor play. Please dress your child comfortably for all weather and the possibility of outside play time.

### **Admission & Registration of Children**

Registration forms must be completed and registration and supply fees paid at the time of enrollment to ensure your child's spot. If your child does not end up attending class in the fall, the registration fee will be returned minus a \$25 administration fee.

Please see attached fee schedule and appropriate amount in the enrollment packet. **\*ALL of the forms in the enrollment packet will be required before your child can start attending school**

All students must be signed in and out BY AN ADULT. The sign in attendance sheets are required by the Department of Human Services. Please come to the classroom and sign in/out your child every day. These sheets are used to keep attendance records and to count children during emergencies or drills.

### **Attendance**

School attendance is strongly encouraged. **Parents are encouraged to contact the school through Brightwheel, telephone, or email as soon as possible to let their teacher know if they will not be attending that day.** Missed school work must be made up as soon as possible. Each teacher will communicate their procedure for making up missed assignments. If your child will miss several days of school for any reason, please notify your child's teacher one week in advance to plan accordingly. Colorado state law does require minimum attendance for elementary aged students. If your child is in danger of missing too many days, a letter will be sent home notifying you.

Arriving at school on time is a valuable skill that you can teach your children. In accordance with our security measures, our doors lock at 8:00. Having your child here after that time is a disruption for the entire class and inhibits the child's instruction time. Please have your students at the school and ready to learn by 8:00AM every morning.

## **Caring for Children Who arrive late and their group is away from School**

Since a parent will always be informed ahead of time of a class outing, they may bring their child to that location **OR** the child may stay with one of the other teachers (if available) at the school until the class returns.

## **School Calendar**

Trinity Lutheran School does their best to match the Alamosa School District Calendar. You will receive a calendar at the beginning of the year with holidays and vacations. If Alamosa School District closes due to bad weather, we follow their guidelines.

## **Funeral Policy**

In the event of a funeral at Trinity Lutheran Church, school will not be in session. Parents will be notified as soon as possible in order to make arrangements for their children.

## **Students Released from School**

**ONLY** those parents, family members, friends, neighbors or carpool parents who are listed in your child's file will be able to pick up your child from school. Your child will not be released to someone the teacher(s) do not know (**even if your child does**) unless the person has proof of identification (**must provide a photo ID**) and the parent has given verbal or written permission. Please tell your child's teacher who will be picking up your child if the regular routine changes.

**People who are not authorized by a Parent or Guardian who Attempt to have a child Released to them**

A staff member and director of the school will question the person, The parent/guardian will be called if necessary. Any unauthorized person will be asked to leave the premises. If they refuse, local law enforcement will be called.

## **If a Child is Not Picked Up By Closing**

Trinity Lutheran School closes at 3:45PM daily. If a child has not been picked up by closing that child will continue to be cared for by a staff member. Parents will be called, if parents can not be reached the emergency contacts listed will be called. If a child remains in our care for more than an hour after the center has closed, and we have been unable to reach a parent, legal guardian or emergency contact person, a staff member will contact local child protective services or local law enforcement. **A LATE FEE WILL BE APPLIED!**

## **Transportation**

Delivery to school and pick up of your child is the responsibility of the parent. If you will be late to pick up your child, please contact your teacher as soon as possible. If you need to come for your child early, please let teachers know, so they can prepare your child for early departure.

## Personal Belongings

Each child will have a cubby for their personal belongings as well as a mailbox for any papers/projects going home. Please send an extra pair of clothes with your preschool students in case of accidents. We encourage children to keep all valuable personal items at home. (**The staff & school is not responsible for any loss**). If a child does bring an item of value to school, the item will be kept in a safe place by the classroom teacher until returned to the parent.

## Security

The security of our students and teachers is a priority for Trinity. As a part of our security measures, all doors to the school and church are locked at 8:00 am and remain that way until 3:30 pm. If you need access to your child during that time, please contact your child's teacher so that you can be let in.

Trinity also has cameras installed in all of our classrooms and outdoor areas. The footage is to be used only in the case of an incident. The cameras are kept on a secure network and are not accessible from outside of the building.

## Tuition & Fees

Trinity School Board determines all tuition, fees and the school budget. Please see the fee schedule that came in your enrollment packet.

We do not send out bills for tuition. Tuition is due the 1st of every month and considered late after the 15th. It's absolutely imperative that all parents make their tuition and childcare payments on time. Our staff depends on your tuition payments to provide them with their well-earned paycheck.

A late fee of \$15 will be added to any account with payments made after the 15th of the month.

Trinity Lutheran School Board has determined that any account that is 60 days past due will be turned over to collections. All collection agency fees will be assessed by the account holder.

Tuition will not be reduced for vacations, sick days, or missed attendance. Your tuition payments will guarantee that your child's enrollment continues.

As a courtesy, a two week written notice should be given to your child's teacher if you wish to withdraw your child from school for any reason. This will give the Director time to notify the next family on Trinity's waiting list.

Church Members Discount: The student and at least one parent or guardian must be members of Trinity Lutheran Church. Any questions about membership can be brought to Pastor or the Lay Ministry Board

Multi Child Discount: Parents who have more than one child attending Trinity Lutheran School will pay full tuition for the oldest child and will receive a 15% discount on tuition for each additional child.

## Health

Your child's health is important if he or she is to be a good student. Sick Children should be kept home to prevent the spread of illness! Children who have not built up immunity are very susceptible to sickness and disease. High fever, rash, sharp stomach pains, ear infections, severe congestions, runny nose (green and yellow boogers), diarrhea, or sore throat could be warning signs of illness. If your child shows any of these signs, please keep your child home for **24 hours after symptoms have subsided.**

### **Illness**

Contact the teacher in case of long-term illness or if your child has been exposed to a communicable disease. Parents will be notified if their child has been exposed to a communicable disease by a posted sign at school, email and notes sent home. DO NOT SEND CHILDREN THAT ARE SICK TO SCHOOL! Keep your child home for at least one day after temperature has returned to normal to prevent a relapse. If a child seems ill at school, the parent will be called to come get their child. The child's emergency contact will be called if parents can't be reached. If the child is too ill to participate in the normal school day, including outside recess time, the child should be kept home.

### **Medications**

ALL medications require a written order from a physician for staff members to administer at school. No staff member will be permitted to give medications to a child without the written authorization of a physician and parent/guardian. Medication must be in the original container from the pharmacy with the physician's directions directly on the container. All medication will be administered by trained and delegated staff and in accordance with the prescribed directions and will be documented. All medication will be stored at all times in areas inaccessible to children. Emergency medications will be stored in an area that is easily accessed by staff, but inaccessible to children. If your child requires over the counter medications such as cough/cold medications, cough drops etc., the same requirements above apply. An authorization form for sunscreen is provided in the registration packet.

**PLEASE DO NOT SEND MEDICATIONS TO SCHOOL WITH YOUR CHILD. PLEASE HAND MEDICATIONS DIRECTLY TO THE TEACHER.**

Staff members will not be permitted to transport an ill child unless it becomes necessary for the child to receive prompt medical attention.

Please contact your child's teacher or director to get the correct paperwork needed.

### **Medical Emergency**

In case of a medical emergency due to illness, your child's emergency medical form will be followed. Your child's safety and health are of the utmost importance to us. Please update your child's emergency medical form as needed.

All of our teachers receive training in first aid and infant/child CPR. Teachers will use this training and their good judgement in all medical emergencies and the use of first aid. Records will be kept of all accidents, first aid, medical emergencies and illness handled by staff.

All non-emergency or minor accidents or injuries will be treated with first aid and tender loving care by staff members. Parents will be notified upon picking up their child.

### **Epi Pen & Inhaler Policy**

Children may not keep EpiPens or Inhalers in their possession. They should be submitted to the child's classroom teacher. They will be kept in a secure location in your child's classroom. Trained childcare professionals will be available to administer EpiPens/Inhalers at all times.

### **Dress Code**

Students should dress in comfortable clothes and shoes. Sandals can be difficult on the playground. Shorts are permitted during warmer weather. During cold weather, please send your child with gloves, hats, boots, a jacket, etc. Hats are allowed in the building, but need to be taken off during chapel, prayer and at the food table. The school reserves the right to ask parents and students to adjust the student's attire if deemed inappropriate for a Christian environment.

### **Smoking, Tobacco & Alcohol Use**

Trinity Lutheran School is a smoke and tobacco free facility. Smoking, vaping, any tobacco or alcohol use will not be permitted by any staff, student, or visitor while on the premises or on any school sanctioned activities.

### **Emergency**

If drastic weather or disaster conditions evolve while children are at school, all children and staff will remain within the school building until parents are able to pick up their children. If the building becomes unsafe, children and staff will remain together while they are moved to a safe location.

In case of a fire, children and staff will be evacuated to the parking lot west of the building. Students will remain with their teacher until the teacher is able to release the child directly to a parent.

Fire drill procedures will be taught during the first month of each school year and practiced monthly. Outside emergencies and lock down drills are practiced quarterly. Tornado drills are practiced monthly March-October.

In the event of an active shooter, students and staff will shelter in place at the school and parents will be notified. Staff will work with local law enforcement to determine when the area is safe. PARENTS SHOULD NOT COME TO THE SCHOOL UNTIL CLEARANCE HAS BEEN GIVEN. Photo ID will be required for student's release.

We will accommodate the needs of all of our students, including those with disabilities, to the best of our abilities during these emergency situations.

The school staff is responsible for all students once they are properly signed in until they are signed out by a parent / guardian.

### **Accounting for Children**

As stated in our attendance policy, all children must be signed in and out daily by an adult every day. The children will remain under the supervision of the teacher until they can be released directly to the

parent / guardian. The classroom teacher will know where the students are at all times. A periodic head count will be taken in each classroom.

### **Lost Children**

When a child has been determined to be lost, the staff member in charge will notify other staff members immediately. One staff member will gather all the other children into one room for supervision, while the other staff members join in a search of the building and outside premises. If a child is not found in 5-10 minutes, parents and police will be notified.

### **Visitors**

Visitors to the school must sign in on the visitor sheet. The entire school is open to visits by parents/guardians of a student at any time. Other visitors are encouraged to call ahead and make arrangements with the teachers. Visitors unknown to staff must supply a photo ID.

### **Sunscreen**

“This center must apply sunscreen, parents or guardians must sign the release form in the enrollment packet. Sunscreen must be applied prior to children going outside.”

It can be very time consuming to put sunscreen on a class full of students each time we go outside. We are asking parents to please put sunscreen on your child before they come to school. We have sunscreen available if you care to apply it when your child arrives at school. Please help us make our time more productive with the students. If your child does not use sunscreen for some reason, parents must provide appropriate clothing to protect exposed skin.

### **Field Trips**

Field trips will be planned in advance and notices will be sent out along with permission slips. Carpools may be needed to transport students to destinations outside the school. All necessary forms for attendance on a field trip will be required to allow your child to go along. Drivers will also need to meet insurance and licensing requirements to take students other than their own child in their vehicle. All seat belts and car seat laws will be followed.

Should any accidents or illness occur while your child is away from the school on a field trip, the staff, parent volunteers or members of Trinity Lutheran Church and school **will not** be held responsible. We will ensure that each group of children has an adult who meets all the qualifications accompanying them when going on outings and make sure that proper adult to child ratios are maintained.

It is our hope that we can have many in house field trips by inviting parents and community professionals to visit our school with their hobby or work tools/skills.

### **Conferences**

Parent/teacher conferences are scheduled at the request of your child's teacher or by you, the parent. At least two conferences will be scheduled throughout the school year for all parents/guardians. It is up to you and your child's teacher whether your child should be in attendance during the conference.

The purpose of each conference is to exchange information and ideas in order to plan an individual program for your child. Parents and teachers will learn more about the child and how they can best help each other with the learning process. Please try not to conference with the teachers while other

students and adults are in the classroom. Schedule a time to have an uninterrupted talk with your child's teacher.

### **Grading and Retention**

At the beginning of the school year each teacher will clarify grading and retention procedures. It is our hope to give parents all the necessary help and information to make correct decisions regarding grade placement of their child.

### **Television & Video Viewing**

We are not equipped to provide television viewing.

- 1) Videos will be rated G
- 2) Videos will be of religious or educational information and will be carefully chosen and approved by the staff.
- 3) A staff member will always be present during viewing
- 4) A video brought by a child to school from home will be shown at the staff's discretion.

### **Volunteers**

Volunteers may be parents, church members, college students, or grandparents who are interested in our school and the well being of children. Anyone who wishes to volunteer on a daily or weekly basis must be interviewed by the teachers and the director and meet all requirements of childcare licensing.

Teachers may ask for one-time volunteers for special events or projects that have already been approved by the director. Volunteers will be asked to sign in on the volunteer sheet posted in each classroom.

### **Curriculum**

Quality is the essential element upon which the Trinity Lutheran curriculum is based. Our curriculum includes, but is not limited to the following.

- \* Christian Values
- \* Bible Story
- \* Prayer and songs
- \* Chapel
- \* Individualized learning
- \* Language skills
- \* Math skills
- \* Science
- \* Social studies
- \* Creative arts
- \* Physical play

**Our 3 year old** program is based on different thematic units. This program involves developmental units such as colors, shapes, ourselves, families, etc.

**Our 4 year old** program is designed to provide 4 year old children with exploratory and experimental programs. The focus is on readiness rather than academics.

**Our kindergarten** program is the beginning of academic study as we implement reading and math curriculum at this level. Our kindergarteners will gradually become aware of the privileges and responsibilities of formal education.

**Our 1st and 2nd grade** program emphasis is placed on the basic skills of reading, writing, and arithmetic. This program also includes phonics, spelling, social studies, science, art and religion.

### **Christian Education**

Chapel will be held each day in the morning for all students. The Bible is used as the basic text and illustrated to the children through song, stories, etc. Each student is encouraged to follow the religious beliefs and practices of their family and to be excellent Christian role models at school and wherever they go throughout the day. The Lutheran emphasis on Christ's unconditional love and grace for all people will be a constant theme throughout all instruction.

### **Textbooks and Supplies**

Textbooks and workbooks are furnished for all students attending Trinity Lutheran School. These are included in the supply fee and tuition schedules. A supply list will be issued by each classroom at the beginning of the school year. The materials on the list will need to be purchased by the parents. Occasionally, students may be asked to purchase special supplies for classroom projects or events.

Teachers will notify you regarding these projects or events.

### **Snacks & Meals**

Each day please provide your child with a morning, afternoon snack, and lunch, as well as a water bottle. Each class will sit down during designated times to eat these meals together.

A microwave is not available for the students.

### **Birthday Observances**

While class parties at school are permitted, they will not take a significant portion of the school day and must not interrupt the educational process. Lunch and snack time are especially suitable for birthday parties/treats. Please make arrangements ahead of time with your child's teacher. Please ask the classroom teachers about suggestions or allergies some children may have in your child's class.

### **Accident Insurance**

The church maintains a limited liability policy.

### **EPA Statement**

The Environmental Protection Agency requires all schools to have an asbestos management plan. A copy of the plan is on file in the school office. Trinity Lutheran Church and School are smoke free zones. No smoking is allowed within the building at any time.

### **Child Abuse Policy**

All personnel of Trinity Lutheran School who know or have reasonable cause to suspect that a child has been subject to abuse or neglect or who have observed the child being subjected to circumstances or conditions which would reasonably result in abuse or neglect are legally required to immediately report such incident to Alamosa County Department of Social Services or the local law enforcement agency. Parents who know or have reasonable cause to suspect child abuse or neglect should follow the same procedures.

The investigators and staff members of the Alamosa County Department of Social Services or staff of the law enforcement agency that receive a report of such allegations results in the right of statute for an officer of the court to interview staff members or parents who have knowledge of such a matter. If

the allegation involves students other than those reported, parents can expect the State's Attorney to authorize interviews of their involved or allegedly involved child.

The appropriate form for reporting child abuse is on file in the school office.

### **Filing a Complaint**

The parent or guardian should first speak directly to that staff member. If things are not resolved to the parent's satisfaction, they should speak to the director. If the complaint is with the director and he/she fails to resolve the problem, the parent should contact the school board. The school board can be reached at:

tlcandschoolboard@gmail.com

Complaints or concerns regarding a licensed childcare facility or reporting suspected child abuse/neglect of children during hours when children are in the care of a preschool may be addressed to:

Department of Human Services Att: Division of Child Care

1575 Sherman Street, 1st floor

Denver, CO 80203-1714

Phone: (303) 866-5958 or (800) 799-5876

### **Reporting Suspect Child Abuse / Neglect**

In addition to the information provided above, the phone number for the Colorado Child Abuse and Neglect Hotline is

(844) 264-5437

### **Discipline / Behavioral Expectations**

The most important responsibility of the staff is to provide children with the skills that will enable them to become independent learners in an environment where dignity and self-esteem are formed and nurtured.

We will expect behavior that is both orderly and respectful. We will implement teaching strategies supporting positive behavior. The teachers model positive interactions with others. In every case of student misbehavior, a solution to the child's problem will be sought at the lowest possible level - that of the classroom teacher with the student. However, in the event a student's behavior results in on-going disruption of the classroom, undermines the authority of any staff or endangers the person or property of themselves or others, there will be an official notification to the parents.

In certain circumstances the parent may be called to pick up their child immediately. If after three notifications and a parent/teacher conference, the behavior persists, the child will no longer be able to attend Trinity Lutheran School.

Anything that interferes with the teacher process or with the safety or well being of any member of the school community is unacceptable.

It is our policy to privately speak to the child who is misbehaving. We explain why their behavior is unacceptable. We give the child time to explain what the cause of the behavior was. It is important to work out a solution together and have feelings of forgiveness and to redirect the child back to the group activity. If the child continues to misbehave, the child will be asked to work or play within direct reach of the teachers. If it seems necessary, the child will be removed from the group and supervised by a staff member for several minutes, then redirected and returned to class. No corporal or harsh punishment will be used.

Teachers are encouraged to make written observations of the children so recurring behavior patterns can be spotted and discussed with parents.

If there is a serious change in routine at home, such as illness, death, divorce or new siblings please let the teacher know, this will enable staff at school to help with any behavior change or frustrations your child may be feeling.

Specific classrooms have rules that will be explained at the beginning of each year. If you have any questions, please get in contact with your child's teacher.

If a situation occurs that makes a child's need difficult for staff and parents to adequately address, the family may be given information on how to access an Early Childhood Mental Health Specialist to support their child in all environments.

### **Anti Bullying Policy**

But the fruit of the Spirit is love, joy, peace, patience, kindness, goodness, faithfulness, gentleness and self-control. (Galatians 5:22-23)

#### Philosophy Statement:

Trinity Lutheran School Board and school staff provide a safe and protective setting where students are encouraged to learn, meet their academic goals and grow in their faith. As such, bullying interferes with both a student's ability to learn and a school's ability to teach because of its disruptive

nature. Positive Christian behavior including loving others, respecting others, setting an example and discouraging bullying is expected of all staff, students, parents, guardians and volunteers.

#### Definition of bullying:

Bullying can be defined as the use of force, threat or coercion to abuse, intimidate, or aggressively impose domination over others. The type of behavior is characterized as repeated or habitual and would not be applied to one or two isolated incidents of conflict. **Bullying can be physical, verbal or emotional.**

#### Consequences

Those students who choose to participate in bullying will be subject to the following consequences, after appropriate classroom disciplinary steps have been taken and the students/parents have been notified that the bullying behavior is unacceptable.

- 1) First offense of verified bullying will result in the student talking to the classroom teacher and school director. Parents will be notified. One or more staff witnessing the incident.
- 2) Second verifiable incident will result in a meeting with the student's parents to develop an action plan. One or more staff witnessing the incident.
- 3) Third offense will result in the school suspension and depending on the severity, possible expulsion.

However, each incident will be examined on a case by case basis and could vary based upon several factors including age, nature of the problem, past history, etc. The discipline plan will include an action plan to correct the behavior, prevent it from happening again and to protect the bullying victim from harm.

Pastor: Jason Cody

School Director / Preschool Teacher: Annie Nissen

Preschool Teachers: Charlene Wilson & Alexis Mondragon

Kindergarten Teacher: Katie Hensley

1st & 2nd Grade Teacher / Assistant Director: Suzanne Tolsma