

Dear Principal,

I have received a copy of the Trinity Lutheran School Parent/Student Handbook or updated material for the handbook, have placed it in order in our handbook, and have discussed it with my child(ren). Failure to sign and return this page does not exempt my family from said policies.

Please return this form to the school office. Thank you!

Signature of Parent/Guardian

Date

Child's Name

Grade

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Welcome

Trinity Lutheran School is an educational agency of Trinity Lutheran Church, and as such is accountable to the congregation's Board of Education. The Board is composed of dedicated Christians who are actively involved with policy decisions in the areas of school administration, staffing, curriculum, facilities, hot lunch program, and others. The members of the Board of Education appreciate your support, your suggestions, and your prayers as they attempt to perform their responsibilities of service to their Lord in the best way possible.

Philosophy

We believe God's Word is the direction for our lives. "All Scripture is God breathed and is useful for teaching, rebuking, correcting, and training in righteousness" 2 Timothy 3:16

Through God's word we know we are sinners and can only be saved by Jesus Christ. "For the wages of sin is death, but the gift of God is eternal life in Christ Jesus our Lord." Romans 6:23

Therefore, our purpose is to share the Good News of Jesus Christ and to bring students and their families into a living relationship with Him. "Therefore, go and make disciples of all nations, baptizing them in the name of the Father and the Son and the Holy Spirit, and teaching them to obey everything I have commanded you." Matthew 28:19-20

OUR MISSION is to reach the world for Christ, making disciples by proclaiming the Gospel in Word and Sacrament through worship, Christian education, community outreach, and contagious sharing of faith in word and deed.

Lutheran Church Missouri Synod (LCMS)

Lutherans believe:

With the universal Christian Church, Trinity Lutheran teaches and responds to the love of the Triune God: the Father, creator of all that exists; Jesus Christ, the Son, who became human to suffer and die for the sins of all human beings and to rise to life again in the ultimate victory over death and Satan; and the Holy Spirit, who creates faith through God's Word and Sacraments. The three persons of the Trinity are co-equal and the co-eternal; one God. Being "Lutheran", means our congregation accepts and teaches Bible-based teaching of Martin Luther that inspired the reformation of the Christian Church in the 16th century. The teaching of Luther and the reformers can be summarized in three short phases:

Grace Alone – Faith Alone – Scripture Alone

Grace Alone	God loves the people of the world, even though they are sinful, rebel against Him, and do not deserve His love. He sent Jesus, His Son, to love the unlovable and save the ungodly.
Faith Alone	By His suffering and death as the substitute for all people of all time, Jesus purchased and won forgiveness and eternal life for them. Those who hear this Good News and believe it have the eternal life that it offers. God creates faith in Christ and gives people forgiveness through Him.
Scripture Alone	The Bible is God’s inerrant and infallible Word, in which He reveals His Law and His Gospel of salvation in Jesus Christ. It is the sole rule and norm for Christian doctrine.

We ask that our families:

- Pray for our pastors, teachers, and all school and church staff.
- Become involved in a variety of church and school activities.
- Talk over problems with teachers and pastors.
- Use Christ-centered conversation, literature, and action in daily life.
- Lean heavily on God for assistance, and then use His given talents for action.
- Have daily devotions and participate in private and organized group Bible Study in home and church.

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

Family Values Policy

Trinity Lutheran School reserves the right to deny or terminate enrollment of a child whose family members lead 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 Family Values Policy is available in the office to anyone requesting or needing a copy in its entirety.

Administration of Trinity

Voters:

The final authority in the control of Trinity School rests in the Voters’ Assembly.

Board of Education:

To carry out the philosophy and objectives of the school, the Voters’ Assembly elects a Board of Education to develop policies, cultivate spiritual growth, encourage and support the community of Trinity Lutheran School and Early Childhood Center, and promote the general welfare of Trinity Lutheran Church, School, and Early Childhood Center.

Pastor(s):

The pastor(s) serve, as shepherd and overseer of the school in the same capacity as they do over all other agencies of the church by virtue of the authority vested in him by the congregation through his call.

Principal:

The principal of the school must act as an administrative officer, who, with the help of the faculty, suggests changes and any policies for the improvement and welfare of the school. It is the principal's obligation to see to it that the policies approved by the Board of Education and the church council are carried out.

Accreditation

Trinity Lutheran School is a state approved educational institution, operates within the framework of the Michigan School Law, and is under the jurisdiction of the State Superintendent of Public Instruction. All teaching personnel are certified with the State of Michigan through the Lutheran School office of the Lutheran Church Michigan District.

National Lutheran School Accreditation

Trinity Lutheran School and ECC is accredited through the Lutheran Church Missouri Synod, MANS (Michigan Association of Non-public Schools) and the Michigan District – LCMS. Through the process, the school was evaluated in 7 different areas. Both strengths and weaknesses were examined and goals for improvement were set. The accreditation process is annually reviewed and the full formal accreditation process occurs every 5 years.

Enrollment Policy Guideline

Trinity Lutheran Church and School was established in 1867 in order that the children of the congregation will receive quality Christian education. Trinity opened its doors to Saint Joseph and has shared over one hundred-fifty years of Christ-centered education to children of the community.

Non-Discrimination Policy

Trinity Lutheran Church and School, of St. Joseph, Michigan, admits students of any race, color, national, or 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, scholarship and loan programs, and athletic or other school administered programs.

Age Requirements

At Trinity Lutheran, a child must be 5 years old by September 1st. All enrollments are subject to approval by the principal and School Board. **A copy of the child's birth certificate is required at the time of registration.**

Trinity Lutheran Church has made it their purpose to provide a Christian education to as many children as possible. We are eager to offer the educational program of our school to all of the parents who desire a Christ-centered education for their children. However, staff and building capacity limit the number that can be enrolled. Therefore, applicants for admission to the school are considered in the following order:

Order of Acceptance of New Students Policy

1. Children whose parents, guardians, or custodians are members of Trinity Lutheran Church, and who have applied for enrollment by March 15. An exception to this would be members transferring into Trinity after the March 15 date.
2. Brothers and sisters of previously enrolled students who have applied for enrollment by March 15.
3. Children whose families belong to sister congregations of the Lutheran Church-Missouri Synod and who have applied for enrollment by March 15.
4. Children whose families are mission prospects for Trinity providing they have applied for enrollment by March 15.
5. Children whose families are affiliated with other church bodies and who have applied for enrollment by March 15.

The decision to accept or decline any application is made by the principal and is based upon the following:

- Whether there is room for the child according to student/teacher ratio policy.
- Whether the previous record of the child indicates he/she would have trouble adjusting to our school program.
- Whether the record of the child indicates that we would not be able to meet his/her needs.
- Whether the parent(s) have committed themselves to Trinity's philosophy, objectives, and policies as stated in our handbooks.

For Grades K-8

1. Students who come directly from another Lutheran School due to transfer of membership to Trinity or moving from another city or state will appear for a personal interview with the principal and at least one of the parents of the student. Recommendation of previous principal will be done by phone by Trinity's principal.
2. A personal interview will also be held with the student(s), his/her parents, the school principal, and, when available, the teacher of the grade he/she will be entering.
3. New students may be asked to take a placement exam.
4. The student will need to have a satisfactory record of conduct at the previous school, inclusive of, but not limited to, behavior, involvement, attendance, and punctuality.
5. All new students will be placed on a probationary period for their first quarter of attendance with the understanding that the probationary period may be extended.

Physical/Dental Exams

Physical/Dental exams are required before entering Kindergarten or 7th grade and any student new to Trinity Lutheran School.

Tuition and Finance

Members of Trinity Lutheran Church through regular contributions, support all of the ministries and programs of the church, including the Day School. Trinity member and non-member tuition does not meet the cost of educating a child. Contributions above tuition are always welcomed and encouraged.

Trinity Lutheran School offers a variety of options to pay tuition and fees.

- **Electronic Funds Transfer:** Electronic Funds Transfer is set up through Excel in Giving.
- **Loan:** Horizon Bank offers low interest rate educational loans.
- **Pay in Full:** Traditional Preschool tuition paid in full by June 1 for the next school year will be reduced by \$35 per family. Kindergarten-8th grade tuition paid in full by June 1 for the next school year will be reduced by \$150 for the family.

Information and enrollment forms for all payment options are available in the school office. All tuition payments, lunch account balances, library fines, band fees, sports fees, etc. must be paid in full before final report cards and permanent records will be released. Likewise, all tuition, balances, and fees due from the proceeding school year must be paid in full before the student is allowed to enroll in the next school year.

Providing the opportunity for quality Christian education to all who want it is Trinity's intent, and funds are allocated for this purpose. Eligibility for financial support as provided by these funds will require that a Scholarship form be fully completed. Scholarship applications are included with the registration materials. Only registered families will be considered for a Scholarship. Applications must be received at the Church Office by May 1st. If a family situation changes during the school year, a Scholarship form may be requested from the Church Office -- Attn: Financial Coordinator, 619 Main Street, St. Joseph, MI 49085 or call 269-983-5000. Requests will be considered confidentially by the Scholarship Committee.

Day School tuition will be scheduled to be paid over an eleven-month period and will be timed to be completed by the end of the school year in which they apply. Payment arrangements must be made with the business office. Students who register during the regularly scheduled registration period will be billed monthly for eleven consecutive months beginning with a July 01 due date. The final payment of the tuition series will be due May 01 of the following calendar year. Students who register after the regularly scheduled registration period (such as those who move into the area and register) will be assessed on a pro-rated basis.

Tuition and fees are due in accordance with the schedule shown above. However, some families fall behind in these payments. In such cases, the following will apply:

- 0-10 days late; grace period.
- 11-30 days late; \$25.00 late fee.
- 31-60 days late; additional \$25.00 late fee.

Any account over 60 days late will be considered severely delinquent and the student(s) will not be allowed to attend classes until the balance, including late fees, is paid in full. The

account may be referred to a collection agency, and the student must have permission from the Board of Education to resume attending classes.

Building Security & Safety

Arrival and Departure Times from School

- The school day begins at 8:00 AM and ends at 3:10 PM. All half days end at 11:15 AM.
- Students enter the building using the Pearl St. door from 7:45-8:00 AM. After 8:00 AM student must enter the Court St. door and proceed to the office to receive a pass.
- Half day Kindergarten classes end at 11:15 AM.
- Students who arrive before 7:30 AM will need to be enrolled in the before school care program and the family will be charged the current fee.
- Students arriving between 7:30 and 7:45 AM are to remain in a supervised designated area of child care. Classroom doors open at 7:45 AM.
- Children who remain at school after 3:30 PM, (11:30 AM on half days) will need to be enrolled in the after school care program and the family will be charged the current fee.

The school building is locked. To enter the facility, do so from the Court St. entrance of the school. This is door # 1. Proceed to the school office and sign in. Upon leaving the building, please sign out.

Crisis Procedures

(During the School Day)

1. Students will be moved to a safe area in a quick and orderly fashion.
2. Teachers and administrator will immediately take control of the situation and take attendance and assure all children are safe.
3. The proper authorities will be called.
4. All doors and windows will be locked.
5. All students will remain in the safe area until an all clear is given.
6. The decision to release students to parents will be made by the administrator as the situation dictates.
7. Supplies will be located in the safe area for emergency procedures.

Emergency Drills

Fire - Michigan School Law Public Act 12 requires that at least 5 fire drills be held during the school year. Drills are both announced and unannounced. Upon hearing the fire alarm, students are to walk to the nearest exit and clear the building. Exact fire drill information is posted in each room. Once outside, students will remain under staff supervision.

Lock-down – Michigan school law Public Act 12 directs that at least 3 lockdown drills be held during the school year. Drills are both announced and unannounced. Upon hearing the lockdown alarm (an announcement of the public address system), students will proceed to designated lock-down areas.

Tornado – Michigan school law Public Act 12 directs that at least 2 tornado drills be conducted throughout the school year. Drills will be announced and unannounced. Upon

hearing the tornado alarm (an announcement of the public address system), students will proceed to designated shelter areas. Shelter information will be posted in each room. Once in the shelter area, students will be under staff supervision.

Risk Management

Security Clearance to Volunteers –Trinity performs a background check on everyone coming in contact with the children of Trinity. In order to be a volunteer as a fieldtrip driver, athletics helper or coach, or work with children in any situation at Trinity, a background check must be completed. Forms are available in the school office.

Visitor/Volunteer Policy

All visitors/volunteers coming into the school are asked to use the Court Street school entrance and report to the school office. Visitors and volunteers will pick up an ID badge and sign in on the visitor/volunteer log. When leaving the building, ID badges will be returned and the user must sign out. All visitors, volunteers, and staff are required to wear an ID badge. This procedure is in place to help ensure the safety of all students. All volunteers helping in the classrooms, chaperoning on field trips, and helping in athletic or extracurricular programs must have a background check on file in the school office.

Emergency Forms

Forms must be kept up to date. It is important to have student emergency information on file in the school office. In case of emergency, school personnel will follow the course of communication as provided by the parent/guardian during the registration of students. If there are changes during the school year, it is the responsibility of the parent/guardian to notify the school office immediately. Pertinent information on file includes:

1. Email address(es)
2. Home, work, and cell phone numbers of all parents/guardians.
3. Phone numbers of a friend or relative designated to make emergency decisions for the parent/guardian in his/her absence.

Abuse

State law requires Trinity Lutheran Church and School to report any suspected case of child abuse to the Family Independence Agency.

Class Size Guidelines

Primary Grades

Kindergarten - 21 students to one teacher (Teacher and Aide >16)

Grades 1-2-3 - 25 students to one teacher

Middle Grades

Grades 4-5-6 - 30 students to one teacher

Upper Grades

Grades 7-8 - 35 students to one teacher

Student Absences

In the case of all absences, the reason for the absence must be provided to the school office AND to the child's teacher through a message in Fast Direct or by calling the school office by 8:00 AM. If the school office does not have a record of a student's absence, parents will be contacted to verify the absence. The school is required by law to report daily absences involving sickness.

Single-day absences for reasons other than illness should be arranged and excused with the student's teacher at least 24 hours in advance of the absence. Multiple-day absences for reasons other than illness or family emergencies should be communicated to all of the student's teachers a minimum of ten instructional days before the start of the absence in order to make arrangements for assignments and/or activities the student will miss. Parents are responsible for the students' progress.

Parents are encouraged to schedule appointments with doctors, dentists, or orthodontists after school hours or on school holidays. However, we understand this is not always possible. A written note or Fast Direct message should be presented to the teacher prior to the absence and arrangements made for completing assignments and course work. If your child has a planned late arrival to school, please inform the school office AND teachers and the expected time of arrival.

If a child is to be kept in from recess or not participate in physical education classes, a written note signed by the parent is requested.

Recorded Absences

Tardy = arriving after 8:00 AM

½ day absent = missing more than two hours of school but less than four hours.

1 day absent = absent greater than four hours

Tardies

Students are expected to be in the classroom, ready at 8:00 AM. When a student arrives late to school (anytime after 8:00 AM), the student should check in at the school office. Absences and tardies are tracked in Fast Direct. An admittance pass will be needed by the tardy student to enter class after the beginning of the school day. Ten morning tardies per quarter will require a meeting with the principal.

Excessive Absences

Much of the education process is lost when a student is not present in the classroom setting. Therefore, it is important that a student not miss school unless necessary circumstances dictate their absences. Any student who misses 20 or more days during the school year may be retained according to the State of Michigan guidelines. We realize that there are times due to illness, family vacation, or family circumstances that a child may not be present in school, but parents must make every attempt to have their children at school. Unusual illness and/or other unusual circumstances may be discussed with the principal. The following policy will hopefully help parents to monitor the days of absence during a school year:

- **After 8 days** of absence in a given school year, a note from the principal will be emailed to the parents to make them aware of the absences. Half days will be included

in the total of absences.

- **After 12 days** of absences in a given school year, the principal will speak with the parents to see if the absences can be supported by documentation or other just causes. Ways to correct the large number of absences will be discussed with hopefully a positive solution.
- **After 15 days** in a given school year, the student will be in danger of having to repeat the current grade or show proof of summer school to be promoted the following year. The principal will call or meet with the parents to discuss. The principal will discuss the case with the School Board to evaluate whether repeating or summer school may be necessary.

With proper documentation and acceptable reasons for absences, students may receive an exemption of the policy by the principal.

TAKE YOUR CHILD TO WORK DAY- If you choose to take your child out of school for this annual day, the child will be counted absent from school and will have to make up the work that is assigned that day following the policy of vacation days. A note to the teacher and the school office should be sent before this day arrives. No homework will be sent home prior to this day of absence.

Health Issues

Immunizations

Vaccine	Age	7-10 years	11-12 years	13-18 years
Tetanus, Diphtheria, Pertussis			Tdap	Tdap
Human Papillomavirus			HPV (3 doses)	HPV Series
Meningococcal		MCV	MCV	MCV
Influenza		Yearly	Yearly	Yearly
Pneumococcal		PPSV	PPSV	PPSV
Hepatitis A		Hep A Series	HepA Series	Hep A Series
Hepatitis B		Hep B Series	Hep B Series	Hep B Series
Inactivated Poliovirus		IPV Series	IPV Series	IPV Series
Measles, Mumps, Rubella		MMR Series	MMR Series	MMR Series
Varicella		Varicella Series	Varicella Series	Varicella Series

Students must be current with all immunizations required by law or have an authorized waiver from State immunization requirements. If a student does not have the necessary shots or waivers, the principal shall remove the student or require compliance with a set deadline. This is for the safety of all students and in accordance with State Law Public Act 451.

Illness (Communicable Disease)

A child who is ill will be sent home from school or should be kept home from school until they are free of these symptoms for at least 24 hours:

1. Fever
2. Vomiting
3. Rash of unknown origin

Please call the school office to report your child's symptoms and if they have a communicable disease including but not limited to Chicken Pox, Conjunctivitis (Pink Eye), Ringworm, Scabies, Scarlet Fever and Pediculosis (Lice).

Pediculosis (Lice)

In cases of suspected or observed infestation, Trinity Lutheran School will refer the student to a physician or pharmacist for treatment. The school will exclude infected persons from school and all activities until treatment with an effective pediculicide has taken place and all nits have been combed from hair with a special pediculosis comb; in effect, nit-free hair. Students will be told to avoid sharing and storing together personal items such as headgear, combs, and clothing. The school office will examine student contacts for evidence of infestation. Families will be given educational materials regarding laundering of clothing and dry-cleaning to destroy nits and lice.

Medication

Definition: Medication includes both prescription and non-prescription medications; including those taken by mouth, by inhaler, which are injectable (epi-pen), applied to the skin, or as drops to the eye or nose.

Medication by Injection

If a student has a known health condition, such as allergies or diabetes that requires prescription medication administered by injection (e.g. epinephrine, glucagon or insulin), a written permission form must be filled out to administer medication; including name of student, name of medication, reason for medication, dosage, time to be administered and identification of school personnel who are trained to administer the medication via injection. Forms are available in the school office.

When any student exhibits symptoms of anaphylactic shock, EMS may be called. Epinephrine will be administered per school procedure.

Prescription Medications

1. The student's parent/guardian must provide the school with written permission to administer medication; including name of student, name of medication, reason for medication, dosage, time to be administered, route of administration and duration of administration. Forms are available in the school office.
2. Trinity Lutheran School requires that the parent/guardian bring medications to the school office.
3. Medications will NOT be given or applied without parental permission.
4. All prescription medication must be in original pharmacy container.
5. Medications will be stored in a locked area of the school office with limited access.
6. A log of medications administered will be kept.
7. If an error is made in administering medication, the parent/guardian will be notified.
8. Written permission to administer medications must be renewed annually or when changes occur.
9. Medications left at the end of the school year, must be picked up by the

parent/guardian or they will be disposed.

Self-Administration of Non-Prescription Medications (grades 5,6,7, & 8)

1. The student's parent/guardian must provide written permission for the school to allow the student to self-administer and self-possess over-the-counter medications. Forms are available in the office.
2. Copies are given to student's homeroom teacher, so they are aware of permission.
3. The parent/guardian request must be renewed annually or whenever changes occur.
4. All medication must be kept in the original labeled container, stating dosage. Students may not give their medications to any other student.

The school administrator may discontinue the student self-administration privilege with notification to parent/guardian.

Student Records

Trinity Lutheran maintains many student records including both directory information and confidential information. The Family Educational Rights and Privacy Act (FERPA) is a federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

All parents and guardians of a student have the right to examine the official records, files, documents, and data kept by Trinity.

Curriculum

In keeping with the purpose of Trinity Lutheran Church and School, the curriculum reflects Christian values. The student has the opportunity to hear God's Word daily. The truths of the Bible are taught during religion period and also permeate ALL teaching. It is our aim to place into the heart and mind of each child a truly Christian philosophy of life that will attempt to interpret and evaluate every facet of experience from the Biblical viewpoint.

Student Evaluation

Grading Scale

Letter grades count the following value:

A = 4.0	93-100	B- = 2.7	80-82	D+ = 1.3	67-69
A- = 3.7	90-92	C+ = 2.3	77-79	D = 1.0	63-66
B+ = 3.3	87-89	C = 2.0	73-76	D- = 0.5	60-62
B = 3.0	83-86	C- = 1.7	70-72	F = 0.0	59 & below

Report Cards

Report cards are issued four times during the school year for grades K through 8, additional progress reports may be issued at the mid-way point of each marking period. A conference is scheduled at the end of the first and second marking period for grades K through 8.

Report cards and student files requested to transfer to a new school at the end of the school

year will be held if any fees are due (tuition, lunch, sports, band, ECC accounts, etc.).

Testing

Trinity Lutheran School will administer annual achievement and abilities test to students in grades K-8.

Graduation

The Board of Education will graduate and present a diploma to each student who successfully completes the requirements established for graduation from Trinity Lutheran School.

8th Grade Awards

Valedictorian and Salutatorian

Each year a valedictorian and a salutatorian are chosen from the 8th grade class. The student's grades from the 6th, 7th, and 8th grades are averaged to establish the students with the two highest grade point, with a 3.75 GPA minimum.

Presidential Education Award

Students in the 8th grade will receive the President's Education Award if they maintain a 3.5 or higher grade point. A "D" or "F" on their report card will eliminate them from this honor.

Christian Witness Award is named for A.J. Glaess a former Trinity principal. This award is given to an 8th grader at graduation who has displayed a truly Christian attitude toward his/her classmates, teachers, school and church. This student is chosen by the faculty.

Worship in God's House

On the basis of God's exhortation, our students and families are encouraged to attend church services regularly. Teachers (K-8) record every child's reported church attendance. This record goes on the regular report card to remind parents of their child's worship record. Special recognition is given for faithful worship attendance at the end of the school year.

Textbooks

Textbooks are issued by the classroom teacher. Students are expected to take care of their textbooks. If a textbook is unreasonably worn beyond fair wear and tear, the student/family is expected to pay the replacement and shipping cost of the ruined textbook. Students are expected to refrain from writing in textbooks unless so directed by the teacher.

Educational Intervention

Trinity Lutheran School offers educational intervention services. Students must be evaluated in order to qualify for these special services. Evaluation is coordinated by Trinity, the child's local school district, and the Berrien County Regional Education Service Agency (Berrien RESA). A child may qualify for a wide-range of other services (speech, physical therapy, occupational therapy, etc.) through Berrien RESA and their local school district.

Special Services

Speech

Berrien RESA provides speech therapy for those children in grades K-8 who need assistance on a weekly basis throughout the school year. Talk to the teacher if you feel your child may need help in this area.

Hearing Testing

Hearing testing will be done in the fall with Kindergarten, 2nd grade and 4th grade.

Vision Testing

Vision testing will be done in the spring with Kindergarten, 1st, 3rd, and 5th grade.

Excursions and Field Trips

We believe that many educational values can be gained by experiences, which are not possible in a classroom situation. In order to provide such experiences, a number of field trips and excursions are planned for the various classes during the school year. Written permission from the parents must be on file before children may participate in any field trip. All volunteer drivers for field trips must be parents or legal guardians, 21 years of age or older, and are responsible for having adequate insurance coverage. Drivers who are not parents or legal guardians of a student must get approval from the principal in order to be a driver. For the safety of the students, it is Trinity's policy to refrain from using the front passenger seat for any student on a field trip, who by law does not meet legal guidelines. All volunteer drivers and chaperones must have a background check on file in the school office.

Overnight Class Trips (Attendance)

It is expected that all students will attend class trips. They are learning experiences that are part of our school's curriculum, and they replace the normal school day. If a student does not attend the class trip the following will be enforced:

1. The parents must notify the teacher and the principal with a written note explaining the circumstances of not attending. This note must be sent no later than one month prior to the class trip.
 - a. If a student becomes sick and cannot attend, a doctor's note will have to be given upon return from the trip. A full refund will be given if possible without loss to the school's account.
 - b. If a child is forbidden to attend a class trip due to disciplinary action, the parent may be asked to reimburse the school for any cost that has occurred up to that time.
2. Students that do not attend a class trip will stay at home with their parents.
 - a. The student's teacher will make a list of assignments that must be completed during the time of the trip. These assignments should be done at home under the parent's supervision. The assignments will be due the day the class returns to school or will be considered a 0%.

Dress Code

General Guidelines

A person's heart, mind, and soul are the essence of that person. A person's character is of greater value than his/her appearance. However, outward appearance is important, since outward appearance can distract or enhance one's Christian witness to the world. Since modesty and humility are basic Christian virtues, it is expected that a student does not wear clothing with the intention of drawing attention. The classroom teacher in consultation with the principal will ascertain appropriate and inappropriate dress in questionable cases. The teacher or principal will notify parents of any dress code infractions so that parents can bring appropriate clothing in order for their child to return to class.

General Information

- All clothing must be kept neat and clean and must be of appropriate length and size. Appropriate length of shorts, skorts, jumpers, dresses, and skirts is mid-thigh or longer even when leggings or tights are worn under clothing.
 - Clothing should not be tattered or frayed purposefully or not.
 - 5th -8th grade - All dress, hair styles, hair length, makeup, jewelry, nail polish, etc. should be modest and appropriate in appearance and not a distraction to the classroom environment, as determined by the administration of the school. Leggings are not to be worn as slacks. They may only be worn under a skirt, skort, jumper, dress, tunic or shorts of mid-thigh length or longer. They may not be worn alone with a long top.
 - Form fitting apparel is not to be worn, unless under dress, skirt, skort, tunic or shorts of mid-thigh length or longer, i.e. jeggings, leggings.
 - We dress up for Chapel days to show our respect for God as we worship in His house.
- The Appearance and Dress Code Policy aims to keep all students neat, clean, well-groomed, and appropriately dressed during school and school functions. Please direct any questions to the principal about whether something not specifically listed is or is not within this Appearance and Dress Code Policy. The dress code applies to students in Kindergarten through 8th Grade.

Boys

Appropriate School Dress

- Pants, jeans, or shorts in good condition
- Shirts: Casual, in good taste; shirts must have sleeves (5th-8th); turtlenecks
- Sweaters; fleeces
- Trinity Logo/Spiritwear
- Shoes: Must be worn with socks; sandals with heel strap may be worn with or without socks
- NO FLIP FLOPS

Additional Guidelines for Chapel

- Pants: Dress slacks/shorts; cords; khakis (generally have zippers, pockets, & belt loops)
- Sweaters – no sweatshirts
- Shirts: Collared; polo; buttoned; shirts must be tucked in.

Girls

Appropriate School Dress

- Pants, jeans, or shorts in good condition
- Shirts: Casual, in good taste; turtlenecks; sleeveless – NO spaghetti strap, racer backs, or tank tops (5th-8th)
- Sweaters, fleeces
- Trinity Logo/Spiritwear
- Dresses, skirts, split-skirts, skorts, & jumpers
- Shoes: Must be worn with socks; sandals with heel strap may be worn with or without socks; NO FLIP FLOPS

Additional Guidelines for Chapel

- Pants: Dress slacks/shorts; cords; khakis (generally have zippers, pockets, & belt loops)
- Shirts/Blouses: Dressy
- Sweaters – no sweatshirts
- Dresses, skirts, split-skirts, skorts, & jumpers

Gym Clothing

A second pair of shoes for gym use is required. Shoes for gym use are to be clean and non-marking to preserve the finish of the gym floor.

Christian Behavior and Discipline

The discipline maintained at Trinity Lutheran School is guided by the Word of God. God's Word gives the responsibility of education to the parents. Parents and students must remember therefore, that while the child is at school, the teacher acts in the place of the parent.

It is the responsibility of all students and their parents to become familiar with the discipline policy. To be enrolled as a student of Trinity Lutheran School carries with it the responsibility for students and parents to abide by and support this discipline policy. All students are expected to show respect to God and to display Christ-like behavior towards teachers, staff, others in authority, fellow students, as well as to self. These rules are made for the protection and the well-being of our students.

Trinity Lutheran School advocates handling conflicts as modeled in Matthew 18:15-20. Parents who have questions or concerns regarding their child's discipline at school should first address their comments to the teacher. If further clarification is needed, questions and concerns should then go to the principal. If the situation has not been satisfactorily resolved, the Board of Education chairman should then be contacted. The chain of command extends to the Senior Pastor and, ultimately, the Church Council.

Letter of Concern

Faculty members may issue a letter of concern to any student. It is our hope that the student and parent will discuss the noted concern and return the form the following day. We hope that in this way improvement may be made before other more severe consequences occur.

At no time will fighting, obscenity, vandalism, and or insubordination be tolerated.

- **Fighting:** Physical confrontation that may or may not result in serious physical injury.
- **Obscenity:** Obscenity, profane, sexual or vulgar language, written, verbal, or expressed by gestures.
- **Vandalism:** Disrespect for the physical properties of both church and the school.
- **Insubordination:** Refusal to obey the reasonable and lawful directions of authorized school personnel. This also includes staff other than teacher, chaperone, guest of school invited to lead instructional times, and other authority.

Letter of Concern

Dear Parent(s) and/or Legal Guardian(s),

Date: _____

This is a notification to let you know that your child, _____, needs to work on...		
<input type="checkbox"/> being punctual.	<input type="checkbox"/> being quiet and paying attention.	<input type="checkbox"/> completing his/her homework.
<input type="checkbox"/> respecting other students.	<input type="checkbox"/> using appropriate language.	<input type="checkbox"/> completing his/her classwork.
<input type="checkbox"/> respecting his/her authorities.	<input type="checkbox"/> self control.	<input type="checkbox"/> being prepared for class.
<input type="checkbox"/> respecting school property.	<input type="checkbox"/> adhering to the dress code.	<input type="checkbox"/> Christian conduct.
<input type="checkbox"/> maintaining a positive attitude.		

Please discuss this area(s) of improvement identified above with your child, sign the form below, and return it the next school day. I trust that we can work together to make sure that your child receives the appropriate help he/she needs in order to improve. If you have any questions, feel free to contact me. Thank you for your time and attention.

Comments: _____

Sincerely: _____

Parents Signature: _____

White copy – Teacher Receipt

Pink copy – Parent/Guardian

Yellow Copy - Administrator

Discipline Rubric

Faculty members may issue a Discipline Rubric. This rubric may include detentions. Detentions will be issued according to the Discipline Rubric. The student will be expected to serve the detention time as agreed upon with parent and teacher in consultation. A Discipline Reporting Form (example below) will be sent home with the incident and detention details. A parent signature is required and the form needs to be returned the following school day.

Trinity Lutheran Discipline Rubric

Trinity Lutheran School Discipline Reporting Form

Name _____ Date _____ Time _____

Location _____ Staff Member _____

Mild Behaviors	Moderate Behaviors	Severe Behaviors
<p>(any behavior that demonstrates a lack of respect for the feelings and well-being of others)</p> <p><u>Such as:</u> hallway privilege abuse, name calling, mocking, put downs, repeated incidents of rough play, rude gestures (eye rolling, dirty looks, sighing), tardy between classes, taunting, writing on school property</p> <p>Other _____</p>	<p>(any behavior that may cause injury)</p> <p><u>Such as:</u> damaging property, exclusion, gossip, grabbing, hair pulling, insults, kneeing, mean tricks, negative written notes, pinching, pushing, repeated behaviors toward a specific person, running in hallways, stealing, shoving, slapping, spreading rumors, tackling, tripping</p> <p>Other _____</p>	<p>(any behavior that may cause injury)</p> <p><u>Such as:</u> biting, harassment (racial, ethnic, gender or religious), hitting, kicking, profane language, punching, repeated/chronic failure to comply with school/classroom rules, spitting, starting a rumor, vandalizing, verbal or written threats</p> <p>Other _____</p>

Incident Details:

Detention: _____

Parent Signature: _____

*Please contact your child's homeroom teacher if you have any questions regarding this incident.

Behavior	1 st Offense	2 nd Offense	3 rd Offense	4 th Offense
<p>Mild Behaviors (any behavior that demonstrates a lack of respect for the feelings and well-being of others) <u>Such as:</u> hallway privilege abuse, name calling, mocking, put downs, repeated incidents of rough play, rude gestures (eye rolling, dirty looks, sighing), tardy between classes, taunting, writing on school property</p>	<ul style="list-style-type: none"> ➤ Conversation about behavior/choices ➤ Conference with victim ➤ Restitution <ul style="list-style-type: none"> ▪ Letter of apology ▪ Replacement ▪ Monetary ▪ Time <p>Teacher-No Parent Notification</p>	<ul style="list-style-type: none"> ➤ Student generated plan/contract <ul style="list-style-type: none"> ▪ Completed at recess ▪ Parent signature ➤ Restitution <ul style="list-style-type: none"> ▪ Letter of apology ▪ Replacement ▪ Monetary ▪ Time <p>Teacher-Parent Notification</p>	<ul style="list-style-type: none"> ➤ Detention for plan revision followed by conference with student, parent, teacher and principal ➤ Loss of 3-5 recesses ➤ Restitution <ul style="list-style-type: none"> ▪ Letter of apology ▪ Replacement ▪ Monetary ▪ Time <p>Principal</p>	<ul style="list-style-type: none"> ➤ In School Suspension for 1 day ➤ Individual behavior plan developed by student, parent, teacher and principal <p>Principal</p>
<p>Moderate Behaviors (any behavior that may cause injury) <u>Such as:</u> damaging property, exclusion, gossip, grabbing, hair pulling, insults, kneeing, mean tricks, negative written notes, pinching, pushing, repeated behaviors toward a</p>	<ul style="list-style-type: none"> ➤ Student generated plan/contract <ul style="list-style-type: none"> ▪ Completed at recess ▪ Parent signature ➤ Restitution <ul style="list-style-type: none"> ▪ Letter of apology ▪ Replacement ▪ Monetary 	<ul style="list-style-type: none"> ➤ Detention for plan revision followed by conference with student, parent, teacher and principal ➤ Loss of 3-5 recesses ➤ Restitution <ul style="list-style-type: none"> ▪ Letter of apology ▪ Replacement ▪ Monetary 	<ul style="list-style-type: none"> ➤ In School Suspension for 1 day ➤ Individual behavior plan developed by student, parent, teacher and principal 	<ul style="list-style-type: none"> ➤ In School Suspension for 3 days ➤ Student referred to Child Study Team

specific person, running in hallways, stealing, shoving, slapping, spreading rumors, tackling, tripping	<ul style="list-style-type: none"> ▪ Time 	<ul style="list-style-type: none"> ▪ Time 		
	Teacher-Parent Notification	Principal	Principal	Principal
Severe Behaviors (any behavior that may cause injury) <u>Such as:</u> biting, harassment (racial, ethnic, gender or religious), hitting, kicking, profane language, punching, repeated/chronic failure to comply with school/classroom rules, spitting, starting a rumor, vandalizing, verbal or written threats	<ul style="list-style-type: none"> ➤ Detention to generate plan followed by conference with student, parent, teacher and principal ➤ Loss of 3-5 recesses ➤ Restitution <ul style="list-style-type: none"> ▪ Letter of apology ▪ Replacement ▪ Monetary ▪ Time 	<ul style="list-style-type: none"> ➤ In School Suspension for 1 day ➤ Individual behavior plan developed by student, parent, teacher and principal 	<ul style="list-style-type: none"> ➤ In School Suspension for 3 days ➤ Student referred to Child Study Team 	<ul style="list-style-type: none"> ➤ In School Suspension for 5 days ➤ Child Study Team meeting
	Principal	Principal	Principal	Principal

Suspension

Suspension constitutes a temporary denial of the right to attend classes or participate in the extra-curricular offerings of the school. As such, students under suspension may not participate in events such as team games or practices, band activities, concerts, class trips, etc. The Board of Education will be notified of all suspensions.

Expulsion

Expulsion means that the student is excluded from the school permanently. The principal may initiate expulsion proceedings against a student whenever, in his/her judgment, the documented behavior pattern of the individual is opposed to the process of formal education within Trinity Lutheran School. In cases of expulsion, the parents of the student will be provided a registered letter containing:

1. A written synopsis of the behavioral infractions committed by the student and attempts made to rectify said behavior.
2. The opportunity to request a hearing before the Board of Education.
3. Advisement of the right to counsel, as well as the right to have access to all materials pertinent to the expulsion proceedings.
4. Notification of the right to introduce witnesses.

There are times when suspension and/or expulsion are deemed necessary to insure the educational rights and safety of the students and school. Suspension and/or expulsion are also a show of concern for the offending student’s overall well-being. Out of Christian love, we would expect that the family seek additional services and resources.

Detention Fee

All students who serve detentions will be assessed a \$15 fee for the hour of detention. Fees are to be paid the day of detention.

Police Referral

Incidents rising to the level of misdemeanor and/or felony offenses may be referred to local law enforcement agencies for further investigation.

Video Surveillance

There are school cameras in use in a number of locations throughout the building at Trinity. The cameras are intended to be used for supervision and safety purposes. Information obtained via a school camera may also be used in the course of disciplinary procedures

Bullying

A Proactive Approach to Student Conduct and Bullying

A Statement of Faith The faculty and staff of Trinity Lutheran School understand the importance of a secure school environment, conducive to teaching and learning in an environment free from threat, harassment, and any type of purposeful mistreatment of other members of the school family. We acknowledge that children have been entrusted to our care. With that care comes the responsibility of providing a safe environment so that physical, social, emotional, intellectual, and spiritual growth can take place. The mandate to care for one another comes from our Lord Jesus. Jesus commands us to love God and to love one another.

***Jesus replied: "Love the Lord your God with all your heart and with all your soul and with all your mind." This is the first and greatest commandment. And the second is like it: "Love your neighbor as yourself."* Matthew 22:37-39**

At the heart of following Jesus' command is a commitment by the faculty and staff of Trinity Lutheran School to model the love that Jesus has shown to us and encourage all members of our school family to do likewise.

A Statement of Belief

It is the belief of Trinity Lutheran School that the entire school community, students, teachers, parents, and administrators must be involved in the process of building a positive school climate in which caring and considerate interactions thrive and are encouraged. Inappropriate conduct toward others (physical and emotional) is deemed unacceptable.

Main Objective: Develop a climate within the school that promotes a pro-social, caring, and Christ-like community.

Methods of Building a Positive School Climate

*Teachers at each grade level are to intentionally promote a positive school climate and clearly define bullying and the dangers it creates.

- *Incorporate our "Six Respect Statements" into classroom and school-wide disciplinary procedures.
- *Daily morning devotions centered on God's Word and the importance of building Christian character.
- *All-school weekly chapel services which allow our student body to worship together on a regular basis and receive a message based upon a monthly theme.
- *A Buddy Program implemented throughout the school to encourage a sense of community and to develop positive mentoring relationships between upper and lower grade students.
- *Faith Family Activities designed to bring student representatives from each grade level(Y5-8) together to work in teams on service projects or field day events.
- *Hold a Community Service Day to reinforce the concept of service to others.
- *Initiate Host Families for incoming students in order to help them feel welcome and familiarize them with their new school environment.

Our Sinful Nature

We acknowledge that sin is a part of our human condition and is present in our school. One manifestation of sin is evident when those in our school family intentionally mistreat one another. Because of the grace shown to us in Christ Jesus, we emphasize the need to accept responsibility for our actions and to forgive one another.

If we confess our sins, He is faithful and just and will forgive us our sins and purify us from all unrighteousness. 1 John 1:9

Bear with each other and forgive whatever grievances you may have against one another. Forgive as the Lord forgave you. Colossians 3:13

It is important for all members of the Trinity Lutheran School family to understand that bullying behaviors in school will not be tolerated. Students engaging in bullying behaviors will be subject to the school-wide disciplinary procedures as described in the school handbook and summarized below.

Definition:

"Bullying" is the **repeated** intimidation of others by real or threatened infliction of physical, verbal, written, electronically transmitted, or emotional abuse.

It may include, but is not limited to, actions such as verbal taunts, name-calling, and put-downs, including ethnically based or gender based verbal put-downs and exclusion from peer groups.

1. The teacher will handle the initial situation according to their classroom procedures. Parents who are aware of bullying should encourage their child to report such incidents to their teacher or administrator. If the child is unwilling or unable to communicate with the teacher, the parent should inform the teacher of the situation.

2. The teacher or other faculty member will issue a Discipline Report to formally notify the parents if classroom procedures have failed to resolve the bullying behaviors. Students will be required to visit the principal's office to discuss the dangers of such actions and the consequences for continued mistreatment of other students. Parents will be informed of the student/administrator meeting and receive a copy of the Discipline Report Form to sign.
3. When further action is necessary based on non-conformity, a student referral will be issued. A mandatory Parent/Teacher/Principal/Student conference will take place. An in school suspension will be issued for a length determined by school administration.
4. Referral: administration may recommend or require counseling.
5. The proper authorities may be notified when the situation warrants such action.

Sexual Harassment Policy

It is the policy at 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 body to harass a faculty, staff, volunteer, or student member of Trinity Lutheran School, or other member of the school community, through conduct or communications of a sexual nature as defined below. Sexual harassment, as prohibited by this policy, will not be tolerated.

Definitions

1. Sexual harassment shall consist of unwelcome sexual advances, requests for sexual favors, and other inappropriate verbal or physical conduct of a sexual nature when made by a faculty member, staff member, student, or volunteer of the school to any other member, adult, or student when:
 - a. Submission to such conduct is made, either explicitly or implicitly, a condition of employment or educational advancement;
 - b. Submission or rejection of such conduct by an individual is used as the basis for educational or employment decisions; or
 - c. Such conduct has the purpose or effect of substantially interfering with an individual's academic or professional performance or creating an intimidating, hostile, or offensive employment or educational environment.
2. Sexual harassment may include but is not limited to:
 - a. Sexually related verbal harassment or abuse
 - b. Sexually related written harassment or abuse
 - c. Pressure for sexual activity
 - d. Remarks to a person, with sexual or demeaning implications
 - e. Unwelcome or inappropriate touching
 - f. Suggesting or demanding sexual involvement accompanied by implied or explicit threats concerning grades, job, and the like.

Procedures

1. Non-student Harassment

- a. Any faculty member, staff member, other employee, or volunteer who believes that he/she has been subjected to sexual harassment as prohibited by this policy may report the situation directly to his/her direct supervisor, the Senior Pastor, or Chairman of the Church Council. However, if the principal or the pastor is the alleged harasser, the victim may report the situation directly to the Chairman of the Church Council.
- b. Upon learning of a complaint, Trinity will investigate the allegations. As deemed appropriate by Trinity, the complainant will be consulted as to the facts of the allegations and his/her suggested remedy, and the alleged harasser will be provided an opportunity to respond to the allegations.
- c. If Trinity determines that a violation of the policy has occurred, appropriate remedial action will be taken at Trinity's discretion.
- d. The complainant will be notified at the conclusion of the investigation that appropriate remedial action has been taken. However, all documents generated during the course of the investigation will be kept confidential by Trinity to protect the privacy rights of all involved, except as required by law or as deemed appropriate by Trinity's Church Council.
- e. Appropriate civil or criminal authorities may be notified of any substantiated charges.

2. Student Harassment

- a. Any student who believes that he/she has been subject to sexual harassment as prohibited by this policy may report the situation to any other adult teacher or employee of Trinity with whom he/she feels comfortable discussing the matter. Parents may communicate complaints on behalf of their children to their children's teachers, the school principal, the Senior Pastor, or the Chairman of the Church Council, whichever individual was not the alleged harasser.
- b. Within twenty-four hours of receiving a complaint of sexual harassment from a student, the adult receiving the complaint shall immediately complete and forward a written harassment report to the school principal. If the principal is the alleged harasser, the harassment report shall be forwarded only to the Senior Pastor or Chairman of the Church Council.
- c. Upon receiving a harassment report, Trinity will investigate the complaint. As deemed appropriate by Trinity, the alleged harasser will be notified in writing of the allegations and will be provided an opportunity to respond. If Trinity determines that a violation has occurred, appropriate remedial action will be taken at Trinity's discretion.

Sanctions

1. Individuals determined by Trinity to have violated this policy will be disciplined. Disciplinary action may include, but need not be limited to, suspension or termination of Trinity teachers, employees, or agents and suspension or expulsion of Trinity students, as deemed appropriate by Trinity.
2. Sexual harassment is illegal, and violations of this policy may be reported to the appropriate civil or criminal authorities for prosecution of offenders.

Substance Abuse, Alcohol and Tobacco, Vaping

General

A student shall not use or consume, have in his/her possession, be under the influence (zero tolerance), buy/sell, give away alcohol or any controlled substance in school or on school property, on school buses, during field trips, or at a school sponsored event. This includes any form of vaping for transference of a controlled or non-controlled substance.

This policy treats imitation controlled substances the same as alcohol and other drugs. Imitation controlled substances means a substance that is not a controlled substance or is not a drug for which a prescription is required under federal or state law, but which by dosage, unit and appearance, including color, shape and size appears to be a controlled substance.

This policy applies to all Trinity Lutheran students. Offenses accumulate from one year to the next with the consequences being applied progressively.

The following procedures apply to all students attending school or school-sponsored events, e.g. field trips, athletic or social events, etc. When an incident occurs the principal or designee will initiate the procedures prescribed and will notify the Board of Education. Proper authorities will be notified when appropriate. Police officers may be utilized to ascertain the presence or absence of alcohol on the breath or to take any other measures.

Due process, appropriate search and seizure procedures, and appropriate confidentiality measures will be implemented at all times.

Policy

Use/Consumption or Possession of Controlled Substance/Alcohol

A. First offense discipline code:

1. The administration will make a police and parental contact when controlled substance or alcohol violation occurs.
2. The student may receive up to a ten school day suspension.
(NOTE: In-school suspension may be utilized when appropriate and if it is available.)
3. Students are encouraged to seek a professional substance abuse assessment and counseling.
4. The disciplinary action prescribed in step 2 above may be reduced should the student and parents show good faith in seeking professional substance abuse assessment and treatment if the need is indicated.

B. Second offense discipline code:

1. The administration will make a police contact and conduct a parental conference.
2. The student will be suspended for a ten school day period and the principal may recommend expulsion to the Board of Education.
3. The principal and chairman of the Board will review the case before determining the appropriateness of recommending expulsion to the Board. A hearing will be conducted by the Board of Education.
4. (NOTE: Expulsion will be determined by the Board of Education and may be for the balance of the year or longer.)

5. Parents are encouraged to seek a professional substance abuse assessment and treatment for their child.

Buying, Selling or Giving Away Any Controlled Substance/Alcohol Offense

Discipline Code:

1. The administration will make a police contact and conduct a parental conference.
2. The student will be suspended for a ten school day period and the principal will recommend expulsion to the Board of Education. In school suspension may be utilized when appropriate and if it is available.
3. The Board will review the case before determining the extent of the expulsion. A hearing will be conducted with the principal and the Board of Education.

Tobacco Use, Consumption, Possession, Buying, Selling or Transfer in Any Form

(Offense includes cigarettes, vaping, cigars, chewing tobacco, snuff)

A. First Offense Discipline Code:

1. The student receives up to a five school day suspension. In school suspension may be utilized when appropriate and if it is available.
2. The principal will conduct a parental conference.

B. Second Offense Discipline Code:

1. The student may receive up to a ten school day suspension. In school suspension may be utilized when appropriate and if it is available.
2. The principal will conduct a parental conference.
3. Professional counseling will be recommended.

Weapons Policy

General

The Board of Education of Trinity Lutheran School (hereinafter referred to as TLS), as elected by the voter assembly of Trinity Lutheran Church (hereinafter referred to as TLC), is concerned with and interested in protecting the health, safety, and welfare of students, employees, and visitors. The Board of Education recognizes that school and church buildings, facilities, vehicles, grounds, and other school and church property are best utilized in the educational and worship processes in the absence of threats to physical well-being and safety by individuals possessing weapons.

The following procedures apply to all students and other persons attending school or school sponsored events, e.g. field trips, athletics or social events, etc. When an incident occurs, the principal or designee will initiate the procedures prescribed and will notify the Board of Education. Proper authorities will be notified when appropriate. Police officers may be utilized to ascertain the presence or absence of weapons or to take any other measures. Due process, appropriate search and seizure procedures, and appropriate confidentiality measures will be implemented at all times.

Definitions

- "Weapon" or "dangerous weapon" includes: a firearm; gun; revolver; pistol; dagger; dirk; stiletto; knife with blade over 3-inches in length; pocket knife opened by a

mechanical device; iron bar; or brass knuckles.

- "Weapon Free School Zone" means school and church property and/or a vehicle used by the school or church (including private automobiles) to transport students to or from school/church property.
- "School or church property" means any and all of the facilities of Trinity Lutheran Church and School, St. Joseph, Michigan.
- "Firearm" means (a) a weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by an explosive, or by gas or air; (b) the frame or receiver of any such weapon; (c) any firearm muffler or firearm silencer; or (d) any destructive device, including explosives, incendiaries, poison gas, or any weapon which will (or may readily be converted to) expel a projectile by the action of an explosive or other propellant. For purposes of application and enforcement of this policy, a B-B gun is considered to be a "firearm".

Policy

1. Expulsion

The Board of Education of TLS shall permanently (up to 180 school days) expel a student from attending school at TLS, if the student possesses a weapon in a weapon free school zone. Such expulsion is mandatory, unless the student establishes, in a clear and convincing manner, at least one of the following:

- a. That the object or instrument possessed by the pupil was not possessed for use as a weapon, or for direct or indirect delivery to another person for use as a weapon;
- b. **The weapon was not knowingly possessed by the student;**
- c. The **student** did not know or have reason to know that the object or the instrument possessed by the student constituted a weapon or dangerous weapon; or
- d. That the weapon was possessed by the student at the suggestion, request, or direction of, school or police authorities.

2. Recordation and Referral

All expulsions pursuant to this policy shall be entered and preserved on the student's individual permanent record. This information shall be disseminated, as part of a student's permanent record, to any other public or private (primary or secondary) school where the expelled student seeks to enroll and where TLS is requested, or otherwise required, to forward or release records to that institution. TLS shall immediately report any incident involving the possession of a weapon or dangerous weapon on school or church property, in writing, to the student's parents or legal guardian and to the local law enforcement agency.

Trinity Lutheran School shall, within three days of expulsion, refer the expelled student to the appropriate County Department of Social Services or County Community Mental Health agency. Trinity Lutheran School shall also notify the individual's parents or legal guardian of the referral. Trinity Lutheran School shall also refer for prosecution conduct by any individual, which is believed to violate state or federal laws establishing weapon-free or gun-free school zones.

3. Petitions for Reinstatement

Students expelled pursuant to this policy may petition the Board of Education for

reinstatement to school. An individual who was in grade 5 or below when expelled may petition for reinstatement at any time after the expiration of 60 school days subsequent to the date of expulsion. Individuals who were in grade 6 or above at the time of expulsion may petition for reinstatement at any time after the expiration of 150 school days subsequent to the date of expulsion. The Board of Education will make available the proper forms to those who wish to petition for reinstatement. The petitioner shall provide an authorization and release for the Board of Education and its designated committee to request, receive, and review all student records and student record information maintained by any public or private school, which the petitioning pupil has attended. If such records are already in the possession of TLS, the parent/guardian shall furnish written authorization for review of same by the committee and Board of Education members.

Upon receipt of a petition for reinstatement, TLS shall do the following:

- a. Not later than 10 school days after receiving a petition for reinstatement, the Board of Education shall appoint a committee to review the petition and any supporting information submitted by the parent or legal guardian;
- b. The committee shall consist of two Board of Education members, the principal of TLS, one teacher, and one parent of a student attending TLS;
- c. The Chairperson of the Board of Education may prepare and submit for consideration by the committee information concerning the circumstances of the expulsion and any factors mitigating for or against reinstatement;
- d. Not later than 10 school days after all members are appointed, the committee shall review the petition and any supporting information, including any information provided by TLS, and shall submit a recommendation to the Board of Education on the issue of reinstatement;
- e. The recommendation of the committee shall be for unconditional reinstatement, for conditional reinstatement, or against reinstatement, and shall be accompanied by an explanation of the reasons for the recommendation and of any recommended conditions for reinstatement; and
- f. The Board of Education Chairperson shall be allowed to attend meetings of the committee appointed by the Board of Education when considering petitions for reinstatement.

4. Criteria for Reinstatement

The designated committee and the Board of Education shall consider at least the following factors when a petition for reinstatement is submitted:

- a. Whether the reinstatement would create a risk of harm to other students or school personnel;
- b. Whether reinstatement would create a risk of TLS or TLC or individuals liability for the Board of Education or TLS or TLC personnel;
- c. The age and maturity of the individual;
- d. The individual's school record before the incident that caused the expulsion;
- e. The individual's attitude concerning the incident that causes the expulsion;
- f. The individual's behavior since expulsion and the prospects for remediation of the individual;
- g. The degree of cooperation and support from the individual's parents or guardians if the

expelled student is reinstated.

Petitions for reinstatement from students expelled by the Board of Education of another School District or another private school shall not be processed if that student has not first submitted a petition for reinstatement to the expelling Board. The Board of Education will only consider reinstatement, to the extent required by law, upon receiving written verification of the denial of the student's petition for reinstatement by the expelling Board.

5. Conditions of Reinstatement

The Board of Education may require the expelled student and the individual's parents or guardians to agree in writing to specific conditions before reinstating the student. These conditions may include, but are not limited to:

- a. Signing a behavior contract;
- b. Participating in or completion of an Anger Management Program or other appropriate counseling (at the expelled student's expense);
- c. Periodic progress reviews;
- d. Specific immediate consequences for failure to abide by any conditions of reinstatement.

6. Reinstatement

If the Board of Education decides to reinstate an expelled student, those who were in grade 5 or below at the time of the expulsion shall not be reinstated before the expiration of 90 school days subsequent to the date of expulsion, unless a longer period of expulsion is required pursuant to the Federal Gun Free Schools Act. For students in grade 5 or below who have violated the Federal Gun Free Schools Act and who are accordingly subject to mandatory one-year expulsion, the Board of Education Chairperson may submit his or her own recommendation to the Board of Education, in conjunction with the designated committee's recommendation, to modify the one-year expulsion requirement (on a case-by-case basis) to a period of time not less than 90 school days. Individuals in grade 6 or above at the time of expulsion shall not be reinstated before the expiration of 180 school days after the date of expulsion.

7. Application to Handicapped Students

This policy shall be applied in a manner consistent with the rights secured under federal law to students who are determined to be eligible for special education programs and services.

Child Custody Guidelines

The following guidelines assist the school in situations where a non-custodial parent wishes to become involved in school-related activities of a child or wishes to have contact with or take custody of the child while the child is in school.

1. The school will recognize both parents as custodial parents until presented with a certified court order to the contrary.
2. A non-custodial parent may not take custody of a child or remove the child from the school premises unless the parent presents either a current written court order or a current written authorization signed by the custodial parent, which permits such custody.

3. Concerning student activities, which require parental consent, the school will accept consent only from the custodial parent unless authority to grant consent is given to the non-custodial parent by a current court order or comparable legal document.
4. Copies of the student's report card, progress reports, and the weekly newsletters may be sent to the non-custodial parent at the discretion of the school office and with the knowledge of the custodial parent.

Concerns

"Again, I tell you that if two of you on earth agree about anything you ask for, it will be done for you by my Father in heaven. For where two or three come together in my name, there am I with them." Mathew 18:19-20 NIV

Parent/Teacher

All parents are encouraged to discuss concerns with the party involved. Trinity Lutheran Church and School also has that type of structure and parents, teachers, and congregational members are to follow that structure. Any person with a concern should:

1. Speak directly to the person with whom you have a concern. If it is a teacher make an appointment to meet with the teacher involved. Please remember that teachers have responsibilities in the morning before school. **The teachers' school days are devoted to the children; mornings should not be disrupted.** Please contact them to meet at a mutually agreeable time.
2. If no resolution occurs, please inform the teacher of your intention to meet with the principal. Then make an appointment and meet with the principal regarding your concerns.
3. If no resolution occurs, it will be necessary to have a meeting with the teacher, principal, and parent together. The principal can help arrange this appointment.
4. If still no resolution has been achieved, you may put your concern into writing and explain what further resolution you feel is necessary. Give that letter to the Principal who will in turn give it to the Chairperson of the Board of Education.
5. If the Board of Education Chairperson believes that there are extenuating circumstances, your concern will be placed on the agenda of the next Board meeting. You will be notified either way. Normally, the Board of Education will not address matters of parental concerns, keeping it the principal's responsibility to address and resolve such concerns.
6. If the person still wishes to pursue the concern further, the Senior Pastor may be contacted.
7. If the person still wishes to pursue the concern further, the Church Council and Chairperson of Trinity Lutheran Church may be contacted.

The Board of Education asks that concerns be directed to the individuals specifically involved at each step before sharing information with participants at the next step. We hope these steps will help resolve matters by providing a scripturally sound way to proceed. Confidentiality of such conversations and procedure is important and must be observed by all involved.

All consultations must be in private; never with children in the room.

Contacting Teachers

Written notes or e-mails requesting a meeting with the teacher are best. Calling the school office and leaving a message also works. However, PLEASE DO NOT PHONE teachers in the morning. The teacher is involved with students and does not have time to discuss a concern.

**All phone calls to teachers during the school day must come through the office.
No parent should call a teacher on his/her cell phone.**

Email

Our teachers do not always check their e-mails during the day. With the busy schedule of teaching, messages for that day may not be read. Please do not assume the teacher will read your e-mail that day. Teachers will respond to emails in a reasonable amount of time.

Classroom Visitation

Anyone wishing to visit a classroom must make prior arrangements with the teacher and principal.

Cafeteria

Lunch

A daily lunch program is subsidized by the U. S. Department of Agriculture in a monetary way and through special commodities. Our program is under the direction and supervision of the principal. The cost of lunches and the procedure for payment of lunches is determined by the principal in consultation with the Hot Lunch Coordinator and recommended to the Board of Education for approval. Pop (soda) is not a permitted drink in the cafeteria, as part of either a cold lunch or a hot lunch.

In order to be good stewards in regards to Trinity's hot lunch program, a Fast-Direct notification will be sent when a family's account falls below a positive \$10.00. When a family's account becomes negative they will receive an additional Fast-Direct notification and a paper statement will be sent home. In the event that a family's account falls below a negative \$10.00 the students will not be served hot lunch. If they do not bring a cold lunch from home, a phone call will be made for the parent to bring a lunch.

Athletics and Music

Athletics/Extracurricular Activities

Participation in TLS sports program and extracurricular activities, where the student is representing the school to the general public, is a privilege. If a student works to capacity in the classroom, he/she is more apt to give the same effort in athletics. Therefore it is expected that every student work hard mentally as well as physically to reach his/her potential. Since academics are foremost in importance, and since it should be an added privilege to participate in athletics and extracurricular activities, these guidelines have been established.

1. Students must represent the school in which they are enrolled.
2. Students must maintain a 2.0 average, with no failing grades in all subject areas. The

student must be completing his/her course requirements in order to be considered eligible for participation in athletics or any extracurricular activity. A student may not have outstanding incompletes or a failing average in any subject.

3. It is the student's responsibility to be aware of his/her grade point average.
4. Eligibility is determined continually by teachers and reported to the athletic director.
5. The teacher will communicate ineligibility to the Athletic Director and parents. The Athletic Director will notify the coaches and student.
6. A student who is declared ineligible for participation in athletics or extracurricular activities shall continue to be ineligible for at least one full week. They cannot become reinstated to an eligible status until the deficiencies leading to the ineligibility are resolved.
7. An ineligible student should be at, but not participate, in practices and games.
8. A suspended player may not participate in athletic games, practices, events, or extracurricular activities.
9. The students and parents will be informed on ineligibility status via phone and written communication. Parents may request a meeting with the teacher(s) involved. The athletic director and/or principal may be involved after an initial meeting with the teacher(s).
10. Upon dismissal from a team, written notification will be given to the student and parent(s). A copy will be sent to the principal and teacher(s).
11. There is an athletic fee per student per sport due prior to the first game in order for the student to participate.
12. Students must have an athletic physical on file (one calendar year) prior to the first practice in order for the student to participate in sports.
13. Friends and siblings of students who have athletic or other extra-curricular activities are not to loiter and watch those activities without their parent's supervision.

Any concerns about the eligibility or any other issue related to our athletic program should be addressed according to the following chain of command: Athletic Director, Principal, and then the Board of Education.

All volunteers helping with athletic and extracurricular programs must have a background check on file in the school office.

Playing Time

Our coaches seek to provide significant game experience for all the members of the team. It is our goal to keep participation as a priority while still remaining competitive. Players can expect less playing time after missing a practice. Players who have honed skills in the off-season will often play more minutes in the upper grade levels.

Uniforms

Uniform pieces are provided for most Trinity teams. They are to be kept neat and clean throughout the season. Uniforms should be washed in warm or cold water on a gentle machine cycle. Drip dry or use a no heat setting on a home dryer. Do not dry using a commercial laundromat dryer. Hang the uniform pieces whenever possible.

Uniforms are expensive to purchase and replace. Pieces are loaned to the athlete for the

season. All pieces must be returned within one week of the close of the season. Players will be charged replacement cost for lost or damaged pieces.

Athletes are not to wear uniforms for any occasions other than games and special school events when the coach, principal or athletic director gives special permission. Please remove uniforms before eating. Many food and beverage stains are difficult to remove!

Injuries

Injuries to athletes can occur in athletic programs regardless of what precautions are taken. The coaches and athletic director (if present) will have the responsibility of administering to all injured athletes and make the proper recommendations. They must be prepared to recognize and properly administer first aid or refer injured players to appropriate medical personnel. The coaches should not be expected to exceed their ability to attempt to diagnose or treat an injury. Trinity provides a first aid kit for every practice and game.

Musical Performance Groups

Trinity Lutheran Church and School offers music and band instruction. Children in upper grades can learn to play a musical instrument. These bands are under the direction of a qualified instrumental music instructor. Membership in band is a distinct privilege and offers opportunities, through rehearsals and performances, to develop discipline and an awareness of music history while participating in an educative and enjoyable group experience. There is a monthly band fee that must be kept current in order to participate in the band program. Trinity also maintains several choirs, which allow our children to praise their Lord with their singing voices. These choirs are under the direction of the faculty. Membership in choir offers additional opportunities not only for further instruction and experience in the area of vocal music but also for opportunities to enhance our worship services with songs of praise and adoration. Since all students put in considerable time and effort to learn and prepare music to enhance worship, it is our expectation to have 100 percent participation when a choir sings or the band plays. If your child is unable to attend the performance, a written note ahead of time is needed to help the director plan.

Playground Guidelines

Trinity Lutheran School strives to maintain a safe and positive environment on the playground for all the children in our school. We make every effort to ensure that our playground is properly physically maintained and adequately supervised. Whenever possible, parents and visitors are asked to park away from the playground area where students play.

Library Book Policy

Lost books will be replaced or paid for by the student. After two lost books, students will not be allowed to check out another book. Parents will be notified. The families that have not returned books at the end of the school year will be asked to come in to make restitution before the report card is given out.

Parties

Classroom parties may be held during school hours, as designated by the classroom teacher. Invitations can be passed out in school only IF ALL THE STUDENTS OF THE CLASS ARE INVITED (or all boys or all girls). If only selected students are invited, parents are to send out the invitations using a method other than through our school.

Technology Use Guidelines

Students will be held responsible for their actions and activity while using all types of technology at Trinity Lutheran Church and School. Using all forms of technology is a privilege afforded to students--not a right. Refer to the Technology Agreement for more information.

Animals and Pets

In all cases, parents must contact the teacher before sending animals to school. The student or parent must properly control the animal(s) at all times.

Toys

Toys should not be brought to school unless directed to be brought by a teacher for specific reasons such as game times, projects, show and tell, etc. Any object, which does not contribute to the learning environment, should not be brought to school. Teachers have the right to confiscate any items.

Personal Electronic Devices

All personal electronic devices (cell phones, i-pods, smart watches, etc.) may not be used or carried during school upon arrival until 3:10pm. Students are only given permission to use the school phones in cases of extreme necessity or an emergency. If a staff member catches a student with a personal electronic device, it will be taken to the school office. If this is the student's 1st offense, a parent must pick up the item at the end of the school day from the school office. Upon the 2nd offense, a parent must pick up their child's item at the end of the school day from the school office. The result of the 3rd offense would fall under the Severe Behavior 1st offense column on the Discipline Reporting Form.

Website-Student Identification

Trinity Lutheran Church and School maintains a website. From time to time teachers or other staff may place photographs of students, faculty, and staff on this site. It is our policy to identify students in the photos with their first name only. Parents will be asked to complete a form giving the school permission to place their child's photograph, projects, and first name on the website. Our website may be found at www.trinitystjoe.org.

Bus Transportation

School bus transportation is provided by St. Joseph Public Schools as a convenience to students who live in St. Joseph Public School District. All riders are expected to follow directions given by the driver. If the conduct of a student is such that reported warnings are necessary, the student may be removed from bus transportation. Parents who are interested in learning about busing should contact the school office for more information.

Asbestos Management

Trinity Lutheran Church and School has an asbestos management plan. Any asbestos in the building is properly cared for and treated so as not to become friable. Regular inspections of the property are carried out. If any parent would like a copy of the management plan, it is available. Questions and concerns may be addressed to the principal.

Handbook Summary of Trinity Policies and Rules

The School Handbook has been written to provide important information concerning specific rules, policies, and procedures related to the safety and operation of our school. In order for our school to operate safely and efficiently, you and your student(s) must be familiar with and abide by the expectations, procedures and rules outlined in this handbook.

The student handbook summarizes Trinity policy and contains general guidelines and information. Refer to official policy and regulation documents for specific information at www.trinitystjoe.org. In the event of a conflict between this handbook and a Board policy or regulation, the Board policy or regulation takes precedence and control. In the event of a conflict between this handbook and any applicable law, the applicable law takes precedence and control.

This handbook's content may be changed from time to time throughout the school year. An up-to-date version will be maintained online at www.trinitystjoe.org. Trinity Lutheran School will provide notice of changes through Fast-Direct email. It is the responsibility of students and parents to review such changes and to remain apprised of the current version of the handbook.

If you have any questions regarding this handbook, please contact the principal.

Board of Education

Mr. Paul Knefelkamp, Chairman
Mrs. Adele Bluschke, Board Member
Mrs. Kelly Ebner, Community Board Member
Mr. Tim Ernst, Board Member
Mr. Michael Hendrickson, Board Member
Mr. Matt Koch, Board Member
Mrs. Elizabeth Petzke, Board Member
Ms. Angela Walker, Board Member
Ms. Joy Woods, Board Member

Board meetings are held on the 1st floor of the Ministry Center, the first Monday of every month at 6:30pm.

Communication at Trinity Lutheran Church and School

School Office: 269-983-3056
Principal: Terry Bird
Office Manager: Jenna Wood
Young Five's: Kelly Johnston
Kindergarten Teacher: Katie Hartfield
1st Grade Teacher: Kim Kelly
2nd Grade Teacher: Amy Roth
3rd Grade Teacher: Heather Steffens
4th Grade Teacher: Laurie Mantei
5th/6th Grade Teacher: Alison Jakubs
7th/8th Grade Teacher: Jeff Weiss
Director of Music Ministry: Paula
Steuernagel
Facilities Manager: Louie Miltibarger
Custodian: Richard McClintock
Food Service Manager: Sherrie Wetzell

Assistant Cook: Jeannie Scharnowske

Early Childhood Center: 269-983-0040
Director: Robyn Adams
Administrative Assistant: Tracie Berghaus

Church Office: 269-983-5000
Senior Pastor: Rev. Michael Roth
Deacon: Scott Kizer
Vicar: Alvaro Witt Duarte
Church Secretary: Betty Perrone
Financial Coordinator: Sue Moore
Director of Family Ministries: Melissa
Graham
Technologies: Nathan Chaffee

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