

Trinity Lutheran School

Parent Handbook

2022-2023



Academic Excellence + A Safe & Respectful Place + Sharing the Love of God

An educational and outreach arm of Trinity Lutheran Ministries

Trinity Lutheran School

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GOVERNANCE OF THE SCHOOL

TLS is owned and operated by Trinity Lutheran Church of Jackson. All programs related to the school are overseen by the principal, who is called and hired by the congregation and reports to its Church Council. Trinity's school board, appointed by the council, sets school policies and determines goals and programs to help achieve the school's purpose.

Trinity's Early Childhood Center (ECC) includes an infant and toddler child care program, preschool classes, and a before- and after-school program for elementary-aged children. The ECC is an integral part of the school ministries.

Trinity's pastor is the spiritual shepherd of the entire congregation and all its ministries. In this role, he provides spiritual and scriptural leadership and oversight for TLS and its staff. He is an ex officio member of all boards and committees.

Regarding the operation of the school, the pastor provides support and counsel to the principal and staff.

Accreditation

Trinity Lutheran School is fully accredited by the National Lutheran School Accreditation Team and by the Michigan Association of Non-public schools. The school has successfully met the NLSA and MANS standards and participated in a site visit by an accrediting team of professional educators. These agencies endorse our program because they:

1. Foster excellence in elementary education.
2. Encourage school improvement through a process of continuous self-study and evaluation.
3. Assure a school and its public that the school has clearly defined and appropriate educational goals and objectives and established conditions under which their achievement can be reasonably accomplished.

NON-DISCRIMINATION POLICY

Trinity Lutheran School joyfully admits students of any race, color, national and ethnic origin to all the rights and 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 or ethnic origin in administration of its educational policies, admissions policies, scholarships and loan programs, and athletic and other school-administered programs.

TRINITY LUTHERAN SCHOOL'S PURPOSE

The mission of Trinity Lutheran Ministries is, "Transforming lives and Cultivating communities by Making more and better disciples for Jesus Christ." As an educational outreach arm of Trinity Lutheran Ministries, the purpose and goals of Trinity Lutheran School are:

Transforming Lives through Academic Excellence

Offering a dynamic curriculum that reflects student needs and interests, we produce

- Curious, engaged learners
- Thoughtful readers, writers, listeners, and communicators
- Citizens able to use the disciplinary knowledge and tools of math, science, the social studies, the arts, and technology to explore important questions and to make informed decisions in a rapidly changing world

Cultivating Community in a Safe and Respectful Place

Believing that love and unity are hallmarks of God's people, we model and nurture

- Relationships built on understanding and forgiveness
- Lives of service
- Strong, supportive families
- Healthy choices and activities
- Eagerness for new and diverse friendships

Raising Disciples by Sharing the Love of God

Reflecting the Christian faith and a Lutheran worldview, we prepare students

- To provide positive leadership
- To respond to the world with Biblical insight
- To celebrate and share their faith with confidence

What does Trinity's Purpose mean for Students and Teachers?

Every student who enrolls at Trinity, along with every teacher, is expected to pursue the three goals listed in Trinity's Purpose Statement.

1) Striving for **academic excellence**.

- We celebrate curiosity and discovery.
- We participate fully and positively in all class activities.
- We do the homework every time, the best we possibly can.
- We don't cheat or make excuses.

2) Making sure our school is **a safe and respectful place**.

- We use kind words and refuse to use hurtful language or gestures.
- We move in a safe way.
- We use the Internet honorably.
- We solve conflicts without violence.

3) Using every opportunity to **share the love of God**.

- We look for ways to use our abilities to serve God and others.
- We actively participate in worship.
- We honor God in our speech.
- We share, in words and actions, Jesus' love and forgiveness.

GENERAL MATTERS

The policies, guidelines, and procedures described in this handbook are developed and adopted by the school board and the administration of Trinity Lutheran Ministries. Parents will be provided a copy by the first day of the school year and are expected to be aware of its content. Trinity reserves the right to make changes without prior notice.

School Hours

The school day begins promptly at 8:00 a.m., at which time students are expected to be at their seats and ready to begin. Children purchasing breakfast may report to the gym between 7:20 and 7:45 a.m. Other students may enter the school and go to their lockers and classrooms beginning at 7:45 a.m. Children not buying breakfast who arrive before 7:45 a.m. should report to our before-school care program, which is available at 7:00 a.m. for a fee of \$5.00/hour. (Pre-registration through the early childhood director is required.) Due to liability concerns, **children may not be dropped off early**, since the faculty meets for devotions each morning and are unavailable to provide supervision.

The school day dismisses at 3:00 p.m. At that time, children wait with teachers until their ride pulls up in the traffic circle or until an adult picks them up. Children may not walk across the parking lot without an adult.

Any child not picked up by 3:10 p.m. will be brought into the building under the supervision of a staff member until a parent or guardian comes into the building to pick him/her up. Children left at school without supervision will be charged for after-school care. Students may not stay at school waiting for an athletic event or other activity unless adult supervision has been provided.

Absences and Tardiness

When a child misses lessons, it directly and negatively impacts their learning and success! As a condition of enrolling at Trinity, parents accept the responsibility to ensure that their children are at school and on time, except on rare occasions. When a student is absent, the parent should inform the office by 8:30 a.m. (The school must, by law, account for all absences.) Arrangements to pick up assignments at the end of the day may be made at that time. Teachers may be unable to honor requests submitted later in the day.

Students are given one day for each absent day to submit missed assignments. Because an absent student misses the daily presentation and discussion of material, additional work may be required to ensure a full understanding of missed lessons.

Excused Tardies

A student arriving between 8:00 and 10:00 a.m. will be marked as tardy. Those arriving between 10:00 a.m. and noon will be marked absent for one-half day. Unless caused by an excused medical appointment, teachers have the right to refuse tardy students entry once a lesson has begun. Teachers may assign a grade of “zero” to work or quizzes missed due to unexcused tardiness.

If a student must leave during the school day, a parent/guardian must sign the child out in the office. The student may sign back in when returning. A student gone more than 2 hours will be marked absent a half-day.

Address Change/ Point of Contact

For the safety and well-being of your child, it is necessary to notify the school office of a change of address, phone number, or any other essential information necessary for a point of contact during the school day.

School Office Hours

The office is open Monday-Friday, 7:00 a.m. to 3:00 p.m. on school days. Summer hours will be posted on our website.

School Closings

When weather or travel conditions warrant, the principal may announce that school will be closed or that the school day will start later. Announcements will be made on TV stations WILX, FOX 47, and WLNS, and will include information about whether child care will remain open.

Announcements will also be posted on Facebook (facebook.com/tlsjackson) and sent as text messages and email to those who sign up for that service. Sign up instructions are listed under “Communication Matters” later in this handbook.

Child Care Options

Trinity offers excellent, affordable child care for infants through twelve-year-olds, including before and after school. All-day care is available on most “break” days. Reservations are required. To make use of our child care options, registration forms must be completed in advance and on file in the early childhood office.

Volunteer Service

Many opportunities are available for volunteering at school. When entering the school to volunteer, please stop in the office. For safety’s sake, the school will complete a background check of everyone working directly with children.

In order to be effective in providing a school of harmony, security, and Christian growth, we require that families commit to giving 10 hours of time and talents for the year to help the school grow and improve. In the event that the year passes, and only partial hours are fulfilled, a billing statement of the remaining hours times \$10 will be sent home. This is a bill and will need to be acknowledged as such. A list of volunteer opportunities will be available at Parent Orientation in August. Please contact the office if you need additional opportunities to volunteer.

Rental of School or Tables and Chairs

To schedule use of school facilities (to use the gym, soccer field, or another area, or to borrow tables or chairs), contact the school office for an application. Fees may be waived for members of Trinity Lutheran Church and for church and school-related activities.

Faculty Meetings

The faculty meets bi-monthly for business and professional development. See the school calendar for dates and times. Individuals wishing to address a faculty meeting are expected to make prior arrangements with the principal. The faculty reserves the right to hold closed sessions for private or sensitive matters.

School Board Meetings

The school board meets monthly. Meeting dates are posted on the school's online calendar. The chair may schedule emergency meetings without public notice. If you wish to attend a regularly scheduled meeting, please contact the chair in order to be placed on the agenda. The school board reserves the right to hold closed sessions to discuss private or sensitive matters. Copies of meeting minutes are available through the principal, board chair, or church council secretary.

ACADEMIC MATTERS

Educational Goals

Religion

Our religion curriculum is at the center of all we do. Each teacher works at integrating the faith into all subject areas. For our religion classes, we use the One in Christ series published by Concordia Publishing House. All materials are Bible-based, Christ-centered and age appropriate. The lessons help students learn how the Gospel impacts them, encouraging them to put their faith into practice. Biblical knowledge is built at each grade level. For example, our youngest preschoolers learn about Jesus and His love through the use of big books, puppets, and creative storytelling. Our oldest students, seventh and eighth graders, study Old and New Testament history. They also spend time each week studying with the pastor.

Memory Work

Why memory work? At Trinity the benefits of memory work far outweigh the disadvantages. Every grade does weekly memory work for two reasons. Memory work helps discipline the mind to retain information and record facts. Far more importantly, the memorization of Scripture puts the precious word of God in the children's minds and hearts. Never will a child be at the mercy of evil forces when he/she can quote scripture.

What do Trinity students memorize? The core of the curriculum is from our religion series published by Concordia. This includes numerous Bible verses from the Old Testament, the New Testament, the Ten Commandments, and the creeds, as well as other sections of Luther's small catechism. Every teacher may supplement with additional hymns or prayers.

How much work does each child have to memorize? The amount and difficulty increase with each grade level.

Math

Math instruction at Trinity uses success-oriented programs that enable all children to develop a solid foundation in the language and basic concepts of all areas of mathematics. Instruction purposely progresses at a pace that allows children to develop competence and confidence. Learning is presented in increments with time provided between increments for practice. Mathematical strands are integrated throughout the year rather than taught in isolated units.

Language Arts

Reading is essential. Our goal at Trinity is to have every child become a skilled reader. Therefore, each teacher also incorporates additional literature into the curriculum.

Accelerated Reader

The Accelerated Reader program is a computer based reading program. It is widely used in many schools across the country. At Trinity, we are using this program as another tool to help our students improve their reading. One of the goals of the Accelerated Reader program is to improve a student's reading comprehension. This program can also be a motivation for some students to read because they like to take the tests on the computer. The Accelerated Reader program also fosters an enjoyment of reading. It is a wonderful way to encourage and monitor children's independent reading. The tests over the books can give parents and teachers information on how their child is doing in their independent reading. This can show a child's growth or struggles in their reading. This is one of the reasons that we will encourage students to read Accelerated Reader books.

Science

At Trinity, science is taught as the search for truth, and God's word as the source of truth. In each science lesson the teacher looks for opportunities to integrate the faith. Care is taken to make the connections that:

- Show God as a Maker of all things; He created the natural laws and set them into motion.
- Uphold God's Word as truth, and science as the search for truth.
- Are natural and relevant.
- Stimulate a discussion of Christian values and applications for the new life we have through Christ Jesus.
- Tell when popular belief systems contradict the Word of God.

Social Studies

At Trinity, the Social Studies program helps our students acquire the knowledge and skills needed to be involved, informed and responsible citizens. While focusing on history and geography, our students learn about real people in diverse cultures—past and present.

Shared Time Classes

Trinity is privileged to have the services of additional teachers. All of them come to us through the shared-time program of Jackson Public School. This program, which is funded by the state, allows public school instructors to teach specialized courses to parochial school students. Shared time teachers play an important role in helping our staff shape well-educated, well-rounded students.

Our students have an Art teacher and a Physical Education teacher.

Trinity is also fortunate to work with a team of special education teachers from ISD. These instructors can test our special-needs children and offer suggestions. Services include speech, language development, occupational therapy, tutoring and social work.

Homework

Assigned homework provides an opportunity for students to practice skills and concepts taught in the classroom, develop independent work habits, and to make mistakes and benefit from their correction. In addition to daily assignments, graded homework may include activities such as independent reading of books and practice times for band. The amount of homework a student may bring home will depend on a variety of factors, including grade level and the child's efficient use of work periods. Each teacher will explain his/her expectations to parents and students at the beginning of the year.

Homework that is late or not completed will have a negative effect not only on learning, but also on grades. Each teacher has the responsibility to set policies and penalties for late or incomplete work, subject to the principal's approval. These will be communicated to parents at the beginning of the year.

Report Cards

Printed report cards are distributed quarterly to report student progress and document attendance. These become part of each student's permanent record. Except in the youngest grades, letter grades and percentages are used to reflect student achievement of work expectations and learning outcomes.

Trinity's teachers keep electronic grade books, which are available for parents and students to view online at any time. Instructions for accessing those records are distributed at the start of the school year. Parents are expected to utilize this resource in order to stay aware of their children's progress. Please keep in mind that teachers may take a few days to enter grades or to update late assignments.

Grade Scale

A	100 - 95%	C+	82-81%
A-	94-93%	C	80-73%
B+	92-89%	C-	72-70%
B	88-85%	D+	69-68%
B-	84-83%	D	67-63%
		D-	62-60%
		F	59% or lower

Honor Roll

Students achieve the highest level, the honor roll by earning a GPA of 3.5-4.0. The merit roll lists students earning a GPA between 3.49-3.0.

Standardized Testing

In order to annually document student progress and to provide data for continuously improving our instruction, the *Iowa Test of Basic Skills* are given annually to students in grades 2-8. Results are included in each student's permanent record. Parents will receive results at the end of the year.

Academic Honesty

Because cheating and plagiarism severely limits student learning, leads to worthless work and study habits, and dishonors the Fifth Commandment, any misrepresentation of another's work or ideas as one's own – or helping someone else do so – will be treated with seriousness. If evidence indicates cheating or plagiarism, teachers have the right to determine consequences up to and including a final grade of 0% for the assignment or test. Students or parents may appeal the decision to the principal, whose decision will be final.

Society's understanding of what constitutes plagiarism is increasingly challenged by the ease of copying and using text, pictures, and recordings available through technology. Trinity is strongly committed to modeling and teaching a clear understanding and respect for the Fifth Commandment, for applicable copyright laws, and for pride in accomplishing and claiming one's own work.

Academic Warning/Probation

A student is placed on academic *warning* for receiving one F or two grades of D+ or lower on a report card, or by having failing grades in two or more subjects at any time during a marking period. A student is placed on academic *probation* for receiving two Fs or three or more grades of D+ or lower in a marking period, or for being placed on academic warning during two consecutive marking periods. A student on academic probation for an entire year may be required to repeat that grade.

Textbooks and Library Books

At the beginning of the year, students are issued hard-cover textbooks for the study of various subjects. Christian stewardship of materials is expected. Normal use and wear is anticipated, but excessive wear and deliberate destruction or the loss of books will result in a fine to the student based on the replacement value of the book.

Students may check out two library books at a time.

Technology

Trinity provides a variety of technology resources to support the teaching and learning process. Trinity is a One-to-One Computing school, with an iPad or netbook for every student for use at school and an electronic whiteboard in every classroom. Students may not use privately-owned computers or handheld technologies except by teacher or principal permission.

Students and parents must sign a Technology Use Agreement. Every attempt will be made by faculty and staff to ensure safe, appropriate, and godly use of technologies and the Internet through instruction and close monitoring of students. We expect that parents will also provide guidance and instruction regarding the appropriate and safe use of the Internet.

Students are expected to respect the following guidelines:

1. Students' use of technology is limited to teacher-assigned or approved activities.
2. The Internet is to be used only under teacher supervision, for school purposes.
3. Students may not make changes to computer settings, such as backgrounds, pixels, or mouse speed.
4. Students may only use logins, passwords, or files assigned to them.
5. Students may not copy, download, or install any files, software, or programs.
6. Students may not write, send, or download obscene, threatening, harassing, or unchristian messages or images.
7. Students must not share personal information - including addresses, phone numbers, or email addresses - except as directed by teachers.
8. All computer use and files are monitored and should not be considered private.

Student misuse of technology is subject to the penalties allowed under the Discipline Policy. Any or all of the following may also apply to a violation of the Technology Use Agreement:

- a. Loss of school computer and Internet privileges for up to 30 days for a first violation and 60 days for an additional violation. Students and their parents will be required to use alternative methods for completing technology-based assignments. This may mean that assignments must be done at home rather than at school.
- b. Other penalties including detention, suspension, or expulsion to be determined by the severity of the violation.
- c. Referral to law enforcement agencies, if applicable.
- d. There is a \$50 technology fee per child. The fee can be paid immediately or spread out over the 10 months.

Families will be expected to pay to repair or replace equipment damaged or lost by their children.

Cell Phones and Electronic Devices

The use of cell phones and electronic devices has become a major part of life in the new century. Electronic devices are not allowed for use during the school day at all unless with the specific permission of a staff member. A student will be allowed to bring a cell phone to school under the following conditions:

- a. The electronic device is kept in the locker, backpack, or location of a teacher's choosing turned off during the school hours as well as during school functions in which the student participates.
- b. The electronic device is not to be used during school hours without the permission of a teacher.

All phone calls during school hours are to be approved through the school office. Parents who need to communicate with their children are asked to do this through the school office during school hours. Cell phones may be used after school or after a school event.

Please understand that cell phones are brought to school at your own risk. These items, as well as other personal items or electronic devices brought to school by students are their responsibility. The school assumes no accountability for lost or stolen personal property. If a staff member sees a child with a cell phone or electronic device during the regular school day, it will be confiscated and a parent will need to pick up the phone or device in the school office at the end of the school day.

Band and Choir

The Arts hold a place of honor in Trinity's curriculum and history and are taught at all grade levels. All third and fourth graders will be taught to play the recorder. Fifth graders are required to participate in our beginning band program. Sixth through eighth graders must participate in band and/or choir. Generally, families are expected to provide the student's instrument through purchase or rental. If this causes significant difficulty, school-owned instruments are available. A contract between the school and parent outlining appropriate use and care of the instrument will be completed with the band teacher.

Band and choir meet during the school day. At least two evening concerts are scheduled annually, and the choir sings at several weekend worship services. Students are expected to attend; failure to do so will significantly affect report card grades.

Physical Education

All students are required to participate in physical education and will be excused only by written request from a parent. Students should have appropriate shoes available for use in the gym. Students in grades 5-8 should also have appropriate clothes available to change into, when warranted by the activity chosen by the teacher for the day.

Recess

Our classes typically have a recess period outdoors every day, except in rainy weather. These are supervised by teachers. Children are to come prepared for outdoor play appropriate to the weather (warm coat, gloves, for winter; appropriate footwear...) Teachers may require the use of snow pants or other items.

Unless a teacher determines a specific need, students may not remain indoors during a recess period unless a doctor's or parent's note indicates a medical need to do so.

Athletics

Interscholastic sport activities (games and practices) take place outside the school day. Student enrollment and interest may determine which sports are offered in any given year. The program is administered by an Athletic Director, who reports to the Principal. Coaches are selected and supervised by the Athletic Director, who is responsible to ensure that coaches are competent and qualified to ensure student safety and the development of appropriate skills.

Results of a sports physical must be submitted yearly before a student can join a sports team. Student athletes and their parents are required to sign a statement acknowledging receipt of information regarding the risks associated with concussions. They are also required to acknowledge receipt and knowledge of Trinity's *Athletic Handbook* before the start of each season.

Students must maintain a minimum grade average of 70% and have no failing grades (no subject below 60%) to participate in a school athletic activity. Eligibility is checked at the start of season and four weeks later. Eligibility will also be checked before tournaments and regional/state track meets. Teachers may mandate an eligibility check at any other point of the season. An ineligible student may not participate in any aspect of the athletic activity until the teacher certifies that s/he has made up the deficit and is no longer demonstrating a risk of failing in any subject.

Students will not be charged to participate in Trinity's extra-curricular programs, but a \$15 refundable security deposit will be required before issuing a uniform. The deposit will be returned when the uniform is returned in good condition (laundered and without stains, tears, or extraordinary wear.) Families need to cover expenses for meals, snacks, or lodging during away-games and tournaments.

Parents are responsible for arranging transportation of their own children to away games.

Entrance fees are charged for games and tournaments. Adult admission is \$3.00, and students are \$1.00. A yearly family pass is available for \$35.00. Grandparent passes are available for \$25.00. Children five and younger are free. Participating athletes and faculty members are exempt.

Enrollment/Insurance Fee

The goal of Trinity Lutheran School is to provide all families of our community a Christ-focused education. Admission is open to all who desire the type of education and environment described in our Purpose Statement and who are able to benefit from our instruction.

Enrollment for the following school year opens in early February. Students are automatically re-enrolled unless parents notify the office by May 1. A non-refundable application fee is charged to the student account in May. Admission of new students may involve an interview of the student and parent with the principal. Applications may be reviewed by an admissions committee made up of the school board chair, principal, classroom teacher, and pastor. Factors which may be considered include academic and behavioral concerns from previous schools and parental commitment towards Trinity's purpose and the Christian upbringing of children in the home.

When space is limited, admission will be granted using the following order of priority:

After April 15:

1. First come, first served, up to the lower limit of class size. (Kdg = 20; gr 1-8 = 25)

2. New Trinity members only, up to the upper limit of class size. (Kdg = 22; gr 1-8 = 27)

If the number of re-enrolling kindergarteners applying for first grade would cause the grade 1 and 2 combination to exceed the class size limit, priority steps 1 and 3 will be used to determine admission. If room permits, remaining spots will be filled based on the order in which applications for re-enrollment were received.

Children must meet the State of Michigan's age requirements for enrollment in kindergarten.

Parents' failure to fulfill the signed financial payment plan in any year may disqualify the family for re-enrollment.

As a condition of enrollment, students with significant academic and/or behavioral concerns the previous year may be required to sign a "Commitment to Excellence" plan with the principal, listing expectations and benchmarks for the coming year. Failure to fulfill that plan may lead to dis-enrollment by the principal at any time.

Enrollment as a new student is probationary, with enrollment status to be reviewed at the end of the first quarter. Continued enrollment beyond this period of time is subject to the following:

- The school is able to meet the unique needs of the child.
- The student's faithful attendance, diligent academic efforts, social and emotional adjustment.
- The parent's cooperation with school purpose, policies, procedures, and their meeting of financial agreements.

Tuition

Because the members of Trinity Lutheran Ministries believe and support the school's purpose so strongly, they have dedicated a significant portion of their church offerings and finances to cover the program's costs, making our low tuition rates available to all families of the community. Active members of Trinity are provided a reduction in those rates, in recognition of the strong support they provide through their offerings and participation in the church's ministries. The reduction is also offered to members of our sister Lutheran congregations, whose programs directly complement and support Trinity's work. Trinity provides further support for families who embrace the school's purpose and demonstrate a financial need through generous scholarships available to all students, whatever their church affiliation.

Tuition is paid directly to the school. There are 3 payment options for tuition:

1. Tuition may be paid on a 10 payment schedule starting August 1 and due monthly on the first of each month through May 1.
2. Tuition may be paid on a 2 payment schedule due on July 1 and January 1.
3. Tuition may be paid in full by August 1. This option will include a 3% reduction in the cost of tuition.

Any request for records and transcripts for students transferring to another school may not be granted until all financial obligations are paid and proper withdrawal forms are completed.

Families are ineligible for student(s) re-enrollment for a new school year if the current account is past due. Families who demonstrate a pattern of delinquency may become ineligible for the monthly payment option, requiring half payment or payment in full prior to the beginning of a subsequent year.

Scholarships

Families needing financial assistance for tuition may apply for a scholarship by completing the FACTS Tuition Management Company's application, accessed through the "Registration" link of the school website. The online application process includes a \$30 per family fee, payable by credit or debit card.

1. A limited amount of financial assistance is available each year.
2. Following notification of a scholarship grant, the recipient will sign a payment plan within two weeks of receiving it from the principal.
3. The receipt of financial assistance in any given year does not guarantee an award the following year.
4. Scholarship recipients are expected to make use of TRIP (described below), which will assist others in need of financial assistance, and to volunteer at school in recognition of the assistance they have received.

5. Volunteer time required.

Payment Plan

A contract identifying costs, credits, due dates, and payment method will be co-signed by the responsible parent(s) and the principal before the first day of school.

Payments may be made in one of three ways: (1) Check or cash submitted to the school office; (2) automatic withdrawals from a bank account through VANCO; (3) credit card payments made through the “Give” or “Make TLS Payment” link on the school website.

A \$20 late fee will be charged two weeks after the due date for which payment has not been received. To avoid late charges, it is the parents’ responsibility to notify the principal when a need to revise the Payment Plan arises. A family more than two months behind will need to re-apply for continued enrollment and sign a revised Payment Plan, requiring the school board chair’s signature. Past-due balances may also result in the loss or reduction of the family’s remaining scholarship award.

Tuition balances not paid by the last day of the school year will not be forgiven. Satisfactory arrangements must be made to pay tuition in full before a child will be reinstated for the following school year. Unpaid balances will be turned over to a collection agency.

Refund

If tuition is paid in full and student withdraws by:

If a student withdraws before August 15, a 90% refund shall be made.

If a student withdraws before September 15, a 70% refund shall be made.

If a student withdraws before October 15, a 50% refund shall be made.

If a student withdraws on or after October 15, no refund shall be made.

If tuition is paid in full or in two payments, before August 15, 90% of the first payment shall be refunded.

Month by month tuition is non-refundable. Tuition will be billed 30 days from the date of written notification to Trinity Lutheran School of withdrawal.

Tuition Reduction Incentive Program (TRIP)

The TRIP program provides a simple way to reduce tuition payments. Families purchase, at face value, gift cards from participating merchants. The retailers then provide a percentage of the purchase price back to Trinity, to be applied towards the family’s tuition.

TRIP orders must be dropped off at the school office by 3:00 p.m. on Friday, and those orders will be available to pick up by 7:45 a.m. the following Friday. A variety of cards are available without pre-ordering Friday mornings at the school and at Trinity church each weekend. Checks for the full purchase price should be made payable to “TLS TRIP”.

Funds earned through TRIP may be applied to your family’s tuition, child care, or some other account, such as: TLS Scholarship Fund, Computer Fund, 8th grade class trip, etc. If a family has already paid the year’s tuition in full, TRIP funds can be banked for the next year. Unused funds are not redeemable as cash or transferrable to other institutions.

Breakfast and Hot Lunch Program

Trinity partners with Jackson Public Schools to provide a meal service program which meets all federal requirements, allowing our families to qualify for free and reduced-price breakfasts and lunches. We strongly encourage all families who might qualify to submit an application. Prices for lunches and milk are set annually by JPS. Guests are welcome to join students for lunch, but should make reservations by 9:00 a.m. through the school office.

Students not purchasing a lunch are expected to bring a healthy sack lunch from home. A microwave is available for those children capable of using it without assistance, for food requiring only a quick heating. Refrigeration is not available for student lunches. It is not appropriate for sack lunches to include sweetened or carbonated beverages. We expect parents to refrain from bringing “fast food” meals during lunch time, or from offering pizzas for an entire class’s lunch to celebrate birthdays, unless pre-approved by the principal.

Lunch payments must be made separately from tuition or other fees.

Church Extension Fund Savings Program

We encourage every student to participate in the CEF stamp program, a personal savings account which provides funds for Lutheran churches and schools. Stamps are sold weekly in denominations of 25 cents and 1 dollar, which children may purchase in any quantity, and placed in a stamp folder. A Church Extension Fund Dedicated Savings Account in your child's name, earning the current rate of interest from day of deposit, will be opened when your child has accumulated \$5.00. Deposits will be made on a regular basis and at the end of the school year.

Parents/guardians receive a quarterly statement from the CEF office in Ann Arbor. Forms for making withdrawals or additional deposits are available in the school office or from the CEF office in Ann Arbor.

HEALTH MATTERS

Physical Exams and Immunizations

The State of Michigan requires a physical examination and an accurate record of immunizations before entrance into kindergarten, and records must be updated for all new students and before the first day of seventh grade. Children may not attend school until this immunization requirement is met!

Students must have a sports physical on file at school before participating in Trinity's athletics program.

Michigan Law requires all children be fully immunized, unless a waiver is signed by the parent(s) or guardian(s). Applications for the waiver are available only by appointment at the County Health Department. Trinity requires that waivers be resubmitted each year. **Trinity strongly discourages vaccination waivers.** To protect the health of all of our children, if an outbreak occurs of a vaccine-preventable disease (e.g., measles, whooping cough, chickenpox), non-immunized students will be excluded from attendance until 21 days after the onset of the final case. Trinity reserves the right to deny admission to children whose parents waive the immunization requirements.

Medications

This policy is established to align with the State of Michigan requirements.

1. No medication of any type will be provided by Trinity Lutheran School staff. Over-the-counter medicines are to be provided by parents.
2. All medication must be brought to the school office for the safekeeping, administration, and record-keeping of all medications.
3. All medication must be labeled with the student's name, time to be taken, dosage, etc.
4. No student is to have medication in their desk or on their person, except as provided in numbers 6 and 7. When cough drops are needed, they may be given to a teacher to dispense.
5. No medication will be administered unless the parent/guardian has given written permission, and - for prescription medications - has provided complete instructions from the physician. A medical information sheet and permission forms are provided to each parent/guardian at registration, or obtained from the school office.
6. Parents may request that emergency supplies, such as an inhaler or bee sting Epi-pen, be kept in the classroom's wall-mounted first-aid cabinet.
7. Students who have a medical condition that requires self-administration of a medication must have a signed authorization form filed with the school office.
8. Students with food allergies must have a parent signed note on file in the office.

Illnesses

If a child becomes ill during the school day, every effort will be made to contact the parent or emergency contact person. The principal's office will be used as a "sick room" for children who need to rest or be separated from others.

COMMUNICABLE ILLNESS

Contagious illnesses such as measles, pink eye, strep throat, impetigo, chicken pox, head lice, etc. **must be reported by the parent to the school office as soon as it is known.** We encourage you to follow closely the instructions given by your family's physician and return your child to school when fully recovered.

A student will not be permitted to attend classes or other school sponsored activities if the student is known to be afflicted with, or liable to transmit any contagious disease, unless the School Board or its designee, has determined, based on medical evidence, that: (1) the student is no longer infected or liable to transmit the disease; or (2) the student is afflicted with a chronic infectious disease which poses little risk of transmission in the school environment with reasonable precautions.

Guidelines for student attendance

1. Pink-eye: Student must be treated for 24 hours before returning to school.
2. Lice: Student must be completely nit free and check in to the office before returning to class.
3. Other communicable diseases: Student must be treated for 24 hours and symptom free for 24 hours.
4. Fever: If temperature is 100° or over, student must remain at home. Students should be fever free for 24 hours without medication.
5. Children who are to remain inside for 3 concurrent days during recess must have a note from a physician.
6. Children who are to miss 3 concurrent sessions of P.E. must have a note from a physician.

SPIRITUAL MATTERS

Worship

Because encouraging lives of faith and stewardship is central to Trinity's purpose, opportunities to worship God through prayer, meditation, and song are central to our daily and weekly schedules. The sincere prayer and hope of Trinity Lutheran Church and School is that every family joyfully accepts our Lord's invitation and faithfully participates in worship, to be equipped to serve Him for the good and growth of His kingdom.

We expect that parents who have chosen Trinity will respect the lessons we teach regarding:

- 1) Faithful and regular worship, including communion.
- 2) Active support of the church's work, through financial giving and active participation.
- 3) Attending Sunday School and Bible studies.
- 4) Family devotions and prayer.

We schedule our classes, choir, and band to participate occasionally in worship services at our church in downtown Jackson, and expect parents to ensure their children's participation at those times.

Chapel Services

Chapel is held every Wednesday at 8:15 a.m. Early childhood classes have their own chapel services. Because the offering of gifts of thanksgiving is an important element of Christian worship, students are encouraged to bring an offering each week. The collected offerings are used to support a variety of charitable projects.

Music in Classrooms

In support of the school's purpose, the music played in our classrooms, through headphones, in the gym, etc., must never contain lyrics offensive to the Christian message.

Discipline Policy

Because the root of "discipline" is "disciple," Trinity's efforts to lead students towards growing more Christ-like are guided by a call to repentance and the beautiful Gospel message of unending grace and forgiveness. Although misbehaviors may result in serious consequences, it is our goal to continuously remind children that we are led by love and compassion rather than anger or the desire to punish.

We believe all students can behave appropriately. Any student's behavior that stops a teacher from teaching, keeps staff and volunteers from doing their jobs, or prevents classmates from learning cannot be allowed.

Trinity's discipline plan recognizes the importance of reinforcing positive behaviors, and begins by describing each teacher's expectations for those behaviors through a posted list of classroom rules. Through a variety of ways, teachers recognize and praise students for following them. Students choosing to break them are given consequences in a clearly articulated and predictable manner. Although each teacher modifies this model to fit the needs of the students, responses to misbehaviors generally follow these steps, beginning anew each day:

1. A reminder or warning.
2. Loss of free time or immediate time out.
3. Additional loss of free time or time out.
4. Conversation by the teacher with parents/guardians sometime that day.
5. Involvement by the principal.

Trinity's "Severe Clause" lists the following behaviors as requiring immediate involvement by the principal:

- Physical harm or threat of harm to another person.
- Use of profanity or obscene language.
- Illegal possession or use of controlled substances.
- Possession of weapons or other potentially dangerous objects.
- Willful destruction of property.
- Defiance.

The following are examples of consequences that may be assigned by the principal, based on the severity of the incident:

- A verbal warning or reminder.
- A contract describing the problem and specifying an agreed-upon solution for preventing future incidents.
- Contact with the parents/guardians.
- Conference with the parents/guardians and student.
- Removal from one or two class periods, recess, or the class's lunch table.
- Detention: An after-school or weekend period of 'time out' lasting between one and two hours, assigned by the principal, served under the direct supervision of a teacher or principal.
- Suspension: An in-house or at-home period in which the student may not participate in class or school activities, assigned by the principal for one to seven days. The student will be responsible for completion of homework, but may receive a lowered grade.
- Expulsion: The permanent exclusion of a student from Trinity Lutheran School, determined by the school board upon the recommendation of the principal.
- Report to police or other appropriate authorities.

Nuisance and Dangerous Items

Nuisance items of any type - squirt guns, toys, laser pointers, electronic games, trading cards, etc. - should not be brought to school. Such articles may be confiscated and held by the teacher or principal until picked up by a parent.

Weapons or objects which can be used to threaten harm are absolutely prohibited, such as guns or sharp blades of any sort, explosive devices, matches or lighters, or clubs. If a school object (scissors, sharp pens, etc.) is brandished in a threatening manner, it will be considered a weapon. Deliberate possession or threatening use of such objects will be reported to an appropriate public safety agency. Additional consequences may include suspension or expulsion.

Standards of Dress

We believe that the way one dresses reflects character and shapes behavior. We want our students to understand the Biblical expectation of modesty, and we want to ensure that students' way of dressing doesn't cause distraction from the learning

process. We also know that limiting choices can simplify the daily process of deciding what to wear to school. Our dress code standards are designed to reflect those goals. A chart showing current dress standards can be seen in Appendix A.

It is each teacher's responsibility to explain and enforce the dress code, based on the needs and development of the grade levels. Teachers may choose to issue a warning, contact a parent directly, or assign a consequence for violations. Students in violation may be sent to the office to call home for a change of clothing before being allowed to rejoin their class. Repeated or blatant violations may be defined as "defiance" and treated as a "severe clause" behavioral issue.

Our standards of modesty and appropriateness apply to all school activities, including athletic practices and events. Students wearing articles which are torn, revealing, too tight, or displaying inappropriate words or images will not be allowed to participate.

CASUAL DRESS DAY standards: The principal may occasionally announce a "Casual Dress Day," when students and staff can wear jeans and other items not allowed by the Dress Code. Standards of modesty and Christian witness must still be followed. Casual wear may not be form-fitting, show bare shoulders, midsections, or areas of the chest, or include graphics that are offensive to our faith community or promote products or ideas inappropriate to children.

Anti-bullying Policy

Trinity practices zero-tolerance for bullying by children, parents, staff, or others. Teachers will consistently teach, encourage, and recognize positive behavior, dissuade aggressive or harassing behavior, and use Jesus as the model of behavior.

'Bullying' is the repeated intimidation of others by the real or threatened infliction of physical, verbal, written, electronically transmitted, or emotional abuse, or through attacks on the property of another. Examples include verbal taunts, name-calling, and put-downs (including ethnically-based or gender-based), extortion of money or possessions, and exclusion from peer group. Bullying happens when a person is exposed repeatedly and over time to negative action on the part of one or more persons.

Such conduct is contrary to the principles taught by our Savior and is disruptive of the educational process. Bullies are subject to disciplinary action up to and including suspension or expulsion. Parents demonstrating such behaviors (at athletic events or elsewhere) will be escorted out. As may be required by law, law enforcement officials shall be notified of bullying incidents.

Trinity's teachers and staff can be expected to respond to bullying in these ways:

- Calmly and firmly confront bullying comments, jokes, and gestures.
- Take the accusation seriously.
- Intervene. The "Work-it-out-by-yourselves" strategy will be used only with great caution and sparingly.
- Help the bullying student take ownership for his/her behavior(s) by helping him/her accept responsibility, by fostering growth in self-discipline, and by encouraging a Christian model of repentance and forgiveness.
- Provide information and resources to both students and parents regarding anti-bullying and assertiveness skills.

As our partners, Trinity expects parents to respond in these ways:

- Consistently confront inappropriate comments, jokes, and gestures.
- Make expectations clear and model appropriate behavior through good communication, anger management, and conflict resolution skills.
- Help children learn to express themselves in positive ways and to take ownership for their behavior.
- Recognize the importance of supervision in reducing bullying behaviors.
- Respond immediately to incidences of bullying by first visiting with the appropriate staff person. Follow up with supervisor(s) if necessary.
- Expect and empower children to report bullying.
- Differentiate between "reporting" and "gossiping."

Students identified as bullying will be subject to the following disciplinary process:

1. **Warning:** When a minor incident occurs, the teacher will take the opportunity to help students define bullying and to express its inappropriateness, referencing Jesus' example of loving kindness and the fruits of the Spirit: love, joy, peace, patience, kindness, goodness, gentleness, faithfulness, self-control (Galatians 5:22-23).
2. When a significant or a second incident occurs, the teacher will inform the parents and principal and document the incident by submitting a Bullying Report Form.
3. If the behavior continues, the principal will arrange a conference with the parents, teacher, and student.
4. The principal will determine a follow-up action, which may include the following options:
 - Require the student to prepare a written plan for positive behavior.
 - Time-out in the principal's office.
 - Assign community service to the student.
 - Seek the involvement of the Pastor.
 - Refer student to counseling or therapy.
 - Exclusion from recess, physical education, the class's lunch table, or activities in which the bullying has occurred – for up to three days.
 - Up to two days of suspension, either in-house or at-home. Such suspensions will be reported to the school board.
 - In severe cases, in consultation with the school board, the principal may impose a longer suspension from school or recommend expulsion.
 - Law enforcement will be notified when criminal intent is suspected.

Harassment Policy

The policy of Trinity Lutheran School is to maintain a learning and work environment free from physical abuse, sexual harassment, and harassment on the basis of race or national origin. Any form of illegal discrimination, harassment, or physical abuse is subject to disciplinary action, up to and including suspension, expulsion, or termination of employment.

- Physical abuse includes using or threatening to use physical force to inflict bodily harm on another person.
- Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:
 - a. Submission to such conduct is made either explicitly or implicitly a condition of employment or educational advancement; or when
 - b. Submission to or rejection of such conduct by an individual is used as the basis for educational or employment decisions, or when
 - c. Such conduct has the purpose or effect of unreasonably interfering with an individual's academic or work performance, or creating an intimidating, hostile or offensive educational or employment environment.
- Racial and national origin harassment consists of racial or ethnic slurs and other verbal or physical conduct relating to discrimination based on an individual's race or national origin when this conduct:
 - a. Has the purpose or effect of creating an intimidating, hostile or offensive educational or working environment; or
 - b. Has the purpose or effect of unreasonably interfering with an individual's education or work performance; or
 - c. Otherwise adversely affects an individual's educational or employment opportunities.

Complaint Procedure: Any individual subjected to an act of physical abuse, sexual harassment, or racial and national origin harassment should contact the school board chair, who is responsible to ensure that a full investigation is conducted and appropriate remedial action taken. If the complaint involves a Called employee, the District president will be informed immediately. Complaints will be handled with maximum regard for the confidentiality and protection of all persons involved.

If the initial complaint, investigation, and conclusion are not to the complainant's satisfaction, the individual should report the matter to Trinity's Church Council for further investigation and action.

False allegations of harassment will be taken serious and can lead to consequences, including legal action and/or termination of employment.

COMMUNICATION MATTERS

Communication between school and home is very important. Please keep in mind that teachers are in the classroom all day and are not always able to respond immediately. Phone calls and messages will be returned at the end of the day once dismissal is finished. Email will be responded to within twenty-four hours during the school week.

Mustang Minute

Our parent newsletter, *Mustang Minute*, is published weekly and distributed to parents and staff by email. Copies can also be downloaded from the school's website.

Instant Text and Email Announcements

Trinity uses the free "Remind.com" service to distribute text messages regarding school closings (snow days), emergencies, and important reminders to parents and staff. The service is private and secure; you are not required to give any personal information when signing up, and your number will not be sold or shared with any other party. Parents are strongly urged to sign up to receive these messages.

To receive the text messages on your smartphone, send the text **@tlsmessage** to 81010. To receive them via email, send a blank email to tlsmessage@mail.remind.com. To stop receiving text messages, text **STOP** or **CANCEL** to any message you receive from Trinity or to the short phone number 81010. To opt out of the email service, reply to a Remind email from Trinity with the word **UNSUBSCRIBE** in the subject field.

Use of Phone Communication

Parents should refrain from calling teachers or their children out of the classroom, except in cases of emergency. The most desirable times to contact teachers are from 7:45-7:55 a.m. and from 3:00-3:30 p.m. Children's use of the school telephone will be limited to emergencies, and only with the teacher's, the principal's, or a responsible adult's permission.

Parent-teacher Conferences

Two parent-teacher conferences are scheduled each year. The first, in November, provides an opportunity to discuss the first marking period's report card grades and to set goals for the remainder of the year. The second is held in February.

Parents may request additional conferences with the teacher to discuss items of academics or classroom behaviors at a time convenient to both. Both the parent and the teacher have the right to request the principal's attendance at any conference.

Parties and Invitations

Please refrain from sending invitations or gifts for birthday parties to school for distribution. Invitations should be mailed directly to the child's home.

SAFETY AND SECURITY MATTERS

School Security System

For the safety of our students and staff, Trinity's doors are kept locked. A doorbell and security camera allows our office staff to safely admit people into the building. Each school and child care family is issued a code which unlocks the front door during regular school hours (7:00 a.m.-6:00 p.m., Monday through Friday). This code must be kept secure. If you believe the privacy or security of your code may have been compromised, the office manager will cancel it and issue you a new code at no cost.

Parents and children should be mindful about letting others into the building who they don't know.

Parking Lot Procedures

A diagram showing our parking lot procedures can be found in Appendix B of this handbook. To protect the safety of our children:

- Speed limit is 5 MPH.
- Left turns onto McCain Road are illegal. Use the side driveway to Armensko Street.
- Circle traffic moves counter-clockwise.
- Children are never allowed onto the parking lot without an adult.
- At dismissal, children will be kept with a teacher until their ride arrives or an adult walks to the sidewalk to pick them up.
- Children and adults must enter the school through the front entrance.
- To keep traffic moving, do not visit with a teacher or another parent from your car while in the circle.
- During drop off and dismissal times, vehicles leaving the area in front of the garage should turn right and proceed through the circle rather than cutting through the line of traffic.

Tornados and Severe Weather

When the U.S. Weather Bureau announces a tornado "warning" (a tornado has been sighted), all children are brought into the central hallway until the warning has expired. During a warning, children may be dismissed from the central hallway only under the direct supervision of a parent or other authorized adult.

When a tornado *watch* is announced, normal school activities continue, except that classes may not go outside for recess or other activities. The principal is responsible to inform all staff members that a watch has been issued. At dismissal time, students will be kept inside the front hallway until escorted by a staff member directly to the parent's (or authorized adult's) vehicle in the parking circle.

Emergency Drills

As required by Michigan regulations, Trinity conducts periodic school-wide practice drills for responding to fire, tornado warnings or watches, threats external to the building, and threatening individuals within the building. Public safety agencies are informed of these drills and frequently participate as observers or advisors. Reports of all completed drills are available to view on our school website.

Lockdown Procedures

School lockdowns may occur because of a danger that is outside of the building (for example, a coyote seen running in the area) or one that is inside the building (an armed individual making threats inside the school.) Our lockdown procedures vary, depending on the type and location of the threat. For security purposes, details about those procedures will not be made public, but parents may be assured that the staff is well-trained and the students are well-prepared to respond.

DURING A LOCKDOWN EMERGENCY, PARENTS SHOULD KNOW:

- Please remain calm as school and local authorities manage the situation.
- Please do not call the school, teachers, or your children during a lockdown. To the extent possible, information will be shared via our automatic "texting" service.

- During a lockdown, children will NOT be allowed to leave, even if a parent comes to the school grounds, until recommended by the appropriate authorities.
- Parents may be required to present identification.
- If the school property is evacuated, an offsite meeting place for parents, students, and staff will be determined and announced in consultation with public safety officers.

Lockdown practice drills will be conducted periodically to ensure staff and student readiness. During these short drills, parents may be denied entry into the building. Thank you for your understanding!

Field Trips and Drivers

Teacher-planned field trips are an important part of Trinity's educational experience. Teachers strive to keep costs low. Financial assistance is available for families unable to cover the cost; parents should share that need with either the teacher or the principal.

Trinity relies on parents and other adults to assist with supervision. We require a one-to-five ratio. Transportation will be arranged by the teacher. Parents or other adults may be used to transport children in private vehicles, with the following stipulations:

- Driver must be at least 21 years of age and have a cell phone available throughout the trip.
- At least one day in advance of the trip, drivers must turn in the "Personal Automobile Use Form."
- Drivers must also present a driver's license and proof of insurance to the school office. Information from the licenses will be used by the principal to complete a background check.
- Sign the field trip form for drivers.
- Not make stops going to or from the destination unless an emergency arises.
- Buckle all students into seat belts during each trip.
- See that each student rides in the same vehicle both going to and coming from the field trip (changes may only be made by the teacher)
- Be responsible for student behavior in the vehicle; any discipline problem (i.e. loud talking, improper language, etc... is to be reported to the classroom teacher).
- Clear any audio or video tapes played during travel time with the classroom teacher.
- Supervise all movement from vehicle to buildings.
- Allow no eating or drinking in the vehicle without the driver's permission.
- No smoking will be allowed in vehicles or during the field trip.
- Have a booster seat for anyone under 8 years of age, or under 4'9".
- Adults found to have the following will not be allowed to drive students other than their own children or legal wards on any school-related activity:
 - Guilty of more than two speeding tickets in excess of ten miles per hour over the speed limit or other moving violations within the previous three years.
 - Convicted of driving with a suspended license, hit and run driving, driving while intoxicated, reckless driving, or negligent driving of a serious nature within the previous five years.
- Unless exempted by the principal in writing, no children other than those enrolled in the class may be in the vehicle during the field trip.

Protecting Children from Sexual Abuse

To help ensure that Trinity is a "safe and respectful place," policies and practices designed to protect children from sexual abuse are taken seriously. The staff is required by law to report any signs of child abuse to the Department of Children and Families. This report may be made directly to Child Protective Services without first contacting the parents. Any reasonable suspicion of abuse will be reported immediately to Child Protective Services by the staff person who first becomes aware of the suspicion. That staff member must then also report it in writing to the principal or early childhood director.

Criminal background checks are completed for all volunteers and staff members. Anyone with a record or pending charges of a “listed” offense may not participate in school activities placing them in direct contact with children.

Each classroom and office has a window in the door, which must be kept uncovered with a clear view into the room.

Abuse and Neglect

The staff of Trinity Lutheran School is required by state law to report any signs of child abuse to the Department of Children and Families. This report may be made directly to Child Protective Services without first contacting the parents.

Two –Adult Rule

The two-adult rule states that at all time there must be two adults (who are not related to each other) present when supervising one or more students. This rule is designed for the safety of the adults as well as, safety of the students and is required with few exceptions.

Compliance to the two-adult rule includes the following:

1. There must always be two adults present when supervising one or more students.
2. The adults must not be related family members (a married couple would be considered “related”).
3. The adults should be in sight of each other at all times.
 - Staff and volunteers will strive to avoid situations in which they are alone with a child without being visible to others in the immediate surroundings.
 - No single student may ride in a car with an adult who is not his or her parent, without the express consent of the custodial parent. The exception to the foregoing is a situation in which an adult is transporting a student for the purpose of obtaining medical care and/or treatment for an injury sustained, or illness that arose, while engaging in a school sponsored activity.
 - When taking a student to the restroom, staff or volunteers will enter to assist the student only when it is necessary, such as, a situation in which the student is unable to care for him or herself.
 - When in the restrooms with multiple stalls, adults should leave the restroom door open.

Exceptions to the Two-Adult Rule

The purpose of the two-adult rule is to ensure that the actions of any one individual are known to at least one other adult and to protect both the adults and students. Guidelines for exceptions to the two-adult rule are created with this intent in mind. If a situation arises where only one adult is present; the actions of that adult are to be made known and visible to others. This is to be accomplished by the adult choosing to be visible and in a public location, and by communication with other staff.

- **Visible Location-Meetings** should take place in a visible area in a public place. Staff and volunteers should never meet with a student in a private home unless the student’s parent or another screened adult is in the home and can view the adult and student at any time.
- **Multiple Students Present**-If multiple students are present for classroom instruction this is acceptable.
- **Unplanned situations with only one adult**-Occasionally, adults will find themselves without another adult present due to unforeseen circumstances. The following procedures should be followed:
 - Immediately inform supervisor
 - Move to a visible location

For the purpose of this rule, the term student shall mean any minor child in the care, custody, or control of the school.

Background Checks of all Volunteers and Employees

In order to offer the highest level of protection for our students and staff, and in response to regulations regarding school safety, the following procedures are required:

- An online criminal background check (iChat) will be conducted on all adults whose volunteer activities may put them into unsupervised contact with children.
 - This includes, but may not be limited to, field trip chaperones, athletic coaches, room mothers, and library volunteers.
 - Checks will be conducted shortly before the time of the first involvement of the school year.
 - Only the principal will be authorized to conduct the searches. S/he will ensure the confidentiality of all records by (1) printing results on private, secure printers within his/her office, (2) keeping no electronic copies of records, (3) ensuring that printed reports are kept secure in a designated, locked file cabinet in his/her office, and (4) ensuring that printed reports are shredded in a timely manner.
- All school employees who interact with students undergo a digital fingerprint check through the Michigan State Police. (As stipulated by State of Michigan regulations, child care employees—other than the director—may be vetted by iChat rather than fingerprinting.)
- Adults found to have a “listed” felony conviction or pending charges will not be allowed to participate as a volunteer in any capacity having contact with students. Adults found to have other felony convictions or pending charges will not be allowed to work with children except—with written permission of the principal or early childhood director—under the direct observation and supervision of a school employee.
- Adults found to have any one of the following will not be allowed to drive students other than their own children or legal wards on any school-related activity:
 - Guilty of more than two speeding tickets in excess of ten miles per hour over the speed limit or other moving violations within the previous three years.
 - Convicted of driving with a suspended license, hit-and-run driving, driving while intoxicated, reckless driving, or negligent driving of a serious nature.

Weapons

Trinity does not allow weapons to be carried on its property, either open or concealed, except by peace officers.

School Visits

Trinity welcomes visitors! As partners in the educational process, it is valuable for parents to see what happens in the classroom. But out of concern for the safety of our students and staff, and in order to prevent disruption of teaching and learning, those wanting to visit a classroom are expected to honor the following:

- Parents who wish to observe learning activities taking place in the child's classroom are to discuss, in advance, the purpose of the visit with the principal and the teacher.
- No visits during tests and independent study periods.
- A visit should be limited to 30 minutes or 1 class period.
- No more than two visitors in a classroom at a time, unless specified by the teacher for special occasions.
- Visits should be limited to one per month.
- Visitors are to be silent observers, and not create disruption.
- Copies of instructional materials being used may be requested but may not be immediately available.
- By requesting a visit, the visitor accepts the confidentiality of whatever is seen and heard.
- Permission to record classroom activities must be requested in writing in advance for approval by both the principal and the teacher. As stipulated by federal privacy laws, students may not be photographed or recorded unless parents' written permission has been secured.

- Written permission is required before a visitor may record any conversation or meeting with a teacher or the principal.
- Visitors are encouraged to meet with the principal and teacher during non-instructional hours to discuss the observation and to obtain answers to questions. If a parent has a concern, he/she should discuss the issues first with the teacher, and if the concern is not satisfied, then with the principal. Such conversations may never take place in the presence of students.

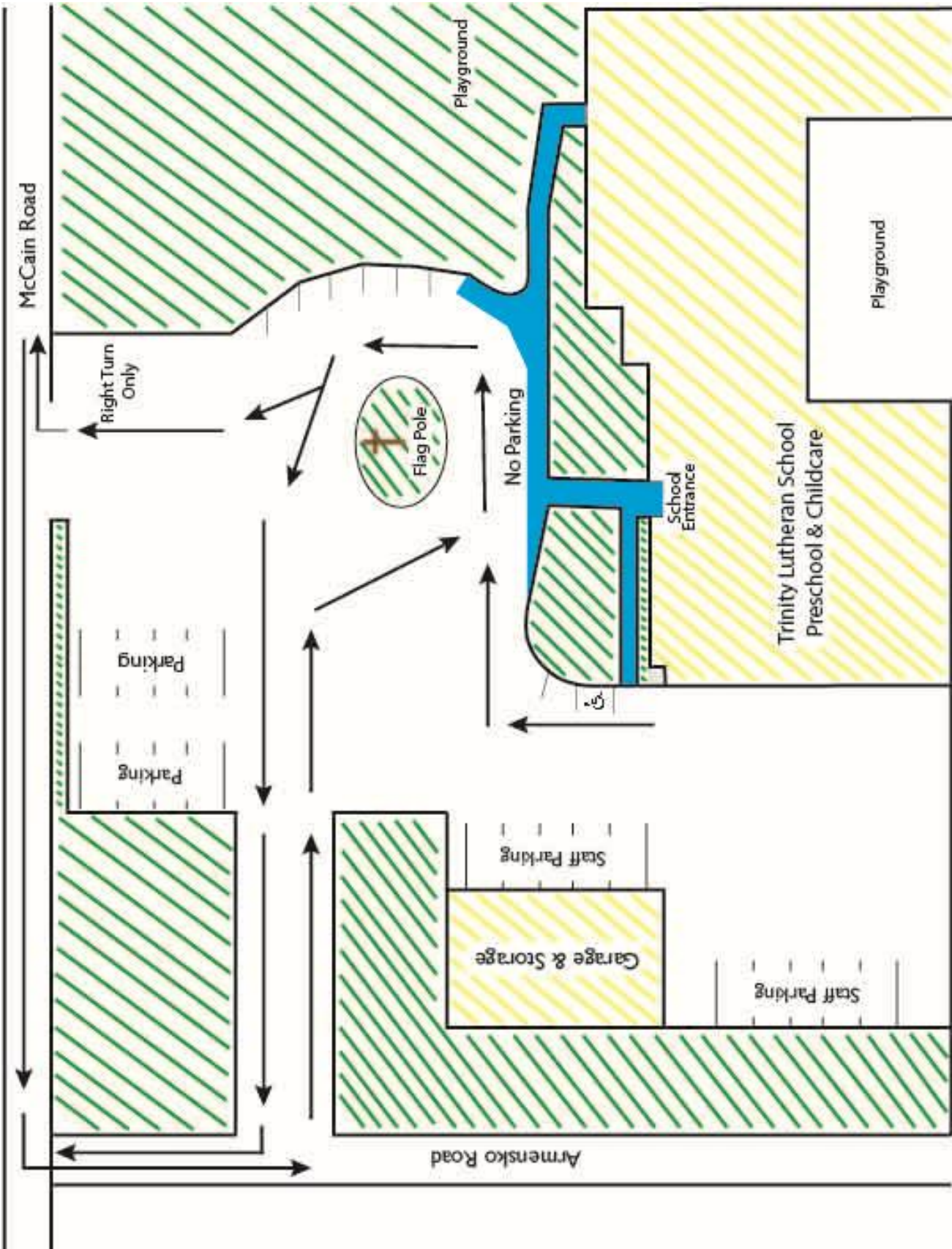
Publishing Student Photos or Information

Trinity takes seriously the right to privacy and security for our students and families, and must insist that visitors, parents, and staff respect that right by observing the following:

- As a part of the enrollment process, parents are asked to identify the limits they desire regarding posting or sharing by the school of pictures, names, addresses, and contact information.
- Parents and visitors are expected to honor those privacy rights by NOT publishing on Facebook or other social media any pictures or names of students at school events (other than their own children's) unless permission has been sought and granted from the child's parent or guardian and the principal.
- Directories of phone numbers, addresses, or other contact information which are distributed by the school are to be considered private and confidential and may not be shared with others without written permission of the principal.

APPENDIX A – Dress code standards for grades 1-8

PANTS	<input type="checkbox"/> Dress pants-pleated or plain front, no stretch or cargo pants, or corduroy.
Styles/colors	<input type="checkbox"/> Walking shorts-pleated or plain front.
	<input type="checkbox"/> Must be hemmed, with no fraying or tears.
Fit	<input type="checkbox"/> Worn at the waist; not sagging.
	<input type="checkbox"/> Fit the body modestly and appropriately at the waist, inseam, and length.
	<input type="checkbox"/> Shorts are no shorter than 4 inches from the ground when kneeling.
Belts	<input type="checkbox"/> Solid navy, black, or brown. No adornments.
<hr/>	
SKIRTS & DRESSES	<input type="checkbox"/> Dresses, skirts, skorts, jumpers; twill or corduroy in a solid color or plaid.
	<input type="checkbox"/> No denim or t-shirt/knit material.
	<input type="checkbox"/> No shorter than 4 inches from floor when kneeling.
	<input type="checkbox"/> Solid color biker shorts may be worn under skirts or jumpers.
<hr/>	
SHIRTS	<input type="checkbox"/> Collared shirt (oxford or polo) or turtleneck in solid color, stripes, or plaid.
Styles/colors	<input type="checkbox"/> Sleeves cover shoulder and underarm; no capped sleeves.
	<input type="checkbox"/> May have small logo (2"x2") appropriate to a Christ-centered school.
	<input type="checkbox"/> Buttoned shirts must be buttoned. Top button may be left open, if modest.
Fit	<input type="checkbox"/> Fit the body modestly and appropriately in length, neck, arm, and torso.
	<input type="checkbox"/> Under-clothes do not show past the sleeves or at the bottom of the shirt.
	<input type="checkbox"/> Shirts with tails are tucked in.
<hr/>	
SWEATERS	<input type="checkbox"/> Solid color V-neck, crew neck, cardigan, or vest - fitting the body modestly - may be worn over shirts that meet the standards.
	<input type="checkbox"/> Non-hooded sweatshirts with a Trinity logo are acceptable.
	<input type="checkbox"/> Jackets or other outerwear cannot be worn in class.
<hr/>	
SHOES	<input type="checkbox"/> Dress or athletic shoes must have a closed heel.
	<input type="checkbox"/> Sandals must have a back strap.
	<input type="checkbox"/> Heels less than 1 ½ inches tall.
	<input type="checkbox"/> Non-marking soles.
	<input type="checkbox"/> Shoes designed for laces must be laced and tied.
	<input type="checkbox"/> No clogs, mules, slides, or flip flops. "Wheelies" may not be released at school.
	<input type="checkbox"/> Students should have athletic or tennis shoes dedicated for use in the gym.
	<input type="checkbox"/> TLS staff recommends an extra pair of shoes at school for muddy days.
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SOCKS	<input type="checkbox"/> Socks must be worn with shoes or sandals.
<hr/>	
HAIR	<input type="checkbox"/> Must be neat, clean, well-trimmed.
	<input type="checkbox"/> Should not extend into eyes.
	<input type="checkbox"/> Natural color.
	<input type="checkbox"/> Boys: moderate length.
<hr/>	
GYM WEAR	<input type="checkbox"/> Students in grades 4-8 should have athletic shorts and shirts available for gym classes, when directed by the teacher.
<hr/>	
WINTER WEAR	<input type="checkbox"/> All students must have pants or leggings, coats, hats, boots, and gloves/mittens appropriate to the weather.
	<input type="checkbox"/> Grades K-3 need snow pants for recess during winter.
<hr/>	
OTHER	<input type="checkbox"/> Clothing must be laundered, clean, and odor-free.
	<input type="checkbox"/> No hats or sunglasses in school.
	<input type="checkbox"/> No hooded garments during school hours, except when outside.
Boys:	<input type="checkbox"/> No facial hair or earrings.
Girls:	<input type="checkbox"/> Small earrings are allowed.
	<input type="checkbox"/> Grades 7&8 may use light cosmetics, but not bring them to school.



APPENDIX C - Personal automobile use form

Date of field trip _____ Destination: _____

Field Trips: Transportation to field trips will be arranged by the classroom teacher. Parents or other adults may transport children in private vehicles, with the follow stipulations:

- Driver must be at least 21 years of age.
- Driver must **provide their birthdate in advance**, to enable TLS to complete a Michigan State Police background check. (This must be completed once per year.)
- Driver should have a cell phone available throughout the trip.
- By signing this form, driver agrees to ensure the following:
 - ✓ A **seat belt** - or as required by law, an approved child car seat - **will be used** for every passenger.
 - ✓ Car doors will be **locked** whenever the vehicle is in motion.
 - ✓ You will never leave a child unattended in the vehicle.
 - ✓ You will ensure that children are **loaded and unloaded from the curbside** of the vehicle or in a protected parking area.
 - ✓ Unless exempted by the principal or early childhood director in writing, you will have no children in the vehicle other than those enrolled in the class.
 - ✓ You will carry a copy of Page 2, listing the teacher's and drivers' phone numbers, each vehicle's occupants, and a route (or map) to be followed.

DRIVER NAME _____ Cell phone _____ Birthdate _____

Phone must be with driver throughout the event.

Driver's license number _____ License plate _____

Copy of license must be provided to school office.

Vehicle make, model, color _____

Insurance company _____ Auto policy expiration date _____

Proof of insurance coverage must be provided to the school office.

Minimum liability required: \$100,000 bodily injury per person, \$300,000 per occurrence; \$100,000 property damage per occurrence.

- ❖ I agree to follow the prescribed route, unless the teacher approves an alternative.
- ❖ I acknowledge that, in the event of an accident during a school-related activity, claims would be tendered to my personal automobile insurance company. I also understand that the school's insurance may provide assistance with my deductible.
- ❖ I certify that I have incurred no more than two speeding tickets in excess of ten miles per hour over the speed limit or other moving violations within the last three years.
- ❖ I certify that I have not been convicted of: (a) driving with a suspended license, (b) hit and run driving, (c) driving while intoxicated, (d) reckless driving, or (e) negligent driving of a serious nature.

Driver signature *Date* *Signature of teacher or principal* *Date*

Confidentiality of information gathered through this form will be kept secure by Trinity's staff. A copy will be kept in the school office during the event and for a period of 12 months following the event, at which time it will be shredded.

For office use:

☐ MSP background check confirmed by _____ ☐ Copy of driver's license ☐ Copy of insurance coverage

APPENDIX D – Student Technology Use Agreement

Trinity provides a variety of technology resources to support the teaching and learning process. Trinity is a One-to-One Computing school, with an iPad or netbook for every student for use at school, Wi-Fi throughout the building, and an electronic whiteboard in every classroom. Students may not use privately-owned computers or handheld technologies at school except by teacher or principal permission.

Students and parents must sign and return a copy of Trinity's Technology Use Agreement before a netbook or tablet will be assigned. Every attempt will be made by faculty and staff to ensure safe, appropriate, and godly use of technologies and the Internet through instruction and close monitoring of students. We expect that parents will also provide guidance and instruction regarding the appropriate and safe use of the Internet.

Students are expected to respect the following guidelines:

1. Students' use of technology is limited to teacher-assigned or approved activities.
2. The Internet is to be used only under teacher supervision, for school purposes.
3. Students may not make changes to computer settings, such as backgrounds, pixels, or mouse speed.
4. Students may only use logins, passwords, or files assigned to them.
5. Students may not copy, download, or install any files, software, apps, or programs.
6. Students may not write, send, or download obscene, threatening, harassing, or unChristian messages or images.
7. Students must not share personal information - including addresses, phone numbers, or email addresses – except as directed by teachers.
8. All technology use and files are subject to being monitored and should not be considered private.
9. Computers may not be taken out of the classroom without permission of the teacher. The principal's signature is required to take a computer or laptop out of the building.

Student misuse of technology is subject to the penalties allowed under the Discipline Policy. Any or all of the following may also apply to a violation of the Technology Use Agreement:

- ☐ Loss of school computer and Internet privileges for up to 30 days for a first violation and 60 days for an additional violation. Students and their parents will be required to arrange alternative methods for completing technology-based assignments. This may mean that assignments must be done at home rather than at school.
- ☐ Other penalties may include detention, suspension, or expulsion, to be determined by the severity of the violation.
- ☐ Incidents may be referred to law enforcement agencies, if applicable.
- ☐ Families may be required to pay to repair or replace damaged or lost equipment.

PARENT HANDBOOK SIGNATURE FORM

Please read and discuss the information included in the Trinity Lutheran School Student/Parent Handbook with your child. Return this page to your child's teacher after you and your child have signed it, no later than August 29, 2022.

As the parent or guardian of a Trinity Lutheran School student, I have read, understand, and shared the Student/Parent Handbook with my child. Also, I have a copy of the Student/Parent Handbook.

Parent/Guardian Signature

Date: _____