



# Parent Handbook

Trinity Lutheran School  
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## **\*\*\*\*\*Part A: Purpose and Philosophy\*\*\*\*\***

Our Vision is to provide a Christ-centered education for all of God's children.

Our Mission: We prepare students for the future by equipping them with **spiritual strength**, establishing a foundation of **academic achievement**, and creating **Christian leaders**.

The purpose of Trinity Lutheran School includes the following objectives:

- Educate children according to the Biblical principles as expressed in the Lutheran confessions and to nurture and strengthen their faith and spiritual growth in the assurance that Jesus Christ is their personal Savior. **(Spiritual Strength)**
- Function as an integral part of the church - a worshipping, witnessing, caring community of believers. **(Christian Leadership)**
- Strive for and maintain the highest possible academic standards integrated with, and related to, the teaching of God's Word. **(Academic Excellence, Spiritual Strength)**
- Provide a Christian atmosphere for the development of physical skills. **(Academic Excellence, Christian Leadership)**
- Teach love and respect for others and country by word and example. **(Christian Leadership)**
- Help children to identify themselves as children of God, and as such, develop their God-given gifts to relate responsibility to fellow man and God's creation. **(Christian Leadership, Academic Excellence)**
- Assist and support parents in bringing up their children in the nurture and admonition of the Lord, recognizing that Christian education is empowered by the Holy Spirit through God's Word. **(Spiritual Strength)**
- Encourage and support the development of Christian relationships with others in the home, school, church, and community. **(Christian Leadership)**

# LUTHERAN FAMILY VALUES POLICY

**POLICY STATEMENT:** Trinity Lutheran School – Monitor (TLS-M) is operated by Trinity Evangelical Lutheran Church – Monitor. Trinity Evangelical Lutheran Church – Monitor is a member congregation of The Lutheran Church – Missouri Synod (“LC-MS”).

TLS–M is a school with a mission, but it is more than that. Trinity Evangelical Lutheran Church – Monitor considers TLS–M to be a mission to its members and to the community. LC-MS Christians believe that the purpose of education is ultimately not to prepare people for life in this world, but to “make people wise unto salvation through faith in Jesus Christ.” (1 Timothy 3:15)

Christian beliefs, as understood and taught in the LC-MS, pervade everything that is done at TLS–M. Christian instruction is not only carried out formally, but it is integrated into the study of every subject. Students are immersed in a Christian atmosphere, surrounded by teachers, administrators, and school employees whose very presence is a testimonial to the Lutheran faith and way of life.

The LC-MS is a creedal church with definite beliefs on many points of Christian faith. For instance, the LC-MS affirms the sanctity of human life, including the life of an unborn child; the importance of stable family life and of fidelity in marriage; and abstention from illegal drugs. The LC-MS opposes a homosexual lifestyle and cohabitation or sexual relations outside the marital relationship. These are only examples of the LC-MS positions on a number of contemporary questions of conduct and morals.

TLS–M expects that the families of its students will not act in a way that is contrary to or disrupts the teachings of the LC-MS in matters of religious faith and personal conduct. Family members who are not LC-MS members are, of course, not required to believe or confess the teachings or beliefs of the LC-MS. However, family members may not, in a way that may affect the school, promote beliefs that are contrary to those of the LC-MS or otherwise weaken the LC-MS Christian atmosphere at the school. Family members are expected to lead personal lives that do not violate the teachings of Holy Scriptures and of the LC-MS on matters of personal conduct, so that all family members may, in their daily lives, not undermine TLS–M’s mission as a LC-MS Christian institution. If a family member of a student or applicant for enrollment challenges LC-MS teachings at TLS–M or conducts his or her life in a way that is contrary to those teachings, the student or applicant may be suspended, expelled, or refused enrollment.

LC-MS doctrine and practice are derived from the Holy Scriptures, the Lutheran Confessions, and the applicable resolutions of the LC-MS. For all purposes of this policy, the principal’s decision shall be final and binding in regards to what actions or conduct constitutes a violation of this policy. Family members who are unfamiliar with LC-MS beliefs and teachings on any subject should inquire about them from the principal. He or she can refer questions to appropriate publications or, if necessary, can arrange for the family member to be counseled by a pastor of the LC-MS church.

*Adopted 6/9/2008  
Revised 6/11/2014*

# **\*\*\*\*\*PART B: Enrollment Information\*\*\*\*\***

## **SCHOOL SUPPORT**

Trinity Lutheran School is maintained by Trinity Lutheran Church. It is imperative that school families be aware of the general congregational expenses, recognize their financial responsibility, and faithfully pay in a timely manner. All parents, communicant and contributing members of the church, as well as non-members, are asked to pay a specific amount to the school in the form of fees. The actual cost to educate a student at Trinity is \$5000 per child. Knowing this, parents who are members of Trinity continue to give offerings to the church as the Lord has blessed them. Parents who are community members continue to give to the school ministry of Trinity as the Lord has blessed them.

## **ENROLLMENT IN SCHOOL**

Trinity Lutheran School has an Early Childhood Round-Up(ages 3-5) and pre-registration days for grades 1-8. These both are usually in March. Parents will be notified through the weekly newsletter of the dates each year. Final registration is on a predetermined day in August. Registration letters are mailed to school families prior to this date.

Kindergarten:

- Students entering kindergarten for the current school year must be five years old by September 1<sup>st</sup> in accordance with the policy of the Michigan Department of Education.
- A physical examination, hearing test, and vision test must all be completed before the child is enrolled.
- Proof of vaccinations must be on file before school begins. Please note the procedure for “waiving” vaccines has changed and an appointment with the health department is now required by the state. These appointments fill quickly; it is recommended you take care of this early in the summer.

New students (1-8<sup>th</sup>):

- Students entering in other grades must present a report card or other proof of having reached a certain grade level.
- If a student wants to enter Trinity due to expulsion from another school or due to another serious problem, the matter must first be brought to the school board for discussion. If the board agrees to accept the student, he/she shall be placed on probation for at least six months, but not to exceed one year. After this time period has elapsed, the principal shall have made a determination as to accept or not to accept the student. The probation time can only be shortened, that is less than six months, due to exemplary behavior and with the recommendation of the principal.

## **Cost of Attendance**

Each year, the Board of Education and congregation establish the cost to attend Trinity Lutheran School. Although the cost to educate a student at Trinity is \$5000, the congregation of Trinity views the school as an opportunity to carry out the Great Commission (Matt 20:18-20) and seeks to

support the school as she is able. The cost paid by the parents covers the textbooks, instructional supplies, classroom supplies, and technology. A catechism book, a daily planner, recorders for 4<sup>th</sup> graders, hot lunch, band for 5-8 graders, and field trips are separate costs and need to be purchased separately.

The Board of Education, along with the approval of the voting body of the Trinity Congregation, has set the cost to attend Trinity Lutheran School as follows:

**Enrollment/Book Fee:**

\$100 per student, per year, church member and community member alike.

This is due at Final Registration in August. This fee also reserves your child's spot in our school, which is taken on a first come, first serve basis. Families already attending our school will have an opportunity to enroll for the next year approximately one month before enrollment is opened to the public for grades 1-8.

**Tuition:**

Members: \$650.00 per student, per year; with a maximum of no more than \$1625.00 per family.

Community Members: \$800.00 per student, per year; with a maximum of no more than \$2000.00 per family.

This fee may be paid either in full prior to the beginning of the school year, or divided into 10 equal payments. These are due on the 1<sup>st</sup> of the month. The first payment is due September 1<sup>st</sup> and the last payment is due June 1<sup>st</sup>.

Family accounts may be viewed daily through the Fast Direct System. If there is a delay or delinquency in payment, the principal will set up a meeting for the parent with the Board of Education. The Board of Education has the final decision on such accounts.

*Updated 3/2016*

## **HOT LUNCH PROGRAM**

Trinity Lutheran School provides a hot lunch program for the students in Preschool – Grade 8 through St. Brigid's Catholic School in Midland. The cost of this lunch is determined by St. Brigid's School on a yearly basis. Milk may also be purchased at a set price for the students not taking hot lunch. Water is always available for all students at no cost.

Families may fill out forms to see if they are eligible for free or reduced lunches through the Federal Hot Lunch Program and may apply for this program any time during the school year.

Hot lunch is billed regularly, and the amount owed may be viewed on Fast Direct at any time. You also may pay "ahead" into the lunch account. Families are expected to keep current on their accounts, as we pay St. Brigid monthly. Reminders through Fast Direct or calls will be placed to families that become delinquent on their account. Delinquency on the account may result in loss of hot lunch privileges.

*Adopted 6/2013  
Revised 2/2016*

# NOTICE OF NONDISCRIMINATORY POLICY AS TO STUDENTS

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 students at the school. It does not discriminate on the basis of admissions policies, scholarship and loan programs, or athletic and other school administered programs.

## \*\*\*\*\*PART C: Curriculum\*\*\*\*\*

### MANAGEMENT OF CURRICULUM

Christianity is the core of our curriculum. Our chief objective, with the help of the Holy Spirit, is to instill in each child, as much as the Holy Spirit will allow human help to do so, a firm faith in Jesus Christ as his/her personal Savior and King.

Trinity Lutheran School attempts to provide quality education in all areas of the curriculum. To this end, our courses of study are under continual evaluation and study and are subject to constant revision. We offer a well-rounded course of study in the following areas:

- |                           |  |
|---------------------------|--|
| <b>Religion</b>           | In every classroom, worship, prayer, instruction in Christian doctrine, and Bible Study occur daily. In the lower grades the instruction consists in learning Bible stories, together with application to life situations. Systematic study in Christian doctrine as contained in Luther's Small Catechism is added in the upper grades. Memorization of Bible verses, hymn verses, and parts of the catechism are carried on in all grades. 7 <sup>th</sup> & 8 <sup>th</sup> graders participate in Confirmation class taught by the pastor. |
| <b>Language Arts</b>      | Phonics, Reading, language usage, grammar, writing, spelling, literature, and handwriting are taught. Reading is fundamental for all learning, and students are encouraged to challenge themselves and grow in text complexity as they grow in age.  |
| <b>Mathematics</b>        | Number usage, computation skills, advanced mathematics, elementary algebra, geometry, measurement, graphing, problem solving, are taught. In the upper grades, students may advance in Math, with Algebra offered to those advanced in 8 <sup>th</sup> grade.  |
| <b>Social Studies</b>     | Communities, geography, world history, US history, civics, and current events are taught.  |
| <b>Science</b>            | General Science, biology, physics, astronomy, chemistry, and geology are taught from a Christian worldview.  |
| <b>Physical Education</b> | Physical fitness, games, sports, sportsmanship, and recreational activities are taught in grades K-8. Opportunities, such as Jump rope for Heart or Presidential Fitness, may be included.   |

<b>Arts</b>	Music and art are included in this area of study for grades K-8. The Early Childhood Cherub Choir sings bi-monthly in the Trinity Church worship services. The School choir, grades 1-8, also sings in worship bi-monthly. Grade 4 is required to participate in recorders. Grades 5-8 may also participate in handbell choir and the band program. Music groups participate in the worship services of Trinity from time to time.
<b>Foreign Language</b>	Spanish is taught in grades K-8.
<b>Technology</b>	Computer skills are included in a weekly technology class for grades K-8, as well as integrated into other subject areas.

## **STANDARDIZED TESTING**

NWEA (Northwest Evaluation Association) testing is given three times a year at Trinity, the fall, winter and spring sessions. This testing is used to evaluate where students are, their growth, and provides teachers with resources to help students. Scores are shared with parents at any time. The testing results are used to guide students, improve instruction, and to improve the educational system as a whole.

## **SUNDAY WORSHIP**

In keeping with the religious objectives of our school, all parents are urged to attend worship services regularly with their children. Church attendance records are kept and reported on report cards. The example of parents in their commitment to spiritual growth is very important in this respect. Another important opportunity for spiritual growth would be Adult Bible Class and Sunday School. All are welcome at Trinity Lutheran Church at any time.

## **CHAPEL**

Chapel services are held twice a month, usually on the first and third Wednesdays. These services are held in the church. An opening service for the beginning of the school year is always held on the morning of the first day of school. A closing service for the end of the school year is held on the morning of the last day of school. Parents are invited and encouraged to attend chapel services.

On the opposite Wednesdays of Chapel, the time is used for Prayer Partner activities. Each student in the school is assigned a prayer partner at the beginning of the school year. The activities vary depending on the time in the church year and are centered on the student's faith life.

There are designated mission projects for each month during the school year. Students are encouraged to use their offering envelopes using the "Mission" side for offerings toward the monthly project. Offerings are collected every Wednesday at chapel and prayer partner activities. Students may also bring offerings on other days of the week as well as using their envelope for Sunday worship.

## **SCHOOL CHOIRS AND BAND**

Bringing glory to God is man's primary function. Children are encouraged to do so by participating in school choirs. All children in grades Pre-K-8 are included in these groups. These groups take regular turns singing in church. Parents are asked to cooperate by bringing their children to church when their particular group is singing.

Children in grades 5-8 have the opportunity to join handbell choir or band. Jubilation (children's hand bell choir) meets once or twice a week. Jubilation plays in church and at other events during the school year.

Our band program is part of the Valley Lutheran High School Elementary Band Program. Our students participate in this program twice a week. A fee is set by Valley Lutheran.

Participation in the Lutheran Music Festival in April/May is encouraged by those students gifted in music. Information concerning this event is available in February.

## **TECHNOLOGY USAGE AGREEMENT**

Technology is a gift from God to be used wisely. Trinity Lutheran School is committed to empowering students to use technology for the purpose of educational and spiritual growth. Access to technology is a privilege granted by the school, not an automatic right. In order to use the technological materials of Trinity, all users are required to sign this agreement. Parents will sign at the time of registration; students will sign at the beginning of the school year after they have discussed the policy with the technology teacher.

Students in grades 5<sup>th</sup>-8<sup>th</sup> grade may bring personal electronic devices to use for specific projects or activities with the approval of their teacher. These are to be used **ONLY** under the direction and supervision of the teacher and **ONLY** for educational purposes. Additionally, students must hand in devices at the beginning of the school day for safe keeping and storage until it is the appropriate time to use them. Please be aware that the teachers and staff of Trinity Lutheran School are **NOT** responsible for any personal devices brought to school. If a parent allows a student to bring a personal device to school, they do so at their own risk of loss, theft, or damage.

Note: The following stipulations are to be viewed as addendums to regular school policy. General school rules and individual classroom rules are always in effect. Violations of this policy may result in loss of privileges in addition to disciplinary or legal consequences. As stated in Part E of this Parent Handbook, students, and ultimately parents, are responsible and must pay damage to school property. Additionally, these rules also apply to all personal devices brought to school for educational use. The teacher in direct supervision of the students will always have final say on any issue.

Students will...

1. Use school technology only with the direct personal supervision of a teacher.
2. Perform actions deemed acceptable by the general standards of our faith and our school.
3. Treat equipment with care and respect.
4. Utilize appropriate websites, applications, and programs for educational purposes.
5. Follow teacher guidance and instructions at all times.
6. Employ or use the internet for educational purposes **ONLY!**

Students will not...

1. Perform actions which invade the privacy of or alter data of another party.
2. Send or display potentially offensive material of any type.
3. Use technology to harass, insult, or attack others.
4. Alter the settings of any devices in any way.
5. Violate copyright or any other laws.
6. Download any material from the Internet without specific instructions to do so from a teacher.
7. Provide any party with personal information about themselves or others.
8. Engage in any form of communication with any party not previously approved by the teacher.

## **FIELD TRIPS**

Field trips and educational excursions may be taken throughout the school year to enhance the educational experience. They are an extension of Trinity Lutheran School and all school rules apply. Students and parents represent our school, and Lord when attending a field trip. If a student needs to be removed from a field trip, the cost is the responsibility of the parent. These are organized by the teacher(s) to enhance the curriculum. Notes are sent home with the children for parental/guardian permission and signature. Buses or parent transportation will be used to get children to their destination. Any fees, which may include bus usage, admission fees, or supplies, are passed along to the students. Field trip days are considered school days and attendance will be taken.

Parents driving for field trips must have proof of insurance and a seat belt for each child transported. If a child is required to use a car seat, in accordance with state law, that child's parent must provide the car seat in order for the child to go on the field trip. The current state law requires car seats/booster seats until the age of 8 or height of 4 feet 9 inches. If the required car seat is not supplied, the child may not attend the field trip.

## **OUTDOOR EDUCATION**

The Outdoor Education Program for our 7<sup>th</sup> and 8<sup>th</sup> grade students consists of activities and studies that are best learned in the out-of-doors. The students go to camp every other year in the fall. This program provides an appreciation that demonstrates resource value as well as the importance of conserving our natural resources. Camp life provides an opportunity for students to work and play in a democratic manner and to sharpen attitudes towards total cooperation and sportsmanship. Because students and teachers live and learn together, their relationships are strengthened. Outdoor Education is considered part of the school curriculum and attendance is required.

## **WASHINGTON, D.C. TRIP**

On the opposite school year of outdoor education, the 7<sup>th</sup> and 8<sup>th</sup> grade class takes a trip to Washington, D.C. This is organized by a company experienced in school educational trips. This trip is part of our curriculum. Families have the opportunity to raise funds to help cover the cost of the trip for the student and parent(s) attending beginning when the student enters Trinity. All funds raised go to the "oldest" child in the family.

If a parent chooses to opt their child out of this experience, this must be communicated with the principal well in advance, preferably by August. The student is required to be in attendance daily at Trinity during this time, and will have required work/projects to complete related to the educational aspects of the trip.

# \*\*\*\*\*PART D: Management of Students\*\*\*\*\*

## DAILY SCHEDULE

7:30 – 7:55 A.M.	Student arrival time
8:00 A.M.	Classes begin
11:30 A.M.	Lunch begins with children dismissed at interval
3:10 P.M.	School dismissal

Students arriving between 7:30-7:45 A.M. must report to the school cafeteria for silent study and/or reading time. This time is supervised by a staff member.

The teachers do not provide supervision of children after school hours. If a child has a scheduled activity after school he/she must be under the supervision of the authorized adult or in Afterschool Care. Please note siblings of students staying afterschool may not be unsupervised.

## ATTENDANCE POLICY

State law requires regular and punctual attendance. Attendance is tracked through our Fast Direct System daily.

1. In case of a student's absence from school or tardiness, parents are required to phone the school by 8:30 A.M. of that day. If you are in the habit of emailing the teacher, please also send the email to the principal to avoid a phone call.
2. If no phone call is received by 8:30 A.M., the secretary will first phone the home, then the place of parents' employment, and finally the emergency phone numbers for that child until a response is received.
3. Students must be in attendance for at least half of the school day in order to participate in any school sponsored extracurricular event after school or that evening. In cases of extenuating circumstances (e.g. funeral), the principal reserves the right to determine eligibility.
4. Students who come to school after 8:15 A.M. must have a cold lunch.

### **Attendance Policy**

- After 5 Days Absent — A Fast Direct email will be sent to the parents reinforcing the policy.
- After 10 Days Absent — A parent meeting with teacher and principal will be scheduled.
- After 15 Days Absent — A parent meeting with the school board will be scheduled. A letter will be sent to the Bay County Attendance Officer.
- A Three Day In-School Suspension will follow if the issue is not resolved.
  - In school suspension could involve:
    - Silent lunch
    - No specials classes (Art, music, technology, P.E., Spanish, band)
    - Reduction of grades by 10%
    - No classroom privileges such as recess and break

The attendance count continues throughout the entire school year.

## **Tardy Policy**

It is the policy of Trinity Lutheran School to consider a student tardy if he/she arrives one hour or less late after the school starting time. Arriving more than one hour late will be considered a 1/2 absence. The student **must** be signed in upon arrival.

- 5 times tardy — An email through Fast Direct will be sent to the parents to reinforce the policy and make parent aware of the tardiness.
- 10 times tardy — A parent meeting with the teacher and principal will be set up.
- 15 times tardy — A parent meeting with the school board will be arranged and action will be taken regarding the tardy issue.

The count for times tardy will start over with each marking period.

*Adopted 6/18/2012  
Revised 3/2016*

## **CHILD RELEASE POLICY**

Be sure that your child has an emergency release card on file in his/her CA-39. Your child will only be released to the people listed on that card. The only exception to this rule is when written consent is given by parents or guardians allowing us to release the child to another person. Parents or guardians may give this permission over the phone as a one- time case or instance.

When your child is released from school during school hours, he/she must be signed out by an adult in the office. The school secretary will go to the classroom to get your child. Notifying the teacher in advance when an early dismissal is necessary would be greatly appreciated.

## **STUDENT CONDUCT**

To insure good order in the hallways and washrooms, the following regulations will be observed by all students.

1. No running in the hallways or rooms.
2. No loud speaking or yelling.
3. No loitering.
4. No unnecessary bodily contact, pushing, or shoving.

Weapons are never allowed on school property. State laws require that violation result in suspension and possible expulsion. Toys and items such as knives, squirt guns, cap pistols, swords, marbles, and other items of that nature are not to be brought to school. Teachers will confiscate all such articles brought to school and keep them until it is deemed advisable that they may be returned.

Electronic devices, including cell phones, iPods, MP3 Players, iPads, tablets, etc. are not to be used without permission on school property during the hours of 7:30 A.M. – 3:30 P.M. Expensive items brought to school by students **are not** the responsibility of the classroom teacher.

Gum is not to be chewed on school property. It is an unnecessary hindrance to the proper maintenance of floors, drinking fountains, books, etc.

# DISCIPLINE

Discipline in our school is not mere discipline, but Christian discipline. Therefore, it is not administered in a spirit of vengeance, not with a thought of retribution, but rather with the thought in mind that the child is to be guided toward the achievement of behavior controls which make him/her the kind of citizen who will grow in favor with God and man. Christian discipline always has the well-being of the child in mind. We believe that whatever a teacher does, even in the matter of discipline, is to be done in the spirit of love: love for the Lord Jesus and love for the child.

In every community there is a need for guidelines. God's Word gives us the Ten Commandments as guidelines for living lives characterized by love for our fellow man. We would not presume to improve on the Ten Commandments; however, in a general way, we have attempted below to state our expectations for students in conjunction with the law of God.

## God's Ten Commandments

1. A student should respect God at all times in his/her personal daily living, showing thanksgiving for blessings bestowed upon him/her as God's redeemed.  
**(YOU SHALL HAVE NO OTHER GODS.)**
2. A student should respect God and his fellow students by using language becoming of a Christian. Language, which insults God or God's name, or belittles God's creation is not allowed. Profanity and other 'street' language will not be tolerated.  
**(YOU SHALL NOT MISUSE THE NAME OF THE LORD YOUR GOD.)**
3. In chapel or in any other worship setting, behavior which dishonors God or makes it difficult for others to worship God will not be tolerated.  
**(REMEMBER THE SABBATH DAY BY KEEPING IT HOLY.)**
4. A student should respect God by honoring and obeying his/her teachers or adults who are placed over him/her as God's representatives. Back talk, disrespectful side remarks, excessive and loud talking which disrupts others and disrespectful conduct to teachers will not be tolerated. Gum, toys, knives, weapons, or electronic devices, which tend to create a disturbance, are not to be brought to school. Such items will be confiscated by the teachers.  
**(HONOR YOUR FATHER AND YOUR MOTHER.)**
5. A student should respect God by controlling his/her anger, and humbly take his/her place among his/her fellow students by showing love and forgiveness to all his/her classmates. Fighting, possession or use of alcoholic beverages, cigarettes, drugs, or fireworks are not only illegal but also harmful. Such possession or use will warrant immediate and severe action.  
**(YOU SHALL NOT MURDER.)**
6. Gestures, jokes, pictures, and statements which are sexually insulting to God's creation, will not be tolerated.  
**(YOU SHALL NOT COMMIT ADULTERY.)**
7. A student should respect God and his/her fellowman by respecting the rights and property of others. Stealing property from others, borrowing without asking permission, or destroying property will not be tolerated. The care of personal property and school property is required

at all times. Cheating on schoolwork in any way is also against school rules and a sin against God's law.

**(YOU SHALL NOT STEAL.)**

8. Lying and all forms of malicious talk designed to hurt others will not be tolerated. Children of God should build up the good name of others.

**(YOU SHALL NOT GIVE FALSE TESTIMONY AGAINST YOUR NEIGHBOR.)**

9. We are not to take or seek to get those things which are not rightfully ours.

**(YOU SHALL NOT COVET YOUR NEIGHBOR'S HOUSE.)**

10. We are to appreciate the school community with which God has blessed us by sharing in friendship with all students, not seeking our own way, not being selfish or self-seeking, but rather encourage, and demonstrate Christ's love when relating to classmates and other students.

**(YOU SHALL NOT COVET YOUR NEIGHBOR'S WIFE, OR HIS MANSERVANT OR MAIDSERVANT, HIS OX OR DONKEY, OR ANYTHING THAT BELONGS TO YOUR NEIGHBOR.)**

## **GENERAL STATEMENT AND PROCEDURAL STEPS (BOARD POLICY)**

The maintenance of order and proper classroom decorum is essential to any quality educational experience.

It is reasonable to require Christian behavior from all of our students at Trinity Lutheran School.

Failure to meet the standards of Christian behavior requires disciplinary action so that the learning experience of all students is not jeopardized.

In order to provide for consistency, a progressive discipline code is warranted. Some flexibility may, however, be exercised by the teacher in determining if the parents should be contacted at additional junctures in the disciplinary process. Teachers will share their classroom discipline with their students and parents at the beginning of the school year.

### **STEP 1 - THE CLASSROOM TEACHER**

Most problems are handled effectively at this level.

### **STEP 2 - PRINCIPAL AND STUDENT**

At this point the student still has the opportunity to solve the problem at his or her own level.

### **STEP 3 - PARENT CONTACT**

This contact may be by telephone, email, or conference. The intention is to inform the parent, but, more importantly, to solicit help from the home.

### **STEP 4 - SUSPENSION**

After other forms of discipline have been tried and found to be ineffective, suspension is the last resort. Only the principal is authorized to suspend students.

### **Reasons for suspension are:**

1. Flagrant disobedience in the classroom, on the playground, in the hall or any other place on the school grounds.
2. Abusive language or backtalk.

3. Striking or hitting fellow students.
4. Striking or hitting teachers.
5. Biting fellow students or teachers.
6. Having or using illegal drugs or contraband on school grounds.
7. Having or using alcohol by students on school grounds.
8. Possessing or using weapons such as guns, jack-knives, knives, swords, or any object that can be used as such.
9. Possessing or using any combustible items such as matches, fireworks, bombs, or any other flammable materials.

### **STEP 5 - EXPULSION**

The above reasons may be brought to the Board of Christian Education for expulsion of a student. After the board reviews the circumstances, their decision to expel or not to expel will be final. Expulsion means that a student may not be enrolled at Trinity Lutheran School until the beginning of the next school year. Re-admittance to Trinity Lutheran School is subject to review by the Board of Education. In order to be considered for re-admittance, he or she must give evidence that the former problem has been corrected. The Board of Education's decision for re-admittance will be final.

## **DRESS CODE**

Trinity Lutheran School is a Christian school, therefore, we expect children to dress modestly. These rules will be followed by all of the children attending Trinity Lutheran School and will be enforced at **school, church, and all extracurricular activities**. At any time, if a child comes dressed improperly, a parent will be called to see that the proper changes are made.

**General:** School attire should be modest and having no rips, tears, or holes whether by wear or design.

**Pants:** If low-waisted pants are worn, the student must wear a long shirt to cover them or a shirt that can be tucked in and stay tucked in, so that no skin is showing. This includes when the student sits down or raises their arms. A belt must be worn if pants do not stay up on their own.

**Shorts:** Shorts may be worn from April 1st until October 31st. Shorts must be as long as the student's middle finger of his/her hand, when the student is standing straight with their arms at their side.

**Capris:** Capris may be worn at any time during the school year.

**Leggings/Jeggings/Pajama/Yoga Pants:** These are not a substitute for pants.

**Skirts:** Skirts may be worn in school. The length of the skirt must be two inches longer than the student's longest finger when the student is standing straight with arms at their side. This length applies whether or not leggings, tights/nylons/jeggings/pajama/yoga pants are worn under the skirt.

**Tops:** T-Shirts, sweatshirts, or jackets having the names of rock groups, profane words, drugs, bars, and beer, wine, or any alcohol advertisements on them are not allowed. Bare midriffs and shoulders are not acceptable. Tank tops or camisole tops may not be worn by themselves. If the student is wearing one of these tops, another shirt/top must be worn over them so straps are

covered. All shirts/top must be of a length so that at any time no skin and/or undergarments are visible.

**Shoes:** No flip flops may be worn. No sandals without backs may be worn. All sandals must have a back strap on them. This is for the safety of the child. Shoes will be worn at all times in school.

**Make-up/Hair:** Excessive or inappropriate make-up is unacceptable. Unnatural hair color is also unacceptable. Hair accessories are subject to teacher's discretion.

**Tattoos/Piercings:** No visible tattoos either permanent or temporary; no visible piercings with the exception of ears.

**For physical education class:**

- shorts and t-shirts may be worn.
- Tennis shoes should be worn. A separate pair of tennis shoes must be kept in school. These shoes must have non-marking soles and are to be worn only in the gym.
- No jewelry is to be worn during physical education classes, except for stud earrings.

**Cold Weather Dress for Outside:** Outside recess is part of our school day, and for the health and safety of the students during cold or wet weather, parents should provide proper outer clothing and footwear. If the student does not have the appropriate clothing, recess for that student will be forfeited. If this occurs repeatedly, the student will be sent to the principal to devise a plan for compliance. If the temperature is 15 degrees( "feels like"/wind chill) or below at recess time, students will be given an inside recess.

*Adopted on 6/18/2012  
Updated 3/2016*

## **HEALTH OF STUDENTS**

Parents or designated guardians will be notified if their child becomes ill during the school day. Children should be taken home or to an appropriate place for treatment. An emergency file of phone numbers is kept near the telephone in the office to enable teachers to contact parents in the event of an illness or emergency. We hope that parents exercise good judgment when their child is sick and keep them home from school until they are feeling better.

Parents are urged to schedule administration of medications at home in order to avoid school hours, if possible. When medication needs to be given during school hours, please be aware that the following guidelines must be followed:

- Prescription drugs may be given to a student only with a doctor's written order. The medicine should be in the original prescription container that indicates the student's name, the drug, dosage, and instructions for administering it.
- Nonprescription medications may be given to a student in compliance with the written instructions of the student's parent or guardian if consent is given in writing, the nonprescription drug product is supplied by the parent or guardian in the original manufacturer's container and the package lists the ingredients and recommended dose in legible form.

- All medications, prescription and nonprescription, should be stored in the office. They will be stored in a locked cabinet. All medication that is dispensed will be logged into a binder with student name, medication given, time, amount, and signature of the office personnel.
- Students with asthma may possess self-administering metered dose inhalers for the purpose of preventing or alleviating the onset of asthmatic symptoms. A doctor's written order must be submitted to the office, and inform the homeroom teacher if an inhaler is needed.
- Students that require an epi-pen should submit a doctor's written order stating this to the office, and inform the homeroom teacher. Epi-pens are also available in the office, in case of an emergency.

In the event of an accident where a child is injured, parents will be notified first for their directions concerning how to proceed. If the parents cannot be reached, the school will follow the directions on the emergency information cards filed in the office.

If a head injury is suspected, current Concussion Law guidelines will be followed. All newly enrolled students in preschool-eighth grade need to have a signed form showing their understanding of this law on file in the school office.

## **HOMEWORK and CLASS PREPARATION**

Our goal at Trinity Lutheran School is to provide students with an atmosphere in which optimum learning can take place. This, of course, requires student cooperation concerning preparation for class. Students are expected to come to every class prepared and on time. Preparation should be completed before the classroom is entered. Such preparation might include:

- Having the memory assignment and Spelling words memorized.
- Having all assignments completed and at hand.
- Having all required books/workbooks/notebooks at hand.
- Having all required materials/equipment at hand.

**Homework:** Students should expect that some study will need to occur at home. Completing homework is necessary for accomplishing our immediate goals of learning and develops good habits for the future education. Studies show that homework does have a positive effect on student achievement. Studies also show that too much homework can be counter-productive for students at all levels. The research is consistent with the "10-minute rule," suggesting teachers should add 10 minutes of homework per night as students progress one grade, according to the following guidelines:

K = 10 mins.	2 <sup>nd</sup> =30 mins.	4 <sup>th</sup> =50 mins.	6 <sup>th</sup> = 70 mins. 8 <sup>th</sup> =90 mins.
1 <sup>st</sup> = 20 mins.	3 <sup>rd</sup> =40 mins	5 <sup>th</sup> =60 mins.	7 <sup>th</sup> = 80 mins.

Homework is given to

- Reinforce and expand skills learned in class
- Establish good work habits
- Provide for independent study

Parents can be helpful by

- Providing an atmosphere conducive to study

- Be interested in what their children are learning about, but do not do the homework for them. Providing too much help should be avoided.
- Work with the teacher to see that homework is completed. Contact the teacher if your child is spending significantly more time on daily homework than recommended.

Amount of homework is dependent upon

- Grade level of student
- Study/work habits of the student (at home and in the classroom)
- In some circumstances, the ability of the student.

**Late Work:** When a child is in school, the child is expected to get their work completed on time. If the work is not completed satisfactorily, the classroom teacher will enforce his/her classroom rules.

**Make-Up Work Due to Sick Days and vacation:** When a child is absent from school, the child is given one day for each day they are absent. The work is then due at the start of that school day or class period. If the work is not done satisfactorily, the classroom teacher will enforce his/her classroom rules.

**Note:** Incomplete homework quickly becomes a problem for the student as he/she attempts to stay with the class. Students will not lose class time to make up work that should have been completed at home (i.e. skip a “specials” class). If this becomes a regular pattern, parents will be asked to meet to develop a plan with the teacher(s) for their child’s homework completion.

**Monitoring Progress:**Fast Direct provides parents the opportunity to monitor their child’s progress any time. It is helpful to check weekly. NWEA testing also gives parents and teachers the opportunity to track academic growth throughout the school year. If a parent has a question concerning the progress or a specific grade, it is best to first ask the child. If that does not satisfy, the parent or the child should ask the teacher. Teachers will also contact parents when concerns arise. We are partners in learning!

## PROMOTION

A child who attends school regularly and achieves satisfactory academic growth will be promoted to the next grade at the close of the school year. If a decision to retain the child is made, it will be done in consultation with parents by the end of the 3<sup>rd</sup> quarter, and with consideration of the child’s chronological age, mental age, social age, achievement age, and physical development. In special circumstances, administrative placement may be considered. At all times, we will keep in mind what is best for the child.

## REPORTING TO PARENTS

Trinity Lutheran School employs a five-fold method of reporting to parents:

### 1. The Gradebook on Fast Direct

Parents are able to access core-curriculum grades in the gradebook at any time. If there are questions, parents should contact the teacher immediately.

### 2. The Report Card

Report cards are issued every nine-ten weeks. These will give an indication of the academic progress of the student. Report cards will be sent home each quarter in paper form.

### 3. **Mid-term Progress Reports**

At mid-term time, student records are checked to evaluate progress and eligibility. Parents will be contacted by the teacher, if there is a concern. Parents may also contact the teacher for concerns.

### 4. **Parent-Teacher Consultation**

This consultation, scheduled in October or November, is a most valuable means of reporting to parents. At this session each child's progress and needs are discussed as well as ways of helping the child.

### 5. **Unscheduled Parent-Teacher Talks**

The parent or teacher may schedule a conference at any time. Teachers are always ready to meet parents to discuss the welfare of the child(ren). These conferences must be scheduled at a mutually agreed upon time.

## \*\*\*\*\***PART E: GENERAL INFORMATION**\*\*\*\*\*

### **AWARDS/GRADING**

Throughout the school year, awards are earned by the students in many categories. Some categories include: honor roll, perfect attendance, Spelling Bee, essay contests, Music Festival, athletics, band, science/social studies/art fair, reading contests, and hand bell choir. Many of the awards, as well as athletic awards, are presented at our annual awards assembly held in June.

**Grading Scales:** Two scales are used. One scale is used to reflect effort and the other for academic achievement. They are as follows:

**Effort scale:** E= excellent, S= satisfactory, I=improving N= needs improvement

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

**Honor Rolls:** Each quarter two honor roll lists are printed in the newsletter, All A's and A/B's.

### **CELL PHONES / ELECTRONICS**

Cell phones, iPods, MP3 Players, iPads, tablets, etc. **are not** to be used on school property during the hours of 7:30 A.M. – 3:30 P.M. unless they are requested by the teacher. Cell phones must be turned off, not just silenced. Personal devices are not the responsibility of the teacher or the school.

### **EMERGENCY DRILLS**

Throughout the school year there will be five fire drills, two tornado drills, and three lockdown drills. According to new laws, Trinity will post the dates of these drills on our website after they have happened. Notification of these drills will also be sent to designated officials.

## **EXTRACURRICULAR ATHLETICS**

Trinity Lutheran School is a member of the Bay-Midland Lutheran Athletic League and participates in interscholastic competition for grades 4-8 with these schools in the following areas:

Girls participate in basketball, cheerleading, volleyball, soccer, and track.  
Boys participate in soccer, volleyball, basketball, and track.

Students in grades K-3 have the opportunity to participate in Instructional Soccer, Pee Wee Basketball, and cheer.

All children are encouraged to participate in the school's athletic programs. Physical fitness, teamwork, good sportsmanship, the development of skills, and fellowship with Christian boys and girls from other schools are emphasized in our programs.

Refer to the Athletic Handbook for more information regarding athletics.

## **ELIGIBILITY POLICY**

A 4<sup>th</sup>-8<sup>th</sup> grade student may become ineligible to play sports if he/she has two Ds or one F on his or her report card or midterm progress report.

Midterm grades are checked through Fast Direct on the Midterm date listed on the school calendar and parents are notified promptly on Friday and the ineligibility begins on Monday.

If a child is ineligible, he/she may not play sports or go to practices until they become eligible again. After two weeks, the child's grades are reevaluated to see if he/she has improved his/her grades to become eligible.

- If they have not, they remain ineligible for the next two weeks.
- If they become eligible again, they may resume going to practices and playing on their sports team(s).

If extenuating circumstances arise, the final decision lies with the Athletic Director and Principal.

## **FUNDRAISING**

It would be impossible for our school to provide some of its programs without the help from fundraising projects and activities. We call these projects "Student Fundraisers", but we acknowledge with gratefulness, the needed help and cooperation of parents and staff members. Most fundraisers will directly be put in the oldest child's account for the 7<sup>th</sup> and 8<sup>th</sup> grade Trip and Camp. PTO fundraisers allow PTO to support a variety of activities that directly impact students. The book fair benefits our library and gives us the opportunity to purchase more books and supplies. The Scrip program will be used to support the Trinity School Ministry.

**Yearly fundraising activities may include:**

- Magazine Sales
- Pizza Kit Sales
- Book Fair
- Various PTO fundraisers
- A Scrip program

## INCLEMENT WEATHER

Our school follows the Bay City Public Schools for closing during inclement weather. Listen to local radio and television stations for the announcement.

When school is cancelled due to inclement weather, all extracurricular activities and practices will also be cancelled. Decisions about athletic games will be made by 1:00 P.M. and the Athletic Director will notify the necessary families involved.

## LIBRARY

Students have a weekly scheduled library time as a class. Teachers may also use the library during their class time, if they choose. Students must be with an adult while in the library. Students are responsible for the care and return of books they checkout. Any lost or damaged books are assessed a fee.

## LOST AND FOUND

Students are responsible for their belongings. Clothing and other belongings should be marked for easy identification. Lost and Found items are kept in Locker #99. This locker will be cleaned out each marking period, and items are donated to Goodwill. Please check for any items belonging to your family. Valuable items that are found will be kept in the office rather than in the Lost and Found locker.

## PARENT TEACHER ORGANIZATION

The Parent Teacher Organization, P.T.O., is an organization composed of the teachers of our school and all of the parents of Trinity's students. This organization exists mainly for the purpose of communication and education, as well as for the support of our school and its programs. It is the intent that parents are kept well informed about what is happening in school so that parents and teachers may work closely together.

## PARKING/DROP-OFF/PICK-UP

We ask that you consider the safety of our children when driving your vehicle on school property.

### Drop-Off:

In the morning, vehicles are to enter the **west** parking lot from 8 Mile Road and exit onto Salzburg Road when dropping off children. Parents may drop students off at the west entrance, and Early Childhood students may enter at the **south** entrance. Please be cognizant of students crossing the parking lot to get into the building.

The doors to the school building are locked at 8:00 A.M. At this time, you must enter the building with your child and sign him or her in at the office.

### Pick-Up:

Children are to be picked up on the **east** side of the school building after school. The west parking lot is used for buses in the afternoon. **Buses have priority and the right of way at all times.** This is for the safety of the children. Drivers are asked to use extreme caution at all times.

**Early Childhood dismissal:** If the student has an older sibling at Trinity, the student will go down the hall to the east entrance for pick-up. If the student is the only child or oldest child at Trinity, they may be picked up at the south entrance (door is unlocked 5 minutes before dismissal time).

## PHOTOGRAPHS

Each fall of the school year, a professional photographer comes to the school to take individual student pictures for the purpose of updating student records. Different packages are offered for parents to purchase, but you are under no obligation to purchase any. If ordering pictures, they must be paid for on the day the pictures are taken. Retakes are scheduled at a later date. A class composite may or may not be available, depending on the photographer. An additional spring photo session may be available.

A school yearbook is also offered for an extra price. Watch the newsletter for messages from the yearbook committee.

At registration there is a "permission to publish photographs" form. This allows us to post pictures which may include your child on our website, facebook page or in brochures. This includes extracurricular activity pictures as well.

## POLICY FOR HANDLING CONCERNS

Trinity Lutheran School follows the Biblical practice, as stated in Matthew 18, for handling concerns occurring within our school. These concerns may involve students, teachers, other staff, and the board of education.

1. When a concern arises, the person with the concern speaks to the person the concern is about.
2. If speaking to the person does not solve nor satisfy, then you should go to the next level of authority.
3. If that does not solve nor satisfy, go to the next person in authority.

Levels of authority: Student/parent  
Teacher  
Principal/Athletic Director  
Board of Education

Note: If the student is having an issue with another student or teacher, it is best for that student if he or she begins the process before the parent steps in. Once the parent steps into the situation, first the parent should bring the matter to the teacher's attention. If the concern has not been dealt with to the parent's satisfaction, then the matter should be taken to the principal. The principal should suggest a meeting between the administrator, the teacher, and the parent(s). If the parent still feels the concern needs further consideration, the parent should then submit the concern in written form to the Board of Education.

### 1. Letters

All letters must go directly to the Chairman of the Board of Education. A copy will be given to the principal. An acknowledgement of the letter will be sent. All letters will be maintained in a

permanent Board of Education file. A written disposition of every concern will accompany all letters in the Board's permanent file.

2. Clarification

The Chairman of the Board will ensure that the teacher and principal have been informed of the concern through proper channels before officially presenting the letter. At a regular meeting in closed session (with the concerned teacher in attendance) the Board will decide the necessary steps to take, such as no further action is required or a special meeting needs to be called.

3. Special Meeting

A special meeting will be called and Board members, principal, teacher, pastor, and the Chairman of the Congregation should be present. All concerned individuals will be encouraged to attend. The Board shall decide if a period of evaluation is warranted. If warranted, the Board will establish guidelines of evaluation. At the discretion of the Board, an evaluator will be appointed and a timeframe established.

4. Decision

Board members, principal, pastor, and the Chairman of the Congregation should be present at a special meeting to discuss the decision. All decisions will be made based upon individual concerns. The concerned party will be advised in writing of the decision.

5. Termination or Non-Renewal

The recommendation will be reported at the next Voters' Assembly for action.

*Adopted: 12/07/1987*

*Revised: 2/2016*

## **PROPERTY DAMAGE**

The child or children responsible shall pay for damage to school property. Parents are ultimately responsible for their children. Natural consequences will occur (help to clean up, repair, replace, etc.)

## **SCHOOL DIRECTORY**

School directory information is found on Fast Direct.

## **TRANSPORTATION**

Since many of our students live some distance away from school, they are dependent upon bus transportation. Through the cooperation of the Bay City Public Schools Board of Education, our children ride the public school buses.

Bus numbers and times are mailed to each family from the BCPS Transportation Department. For other information concerning eligibility for riding the buses, please contact our school office.

When our students are riding these buses, they are subject to the rules established by the Bay City Public Schools Department of Transportation.

The school relies on parents to furnish transportation for many activities away from the school premises. Parents who are willing to transport children that are not their own, must have proof of insurance, proper car seats, if needed, and must observe the state seat belt law.

## **VOLUNTEERISM**

Parental involvement in the school is a vital aspect of Trinity's educational program. Parents have graciously assisted in the daily operation of the school and their help is always welcome. Some of the areas where this help has been utilized include: library volunteers, room parents, fund raising helpers, drivers for field trips, Box Tops for Education coordinator, coaches, referees, hot lunch program, and popcorn poppers.

All volunteers in Trinity Lutheran School must fill out a **Volunteer form** each year before the first time of working with our students.

In order to get parents more involved, each family is expected to volunteer a minimum of 20 hours per year at our school or church. Please contact the school office, one of the teachers, or the PTO coordinators, to schedule your hours. When you have completed a volunteering opportunity, please have the coordinator of the event sign the **Volunteer Hours Tracker Form**. These should be turned into the office.

## PASTOR, TEACHERS, AND STAFF

Rev. David Sherry  
Pastor / Confirmation  
[pastor@trinitymonitor.org](mailto:pastor@trinitymonitor.org)

Mrs. Susan Klauer  
Principal / Middle School  
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Mrs. Karen Friebe  
Preschool Director & Teacher  
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Mrs. Deadra Hurley  
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Ms. Megan Gallagher  
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Mrs. Kelli Dent  
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Mrs. Stephanie Parsons  
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Mrs. Joy Feinauer  
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Mrs. Deb Bierlein  
7<sup>th</sup>/8<sup>th</sup> Teacher  
[dbierlein@trinitymonitor.org](mailto:dbierlein@trinitymonitor.org)

Mrs. Joann Przygocki  
Kindergarten Aide

Mrs. Amanda Abbe  
Technology Teacher

Ms. Elizabeth Ahrens  
Art Teacher

Mrs. Colleen Milton  
P.E. Teacher

Mrs. Jessica Kustra  
Spanish Teacher

Mrs. Marcy Jore  
School Secretary  
[school@trinitymonitor.org](mailto:school@trinitymonitor.org)

Mrs. Lisa Mrozinski  
Athletic Dir/Church Secretary  
[churchsecretary@trinitymonitor.org](mailto:churchsecretary@trinitymonitor.org)

Mrs. Cheyenne Brothwell  
Custodial Services

## BOARD OF CHRISTIAN EDUCATION

Mrs. Denise Avery  
(989)615-1482

Mr. Dave Friebe  
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Mrs. Jessica Jeske  
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Mrs. Amy Kunding  
Chairperson  
(989)671-8286

Mr. John Mrozinski  
(989)980-5917

Mrs. Kathy Vogel  
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## TELEPHONE NUMBERS / WEB SITE

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(989)662-4891

Church  
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Fax  
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Website  
[www.trinitymonitor.org](http://www.trinitymonitor.org)  
[www.fastdir.com/trinitymonitor](http://www.fastdir.com/trinitymonitor)