



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 (“LCMS”).

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. LCMS 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 LCMS, 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 LCMS is a creedal church with definite beliefs on many points of Christian faith. For instance, the LCMS 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 LCMS opposes a homosexual lifestyle and cohabitation or sexual relations outside the marital relationship. These are only examples of the LCMS 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 LCMS in matters of religious faith and personal conduct. Family members who are not LCMS members are, of course, not required to believe or confess the teachings or beliefs of the LCMS. However, family members may not, in a way that may affect the school, promote beliefs that are contrary to those of the LCMS or otherwise weaken the LCMS 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 LCMS on matters of personal conduct, so that all family members may, in their daily lives, not undermine TLS–M’s mission as a LCMS Christian institution. If a family member of a student or applicant for enrollment challenges LCMS 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.

LCMS doctrine and practice are derived from the Holy Scriptures, the Lutheran Confessions, and the applicable resolutions of the LCMS. 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 LCMS 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 LCMS 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 and tuition. The actual cost to educate a student at Trinity is \$4000 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 an Open House for new students in February. Re-enrollment begins in March and Open Enrollment follows. Parents will be notified through the weekly newsletter of the dates each year.

Kindergarten:

- Students entering kindergarten for the current school year must be five years old by September 1st 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.
- Kindergarten testing takes place at the end of April/May to determine readiness.

New students (1st -8th):

- Students entering in other grades must present a report card or other proof of having reached a certain grade level. Individual testing may also be required.
- 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 \$4000, the congregation of Trinity views the school as an opportunity to carry out the Great Commission which states: “Jesus came to them and said, ‘*All authority in heaven and on earth has been given to me. Therefore, go and make disciples of all nations, baptizing them in the name of the Father and the Son and the Holy Spirit, and teaching them to obey everything I have commanded you. And surely I am with you always, to the very end of the age.*’” And seeks to support the school as she is able. The cost paid by the parents covers the textbooks, instructional supplies, classroom supplies, testing, and technology. A catechism book, a daily planner, hot lunch, band instruments for 5-8 graders, and field trips are separate costs and need to be purchased separately.

Tuition 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 1st of the month. The first payment is due September 1st and the last payment is due June 1st.

Family accounts may be viewed daily through the Fast Direct System. Payment may also be applied through Fast Direct using a credit card or bank withdrawal. Each method has an additional small fee for the convenience. Checks may also be dropped off or sent to the school office. Any notices of non-sufficient funds will result in an additional \$25.00 charge to a family account. 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
Revised 2/2020*

HOT LUNCH PROGRAM

Trinity Lutheran School provides a hot lunch program for the students in Preschool – Grade 8. The cost of this lunch is \$3.50. Milk may also be purchased at a set price for the students not taking hot lunch. Pre-ordering for hot lunch must be made by Friday midnight for the following week, although the opportunity to order ahead is available. Monthly menus available on Fast Direct in the Links section or Cafeteria section.

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. 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.

If a child does not have a cold lunch and a hot lunch has not been ordered, the teacher will send a Fast Direct notice to the kitchen. The child will be given a lunch and the cost of lunch will be charged to your account. If this occurs a second time, the family will be charged \$5.00 for the meal. If “no lunch” occurs a third time or more, a charge of lunch as well as a \$5.00 fee will be charged to the family account.

Quick breakfasts and snacks will also be offered in the morning from 7:45 a.m.- 8:00 a.m. Breakfasts should be pre-ordered through Fast Direct (Cost \$2.00). Snacks will be cash only (\$0.50 each). These

may be purchased and brought to the classroom in to eat, until 8:15 am at which time all food should be eaten or put away. Students arriving tardy (at 8:00 a.m. or later) do not have the option of breakfast.

*Adopted 6/2013
Revised 9/2019*

NOTICE OF NONDISCRIMINATORY POLICY AS TO STUDENTS

Trinity Lutheran School will admit students of any race, color, sex, national and ethnic origin of school-aged and preschool-aged children, to all the rights, privileges, programs, and activities generally accorded or made available to students at this school. Trinity Lutheran School does not discriminate on the basis of race, color, national and ethnic origin in the administration of its educational policies, admissions policies, scholarships, or any other school-administered programs.

Parents and students agree not propagandize for other religious beliefs or morality which is contrary to the religious beliefs and morality promoted by Trinity Lutheran Church and School. This includes, but is not limited to, the dress, statements, and actions of parents and students while on campus, as well as, at school activities. Trinity Lutheran School reserves the right to dismiss a student at any time on account of the parent's action in propagandizing or promoting religious beliefs or morality contrary to those taught at Trinity Lutheran School. Parents, by signing and completing the application forms, place their child under the rules, regulations, discipline, and religious instruction of Trinity Lutheran School and Church.

CONFIDENTIALITY

Student records are open only to the teacher, the principal, school secretary, an authorized employee of the Department of Children and Family Services, or the child's parent or legal guardian. Information parents share with the principal or teacher will be kept confidential. Only pertinent information will be reported to the necessary authorities

*****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 are subject to constant revision. Our curriculum is based on the Michigan State Standards, with a Biblical worldview. Trinity offers a well-rounded course of study which focuses on preparing students for the needed skills in this earthly life, and as well as a life Christ-centered.

Religion 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. 7th & 8th graders participate in Confirmation class taught by the pastor. Students experience learning from a Biblical worldview in all subject areas, not just during the first hour of the morning.

Language Arts 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. Writing across the curriculum is required.

Mathematics Number usage, computation skills, advanced mathematics, elementary algebra, geometry, measurement, graphing, problem solving, are taught. Eighth graders may advance to Algebra with teacher recommendation and parent approval.

Social Studies Communities, geography, world history, US history, civics, and current events are taught.

Science General Science, biology, physics, astronomy, chemistry, and geology are taught from a Biblical worldview.

Physical Education 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.

Arts Music and art are included in this area of study for grades K-8. Art is offered to each homeroom and Middle School students may participate in advanced art class. Music opportunities include choir, band, handbells and recorders. The Cherub Choir, King's Kids, and Praise Choir sing on a rotating basis during the Trinity Worship Services on Sundays. Grade 4 is required to participate in recorders. Grades 5-8 may also participate in handbell choir and the band program. All music groups participate in the worship services of Trinity from time to time.

Foreign Language Spanish is taught in grades K-8.

Technology Computer skills are included in a weekly technology class for grades K-4, as well as integrated into other subject areas. Technology electives offered for grades 5-8.

Middle School Electives Two class periods of electives are offered including: Art, Spanish, Beginning Band, Advanced Band, Handbells, Technology, STEM, Coding, Life Skills, Physical Education, and Student Aide. An elective class may also be used for Intervention/Remedial purposes.

Revised 7/2019

STANDARDIZED TESTING

NWEA (Northwest Evaluation Association) testing is given three times a year at Trinity: fall, winter and spring sessions. 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 mission of our school, all parents are urged to attend worship services regularly with their children. Children learn by example and the priorities they see in their parents' lives. It is important to their spiritual growth and for understanding what is taught about Christian living within the school day, that the family supports those Biblical teachings by becoming active in the life of the Church. Another important opportunity for spiritual growth would be Adult Bible Class and Sunday School. All are welcome at Trinity Lutheran Church at any time. Membership classes are also available for families that would like to join the faith family here at Trinity. Please speak to the Pastor or Principal or your child's homeroom teacher, if you are interested in attending this class. Church attendance is used as a marker to show commitment to the Christian church and is therefore recorded each week and appears on the report card.

Revised 7/2019

CHAPEL

Chapel services are held three times a month in the church. Each month one chapel service is led by a class in the school. 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.

One Wednesday each month the time is used for Chapel Family activities. The activities vary depending on the time in the church year and are centered on the student's faith life. These activities also support the current mission project. This may be simply to inform and provide understanding of the mission or it may be a service project to support the mission.

Offerings are collected every Wednesday to support the missions. A monetary offering is taken, and sometimes items are collected for the mission. Information about each mission is shared each month. The offering from Closing Chapel supports the Children's Fund of our School. Most recently these monies paid for the transportation for the entire school to attend a Christian Concert at another Lutheran School.

Revised 7/2019

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-kindergarten through 8th Grade are included in these groups. The schedule of Sundays is provided in the beginning of the school year. Parents are asked to cooperate by bringing their children to church when their particular group is singing. This is one of the ways we show our gratitude and support to the Trinity congregation for their commitment to Christian education and to our school in particular.

Cherub Choir: 3-year-olds through kindergarten.

King's Kids Choir: Grade 1-4

Praise Choir: Grades 5-8

Children in grades 5-8 also have the opportunity to join the handbell choir, Jubilation, or band, beginning and advanced. Jubilation meets twice a week as a Middle School elective class. 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 as part of the Middle School elective program. The bands also meet on 6 Fridays at VLHS with the bands of other Lutheran Schools and perform 2 band concerts in the school year as a large school band.

Participation in the Lutheran Music Festival in April/May is encouraged by those students gifted in music. This provides a judged opportunity to perform as a soloist, small group or choir. Information for this comes out in the Spring each year.

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 (Grades K-4) or homeroom teacher (Grades 5-8).

K- 8 technology: 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. 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!
7. Adhere to all copyright laws, license agreements, and school regulations.

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.
9. Leave their work station unattended for any reason.
10. Have food or liquids in the computer lab or near a Chromebook, iPad, or classroom computer.
11. Use anyone else's password, nor share their password with others.
12. Trespass into anyone else's folders, documents or files.

5-8th Technology

Chromebooks:

Beginning in 5th grade, students will receive a Chromebook to use for all schoolwork in the classroom. Teachers will use a variety of websites such as Google Classroom, to assign the daily work. Teachers will also monitor the work to be done on the Chromebook through a management system. Textbook access will also be available. Students will pick up the Chromebook in their homeroom each morning and return it at the end of the day. Chromebooks will not be allowed off the premises. Students will be held accountable (financially and with the discipline system) for acts which access, modify, damage or delete software and other data and programs other than their own.

Middle School students are required to check over the Chromebook upon receiving it at the beginning of the year. Any damage or problems must be reported at that time. Students will not receive their Chromebook until the technology agreement is signed.

Middle School families are responsible for purchasing the technology insurance and our internet safety block GoGuardian. These costs are in addition to the yearly technology fee. All of these fees must be paid by the first day of school. If a family chooses to bring their own Chromebook, they must bring it earlier in August to have the required programs loaded onto it (i.e. GoGuardian, NWEA, etc.). Families supplying their own Chromebook will be exempt from the technology fee, but will be required to pay the GoGuardian fee and choose the insurance option.

Middle School students who receive their Chromebook in 5th grade, may keep it when they graduate at the end of 8th grade. If the Middle School student is not a Trinity student for those 4 school years, the following costs apply in order to keep the Chromebook when the student leaves Trinity:

User is a Trinity student for 3 Middle School years: 3 years of tech fee paid + \$50

User is a Trinity student for 2 Middle School years: 2 years of tech fee paid + \$100

User is a Trinity student for 1 Middle School year: 1 year of tech fee paid + \$150

Insurance Options are \$10: Parent is responsible for a \$25 deductible, Trinity pays the remainder of the cost to fix it.

\$20: Trinity will cover the entire cost to fix the Chromebook.

\$0: Parent opts out of insurance and is responsible for the entire cost of fixing it. Parent may also have the chromebook insured through a homeowner's policy.

5th -8th Grade Fees: Due by September 11, 2020

Middle School technology fee \$50/year per Student

Management fee \$15 per Student

Insurance Options \$20/\$10/\$0 (Parent Choice) Per Device

Updated 6/2020

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.

SPECIAL TRIPS

OUTDOOR EDUCATION:

The Outdoor Education Program for our 7th and 8th 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 7th and 8th grade class takes a trip to Washington, D.C. This is organized by the 8th grade teacher. 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.

The DC trip is considered part of the school curriculum and attendance is required. If a parent chooses to opt their child out of this experience, this must be communicated with the teacher 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.

ARK/CREATION MUSEUM:

Beginning the 2019-2020 school year, the 5th and 6th graders will attend an overnight trip to Kentucky. This trip will occur every other year and parents may use the Fundraising monies earned in their Fast Direct account to pay for this trip. If a parent chooses to opt their child out of this experience, this must be communicated with the teacher well in advance. 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

LANSING/CAPITOL & HENRY FORD MUSEUM:

In support of the Michigan History studied in 3rd and 4th grade, a day trip is made to the Capitol in Lansing to learn more about our state government. On the alternate year, classes go to the Henry Ford Museum in Dearborn. A bus is secured to transport students to Lansing, and this trip is on an every other year schedule.

Revised 7/2019

*****PART D: Management of Students*****

DAILY SCHEDULE

7:45-8:00 A.M.	Student arrival time
8:00 A.M.	Classes begin
11:00 A.M.	Lunch begins with children dismissed at interval
3:10 P.M.	School dismissal

Morning Care: Students arriving between 6:45-7:45 A.M. must enter through the east door near the gym to be checked-in. There is a \$3 fee flat fee for Morning Care, which is charged through Fast Direct.

Afterschool Care: 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. Students using Afterschool Care must be registered. Fees owed will be posted on the family account on Fast Direct. Any child in the school building after 3:15 p.m. unattended by an adult, will automatically be sent to Afterschool Care.

ATTENDANCE POLICY

State law requires regular and punctual attendance. Attendance is tracked through our Fast Direct System daily. With the belief that academic success is based upon several factors, one of the more important being regular attendance at school, these guidelines have been developed. Regardless of the reason, students who accumulate absences jeopardize their success in class.

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. Emailing the teacher DOES NOT replace contacting the office.
2. If no phone call is received by 8:30 A.M., first a phone call to the home will occur, 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 (i.e. funeral), the principal reserves the right to determine eligibility.
4. Student absences during the day are to be avoided. Please attempt to make all plans for doctor/dentist appointments outside of school hours. If it is necessary to have a child excused during the day, please send in a doctor appointment receipt with the student WHEN THEY RETURN to school.
5. If the student becomes sick during the day, the parent/guardian will be notified. Transportation home for the sick child is the responsibility of the parent/guardian.
6. Vacations during regular school days are discouraged. Various vacation times are provided throughout the school year. When possible, family vacations should be taken during these times. Teachers are not allowed to give assignments in advance for vacations taken during school days. A contact to the principal is required prior to leaving for a vacation.

7. Funeral – in the event of a death in the family, parents wishing to have their children attend the funeral may have them excused by send a written note or Fast Direct message to the principal, prior to the funeral, with the times of the departure and return to school.
8. Make-up work: Students are expected to make up all work missed during absences. Arrangements will be made for missed tests, this may include missing a recess or possibly staying after school.

Revised 7/2019

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 and may involve the following:
 - Silent lunch
 - No specials classes (Art, music, technology, P.E., Spanish, band)
 - No classroom privileges such as recess and break

The attendance count continues throughout the entire school year.

Revised 8/2018

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. 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 DISCIPLINE STATEMENT AND PROCEDURAL STEPS

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

The teacher is the key person in school discipline and will make every effort to handle all situations to maintain classroom discipline. Parents are expected to support the teacher's actions or contact the teacher when understanding needs to be clarified. If there is confusion, please make the teacher contact because cooperation between school and home is essential for each child in the classroom. Also, keep in mind that your child is one of many within a classroom setting, and it is the care of ALL students for which the teacher is responsible.

STEP 2 - PRINCIPAL AND STUDENT

When disciplinary problems become acute enough, the teacher will seek the Principal's assistance. At this point the student still has the opportunity to solve the problem at his or her own level, and the parent will be contacted as a point of information.

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. The initial parent contact may come from the teacher. As the problem escalates, the contact will come from the principal. This may involve a request of support through a conversation between parent and student at home, or may include a meeting at school to develop understanding and a plan.

STEP 4 - SUSPENSION

After other forms of discipline have been tried and found to be ineffective or the student behavior is considered extreme or dangerous to himself or others; 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. Disrespectful, profane or vulgar, abusive language, back talk or similar actions toward a staff member, other students, or volunteers.
3. Striking or hitting fellow students or teachers or volunteers.
4. Biting fellow students or teachers.
5. Cheating, forgery, or plagiarism.
5. Stealing, damaging or attempting to damage school property or property of another person.
6. Having or using illegal drugs, contraband or alcohol on school grounds.
7. Possessing or using weapons such as guns, knives, swords, or any object that can be used as such.
8. Possessing or using any combustible items such as matches, fireworks, bombs, or any other flammable materials.
9. Cyber-bullying or using blogs, email, social media to express defamatory comments regarding the school, the staff, or other students.

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.

SEXUAL HARRASSMENT

Sexual harassment is unwanted and unwelcomed behavior from students or staff members that is sexual and unwelcomed behavior. The behavior may be verbal, visual, or physical. Sexual harassment is against the law and should not be ignored. Some examples are:

- Comments, notes or invitations of a sexual nature
- Derogatory comments or jokes that are sexual
- Touching or gestures that are sexual
- Blocking or cornering in a sexual way
- Pulling clothing or grabbing that is sexual
- Showing sexual interest in someone when the interest is not wanted
- Any expression of sexual interest between adults and students

All instances of Sexual Harassment should be reported to the School's principal or Board of Christian Education. There will be an investigation and a decision will be made based upon the facts of the case.

Individuals found guilty of sexual harassment will be told that the behavior must stop and will have appropriate disciplinary and corrective action taken. Corrective action for students and staff may include oral and written apologies, training, and counseling.

Students who have been found guilty of sexual harassment will be subject to disciplinary action up to and including dismissal.

Staff members who have been found guilty of sexual harassment will be subject to disciplinary action, up to and including dismissal.

ANTI-BULLYING

Trinity Lutheran School will practice zero tolerance towards bullying. We acknowledge that children have been entrusted to our care. With that care comes the responsibility of providing a safe environment so that physical, social, emotional, intellectual and spiritual growth can take place. The mandate to care for one another comes from our Lord Jesus. Jesus commands us to love God and to love one another.

Bullying is defined as aggressive behavior that is intentional and that involves an imbalance of power or strength. Typically, it is repeated over time. Includes:

- Physical bullying (such as hitting or punching)
- Verbal bullying (such as teasing or name calling)
- Nonverbal bullying or emotional bullying (such as intimidation using gestures or social exclusion)
- Cyber bullying or bullying through note writing (such as sending insulting messages by e-mail or sending insulting notes to others in the classroom)

Reference: [www. stopbullyingnow.hrsa.gov](http://www.stopbullyingnow.hrsa.gov)

Teachers and staff will:

- Model good behavior by using good communication, anger management and conflict resolution skills
- Help students learn how to express themselves in positive ways.
- Make expectations clear.
- Recognize the importance of supervision in reducing bullying behavior(s).
- Listen, validate, and intervene when bullying occurs.
- Document and report to Principal.
- Consistently enforce consequences for bullying(s).
- Give as much attention to the target and witness as to the bully when addressing bullying behavior(s).
- Help the student take ownership for his/her behavior(s) by helping him/her accept responsibility, by fostering growth in self-discipline, by encouraging a Christian model of repentance and forgiveness

Students demonstrating bullying behaviors will be subject to the following discipline process.

1. Address the situation with appropriate apologies given
2. Loss of privileges: (recess, free time, etc.) or time out
3. Visit to the principal's office
4. Inform parents
5. Parent/ Teacher/ Principal/ Student conference
6. Referral: counseling as recommended by the principal and teacher
7. Suspension-because of refusal of counseling
8. May be subject to permanent dismissal.
9. Proper Authorities will be notified when criminal intent is obvious or when the situation warrants such action.

Adopted 9/2019

DRESS CODE

Trinity Lutheran School is a Christian school, therefore, we expect children to dress modestly. Modesty requires that people dress in a fashion that does not call attention to their bodies. There is not perfect way to define what constitutes appropriate apparel; however, the underlying belief is that our "bodies are temples of the Holy Spirit" (1 Cor. 6:19). Apparel decisions should be made reflective of this.

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 EpiPen should submit a doctor's written order stating this to the office, and inform the homeroom teacher. EpiPens 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.

A child must be fever-free without medication and vomit/diarrhea-free for 24 hours in order to return to school. If the health department recommends other restrictions, parents will be informed through Fast Direct. Non-compliance will result with a phone call for student pick up.

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 nd =30 mins.	4 th =50 mins.	6 th = 70 mins.	8 th =90 mins.
1 st = 20 mins.	3 rd =40 mins.	5 th =60 mins.	7 th = 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.
- Reminding your middle school child to check Google Classroom for assignments or filling out a Planner daily.

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 3rd 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 Grade book on Fast Direct

Parents are able to access core-curriculum grades in the grade book 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, essay contests, Music Festival, athletics, band, science/social studies/art fair, reading contests, and hand bell choir.

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, High Honor Roll (3.75-4.0) and Honor Roll (3.5-3.74). GPA is the average of the grades earned in the quarter. All grades are included, although weighted according to class hours (i.e. A core subject is given more weight than an elective). GPA's for 5th-8th grade are used to determine valedictorian.

Awards Night: Middle School students may be invited to attend awards night at the end of the school year, where recognition is given to those who have achieved academically and other special awards may be given. Valedictorian is revealed at this time.

Revised 8/2017

CELL PHONES / ELECTRONICS

Cell phones, I Pods, iPads, tablets, etc. **are not** to be used on school property during the hours of 7:45 A.M. – 3:15 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.

COMMUNICATION

A weekly school newsletter is sent to your Fast Direct account. If you prefer to have this in print, please contact the office. Please read these! All important information and up-to-date news can be found here. Check the newsletter before you call the office, when possible.

Fast Direct is the key mode of communication. You are able to send/receive emails to any staff member, school group or parent. You are able to have a text or email notification or both.

EMERGENCY DRILLS

Throughout the school year there will be five fire drills, two tornado drills, and three lockdown drills. 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 Tri-County Lutheran League and participates in interscholastic competition. We will be part of the Western Conference playing against Bethlehem (Saginaw), Peace (Saginaw), St. Lorenz (Frankenmuth), St. Peter (Hemlock), Faith (Bay City), Holy Cross (Saginaw), and St. Paul's (Saginaw).

Fall: Boys Soccer, Girls Volleyball

Winter: Boys Basketball, Girls Basketball, Girls Cheer

Spring: Boys & Girls Track, Boys Volleyball Tournament, Girls Soccer Tournament

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 4th-8th grade student may become ineligible to play sports or participate in Student Council 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 or SC events or meetings 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, Student Council Advisor 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 7th and 8th 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:

*Pizza Kit Sales

*Various PTO fundraisers

*Book Fair

*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

The library is staffed by volunteers. All 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 at the end of the school year.

LOCKERS

Each student is assigned a locker and are not allowed to exchange lockers with another student. Lockers are the property of Trinity Lutheran School and are to be respectfully maintained. All items must fit and not protrude from the locker. Locker decorations must be in good taste and are subject to approval. All decorations should be secured by magnets only. The assigned locker must be washed clean and free from all decorations and items at the end of the school year.

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 the lockers across from the office. This will be cleaned out each marking period, and items are donated to Goodwill. Please check for any items belonging to your family.

LOST AND FOUND

Each student is assigned a locker and are not allowed to exchange lockers with another student. Lockers are the property of Trinity Lutheran School and are to be respectfully maintained. All itmes must fit and not protrude from the locker. Locker decorations must b in good taste and are subject to approval. All decorations should be secured by magnets only. The assigned locker must be washed clean and free from all decorations and items at the end of the school year.

MUSICAL INSTRUMENTS

Band instruments should be stored in the instrument area/shelving by the 7/8th grade classroom in the Middle School hall. Instruments should be taken home each night and not left overnight because the building is accessible to others at times in the evening and on weekends. Students are responsible for their own instrument.

Updated 8/2019

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:

Morning Care students (6:45a.m.-7:44a.m.) should use the **east** door (Door #14) and be signed in. All others (7:45 a.m.-later) will enter through the **west** entrance (Door #1). 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. 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 (Door #13C). Parents are asked to enter the gym to pick up their children. 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. Middle school students without younger siblings may be released to their cars through the southwest Middle School entrance (Door #5). Afterschool Care students will also be picked up on the east side of the school building (Door #14).

Revised 7/2019

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:12/1987*
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 (BCPS) 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.

VIDEO AND AUDIO MONITORING

Video and audio monitors may be installed to help promote a safe and secure school environment. The content of the video and/or audio monitors may be used as evidence in addressing student, faculty, and staff issues. Only those authorized by the executive director may review the video and/or audio recordings except when used as evidence in a discipline matter in which case those involved in the matter may review the recordings. Tampering with monitors may result in discipline up to and including dismissal from school and restitution for damages.

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

REQUIRED: In order to strengthen the home-school partnership, 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. Once you have completed your hours, fill out the **Volunteer Tracker Form** on-line (a link can be found Fast Direct under the "Links" section on top). These hours are checked and reported to the board of education.

Here are some ideas: Coaching, School Maintenance or repair, Library volunteer, Room parent, Fundraising helpers, Drivers for field trips, Referees, Hot lunch program, Popcorn poppers, Recess monitors, PTO events, Concession, Ticket table at sporting events, Athletic Club Fundraisers.

2020-2021 Trinity Staff

Elementary/Middle School Staff

Principal	Susan Klauer
Athletic Directors	Marc Fitzgerald
	Lori Poprave
School Secretary	Amy Samborn
Church Secretary	Lisa Mrozinski
Cafeteria	Kelly Shaw

Teaching Staff:

Kindergarten	Rebecca Steffey
First Grade	Megan Gallagher
Second Grade	Kelli Dent
Third Grade	Stephanie Parsons
Fourth Grade	Debra Bierlein
Fifth Grade	Suzanne Tomashewsky
	Susan Klauer
Sixth Grade	Joy Feinauer
Seventh/Eight Grades	Judy Jean
Interim Pastor/Confirmation	Rev. Gary Bender
Classroom Aide	Lisa Mazure

Early Childhood and Extended Care Staff:

Director & 4-yr-old program	Karen Friebe
3-yr-old program	
Lead Teacher/Aide	Beth Schwab
Prekindergarten Aide	Jonathan Dent
Morning Care	Lisa Mrozinski
	Kelly Shaw
Afterschool Care	Jonathan Dent
	Beth Schwab
	Steve Leeson
	Sarah Tapp

Share-Time Teaching Staff:

Art	Elizabeth Ahrens
Physical Education	Marcy Chambers
Technology	Amanda Abbe
Spanish	Ashley Collings
Music	Melissa Yagiela
Band	Rebecca Sugden