

# Trinity Lutheran School Handbook

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## PRINCIPAL'S MESSAGE

Welcome to the Trinity Lutheran School Handbook. The handbook is an outline of policies and guidelines used to govern the ministry of the school. I hope the contents of the handbook will help you understand more about the school and its general operation. As the principal at Trinity, I recommend that all parents and students remain familiar with the handbook as it will assist in providing students with an excellent education. It also fosters an education with the full support and positive relationship with parents that is essential to excellence.

I look forward to the ministry of Christian education that we share - parents, students, and Trinity faculty and staff. I want to thank you for the opportunity to partner in ministry, and I pledge that Trinity will do it's very best to educate children for today, tomorrow, and eternity. Nurturing the faith of each child is always at the forefront as we provide excellent education. Each student's faith, accompanied with their knowledge and character, will accomplish all that God would have for them in His world and in eternity.

In Christ's service,

Gordon Kennedy  
Interim Principal

## **PURPOSE AND PHILOSOPHY STATEMENT**

### **Trinity Lutheran Church Mission Statement:**

The mission of Trinity Lutheran Church is to make fully devoted followers of Jesus Christ.

### **Trinity Lutheran School Mission Statement:**

The mission of Trinity Lutheran School is to assist families to make fully devoted followers of Jesus Christ through Christ-centered education.

As one of the educational ministries of Trinity Lutheran Church, Trinity Lutheran School seeks to assist families in preparing children for life both here and in eternity. With the understanding that the family environment is very important for the child's success in school and in life, the family, church and school form a partnership to help children become all that God made them and called them to be.

To help fulfill this purpose we are organized as a Lutheran coeducational day school encompassing kindergarten through eighth grade. We enroll and retain students on the basis of our ability to meet their spiritual, academic, social and physical needs and their family's attitude and involvement in our mission. We recognize that we may not be able to serve everyone who applies.

We are committed to selecting staff that are uniquely trained and qualified to carry out our mission. Trinity's staff strives to create for each student an environment of caring support, academically and spiritually. We strive to daily communicate the gospel to all students through our uniquely Christian approach to curriculum, instruction, and discipline.

## **SCHOOL BELIEFS**

Since we believe all knowledge comes from God, teaching the faith is integrated in all we do.

- We encourage an ongoing study of God's Word and an explicit application of God's Word in all areas of life.
- We believe that by the power of the Holy Spirit, all people can have faith, and live in God's unconditional love and forgiveness through Christ's death and resurrection.
- We believe that home, church and school all have responsibility for the education of children and need to work together to promote Christ-centered values. Therefore, home, church and school must be partners in the children's care and nurture.
- We believe in a program of quality academic training, which includes basic knowledge and the ability to think critically.
- We believe intellectual growth and new skills are gained by building on a child's previous knowledge and experiences.
- We believe an authentic and specific core of knowledge and skills must be taught at each grade.
- We believe all students learn at different rates, in different styles and in different ways.

- We believe all instruction should be presented in developmentally appropriate ways.
- We believe teachers are the most critical factor in determining a school's effectiveness. Therefore, we believe in selecting, developing and retaining teachers who are deeply committed to the mission of our school.
- We believe teacher knowledge of subject matter is as important as pedagogical technique.
- We believe reading is the most important skill for a child to master to unlock the world in which they live. We believe strong decoding skills, a rich vocabulary and a broad base of knowledge are essential to reading with fluency, accuracy and comprehension.
- We believe children will behave appropriately and respectfully most of the time if the classroom has clearly defined procedures, limits and boundaries that are taught and enforced in a respectful, calm and non-oppressive manner.

## **Goals for our Students**

The following goals are based on the premise that home, church and school form an intentional partnership in the interest of the students. Our goals are that students will:

- Grow in their personal relationship with the Triune God through the study of Scripture and display their faith in words and actions both inside and outside the school environment.
- Demonstrate an ability to express their Christian faith.
- Develop the behaviors of Christian character such as repentance, love, service, integrity, responsibility, self-discipline, perseverance, self-sacrifice, honesty, loyalty, faith, respect and reverence for life.
- Master solid, specific and shared skills and knowledge in Christianity, history, geography, the language arts, science, math, music and the visual arts.
- Learn to research, organize and use information.
- Develop the ability to analyze and synthesize information in the formation of opinions, values and behaviors.
- Grow in the ability to reason, think critically, and solve problems.
- Improve basic movement skills and individual and team skills.
- Exhibit an understanding of, commitment to, and participation in healthy life choices for physical well-being.
- Acquire the social competencies of planning, decision-making, resistance and nonviolent conflict resolution.
- Become active and effective members of the community and church, striving to serve others and to create harmonious conditions in their families and communities.
- Be prepared for further education at the next level.

### **We do this in the Following Ways:**

- We maintain a safe, nurturing, academically challenging and Christian environment.
- We use a variety of instructional practices.
- We use a sequenced curriculum that meets or exceeds state requirements and is reviewed and updated periodically.
- We monitor student progress through a variety of assessment processes including state and national standardized examinations.
- We offer co-curricular activities that extend classroom learning.
- We maintain a school community that models and practices discipleship.

- We encourage family participation through involvement in worship, Bible studies, and volunteer service opportunities.

## **NON-DISCRIMINATORY POLICY**

Trinity Lutheran School of Clinton Township 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 race, color, national and ethnic origin in administration of its educational policies, admissions policies, athletic and other school-administered programs.

Trinity Lutheran School of Clinton Township reserves the right to deny or terminate enrollment of a child whose family member leads a lifestyle that is not consistent with or is contrary to Holy Scripture and the doctrinal positions of the Lutheran Church Missouri Synod. Any behaviors determined by the administration of the school to be disruptive to the school atmosphere and learning environment may result in termination of enrollment at the sole discretion of Trinity Lutheran School. A complete copy of the Trinity Lutheran School Family Values Policy is available in the school office to anyone requesting or needing a copy in its entirety.

## **ACCREDITATION**

Trinity Lutheran School holds to a high standard of education. We are accredited through National Lutheran Schools Accreditation (NLSA), Lutheran Church-Missouri Synod Michigan District (LC-MS), and the Michigan Non-Public Schools Accrediting Association (MNSAA). In 2015, Trinity had its last accreditation visit. The visit team recommended Trinity to be considered for "Exemplary Status" through NLSA. This status is recommended only to a few select schools nationally each year. It is a great honor to be recommended for this prestigious accreditation status.

## **CURRICULUM**

"The fear of the Lord is the beginning of wisdom."

All learning achieves its highest purpose and meaning when it is imparted with this objective in mind. The curriculum at Trinity Lutheran School is based on the standards that Christian faith forms the center for all instruction and learning.

Each day, students will participate in Christian devotion, instruction, and experience as well as attend chapel as an entire student body on one day per week. The Faith Development curriculum objectives vary by grade level as appropriate. It includes work in the Bible, hymns and memory selections as well as practical application of one's faith.

In addition to the Christian instruction, the pupils receive instruction in all the regular branches of learning, meeting all of the requirements of the State of Michigan. We seek to work closely with the public schools in fulfilling the requirements of education in the community.

## **CHURCH ATTENDANCE**

To carry out the objectives and philosophy of Christian Education, REGULAR Worship

attendance by the pupils is not only desirable, but also most necessary. Actually, it is an essential part of the Faith Development Curriculum and is monitored by both the classroom teacher, and the Principal. Most children cannot and do not come to church alone, therefore, parents must assume their God-given responsibility to see to it that their children have the opportunity to worship regularly.

The following policy is in effect for members of Trinity Lutheran Church. A list of FAQs is available through the church office.

## **ELDER POLICY FOR ATTENDANCE & TUITION**

- +Because God has called His people to a life of faithful and regular worship and (3rd Commandment, Acts 2:42ff, Hebrews 10:25)
- +Because Trinity members made a public commitment to God to be faithful in worship and dedicated to the mission God has given us at Trinity
- +Because parents have the primary responsibility to model for their children the Christian faith and life (Ephesians 6:1-4)
- +Because Christian education works best and is most effective when it is understood and lived out as an extension both of a Christian home and a Christian congregation
- +Because the people of Trinity Lutheran Church invest a great deal, in terms of time, money, and people resources, in providing a Christian education
- +Because being part of a community of faith means both receiving blessings from the community and being a blessing to the community (1 Cor. 12 and 14).

**It is expected that parents and students of Trinity Lutheran School and of the Lutheran High School Association will be active in worship, Bible study, and in the giving of their time, talents, and financial offerings to support our ministry of making fully devoted followers of Jesus Christ.**

**To that end the goals of this Elder Policy are twofold:**

- a.) To foster regular, faithful, and frequent worship so that our families can hear the Word of God and grow in faith
- b.) To reinforce the value that membership at Trinity is a privilege which includes responsibilities as well as blessings.

In order to support those values and goals listed above members of Trinity who desire the financial help, support, and assistance, of their brothers and sisters in providing for their children's Christian education at Trinity or through one of our Lutheran High Schools must therefore, worship at Trinity a minimum of 50% of the weekends (or 13 weekends) during the six months of January – June and 50% of the weekends between July and December to be eligible for member tuition for the following year. The levels of congregational support are:

Level 1 – Full compliance = Member Tuition as determined annually

Level 2 – Out of compliance either six month period = Tuition at 75% of Level 3 Tuition  
Level 3 – Out of compliance both six month periods = Non-Member Tuition as determined annually

**Note: At least one member parent/guardian must meet these criteria to be eligible for member tuition. In other words, two parents cannot combine their attendance to make 50%. High School students are also expected to meet this standard as they are now getting old enough to take responsibility for their life of faith.**

**Monitoring:** Worship attendance will be monitored through the “Friendship Rosters” that are filled out each week in worship during the offering; therefore, it is critical when attending worship to fill out the Friendship Roster.

**Notification:**

Trinity’s Church office will send out updates under the auspices of the Board of Elders in April and October to all families. Families not achieving satisfactory attendance for either period will receive notice in July and January. In accordance with above, attendance in either period will determine the tuition rate for the following school year.

**Exceptions:**

Any exceptions to the policy (And there will be “few” or the policy will be meaningless) must be made in “**advance**” through the Board of Elders. The Elders have a three member “Attendance/Tuition Team” that includes the Chairman of the Elders and two others, that will be happy to meet with you to discuss your special circumstances. You are also welcome to contact them in writing through the church office. The Board of Elders role is not merely to monitor the policy but to genuinely support and assist families that have special needs and circumstances.

## **DISCIPLINE CODE OF TRINITY LUTHERAN SCHOOL PHILOSOPHY**

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

While retaining primary jurisdiction, parents by choosing to send a child to Trinity Lutheran School have made a commitment to entrust the pupil to the guidance and discipline of the school. The teacher is to be regarded as a God-appointed guardian, to whom respect, cooperation and obedience shall be shown in accordance with the divine commandment, "Honor Your Father and Your Mother." The teacher shall provide guidance and correction in accordance with "the discipline and instruction of the Lord." Eph. 6:1-4.

The school, in loco parentis to the pupil, shall exercise such authority, supervision and decision-making which it deems necessary to implement the objectives and philosophy of a Christian education. The school recognizes its obligation, duty and right to supervise the pupil from the time of arriving at school until leaving from school. Any disagreements are to be discussed with the teacher or appropriate personnel. However, in cases of irreconcilable differences, the final decision rests with the School Principal, then the Senior Pastor.

It is important that parents realize that even though the teacher is the appointed guardian of their children while in school, the parents must support the teacher in discipline matters. Parents should be aware of the school and classroom rules and be supportive of logical consequences if a rule is broken. In some cases the school may ask parents to counsel with them or get professional counseling for serious concerns that can't be solved between the student, teacher, and parents.

Discipline in our school is Christian discipline. Therefore, it is not administered in a spirit of vengeance, nor with a thought of retribution, but rather with the thought in mind that the child be guided toward the achievement of behavior controls which make him the kind of citizen who will grow in favor with God and men. Christian discipline always has the good of the child uppermost in mind. We believe that whatever a teacher does, even in the matter of discipline, is to be done in the spirit of love for the Lord Jesus, and love for the child.

## **CODE OF CONDUCT**

The Code of Conduct applies to both students and parents. Students or parents failing to conduct themselves according to Holy Scripture and creating an adverse environment, may be required to leave the Trinity Lutheran School Family at the discretion of the school administration.

- Students are to respect the authority of the teachers as well as other staff members at all times and in all places.
- Students are to display courtesy, kindness and consideration to all adults and fellow students at all times and in all places.
- Students are expected to exhibit standards of Christian conduct, so therefore, behaviors such as public display of affection, name-calling, bullying, fighting, profane language, possession of obscene literature, drawing indecent pictures, and other types of poor Christian conduct at school, school functions, or on buses are all prohibited.
- Students should respect God and their 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.
- Students are to observe the school dress code at all times.
- Students are expected to keep the school facilities and grounds in an orderly state.
- Good manners should be displayed at all times. Therefore, socially unacceptable behavior is prohibited at all times and in all places.
- Items such as knives or other weapons or items appearing like weapons, matches, lighters and the like are not permitted.
- Radios, or electronic devices, including cell phones are NOT allowed to be turned on during school hours. Cell phones are allowed if turned off and only used after school. If the student has an item turned on, the item will be taken by the teacher or the school office until he/she is dismissed at the end of the day.
- Since the student's welfare is our responsibility while at school, he/she is not allowed to leave the school grounds from the time of arrival in the morning until dismissal at the end of the school day without permission from a parent/guardian or the administration.
- The possession or use of harmful drugs, alcoholic beverages or tobacco products is forbidden at school.

## **DISCIPLINE POLICY**

Positive student behavior will be encouraged by utilizing constructive verbal discipline in a Christ-filled spirit, which challenges the behavior but accepts and reaffirms the worth of the student. Therefore, corporal punishment will not be used.

### **Grades One to Four**

Lower grade teachers (1-4) will all use "strikes" with each teacher deciding on specific consequences for strikes received.

**Grades Five to Eight** A classroom "checkbook" will be used by each teacher to record checks and will allow a running record to be kept for each student's daily behavior. The following are the consequences for checks received per day: (1) warning; (2) another warning (3) detention.

Behaviors deemed more severe may result in an immediate detention or suspension.

## **DETENTION POLICY**

There will be two different detentions that students earn. One will be a Homework Detention. The other will be a Behavioral Detention.

Homework Detentions will be served on the same day as a student has incomplete homework. Homework Detentions will be served in a designated classroom or the office immediately following school until one hour, 15 minutes after the end of the school day. During detention students will quietly work on homework for the duration of the detention period. Students who have received a Homework Detention will be excluded from all extra-curricular activities for a period of 24 hours.

Behavioral Detentions will be served on the same day the detention is received or the following day. Behavioral detentions will be served in the Principal's office immediately following school until one hour, 15 minutes after the end of the school day. During detention, students will sit quietly for the duration of the detention period. Students who have received a Behavioral Detention will be excluded from all extra-curricular activities for a period of 24 hours.

Below is a list of possible reasons a Behavioral Detention will be issued:

1. Willful disobedience of rules.
2. Disrespect to people in authority.
3. Disturbance in class.
4. Disturbance in halls.
5. Disrespect or deliberate destruction of school property.
6. Disrespect or deliberate destruction of personal property.

"No shows" for detentions may result in an in-school suspension and meeting with the parent before a student will be allowed back in the classroom.

Students receiving five or more Homework Detentions or Behavioral Detentions in a trimester will serve in-school suspensions or a suspension from school.

All Detentions will be recorded. A copy will be provided to parents with the original kept in the student's permanent record (CA-60).

### **ONE TO THREE-DAY SUSPENSION**

This is the exclusion of a student for one to three school days. A note will be sent home to the parents or guardian and returned to the principal signed. The student will be expected to complete all schoolwork during this suspension.

### **FOUR TO TEN-DAY SUSPENSION**

This is the exclusion of a student from school for four to ten days. A meeting of the student's parents or guardian, the teacher, and the principal will be held before the student may re-enter school. The student will be expected to complete all schoolwork during this suspension.

### **EXPULSION**

This is the permanent exclusion of a student from school. The school will be cooperative in promptly processing transfers to another school of the parent's choice.

All Suspensions or Expulsions will be recorded. A copy will be provided to parents with the original kept in the student's permanent record (CA-60).

## **SEXUAL HARASSMENT POLICY**

It is the policy of Trinity Lutheran School to maintain a learning and working environment that is free from sexual harassment. It shall be a violation of this policy for any member of the faculty, staff, volunteer or student to harass a faculty, staff, volunteer or student member of Trinity Lutheran School through conduct or communications of a sexual nature.

**STUDENT SEXUAL HARASSMENT PROCEDURE** Any student, who believes she/he has been subjected to sexual harassment by a member of Trinity Lutheran School staff or by another student, may verbally report it to any adult with whom she/he feels comfortable discussing it.

The adult receiving the verbal report shall immediately have the student complete an Incidence Report Form within five (5) days and forward it to the Principal.

The Principal will form an investigation team and within fifteen (15) school days from the receipt of the complaint shall complete the investigation, determine remedial steps necessary to stop the sexual harassing behavior, if warranted, and shall submit all investigation documentation, determinations, and recommendations in writing.

Within five (5) school days of receipt of the documentation, the Principal shall notify the complainant and the alleged perpetrator in writing of the results of the investigation.

If no harassment has been found: the notification must include objective, clearly-stated

evidence to justify the conclusion.

If harassment has been substantiated: the notification must include:

- Effective remedies;
- Determine corrective action to be taken;
- Inform the victim of remedies;
- Monitor to see if remedies work;
- Document in writing all conclusions and actions taken.

If either party wishes to appeal the decision of the Principal, she/he may submit a signed statement to the Senior Pastor. The Senior Pastor shall meet with all parties involved, formulate a conclusion, and respond in writing to the complainant and all other parties within ten (10) working days.

## **ENROLLMENT POLICY**

The Principal alone is authorized to approve and administer all student admissions, transfers, promotions, accelerations, retentions, or suspensions, in accordance with policy guidelines.

The established order in which children are accepted for enrollment is as follows:

1. Children who attended Trinity School K-8 the previous school year and are in good standing.
2. Siblings of children who attended Trinity School K-8 the previous school year.
3. Children whose parents are members of Trinity and in good standing.
4. Children who have attended Trinity Early Childhood Center and their siblings.
5. Children of the community who are unchurched, but the family is open and enthusiastic towards a Christian education.
6. Children from other Christian congregations.
7. All new students may be academically tested.

In every instance, evidence of parental concern for Christian education and the student's participation in all religious instruction is a primary factor in determining enrollment.

Reenrollment begins the first day of February. All returning school families, church members or students in the Early Childhood Center may enroll at that time. However, final decisions on enrollment will not be determined until the last day of February. If there is a larger number pre-enrolled on the last day of February than the maximum for the class, those enrollees at the level (1-6 above) at which the maximum enrollment (30) occurs will be chosen by date and time of enrollment. Enrollment received on or after March 1 will be accepted on an individual basis in accordance with class openings.

In all cases, Trinity Lutheran School reserves the right to perform any and all testing evaluations in order to determine a child's readiness for admission.

## **KINDERGARTEN ENROLLMENT**

A child who enrolls in Trinity Kindergarten must be five years of age on or before September 1st of the year that they begin Kindergarten.

In all cases, Trinity Lutheran School reserves the right to perform any and all testing evaluation and to determine a child's readiness for admission into Kindergarten.

## **SCHOOL TUITION**

### **Quality Christian Education is Expensive**

The cost of educating one child at Trinity Lutheran School is approximately \$5,900. As a parish school, we receive at least 40% of our financial support from the member contributions of Trinity Church. Those members have been convinced of the value of a strong Christian Day School for over 100 years. They have been willing to sacrifice to maintain their school.

Naturally, we hope that parents whose children are enrolled in our school will realize that quality Christian education at Trinity is expensive. Certainly all members of Trinity (including those whose children are enrolled in our school) will want to return generous and sacrificial gifts to their Lord and His Church as God has blessed them!

Current school year tuition rates can be accessed on our webpage or in the school office. Tuition rates for future school years will be made available and publicized as soon as they are determined.

Tuition is to be paid on time by all families. If tuition is not paid on time, students can be removed from school until tuition payments are brought current. Any variations in tuition payment schedules must be agreed upon with the principal.

### **ENROLLMENT FEES**

All families enrolling children are assessed a non-refundable enrollment fee. Current students, members of Trinity Lutheran Church, and/or students in Trinity's Early Childhood Center may use the reenrollment period from February 1 through February 28. On March 1, June 1, and July 1, reenrollment fees increase if a returning family has not reenrolled by that date. All new students pay the regular enrollment fee. Contact the school office to get the current enrollment fee schedule.

### **Student Assistance**

It is understood that the cost of an education at Trinity may be prohibitive to some. Trinity congregation wishes that all who desire a Christian education at Trinity School be given that opportunity. For this reason, we have established the Hardt-Rathe Student Assistance Fund. Anyone who feels that there is need for such assistance should see the principal or the school secretary to discuss this need and obtain an application to help determine eligibility. Applications for assistance need to be mailed to Private School Aid Services by March 15th.

NOTE: Members of Trinity Lutheran Church may NOT apply for additional financial assistance unless they have fully met the Member Tuition / Elder Policy as indicated below.

### **Member Tuition / Elder Policy**

"A new member is eligible for the member tuition rate once they have begun to worship regularly, have completed the new member class and officially become a member of Trinity Lutheran Church. If they become a member during the school year, they will be eligible for member tuition at the beginning of the next school semester (September or January). They are required to pay the non-member tuition rate until that time." In addition, the Elder's "Attendance/Tuition Policy" states: Members of Trinity who desire the financial help, support, and assistance, of their brothers and sisters in providing for their children's Christian

education at Trinity or through one of our Lutheran High Schools must therefore, worship at Trinity a minimum of 50% of the weekends (or 13 weekends) during the six months of January - June and 50% of the weekends between July and December to be eligible for member tuition for the following year. The levels of congregational support are:

Level 1 - Full compliance = Member Tuition as determined annually

Level 2 - Out of compliance either six month period = Tuition at 75% of Level 3 Tuition

Level 3 - Out of compliance both six month periods = Non-Member Tuition as determined annually

NOTE: At least one member parent / guardian must meet these criteria to be eligible for member tuition. In other words, two parents cannot combine their attendance to make 50%. High School students are also expected to meet this standard as they are now getting old enough to take responsibility for their life of faith.

Any exception of this policy must have the approval of the Elders and School Principal.

## **SPECIAL SERVICES**

### **Meeting Students' Needs**

All students have a variety of needs pertaining to the educational process. Each student has academic, spiritual, social, emotional, psychological, physical, etc. needs that are met every day during school and outside of school. If a concern arises regarding a student's needs of any kind, the classroom teacher will notify parents and begin a process of addressing those needs. Proper documentation of actions taken and progress will be handled by those involved with the student.

### **Resource Room**

Lutheran Special Education Ministries (LSEM) sends a teacher who works with students who are having difficulties in their school academics. In this program the teacher is on our staff five days a week.

In order for a child to qualify for the program, the teacher and parents must fill out a referral form. The child is then tested by a school psychologist either through L'Anse Creuse Schools or at Lutheran Special Education Ministries. After the tests have been analyzed there is a meeting of the parents, teachers and psychologist to determine the proper course of action. The majority of the cost of the program is absorbed by Lutheran Special Education Ministries, however, Trinity is assessed approximately \$50,000 annually for services to our school.

**Speech Therapy** In cooperation with L'Anse Creuse Public Schools, children may receive speech therapy. Parents and teacher must fill out a referral form before the child is evaluated. After evaluation there is a meeting with the parents to decide on a course of action.

### **Testing Program**

Trinity School conducts a complete program of standardized testing above and beyond the normal testing that takes place in classroom instruction. Stanford Intelligence Tests and Achievement Tests are administered during the course of the school year in Grades 3 through

8. The results of the tests are used as an aid by teachers for measuring the intellectual ability of the pupils and for measuring attainment in the various branches of learning. Such information is then used to improve the educational direction, to improve instruction and learning, and to evaluate and improve the entire educational program.

## **SPECIALTY CLASSES**

### **Computers**

Trinity School integrates computers into the curriculum at all grade levels. This includes computer lab instruction in basic knowledge of computer use, word processing, database and computer aided instruction. Computers are also available in the classroom to use the skills learned in the lab situation. Computers are to be used by students for school related assignments ONLY unless permission has been granted by a teacher.

### **Music**

Worship and praise are a vital part of our lives as Christians and early training in worship as children establishes a loving relationship between God and His children. Therefore, music participants are expected to attend and perform at services & other special events throughout the year.

### **Choir**

One of the ways your child can have a more meaningful worship experience is through singing in one of the choirs and participating as an active leader of the worship service.

All students participate in choir through Grade 5. In Grades 6-8, the student may choose to participate in one or more of the music classes that are offered.

### **Band**

Children in Grades 5-8 are eligible to participate.

Beginning Band (Grade 5)

Advanced Band (Grades 6, 7, & 8) In Grades 6-8, the student may choose to participate in one or more of the music classes that are offered.

**Handbells** Children in Grades 6-8 are eligible to participate. If your student joins this class, they are expected to attend every performance.

### **Dress Code for Musical Performances Grades 1-8**

Black or Dark Blue Bottoms (skirts, trousers, shorts)

White Tops (no tank tops or sweater vests)

Dress Shoes (no tennis shoes or sneakers)

Optional – boys may wear a tie.

## **PARENT-TEACHER COOPERATION**

In order to achieve closer cooperation between parents and teachers for the benefit of the child, parents are urged to consult with their child's teacher on any question concerning the pupil. We are vitally interested in your child's temporal and eternal welfare.

The home is and always will be the chief agency for the Christian training of the child. A

Christian day school does not relieve the parents of their God-given obligation. Rather, the purpose of our school is to serve as an important aid and extension of the home in the vital work of Christian training. If the home and school are both CHRIST-CENTERED, your child is receiving the best education he or she can receive anywhere.

Scheduled consultations are held with the parents at the close of the first and second trimester. An opportunity is provided for an exchange of ideas between teacher and parents and for the discussion of means whereby the child's progress and growth might be aided.

## ACADEMIC POLICIES

### Awards

The following awards are given to students based on meeting the criteria necessary to earn each award:

Athletics	Awarded to athletes at the end of each season
Outstanding Musicianship	Awarded to 8th grader who exemplifies excellence in the area of music
Perfect School Attendance	Awarded to qualified students at the end of the year
Perfect Worship Attendance	Awarded to qualified students at the end of the year
Honor Roll	Recognition to qualified students at the end of each trimester (3.5-3.74 GPA)
Honor Roll Award	Awarded at the end of the school year to students who have been on the Honor Roll two out of the three trimesters or Honor Roll once and Principal's List once
Principal's List	Recognition to qualified students at the end of each trimester (3.75-4.0 GPA)
Principal's List Award	Awarded at the end of the school year to students who have been on the Principal's List two out of the three trimesters.
President's Education	Awarded to qualified 8th grade students at the end of the year (4.0 GPA during any trimester during 8th grade)
Salutatorian	Awarded to 8th grader with the second highest GPA in 6th grade through the first 2 trimesters of 8th grade
Valedictorian	Awarded to 8th grader with the highest GPA from 6th grade through the first 2 trimesters of 8th grade

Awards are also given to the winner of the Trinity Lutheran School Geography Bee and the

Trinity Lutheran School Spelling Bee. These awards are presented at the completion of each bee.

Other awards or recognitions may be given for contests, competitions, etc. that students participate in during any given school year.

### **Grading Scale**

93-100%	=	A
90-92.9%	=	A-
87-89.9%	=	B+
83-86.9%	=	B
80-82.9%	=	B-
77-79.9%	=	C+
73-76.9%	=	C
70-72.9%	=	C-
67-69.9%	=	D+
63-66.9%	=	D
60-62.9%	=	D-
59.9% & below	=	F

### **Grade 3 - Grade 8**

+ = Outstanding  
S = Satisfactory  
N = Needs Improvement  
U = Unsatisfactory

### **Kindergarten - Grade 2**

1 = Mastered concept  
2 = Additional time or practice needed for mastery  
3 = Area of concern, needs support  
X = Not evaluated at this time  
S = Satisfactory  
N = Needs improvement

### **Honor Roll and Principal's List**

Honor Roll and Principal List recognition is awarded to students in grades 5-8 based on an accumulation of ALL grades earned for the quarter.

Honor Roll students have earned a cumulative 3.5-3.74 GPA. (No F allowed)

Principal's List students have earned a cumulative 3.75 or higher. (No F allowed)

Students who qualify will be awarded a certificate at the end of the school year. Their names will also be published in the school newsletter for recognition.

**Report Cards** - Report cards are issued every trimester. These will give an indication of the academic and behavioral progress of the student.

**Mid-Term Reports** - At the midpoint of each trimester, parents are issued Mid-Term Reports online. These will indicate areas of the curriculum where the child is doing satisfactory or better work, and areas where there is need for special attention or help.

**Parent-Teacher Consultations** - Scheduled parent-teacher consultations are a most valuable means of reporting to parents. At these sessions, a child's progress and needs are discussed along with ways of helping the child.

## **PROMOTION**

A child who attended school regularly and achieved a satisfactory growth rate will be promoted to the succeeding grade at the close of the school year. Any possibility of retention shall be communicated to the parent and the principal as early in the year as possible. This communication shall be done before the beginning of the third trimester.

Factors considered in the retention of any student include, but are not limited to:

1. Maturity/Age
2. Attendance
3. Grades and Class Performance
4. Achievement Scores

If the child falls below the norms for his age/grade in any of the above four areas, retention may be considered. Retention should always be a positive step towards the child's whole development of his/her self-image and not used as a form of punishment.

The decision to retain must be in cooperation with the parent, teacher (homeroom) and principal. All retentions must have the principal's approval.

\*Trinity Lutheran School reserves the right to retain if it is determined to be in the best interest of the student.

Besides promotion and retention, students may also receive a transfer to the next grade level. A transfer denotes that the student is ready to be successful at the next grade level, but the student has not met all the requirements necessary for promotion. Factors considered in a transfer of any student include, but are not limited to:

1. Attendance
2. Grades and class performance
3. Behavioral performance

\*Trinity Lutheran School reserves the right to transfer a student when appropriate.

## **HOMEWORK**

The primary objective for assigning homework is to improve student achievement. Homework also fosters the development of good study habits. It is a practice critically important in the education process. Homework serves to familiarize parents with what their child is learning in school, and it offers parents the opportunity to spend time and become involved with their child and his or her education. In addition, students develop independence and a sense of responsibility and self-discipline through homework. Assignments at Trinity Lutheran School are intended to reinforce and supplement classroom learning.

Trinity Lutheran School teachers follow certain guidelines in assigning homework to their students. Homework assignments are promptly evaluated and returned to the students. Feedback enables teachers, students, and parents to continuously monitor academic progress. Homework assignments are related to classroom instruction and may not be limited to only paper and pencil activities. Teachers take great care in not assigning “busy work” or assigning work that is too time consuming. Consideration is also given to the availability of resources in the home. Deadlines for major projects are set early and prior to major holidays to enable students adequate time to prepare. Teachers attempt to sequence homework so that it is not scheduled on the weekend or when there are major events that correspond to Trinity Lutheran Church activities.

The amount of time needed to satisfactorily complete assigned tasks depends on the individual child: Kindergarten: 20-30 minutes; Grades 1 and 2: 30 to 45 minutes, Grades 3, 4 & 5: 30 minutes to 1 hour; Grades 6 – 8: 1 to 2 hours. Teachers try to keep these suggested time allotments in mind when assigning homework. Please communicate with your child’s teacher concerning any questions about homework.

It is our desire to provide your child with the best educational experience as well as the best preparation for high school possible. Organization, responsibility, and completion of assignments are vital to success. We believe that students will benefit from developing study skills and completing homework on time. Learning to honor deadlines is an important life skill.

Therefore, in our ongoing effort to prepare your child for high school, 5th-8th grade students with homework that is not completed will serve a Homework Detention after school on the same day that the homework was not completed. The last day to turn in any homework that is not completed on time is the last day of the quarter that it was due to be turned in.

## **SCHOOL HOURS**

Classes meet Monday-Friday as follows:

Kindergarten 1/2 Day	8:00 A.M. – 11:30 A.M.
Kindergarten Full Day	8:00 A.M. - 3:15 P.M.
Grades 1 - 8	8:00 A.M. - 3:15 P.M.

**BEFORE SCHOOL** Students will be allowed to enter the school building no earlier than 7:30 AM. All students arriving before that time will go to School Age Childcare (SAC).

### **AFTER SCHOOL**

At 3:30 P.M. those students not picked up will be sent to SAC.

Students not involved in an after-school activity must immediately go home or to SAC (School Age Childcare).

## **SCHOOL CLOSURE**

In case of bad weather or other emergency, the Principal will close the school, and it will be announced by RenWeb email, radio stations, and TV stations. If school is closed, all related activities are cancelled.

Listen for **TRINITY LUTHERAN SCHOOL – CLINTON TWP.**

\*It is our intention to close when L'Anse Creuse closes unless they close because of building problems.

\*SAC is available during most school closures.

### **CHILD CARE (SAC) School Age Childcare**

We have child care available before and after school for those students who need to take advantage of this service. SAC is open Monday through Friday from 6:30 A.M. until 6 P.M., on half-days when school is in session, and during most school closures. SAC is closed on major holidays only. SAC is housed in the Early Childhood Center.

Children not picked up 15 minutes after the end of the school day OR an after-school activity will be placed in the SAC room, and parents will be responsible for payment.

SAC offers a school age summer camp during summer vacation. The Early Childhood Center also provides childcare to infants, toddlers and preschoolers.

Please stop in or call the Early Childhood Center for information on any childcare programs @ (586) 463-8803.

## **ATTENDANCE, ABSENCE and TARDY POLICY**

### **ATTENDANCE**

In accordance with the laws of the state, all pupils will be held to regular and punctual attendance. Students who have more than 15 absences may be retained and not promoted to the next grade level. The decision will be made by the principal.

Children should be kept home only for valid reasons such as illness, contagious diseases, or death in the family. Vacations or extended weekends are not considered excused absences and should be avoided if at all possible. Many children find it difficult to recover the learning lost in such situations. A student must be in school the day of after-school functions in order to participate in them. Half days of school shall count as a whole day of class.

The Macomb Intermediate School District will accept a referral for an attendance concern when a pupil reaches ten (10) unexcused or fifteen (15) excused or questionable absences. When these numbers are reached, Trinity may make a referral at which time the County Attendance Enforcement Officer will become involved, with possible action by the Macomb County Prosecutor's Office.

### **APPOINTMENTS WITH DOCTORS AND DENTISTS**

We know that doctors and dentists are very busy people and that parents will encounter difficulty in making appointments for their children at times that are convenient. However, we feel that an honest effort should be made to schedule such appointments for after school hours or for Saturdays. When appointments must be made during school hours, please see that the respective teacher is notified **BEFOREHAND!**

### **LEAVING SCHOOL EARLY**

When it is necessary for a student to leave school before the end of a school day, this may be done with the full knowledge of both parent and teacher. The parent is required to send a note to the school office and to the homeroom teacher at the beginning of the school day. Dismissals before 2:00 P.M. will be considered a half-day absence.

### **LEAVING THE SCHOOL GROUNDS**

Since the school cannot assume responsibility for children not on the school grounds, students will not be allowed to leave the grounds during the school day. This includes the noon hour. All requests to leave the school grounds during the school hours must come in writing from the parents.

### **ABSENCES**

Sick children should be kept home to prevent spreading germs to their teachers and classmates and to ensure full recovery. When an absence is necessary, the parent or guardian is asked to call the school office (586) 468-8511 between 8-9 A.M. on the day of the absence to indicate the student name, grade, teacher, and reason for the absence. Written excuses for all absences, signed by the parent or guardian, are also to be given to the teacher on the day of return. Extended absence may be handled with a single written excuse.

### **TARDY**

Students will be considered tardy if they are not in the classroom when the 8 A.M. bell sounds. Arriving at school within the first 30 minutes of the school day will be recorded as tardy. If the student arrives after the first 30 minutes of school, the student will be marked absent a half-day.

A tardy by bus will be excused.

When arriving late to school, the student must report first to the school office to receive a classroom entry pass. The school office and classroom teacher will keep a record of student tardiness. The parent will be notified by the school office when a student has a sixth tardy in one trimester.

When a student receives a seventh tardy in one trimester, the student will serve a detention. For each additional tardy the student will serve a detention up to the tenth tardy.

After the tenth tardy in one trimester, the student may be suspended for one day and the parent may be required to meet with the principal.

## **DRESS CODE**

Dress standards for Trinity should reflect the neat, clean and modest appearance that are an essential part of the total person, and aid the individual as he or she witnesses the Gospel to the community at large and to those within the school itself. It is our goal that the dress code stated below:

- helps the students to appear neat, clean, well-groomed and uniformly dressed.
- promotes unity, health, personal self-esteem and safety.
- develops the philosophy of wearing the appropriate clothing at the appropriate time.
- promotes the educational process

The standardized dress code is in effect while the student is at school. Exceptions may be made for co-curricular activities but must remain within the parameters of neatness and modesty. The cooperation of students, parents and teachers is necessary in maintaining the standards of our dress code.

### **GENERAL GUIDELINES FOR GIRLS & BOYS**

Health considerations mandate that proper outdoor attire (jackets, boots, hats, mittens or gloves) be worn when the weather indicates. The students are expected to follow the faculty's decisions in this area. Outdoor attire mentioned above may not be worn indoors.

Socks are required with sandals, if there is no heel strap.

Hats, bandanas or head-wear of any kind are not to be worn in the building.

Jewelry that is contradictory to the Christian faith is not acceptable. No large medallions or chains are permitted as they can create the temptation for distraction and possible theft while in school. Pocket chains and "dog collar" chokers are not to be worn at any time. Earrings can be worn by girls only. (Earrings and fillers for boys are prohibited in school and at school events.)

Make-up, in moderation and good taste, may be worn by girls in Grades 7 & 8. All cosmetics, hairstyles & color, should reflect modesty and neatness, and contribute to the enhancement or natural appearance of the individual.

Outlandish hairstyles and colors are not acceptable.

Boys' hair must be above the eyebrow, not go below the bottom of the earlobe or past the base of the collar. No ponytails, etchings or any new fad.

Boys are to be clean-shaven at all times. No facial hair is allowed.

No tattoos (even the temporary kind) or body piercing is permitted.

Sunglasses, unless prescribed by a doctor, are not to be worn in school.

All slacks and pants are to be worn as intended. Over-sized pants that hang off the hip and/or drag on the ground causing them to fray are not permitted. No pants may be patched, torn, slit at the bottom, or immodest.

All shirts, blouses, turtlenecks and mock turtlenecks are to be tucked in at all times. All shirts worn under sweaters must also be tucked in.

Code-approved shorts may be worn throughout the year.

### **SPECIFIC GUIDELINES SHIRTS/BLOUSES**

SOLID colors only! NO stripes on collars, edges, or anywhere else.

Oxford shirts with collars (long or short sleeved) - properly buttoned.

Polo shirts with collars (long or short sleeved).

All shirts or blouses must not only be tucked in, but also long enough so that the student's arms may be raised without the shirt becoming untucked.

Tops are not to be too tight or too over-sized and baggy, but size appropriate for the child's body proportions.

### **SWEATERS/SWEATSHIRTS**

SOLID colors only! (Includes Trinity school-wear.) NO stripes on collars, edges, or anywhere else.

Long-sleeved crew, V-neck pullovers, cardigans or vests are permitted.

NO sweatshirts, fleece or nylon are allowed – THE ONLY EXCEPTION IS A SCHOOL PURCHASED SWEATSHIRT.

Sweaters may not extend below the hip.

An approved shirt must be worn under all sweaters.

### **PANTS**

Colors: SOLID black, tan, navy, brown, gray, or green.

Style: Dress slacks, properly sized, of 100% cotton or cotton/polyester blend.

All slacks must be at girls' waist and not worn in a 'low-rise' manner.

NO DENIM.

NO cargo pants.

Pants may not have a jean or casual-wear appearance, or have extra pockets or zippers.

A belt is to be worn for pants with belt loops in grades 4-8.

Belts are not required for K-3.

## **SHORTS**

Colors: solid black, tan, navy, brown, gray or green.

Walking shorts, and skorts, which are no shorter than 5 inches from the floor when kneeling, may be worn. Same fabrics as pants. No denim, spandex, nylon, athletic or camouflage styles may be worn.

Capri's can be worn. (same fabric specifications as above)

No leg side pockets.

## **SKIRTS/JUMPERS**

Colors: solid black, tan, navy, brown, gray or green.

Includes skirts, skorts, and jumpers.

Cotton blends, polyester blends, wool or corduroy. No denim.

They shall be no more than 5 inches from the floor when kneeling.

Dress code tops must be worn under jumpers.

## **FREE DRESS or THEME DAYS**

The principal may designate special casual dress or theme days, which will be announced in advance. The administration reserves the right to make judgments regarding the appropriateness of a student's appearance.

## **DISCIPLINE FOR VIOLATIONS OF DRESS CODE**

One or more of the following steps of action may be taken when clothing does not follow school standards:

- The parent will be notified.
- The parent will be contacted to bring appropriate clothing. The child will remain in the office until proper clothing is made available. The child will be considered tardy or absent until they are able to return to the classroom with appropriate attire.
- If necessary, a parent conference will be arranged. Parents are urged to help guide their child to accept and follow the standardized dress and grooming code, monitoring their daily attire.
- The student may be issued a school detention or suspension.

## **HOT LUNCH PROGRAM**

Hot lunch is available to students each full day of school. Prices are available from the school office. Free or reduced price lunches are available to students whose family meets the requirements. An application for free or reduced price lunches can be obtained from the school office.

## **USDA Nondiscrimination Statement**

### **SNAP and FDPIR State or local agencies, and their subrecipients, must post the following Nondiscrimination Statement:**

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, religious creed, disability, age, political beliefs, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotope, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339.

Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the [USDA Program Discrimination Complaint Form](http://www.ascr.usda.gov/complaint_filing_cust.html), (AD-3027) found online at: [http://www.ascr.usda.gov/complaint\\_filing\\_cust.html](http://www.ascr.usda.gov/complaint_filing_cust.html), and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992.

Submit your completed form or letter to USDA by:

(1) mail: U.S. Department of Agriculture

Office of the Assistant Secretary for Civil Rights

1400 Independence Avenue, SW

Washington, D.C. 20250-9410;

(2) fax: (202) 690-7442; or

(3) email: [program.intake@usda.gov](mailto:program.intake@usda.gov).

This institution is an equal opportunity provider.

## **LOCAL WELLNESS POLICY**

### **PURPOSE AND RATIONALE**

Trinity Lutheran School teaches that a person's body is the temple of the Holy Spirit. Trinity teaches that each child is a unique creation of God, and therefore, one's body should be treated with high regard. This applies to matters of nutrition, physical activity, physical growth and development, health, and personal well-being as these are important components of living out one's Christian faith.

Trinity recognizes that good nutrition and regular physical activity affect the health and well-being of their students. Furthermore, research concludes that there is a positive correlation between a student's health and wellbeing and his/her ability to learn. Moreover, schools can play an important role in the development process by which students establish their health and nutrition habits by providing nutritious meals and snacks through the school's meal programs, by supporting the development of good eating habits, and by promoting increased physical activity both in and out of school.

Trinity realizes this effort to support the students' development of healthy behaviors and habits with regard to eating and exercise cannot be accomplished by the school alone. It is necessary for not only staff, but also parents and the public at large to be involved in a

community-wide effort to promote, support, and model such healthy behaviors and habits. Community members and students are welcome to participate in the update and review of the Local Wellness Policy when appropriate.

## GOALS

Trinity sets the following goals in an effort to enable students to establish good health and nutrition habits:

- A. With regard to nutrition education, Trinity shall provide appropriate:
  1. Nutrition education shall be included in the sequential, comprehensive Health curriculum in accordance with the curriculum standards and benchmarks established by the State so that instruction provides students with the knowledge, attitudes, and skills necessary to lead healthy lives.
  2. Nutrition education posters will be displayed in the cafeteria.
  3. The school cafeteria shall serve as a learning lab by allowing students to apply the knowledge, attitudes, and skills taught in the classroom when making choices at mealtime.
  4. Nutrition education shall extend beyond the school by engaging families and the community.
  5. Nutrition education shall reinforce lifelong balance by emphasizing the link between caloric intake (eating) and exercise in ways that are age appropriate.
  6. Nutrition education benchmarks and standards include a focus on media literacy as it relates to food marketing strategies.
  
- B. With regard to physical activities, Trinity shall provide appropriate:
  1. Sequential, comprehensive physical education curriculum shall stress the importance of remaining physically active for life.
  2. Programs that include instruction in physical education as well as opportunities to participate in competitive and non-competitive team sports to encourage physical activity.
  3. Planned instruction in physical education shall teach cooperation, fair play and responsible participation.
  4. Planned instruction in physical education shall be presented in an environment free of embarrassment, humiliation, shaming, taunting, or harassment of any kind.
  5. Planned instruction in physical education shall include cooperative as well as competitive games.
  6. Planned instruction in physical activity shall promote participation in physical activity outside the regular school day.
  7. Physical education shall be aligned with the Michigan Physical Education Content Standards and Benchmarks.
  8. Instruction in physical education shall be provided by a properly certified, qualified teacher.
  9. Physical activities (e.g. recess during the school day, intramurals after school and/or on weekends, and interscholastic sports) that meet the

needs of all students, including males, females, students with disabilities, and students with special healthcare needs.

10. Encourage families to provide physical activity outside the regular school days, such as outdoor play at home and participation in sports sponsored by community agencies or organizations. Trinity has started an Upwards Sports Program in an effort to promote physical activity for children of all ages.

## GUIDELINES

Trinity, with the objectives of enhancing student health and wellbeing, and reducing childhood obesity, has established the following guidelines:

- A. In accordance with Policy 8500, entitled Food Service, the food service program shall comply with Federal and State regulations pertaining to the selection, preparation, consumption, and disposal of food and beverages, as well as to the fiscal management of the program, including but not limited to the USDA Dietary Guidelines.
- B. As set forth in Policy 8531, entitled Free and Reduced Price Meals, the guidelines for reimbursable school lunch meals are not less restrictive than the guidelines issued by the USDA.
- C. The food service program will strive to be financially self-supporting; however, if it is necessary to subsidize the operation, it will not be through the sale of foods with minimal nutritious value, which is prohibited during the lunch period.
- D. The food service program will provide all students affordable access to the varied and nutritious foods they need to be healthy and to learn well.
- E. All food items and beverages available for sale to students for consumption on school property between midnight and thirty minutes after the close of the regular school day shall comply with the USDA Dietary Guidelines for Americans including but not limited to, competitive foods that are available to students ala carte or as entrees in the school cafeteria.
- F. No food items or beverages will be sold on school premises from a vending machine or a school store.
- G. The food service program shall be administered by a director who is properly qualified, certified, licensed, or credentialed, according to current professional standards.
- H. All food service personnel shall receive pre-service training in food service operations.
- I. Continued professional development shall be provided for all staff of the food service program. Pursuant to USDA SP 39-2015, for the school year 2016-2017, the program director is required to have 12 hours to meet the full training standards.

Administrative guidelines shall be developed to implement this policy, including, but not limited to, the manner in which the implementation of this policy shall be regularly evaluated. The principal is designated as the individual who is charged with operational responsibility for verifying that Trinity meets the goals established in this policy.

## **LOCAL WELLNESS COMMITTEE AND REVIEW**

Review of this policy shall take place annually, by a committee headed by the principal. The committee shall consist of the Principal, Principal Advisory Committee, Food Service Director, parents, students, and the public. The committee shall make any recommended changes to this policy as required by, and in accordance with, the federal and state laws.

Each local educational agency that participates in the National School Lunch Program or other federal Child Nutrition Program is required by federal law to establish a Local School Wellness Policy. As changes are made to the laws governing such policies, the educational agency must revise their policy to reflect said changes. The communication of any and all policy changes will be the responsibility of the principal of Trinity.

## **VISITING THE SCHOOL/CLASSROOMS**

For security purposes, parents or other guests visiting the school **MUST** sign in and out at the school office upon entering or exiting the building during school hours.

## **VOLUNTEERS**

All volunteers in the school are to remain in the supervision of the classroom teacher or staff member with whom they are volunteering. Volunteers who have direct supervision of students without being under direct supervision of the classroom teacher or administration (such as athletic coaches) should have a background check completed before being in direct supervision of students.

The exception to having background checks completed would be for those driving on field trips. Field trip drivers should always have more than one student in their car unless it is only their own child. All other field trip policies and procedures still apply.

## **SCHOOL PICTURES**

A photographer visits us each year to take individual photos of the children. There is never an obligation to purchase any part of the package offered. School yearbooks will be passed out at the end of the year to each child who has ordered one.

## **RECESS PERIODS**

Playground supervision is provided during recess periods. Students are expected to participate in these outdoor activities unless rainy or extremely cold weather (below 0 degrees Fahrenheit) prevents this. Lower grade students will not be permitted to go outside without hats and gloves. We encourage all students to bring hats and gloves every day, so they might enjoy a few minutes of fresh air at lunchtime. Please keep in mind that fresh air and exercise are good for children. No playground supervision is provided before or after school.

## **LIBRARY**

We pride ourselves at Trinity in having high academic standards in all areas of curriculum. We feel it is very important to keep the library and classroom resources current.

Our children live in an ever-changing world filled with new technology and information. We seek to keep our children informed so as to be prepared for higher learning. Often controversial areas such as evolution, mythology, witchcraft, fables and the like provide special opportunities for teachers to guide moral values and religious thought through classroom discussions and examples. To have these materials for reference is to be informative but in no way suggests our acceptance of all beliefs as valid. Knowledge is at the center of education but at Trinity high emphasis is placed on understanding in learning and all is measured in the shadow of the Cross and God's will for His people.

Each grade is assigned a time to use the library. Fines for over-due books are 5¢ each day that there is school. If your child will not be in school on the day his books are due, please have a brother or sister or friend who attends our school return the books.

Unless you inform your child's teacher, we assume that you permit your child to use the library, and that books damaged or lost will incur a fee to you.

We do accept donations of books with a library-type binding.

## **FIELD TRIPS**

We believe that many educational values can be gained by experiences, which are not possible in a classroom situation. Consequently, we have planned a number of excursions and field trips for each class during the school year. Classes may be transported by bus or private cars, and written permission must be given by the parents before children may accompany their class on such trips.

Should a parent choose to exempt a student from a field trip or activity, the parent should not send the student to school on the day of the activity. If on the day of the field trip or activity, the parent does send a student to school, or the signed permission slip has not been received, the parent will be contacted and expected to come and pick up the student from school.

We insist that all drivers for field trips be 18 years of age and show proof of \$100,000 liability insurance.

Only those drivers who have met the requirements will be permitted to drive on designated field trips. Forms are available in the school office.

## **LOST AND FOUND**

Each year there is a large accumulation of lost and found items. Much of this can be prevented by labeling garments, boots, gloves, etc., and sewing loops for hanging. Money should be brought to school only when necessary. The School Bookstore serves as the lost and found department.

## **DAMAGES/BOOK FINES**

Pupils will be required to pay for any school property damage or loss. This shall include, but not be limited to, damage or loss to grounds, buildings, fixtures, furniture, books and supplies. Fines must be paid in full before the start of the next school year.

## **BICYCLES**

Students who ride bicycles to school are to place them in the designated bicycle rack and lock them securely. Unfortunately, we cannot guarantee bicycle security during school hours. The school cannot be held responsible for bicycle damage or theft. No bicycles are to be ridden on school property during the school day.

## **SKATEBOARDS & ROLLERBLADES**

Skateboards, roller blades, or heeies cannot be used on school grounds during school hours.

## **CHANGES OF ADDRESS / PHONE NUMBERS / E-MAIL**

We need to have your current address and telephone number at all times. In case of emergency, we must be able to contact you immediately. Please be sure to report any address or phone number changes to our school office.

## **DROP-OFF & PICK-UP PROCEDURES**

The safety of the students during pick-up and drop-off is unquestionably one of the most important aspects of our security at Trinity. We must all work together in making sure that we are doing everything we can to keep the children safe during morning and afternoon traffic times. These procedures may change periodically, and questions about the procedures should be directed to the school administration.

## **PHYSICALS AND IMMUNIZATIONS**

We believe our bodies are a temple of God, and it is our responsibility to care for our bodies in a God-pleasing way. In order to do this, students should receive regular physicals to ensure proper health. Trinity requires all students entering Kindergarten and 6th Grade to have their doctor complete a standard health appraisal form (athletic physicals are acceptable for 6th Grade). We also require all students participating in extra-curricular athletics to complete a school athletic physical form each year. (New students who complete the health appraisal form will be exempt from completing the school athletic physical form.)

It is also required by the State of Michigan that each child in school have an Immunization Record on file. This record must be updated periodically as children reach the ages of specific immunizations.

## **HEALTH AND HEALTH SERVICES**

Trinity receives services from Macomb County Health Department. Vision and hearing screening are done annually in select grades. We also make available other services to parents.

To minimize the danger of spreading diseases, parents are urged to keep their children home when signs of illness occur. Students will be sent home from school if they have a fever of 100 degrees. Children should not return to school until they are free from any fever for a 24-hour period and are well enough to participate in all school activities.

All staff and all students in grades pre-kindergarten and up will wear facial coverings when in indoor hallways and common areas, except (1) during meals and (2) unless face coverings cannot be medically tolerated as documented through written and signed verification by a physician, with parental consent for students.

It is understood that teachers may administer first-aid in case of minor injury or send children with serious difficulties to their family doctor or to the hospital. Should signs of illness or injury arise while children are in school, the school will contact a parent who will arrange transportation home.

### **LICE**

Students who have any evidence of lice will not be allowed to attend school until all evidence of lice has been removed. Students must be checked by the administration before returning to school.

## **FIRST AID AND MEDICATION POLICY**

### **First Aid**

The general first aid policy of Trinity Lutheran School in regard to injury is that a teacher must accompany a child to the office if more than a Band-Aid is needed. Each classroom teacher has Band-Aids; other first-aid materials are located in the school office. In cases of severe injury requiring the services of a physician, it is required that a parent/guardian be contacted and the principal or teacher-in-charge be notified before determining which services should be sought. In cases of illness, a parent/guardian will be notified to determine which course of action should be taken.

### **Medication (Forms available in the school office)**

The student's parent/guardian must provide the school with written permission and request to administer medication.

- Written instructions, which include name of student, name of medication, dosage, time to be administered, route of administration and duration of administration must accompany the medication including the beginning and terminating date of administering medication.
- Parent/guardian must fill out medication form for any self-administration of any type of inhaler. Child must also inform school staff when he/she takes the medication.
- Medication should be brought to school by the parent/guardian unless other safe arrangements are necessary and possible.

- All medication will be kept in a locked area with limited access - except at time of administration.
- All medications will be kept in a labeled container as prepared by a pharmacy, physician, or pharmaceutical company and labeled with dosage and frequency of administration.
- A log of medication administration will be kept.
- If any adverse reaction to medication occurs, parent/guardian will be notified and, if necessary, 911 will be called.
- Parental or guardian request/permission and physician's instructions should be renewed annually, or more often, if necessary.
- Parent will be called to receive permission if a child requests non-prescription medication, i.e., pain reliever.
- Medication left over at the end of the school year should be picked up by the parent/guardian or the school can appropriately dispose of the medication, and record this disposal on the medication log.

## **MISCELLANEOUS POLICIES**

### **Electronic Devices**

Students may not possess or use electronic devices at school unless permission is granted by the teacher. For instance, calculators are not allowed unless the teacher allows them or requests students to use them. This covers any and all electronic devices.