



Parent Handbook

Trinity Lutheran School
20 East Salzburg Road
Bay City, MI 38706
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The Parent Pledge

TO HELP YOUR CHILD GET THE MOST OUT OF LUTHERAN EDUCATION WE WOULD ASK THAT PARENTS PLEDGE THEMSELVES TO FULFILL THE FOLLOWING RESPONSIBILITIES:

1. To pray for my child and be involved in his/her education.
2. To provide a Christian atmosphere in the home, which is the most vital influence in the child's life.
3. To faithfully attend church worship services with my children and to involve the family in regular Bible study and Sunday School.
4. To encourage my child to cheerfully and promptly obey the teachers' and school rules.
5. To cooperate with and to uphold the teachers in the exercise of Christian discipline and in the training of my child.
6. To go directly to the teacher in a Christian manner if questions or concerns arise. (Matt. 18:15) "If your brother sins against you, go and show him his fault, just between the two of you. If he listens to you, you have won your brother over.
7. To take an active role in seeing that my child's assigned homework is completed and to provide an opportunity for completing the task.
8. To take an active role in parent-teacher conferences, meetings, and other educational programs that provide informative 'parenting' helps.
9. To support my child's extra-curricular activities and to encourage commitment to them.
10. To make every effort to insure my child attends school classes regularly.
11. For Trinity members to be aware of Trinity Lutheran Church and School's financial expenses and support to each as the Lord has blessed them.
12. In order to get parents more involved in our school, it is expected that each family will volunteer a minimum of twenty hours per year at our school or church.

I acknowledge I have received a copy of the Parent Handbook and will, to the best of my ability, abide by its rules.

Student's Name _____

Grade Enrolled _____

Parent's Name _____

Parent's Signature _____

Date _____

*******Part A*******

PURPOSE OF THE HANDBOOK

This handbook contains policies and procedures which have been set down by Trinity Lutheran Church and its Board of Education for the maintenance of Trinity Lutheran School.

Parents who make a concerted effort to assist their children in following what is written in this book will greatly increase the unified impact this school can have in the education of the total child.

PHILOSOPHY OF TRINITY LUTHERAN SCHOOL

The philosophy of Trinity Lutheran School, Monitor is to train and educate our children in the Christian way of life, to equip them to function as Disciples of Christ in society, and to prepare them for another life in eternity. Our mission is to provide a thorough instruction in God's Word so that our children may know God and seek His forgiving love in Jesus Christ.

Our philosophy is based on Holy Scripture:

1. "Suffer the little children to come unto me and forbid them not, for of such is the kingdom of God." Mark 10:14 (KJV)
2. "Train a child in the way he should go, and when is is old, he will not turn from it." Proverbs 22:6 (NIV)
3. "Fathers, do not exasperate your children; instead, bring them up in the training and instruction of the Lord." Ephesians 6:4(NIV)
4. "The fear of the Lord is the beginning of wisdom; all who follow His precepts have good understanding." Psalm 111:10 (NIV)

PURPOSES OF TRINITY LUTHERAN SCHOOL

Trinity Lutheran School, Monitor, exists to:

1. Assist parents in bringing up their children in the nurture and admonition of the Lord, recognizing that Christian education is empowered by the Holy Spirit.
2. Encourage the child to identify himself as a child of God, and grow in self-understanding, expressing his life through service to his fellow man, and showing respect for God's creation.
3. Educate children according to Biblical principles as expressed in the Lutheran confessions and nurture and strengthen their faith and spiritual growth in the assurance that Jesus Christ is their personal Savior.
4. Strive for and maintain the highest possible academic standards integrated with, and related to, the teaching of God's Word.
5. Provide a Christian atmosphere for the development of physical skills.
6. Help children discover and develop their unique God-given gifts for Christian living.
7. Encourage the development of Christian relationships with others in the home, school, church, and community.
8. Teach love and respect for others and their country by word and example.
9. Function as an integral part of the church; a worshipping, witnessing, and caring community to believers.
10. Strengthen the congregation and the church-at-large through the training of their members.

"The Lutheran School is not a private affair.
It does not belong to teachers, or parents,
or children, or voter's assemblies. The
Lutheran School is God's. It is God's mission."

Missouri Affirmation
Lutheran Church Missouri Synod

SUNDAY WORSHIP

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

SCHOOL SUPPORT

It is most important that all parents be aware of policies with regard to school support, since the costs of education have soared along with all other costs. The cost per pupil, to our school, is in excess of \$4,475 per year. (2005 figure)

Since Trinity Lutheran School is maintained by Trinity Lutheran Church, the parents who are communicant and contributing members of the church are not asked to pay a specific amount to the school. However, it is imperative that they be aware of the general congregational expenses, recognize their financial responsibility, and give as the Lord has blessed them.

*****PART B*****

MANAGEMENT OF CURRICULUM

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

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

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 their 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 selections, hymn verses and parts of the catechism is carried on in all grades.
Language Arts	Reading, language, grammar, composition, spelling, literature, and handwriting are taught.
Mathematics	Number usage, arithmetic, advanced mathematics, elementary algebra, geometry, and the metric system are taught.
Social Science	This study includes geography, history, civics, and current events.
Science	The study of science includes general science, biology, physics, astronomy, chemistry, geology, etc.
Physical Education	Physical fitness, games, sports, sportsmanship, and recreational activities are taught.
Arts	Music, band, choral work, hand bell choir, drawing, painting and crafts are all included in this area of study.
Foreign Language	German and Spanish are taught.

The curriculum of the school adheres to Michigan State Department of Education Curriculum Guidelines.

SCHOOL CHOIRS AND BAND

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

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

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

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. This program provides an appreciation that demonstrates resource value as well as the importance of conserving our natural resources.

Many prime educators believe that students should spend less time in the classroom and more time learning through actual experience. Different from the classroom, a student is surrounded by what he studies: a student can see, touch, smell, and taste the sometimes unfamiliar or unnoticed features of his environment. Outdoor Education isn't an attempt to add new curricula, but it does provide an ideal area in which to study subjects that suffer lack of true understanding in the classroom.

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 presents the student with a tactful, firsthand adventure in his/her physical environment. Outdoor Education is predominately based on the theory that learning can be fun! The program concerns itself with a student's individual growth in academics, recreation, and social behavior. It is a totally unifying experience.

Outdoor Education is considered part of the school curriculum and attendance is required.

*******PART C*******

**MANAGEMENT OF STUDENTS
Attendance/ Tardiness**

State law requires regular and punctual attendance.

1. In case of a student's absence from school, parents are required to phone the school office by 9:00 a.m. of that day.
2. If no phone call is received by 9:00 a.m., the school secretary will phone the home, then the place of parents' employment, and finally the emergency phone numbers for that child.
3. If there is no response from the above phone calls, the truancy officer will be contacted that a child is missing and did not arrive at school.

Unless previously excused, a pupil is considered tardy if he or she is not in the classroom at the beginning of the school day. Single cases of tardiness do not require action. When a pupil is repeatedly tardy, in spite of the teacher's efforts at correcting the problem, the teacher shall confer with the parents in an effort to correct the situation. If nothing happens, the situation may be reported as truancy.

HEALTH OF STUDENTS

Children who become ill during the school day are referred to their parents or designated guardians who may come and take the children home or to some 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.

Teachers and school staff follow the current and state guidelines for administering medications. Students who are taking prescription or over the counter medication must have a "Medication Prescriber/Parent Authorization" form filled out and on file in their child's permanent record. Once this form is completed, the parent must bring the form and medication, in its original bottle with the number of pills inside, to the school office. The medication will be given to the child by a teacher, the school administration, or a designated school employee according to the information provided on the form. The distribution will be witnessed by another employee per state law. The second adult will initial and sign a log for verification of the person administering the medication to receive liability protection.

If a child needs to carry medication on them, such as an inhaler or an epipen, the parent and physician must completely fill out a "Medication Prescribe Authorization Form for Self-administration/Self-Possession". If the child shows the medication to another child or gives it to another child, then that child loses the privilege of carrying the medication on them. Both of these forms can be picked up by parents in the school office.

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.

We hope that parents exercise good judgment when their child is sick and keep them home from school until they are feeling better.

CHRISTIAN CONDUCT

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

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 playthings 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. Radios and electronic devices, including cell phones, I Pods, MP3 Players, walkmans, etc. are not to be used during school hours and **should not** be brought into the classroom. Expensive items brought to school by students **are not** the responsibility of the classroom teacher.

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

CELL PHONES

Please note the policy mentioned above concerning cell phones, as well as I Pods and MP3 Players. They **are not** to be used during school hours and **should not** be brought into the classroom. These items are not the responsibility of the teacher or the school.

CHILD RELEASE POLICY

Be sure that your child has an emergency release card on file in his/her CA-39. We may release your child only to those people you mentioned on that card in case of emergencies. 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 you pick up your child from school, for any reason during school hours, you must go to the office to sign out your child. The school secretary will go to the classroom to get your child making eye contact with your child's teacher. Your child's teacher must know why your child is leaving. A note explaining this to the teacher in the morning would be appropriate.

*******PART D*******

GENERAL REGULATIONS

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

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

Transportation to and from practices and games is entirely the responsibility of the students and their parents.

Students are required to return permission slips and physical examination forms in order to participate.

Students may be declared ineligible due to low scholastic achievement or inappropriate behavior as outlined in the eligibility policy.

AWARDS

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

TRANSPORTATION

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

Bus numbers and times will be given through the local paper. 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 set up by the Bay City Public Schools Department of Transportation.

The school relies on parents to furnish transportation for many activities away from the school premises. Parents willing to drive on these occasions must have complete insurance coverage on their automobiles and observe the state seat belt law.

PARKING

We ask that you consider the safety of our children when driving your vehicle on school property. Vehicles are to enter the parking lot from 8 Mile Road and exit onto Salzburg Road when dropping off children.

Children may be picked up on the east side of the school building after school.

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.

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 then all extracurricular activities and practices will also be cancelled.

CHAPEL

Chapel services are held twice a month on the first and third Thursdays. These services are held in the church. An opening service for the beginning of school 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 all chapel services.

There are designated mission projects for each month during the school year. Monies for each project are collected with special envelopes distributed to the children every Tuesday and from the children's weekly offering envelope's 'mission' side.

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.
(THOU SHALT HAVE NO OTHER GODS BEFORE ME.)
2. A student should respect God and his fellow students by using language becoming to a Christian. Language, which insults God or God's name, belittles God's creation is not allowed. Profanity and other 'street' language will not be tolerated.
(THOU SHALT NOT TAKE THE NAME OF THE LORD THY GOD IN VAIN.)
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 TO KEEP 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, or items such as radios, which tend to create a disturbance, are not to be brought to school. Such items will be confiscated by the teachers.
(THOU SHALT HONOR THY FATHER AND THY MOTHER THAT IT MAY BE WELL WITH THEE AND THOU MAYEST LIVE LONG ON THE EARTH.)
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.
(THOU SHALT NOT KILL.)
6. Gestures, jokes, pictures, and statements which are sexually insulting to God's creation, will not be tolerated.
(THOU SHALT 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.
(THOU SHALT NOT STEAL.)
8. Lying and all forms of malicious tale bearing designed to hurt others will not be tolerated. Instead, children of God will want to build up the good name of others.
(THOU SHALT NOT BEAR FALSE WITNESS AGAINST THY NEIGHBOR.)
9. We are not to take or seek to get those things which are not rightfully ours.
(THOU SHALT NOT COVET THY NEIGHBOR'S HOUSE.)
10. We are to fear and love God so that we do not tempt or coax our neighbor's spouse or workers, but encourage them to remain loyal.
(THOU SHALT NOT COVET THY NEIGHBOR'S WIFE OR HIS MANSERVANT OR HIS MAIDSERVANT OR HIS CATTLE OR ANYTHING THAT IS THY NEIGHBOR'S.)

GENERAL STATEMENT AND PROCEDURAL STEPS (BOARD POLICY)

Christian discipline always has the good of the child uppermost in mind and should be carried out in the spirit of true Christian guidance. After punishment the teacher will show love and forgiveness before the child leaves school for the day.

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.

PROCEDURAL STEPS FOR RESOLVING PROBLEMS

STEP 1 - THE CLASSROOM TEACHER

Most problems are obviously handled effectively at this level.

STEP 2 - PRINCIPAL AND STUDENT

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

STEP 3 - PARENT CONTACT

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

STEP 4 - SUSPENSION

Only the principal is authorized to suspend students. Suspension is a last resort method, failing other types of discipline to be tried first. Suspension is a last resort policy.

Reasons for suspension are:

1. Flagrant disobedience in the classroom, on the playground, in the hall or any other place on the school grounds.
2. Abusive language or backtalk.
3. Striking or hitting fellow students.
4. Striking or hitting teachers.
5. Biting fellow students or teachers.
6. Having or using illegal drugs or contraband on school grounds.
7. Having or using alcohol by students on school grounds.

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 return to school until the beginning of the next school year. Reentrance to Trinity Lutheran School is subject to review by the Board of Education. In order to be considered for reentrance, he or she must give evidence that the former problem has been corrected. The Board of Education's decision for reentrance will be final.

PROPERTY DAMAGE

The child or children responsible shall pay for damage to school property. Parents are ultimately responsible for their children.

DRESS CODE

Trinity Lutheran School is a Christian school; therefore, we expect children to dress modestly and in good taste. These rules will be followed by all of the children attending Trinity Lutheran School.

Pants: If hip hugger 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.

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.

Skirts: Skirts may be worn in school. However, the length of the skirt must be two inches longer than the student's middle finger of his/her hand, when the student is standing straight with their arms at the side.

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 must be worn over the top of them. All shirts must be tucked in and stay tucked in when the student is raising his/her arms.

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.

Make-up: Excessive or inappropriate make-up is unacceptable.

The school faculty will determine what proper dress is. If a child comes to school dressed improperly, a parent will be called to see that the proper changes are made.

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

For the health and safety of the students during cold or wet weather, parents should provide proper outer clothing and footwear. Shoes must be worn at all times during school.

LOST AND FOUND

Students are responsible for their valuables. Clothing and other belongings should be marked for easy identification. Lost and Found items are kept in Locker #99. Valuable items are kept in the school office.

ENROLLMENT IN SCHOOL

Trinity Lutheran School has pre-registration days for preschool through 8th grade in March. Final registration for grades K-8 is on a predetermined day in August. Registration letters are mailed to school families prior to this date. Final registration for preschool is in September.

Pupils entering kindergarten must be five years old before December 1st of the school year. (This is in accordance with the policy of the State Department of Public Instruction.) A physical examination must also be completed before the child is enrolled.

New students entering Trinity in other grades must present a report card or other proof of having reached a certain grade level. All new students entering Trinity Lutheran School are accepted on a good faith basis. 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. Then, 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 (administrator) shall have made a determination as to accept or not to accept said 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.

TUITION AND FEES

Children of Trinity members are enrolled without a tuition charge since their parents are expected to support the school through their regular church offerings.

The school board and congregation establish tuition fees for non-member children annually. Current tuition fees are \$1650.00 for students who come from the Bay/Midland region of the Missouri Synod Lutheran Church's and \$0 for students who come from other faiths.

The Board of Education and congregation each year establish book fees. This fee covers the cost of all workbooks and textbooks needed by the children, except for a catechism book and a daily planner, which is an extra fee .(see Registration and Book Rental Fee Policy.)

Additional fees include hot lunch, band, outdoor education, and field trips.

Since the children are expected to take good care of their books, parents will be charged for severely damaged books. Fees may also be assessed for books which have suffered unusual damage but not to the extent that a full replacement charges is necessary.

DAILY SCHEDULE

*8:00	Classes begin
11:30	Lunch begins with children dismissed at intervals
12:40	Classes resume
*3:15	School dismisses

*This time is based on bus schedule; times may vary.

Upon arrival at school, all children wait quietly in the hallway if they arrive before 7:45. If they arrive after 7:45 students are to go directly to their classrooms. On some mornings, when there is a volunteer, children may go to the gym, where they can have supervised play time.

The teachers do not provide supervision of children after school hours unless the child has a scheduled practice or is under the supervision of a teacher or another adult.

HOMEWORK

The challenging program at Trinity Lutheran School has always required that some study be done at home. This is not only necessary for accomplishing our immediate goals, but it is a helpful habit for future education, which is becoming more and more demanding. The amount of homework depends on the grade level and upon the child's ability and study habits. Parents can help by providing encouragement, regular hours, and a quiet place for study. Providing too much help is to be avoided. If your child is unable to complete his/her assignments for any reason, kindly send an explanatory note so he may make it up at a later date. If assignments are consistently burdensome, the teacher will appreciate such information so the problem may be alleviated.

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 child will remain in the classroom during their breaks and recesses until the work is completely done. After two days the parent will be notified.

Make-Up Work Due to Sick Days: When a child is absent from school due to an illness, the child is given two consecutive 24 hour periods for each day they are absent. The work is then due on the start of the school day on which it is due. If the work is not done, the grade will be lowered one grade for each day that it is late. No matter how late it is, however, the work still **MUST** be done, or the parent will be contacted.

Make-Up Work Due to Vacations: When a child is gone on vacation, the child's teacher should be notified of this one week before the vacation is to happen, so that as much of the work as possible can be prepared before their departure. After the child returns to school, he/she has one week to make up tests and turn in their work. All graded subjects, including memory work, are expected to be made up during this week's time period.

REPORTING TO PARENTS

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

1. **The Report Card**
Report cards are issued every nine-ten weeks. These will give an indication of the academic progress of the student.
2. **Mid-term Progress Reports**
These reports indicate areas in the curriculum where the child in 3rd-8th grade needs special attention or help. It is through this report that a child may become ineligible for playing sports.
3. **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.
4. **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.

ELIGIBILITY POLICY

A child may become ineligible to play sports if he/she has two Ds or one F on their report card or midterm progress report. Midterm letters are sent home to parents on Friday and the ineligibility begins on Monday. If a child is ineligible, he/she may not play sports or go to practices until they become eligible again. After two weeks the child's grades are reevaluated to see if he/she has improved his/her grades to become eligible. If they have not, they remain ineligible until the next grading report. If they become eligible again, they may resume going to practices and playing on their sports team(s).

TESTING PROGRAM

In the spring of the year Trinity conducts a program of standardized testing above and beyond the normal testing that takes place in classroom instruction. The results of the tests are used as an aid by teachers for determining the intellectual endowment of the pupils and for measuring attainment in the various branches of learning. Such information is then used to improve the guidance of students, to improve instruction and learning, and to evaluate and improve the entire educational program.

PROMOTION

A child who attends school regularly and achieves satisfactory academic growth will be promoted to the succeeding 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, and with consideration of the child's chronological age, mental age, social age, achievement age, and physical development. At all times, we will keep in mind what is best for the child.

FIELD TRIPS

Field trips and educational excursions may be taken throughout the school year to enhance your child's educational experience. Notes are sent home with the children for your permission and signature. Buses or parent transportation can be used to get children to their destination. If a bus is used it's fee, which varies with distance and mode, as well as any admission fees are passed along to the students. Field trip days are considered school days and attendance will be taken.

We insist that all parents who assist in driving for field trips have adequate liability insurance and a seat belt for each child transported. Every volunteer is required to have a signed volunteer form on file in the school office, updated annually.

VOLUNTEERISM

The success of our school is based largely upon the support of our parents. Parents have graciously assisted in the daily operation of the school and their help is always welcomed. Some of the areas where this help has been utilized include: librarians, room mothers, fund raising helpers, drivers for field trips, Campbell's Soup Labels, Box Tops for Education, coaches, referees, hot lunch program, and popcorn poppers.

The library is available for use by our teachers and students throughout the school year. Time is scheduled each week for library use by all classes. Volunteer librarians staff the library; additional parent volunteers are always welcome.

In order to get parents more involved in our school, it is expected that each family will volunteer a minimum of twenty hours per year at our school or church. Please contact the school office, one of the teachers, or the PTO coordinators, if you are interested in helping for specific projects or in specific areas.

HOT LUNCH PROGRAM

Trinity Lutheran School provides a nutritionally balanced lunch for all students each full day of school. This program is under the sponsorship of the Federal Government.

A daily record is kept of how often a child eats hot lunch each month. Parents are billed one month in advance of the child's eating. For any day that a child does not eat hot lunch, the family is credited on next month's bill. A monthly menu is sent home in the middle of each month for the next month, along with the next month's bill.

Parents financially unable to purchase hot lunches for their children may be eligible for free or reduced lunch costs. Further information and eligibility forms are available in the school office.

Hot lunch fees must also be paid in full or be current if on a payment plan for the child to participate in extra curricular activities such as band, handbells, or K through 8 sports.

PHOTOGRAPHS

In the 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. A school yearbook is also offered for an extra price.

SCHOOL 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.

Yearly fundraising activities include:

1. 7th and 8th graders finance their outdoor education and class trip by selling magazine subscriptions in the fall.
2. Money from Christmas Card Sales helps defray the costs of new textbooks and school supplies.
3. A school book fair is held during the year: proceeds from this go for library improvements.
4. Various PTO fundraisers are held throughout the school year; the proceeds go to various predetermined projects.
5. A scrip program for the purpose of helping families raise money for their child/children’s 7th/8th grade Washington D.C. trip. Parents purchase scrip throughout the year and the profit is put into family accounts.

PARENT TEACHER ORGANIZATION

The Parent Teacher Organization, the 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 and that parents and teachers may work more closely together.

Meetings, special sessions, and activities are held regularly. The meetings are so designed to be informative, educational, and inspirational.

Announcements concerning the topics and meetings are sent home with the school children.

INFORMATIONAL BOOKLET

An informational booklet is published by the P.T.O. each year. This booklet includes a directory of teachers and students, a school calendar, a list of people who have volunteered for different jobs for the year, and several school policies.

NOTICE OF NONDISCRIMINATORY POLICY AS TO STUDENTS

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

Policy for Handling Concerns

- Parents concerns with teacher
- Staff concerns with principal
- Teacher concerns with student

If for any reason during the school year, a concern should arise, 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 himself, 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. 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

If the recommendation is termination or non-renewal of a teaching contract, the recommendation will be reported at the next Voters' Assembly for action.

Adopted: 12/07/87

Lutheran Family Values Policy

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

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

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

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

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

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

Adopted 6/9/2008

Registration and Book Rental Fee Policy

The purpose of this policy is to provide 2011-2012 fee or payment options for yearly Registration and Book Rental.

Registration and Book Rent have three payment options.

1. Early Registration Fee's may be paid in full at March Registration. This early fee will be \$295.00 per student entering K-8th grades.
2. Registration may be paid in full prior to the beginning of the school year at a fee of \$350.00 per student.
3. The Registration Fee may be divided into 8 equal payments of \$43.75 totaling \$350.00 per student. These payments must be paid on the 15th of the month prior to the due date. The first payment will be due on August 15th with the last payment due March 15th. There will be a two week grace period for each payment.

In the event that a registration payment is not made by the end of the grace period, the student will not be allowed to participate in extra curricular activities. These activities include sports, band, and handbells. The student will be allowed to participate in activities once payment is current.

Adopted 6/15/2010. Fees updated as of 2/21/11.

Hot Lunch Fee Policy

The Purpose of this policy is to establish 2011 – 2012 hot lunch payment expectations.

Trinity Lutheran School offers a hot lunch option for students on a daily basis. The fee for this lunch is \$2.50 per day for each child and \$3.50 per day per adult. For those that do not take advantage of the hot lunch program but choose to purchase milk, the fee is \$.40 per carton.

Hot lunch bills must be paid in advance. An envelope will be sent home with the oldest child of each family on the 15th of the month prior to the due date. The payment must be returned to the school by the end of that month. If a child does not return their payment, an overdue notice will be sent home to the family within the first week of that month. There will be a ten school day grace period. At the end of this period, the student will not be allowed to receive a hot lunch until their bill is paid.

Trinity participates in the government's hot lunch program. Prior to the school year, each family will have the opportunity to sign up for participation in free or reduced lunch meals. Families may apply for this program any time during the school year. Adopted 6/15/2010. Fees updated as of 2/21/11.

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