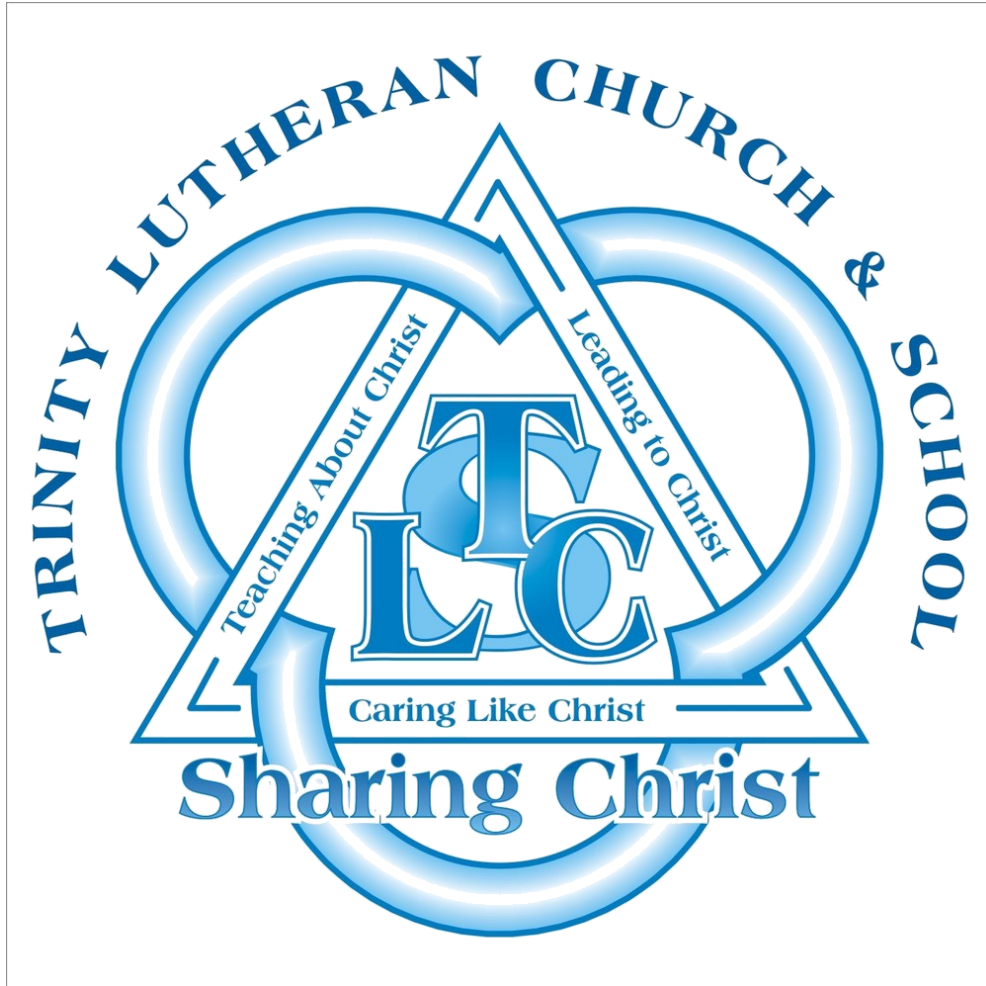


# TRINITY LUTHERAN SCHOOL

## Family Handbook



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Reese, Michigan 48757  
(989) 868-4501  
schooloffice1921@gmail.com  
www.trinityreese.com  
www.fastdir.com/trinityreese

Thank you for choosing Trinity Lutheran School. You have made an excellent choice for the education of your child. We believe that a Christian education is vital in today's world. Children receive many mixed messages from the media, their peers and society in general. More than ever, children need to hear and be taught the Word of God on a daily basis. Since the early elementary years are a formative time for children, a Lutheran School provides a unique opportunity to "ground" their faith so that it might mold and form them for years to come. Today, even adults struggle with basic Bible knowledge. However, after eleven years of religious training, children who attend Trinity will be intimately familiar with both the content and the meaning of the Bible. At the same time, we realize that academics are extremely important in today's changing work environment. Therefore, we believe in challenging children to perform at a high level, working with their God-given abilities. Our high academic standards and expectations are known throughout the community. At Trinity it is more important for us that a student learns than receive a certain "letter grade." Teachers at the local public high school say they can tell which students graduated from Trinity because they are obviously well prepared and perform at a consistently high level.

At Trinity, we strive to provide the following 5 advantages:

- ❖ A Biblical foundation that supports the growth of children of God in Christian families.
- ❖ A variety of curricular, co-curricular, and extra-curricular choices with maximum participation.
- ❖ Strong academics with high standards.
- ❖ A school accredited by National Lutheran School Accreditation and Michigan Non-Public Schools Accreditation using all certified teachers.
- ❖ An attractive school atmosphere with small classes conducive to exceptional learning.

In addition, we believe that a Christian school helps prepare students for leadership. A quick look at the leaders and board members of Trinity will show that the majority of leaders are the product of Trinity or some other Lutheran School. At Trinity, both the expectations and standards are high. We believe this is a strength that draws many students here every year. Your child is worth the best. Thank you for choosing Trinity. Our staff will do their best to keep your trust.

This handbook contains important information for our school including policies, schedules, rules, etc. Please keep this handbook in a convenient place so that it will serve as a ready reference relative to school policies and school events while your child attends Trinity. If you have any questions concerning anything in the handbook, feel free to call the school office.

May the efforts put forth by the faculty and Board of Education bind us closer together with Christ. We pray that God's blessings will be showered down upon us.

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## **MISSION STATEMENT OF TRINITY LUTHERAN SCHOOL**

Teaching about, Leading to, Caring like, and Sharing Christ.

## **VISION STATEMENT OF TRINITY LUTHERAN SCHOOL**

The vision is to provide a safe, Christ-centered education that develops individuals who are healthy, confident, critical thinkers that persevere through tough times and show compassion, courage, and resiliency in a diverse and changing world.

We believe that God has invited all Christians to grow in the grace and knowledge of Him (2 Peter 3:18). We also believe that all Scripture is God-breathed and is useful for teaching, rebuking, correcting, and training in righteousness, so that the man of God may be thoroughly equipped for every good work (2 Timothy 3:16-17). Because of these beliefs, Trinity Lutheran Church established Trinity Lutheran School in 1921. Therefore:

### **Trinity Lutheran School will provide:**

- ❖ A positive Christian climate that reflects the image of Jesus Christ and His love for us.
- ❖ An academically challenging curriculum that is integrated with the Christian faith.
- ❖ Teachers, who are academically prepared, as well as equipped to teach the Word of God.

### **Teachers will:**

- ❖ Teach the Word of God.
- ❖ Lead lives that exemplify Christian values.
- ❖ Maintain high academic standards and adapt to meet individual student needs.
- ❖ Work in partnership with parents as role models in the Christian faith and generously support their church and school with prayer, financial resources, time, and talents.

### **Parents will:**

- ❖ Assume the primary responsibility for the Christian education of their children.
- ❖ Provide a Christian atmosphere in the home that encourages spiritual growth and development.
- ❖ Model Christian parenting by attending worship services with their children.
- ❖ Work in partnership with teachers as role models in the Christian faith and generously support their church and school with prayer, financial resources, time, and talents.

### **Students will:**

- ❖ Give their parents, teachers, and pastors the respect due those whom God has placed in authority.
- ❖ Grow in knowledge and understanding of the Christian faith.
- ❖ Actively participate in the learning process to their fullest ability.
- ❖ Develop and apply their God-given talents and abilities in service to the church, school and community.

### **The Board of Education will:**

- ❖ The Board of Education is responsible to the congregation of Trinity Lutheran Church

- ❖ The BOE develops and reviews policies that are based on sound principles to manage the school in a consistent and Christian manner.
- ❖ The BOE will support the principal, teachers, faculty, staff, parents, and children of Trinity Lutheran in both their educational and spiritual growth.
- ❖ The BOE Members are committed to service through continual attendance at the BOE meetings to focus on goal setting, policymaking, and continual evaluation.
- ❖ The BOE is student-centered by being continuously guided by Christ for what is best for the students.
- ❖ The BOE will work together openly with trust and respect shown to all families.
- ❖ The BOE values, supports, and advocates the importance of a Lutheran Education from PreK to 12th grade.
- ❖ Yearly the BOE develops goals that we strive to achieve throughout the school year.

**Finally:**

- ❖ The word Lutheran in the title of our school is placed there for a very distinctive purpose. The doctrines taught in our school are expressly those of the Lutheran Church-Missouri Synod.
- ❖ Children and parents who claim a title of Lutheran are expected to be thoroughly acquainted with the doctrinal standards of the Lutheran church and attempt to follow them and to be active participants.
- ❖ Children and parents who claim membership in other Christian churches are expected to be active participants in their respective churches.
- ❖ Children and parents who claim no church membership are strongly encouraged to consider membership in the Lutheran Church.

## **CHURCH ATTENDANCE**

Shout for joy to the Lord, all the earth.  
Worship the Lord with gladness;  
come before him with joyful songs.

Psalm 100

Throughout Scripture, God has not just recommended, but commanded us to spend time in worship. It is a very important part of the complete Christian Education we offer our children here at Trinity Lutheran Church and School.

Children do learn by example, not just the example of teachers and peers, but also of parents. It is the responsibility of all of us to instill proper worship and educational habits into the children of the Trinity Family. What a blessing the combination of church, school, and family is!

Membership in a Christian congregation is also a privilege that involves commitments. God, in love, committed Himself to save us from sin and death and provides for our ongoing care and support. We, in turn, commit ourselves to His worship and service. Part of that service to God is seen in the ministry of Trinity Lutheran School. For instance, did you know:

- ❖ Trinity students receive 11 years of religious instruction.
- ❖ Trinity students historically score well above average on standardized tests.
- ❖ Trinity teachers have almost 100 years of combined teaching experience.
- ❖ Trinity members contribute over \$500,000 toward the support of this school.
- ❖ Trinity members receive an annual tuition free education worth approximately \$6,800 per student.
- ❖ Trinity members contribute an overwhelming amount of volunteer hours.
- ❖ A quality, Christian education seeks to strengthen our relationship with Jesus Christ.

### **Did you also know that we can't do it without you?**

Regular worship attendance is an important part of the educational experience at Trinity. Everything we do during the week points toward our relationship with Christ. Needless to say, if regular worship is not part of a family's regular practice, then the advantages of a Lutheran education are greatly diminished.

Trinity Lutheran Church and School encourages members do the following:

- ❖ Attend church regularly with their family.
- ❖ Faithfully and regularly participate in receiving Holy Communion at Trinity.

**Fathers, do not exasperate your children; instead, bring them up in the training and instruction of the Lord. Ephesians 6:4**

**Let us not give up meeting together, as some are in the habit of doing, but let us encourage one another -- and all the more as you see the day approaching.**

**Hebrews 10:25**

## **ADMISSIONS POLICY**

Children enrolling in Kindergarten must be five years old on or before September 1, 2021. Children enrolling in first grade must be six years old on or before September 1, 2021. Our enrollment limit per room for grades kindergarten through eighth grade is twenty (20) students, preschool will be limited to sixteen (16) students.

Since Trinity Lutheran School is sponsored by Trinity Lutheran Church, first consideration is given to those children whose parents are members of Trinity. Consideration then is given to families who already have children enrolled, then those of sister congregations, then families with no church affiliation, and finally those of other church denominations. Acceptance of all applications is in the hands of the principal and Board of Christian Education.

A health check-up is required by law which reads: Public Act #12, Sec. 376- All children enrolling in any public, private, or parochial school in Michigan for the first time shall submit a statement signed by a physician that they have been immunized against diphtheria, tetanus, pertussis, polio, measles, mumps, rubella, hepatitis B, and chicken pox.

Parents transferring their child from another school must sign a form requesting their child's school records from the previous school. A student will not be permanently accepted until these records have been received and reviewed.

Trinity's desire is to provide an appropriate education for everyone. When difficulties arise, a meeting is scheduled involving the principal, teachers, parents, and student to develop a plan for improvement. Unfortunately, our teachers are not certified in special education, and we are unable to offer special education services. We can, however, utilize resources from the public school to help meet the specific needs of the child. If there is a concern, please consider what is in the best interest of your child.

## **NON-DISCRIMINATORY POLICY**

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

Children will not be denied admission if their parents are living in an openly sinful lifestyle or relationship. In such instances, admission or continued enrollment will be conditioned upon an express written understanding with the parents that restricts their involvement and participation in church or school related functions and activities in ways that are reasonably calculated to address the underlying offensive behavior or conduct to protect the school community from the potentially harmful and/or divisive effects thereof, as are determined by the Board of Christian Education, in consultation with the Board of Elders, on a case-by-case basis.

In administering this policy and before enrolling or admitting such students, the parents will be informed of the church and school's teaching on the subject of the underlying behavior or conduct so as to make clear that the

children will be taught principles contrary to the example or instruction they are receiving from their parents either directly or through the example of their lifestyle or relationship. In such instances where the parent or parents are members of Trinity, efforts directed at addressing the underlying behavior or conduct will be followed in accordance with Trinity's practices of church discipline.

**FINANCIAL SUPPORT, REGISTRATION FEES, AND TUITION**

Traditionally the majority of financial support for Trinity Lutheran School has come from donations made to Trinity Lutheran Church. Our church views the school as a vital part of its mission and ministry. However, we believe that each parent who uses Trinity Lutheran School should also support this important ministry. The cost of education increases along with other costs and is approximately \$6,800 per year for each student. Over eleven years at Trinity, this would approach a \$74,800 value. This fact should be considered when members of Trinity fill the weekly offering envelopes. As long as appropriate offerings are given to the church to support the school, that support will remain tax deductible for the contributor. If ever the support for Trinity School needs to be supplemented by tuition, it should be noted that tuition is not tax deductible. For example, if \$3,000 is given to the church to help support the school the actual cost for a couple in the 25% tax bracket is only \$2,250 since church contributions are tax deductible. If \$3,000 in tuition were charged, the cost to a family would be the full \$3,000 since tuition is not tax deductible. Therefore, it is in the best financial interest of Trinity parents to contribute faithfully and generously to Trinity Lutheran Church.

Children of non-members are asked to pay tuition in addition to educational fees. This tuition is set by the Board of Education each spring and should be fully paid by the last day of school. If parents are transferring from another church, they must pay tuition until the Board of Elders accepts their membership. Members of Trinity Lutheran Church receive a 100% church-subsidized tuition provided the member remains active and in good standing. Members of Trinity are only required to pay an educational fee which is above and beyond your giving to the church. Good Christian stewardship is expected from all Trinity families.

All financial accounts must be in good standing by the start of the fourth quarter for students to go on class trips.

Payment plan arrangements must be on file. Payments may be made in full in September (2% discount will be applied) or on a monthly basis (first week of the month). Assistance is available to those that qualify, see Mrs. Briggs for financial aid forms.

<b>2020-2021 Tuition (Non-Members)</b>	<b>2020-2021 Education Fees (Non-Member AND Members)</b>
3 Year Old Preschool: \$100	3 Year Old Preschool: \$510
4 Year Old Preschool (half): \$205	4 Year Old Preschool (half): \$610
4 Year Old Preschool (full): \$255	4 Year Old Preschool (Full): \$765
Kindergarten (half day): \$765	Kindergarten (half day): \$715
Kindergarten (full day): \$920	Kindergarten (full day): \$920
Grades 1 through 8: \$1630	Grades K through 8: \$920

Additional Children: 30% off Tuition



Educational fees provide the student with workbooks, textbooks, testing materials, various teaching supplies, technology improvements, and necessary equipment upgrades. Bibles, memory books, hymnals, student planners, and paper supplies are not included in this fee. Tuition helps pay for teacher salaries, benefits, and building utilities. Education fees must be paid in full for parents to go on the 7th & 8th graders field trip.

## CURRICULUM

In keeping with the purpose of Trinity Lutheran School, our curriculum is based on the Word of God. Students have the benefit of hearing this Holy Word taught daily in its truth and purity. However, religion is not just a class at Trinity. It permeates all teaching and activities.

Each classroom opens the day with a brief devotion and instruction from God's Word. Religious instruction consists chiefly in learning Bible stories together with their application to life and the memorization of brief Bible selections, prayers, and songs. Systematic instruction in Lutheran doctrine as outlined in Luther's Small Catechism is also given.

In keeping with a Christian philosophy of education, and in regard to the requirements of the state of Michigan, our children receive a thorough education in the following areas: social studies, including geography, history, government, and current events; language arts, including reading, phonics, English, spelling, and writing; science, including general science, biology, physical science, and earth science; health, including sex education; mathematics; arts, including music, choir, band, handbells, and art; physical education; and computer education.

## ATHLETICS

Trinity has a full athletic program for students in grades five through eight. All general information, policies, and procedures are outlined in the Trinity Lutheran School Athletic Handbook. Students do need a physical before participation in any sport. Occasionally, fourth graders are invited to play sports if numbers deem it necessary.

If athletes need to stay after dismissal (2:55) until practice starts, arrangements **must be** made in advance.

Effective June 30, 2013, the state of Michigan has mandated that all coaches, as well as adults involved in the coaching process, need to have knowledge regarding concussions. This is done through the Michigan Department of Community Health (MDCH through [Michigan.gov/sports](http://Michigan.gov/sports) concussion). This is done for the safety of our students and mandated by the state of Michigan. When coaches complete the form, it is to be brought to the school office.

## **MUSIC**

Our church and school has a long tradition of glorifying God through music in worship, both vocal and instrumental. We continue this tradition by offering a variety of music experiences for all students through school choirs, band, handbells, classroom music, chapel services, and devotions. The major purpose of our music program is to give children the opportunity to experience music, and for students, to develop specific skills in the areas of instrumental and hand bell music.

All fifth through eighth graders are required to participate in choir and are expected to be at performances as this is a graded class. Fifth through seventh graders are required to participate in band, while eighth graders can choose band, handbells, or both. Seventh graders also have the option to be in handbells.

All Music Fees/Festival entry fees must be paid before the Music Festival in order for the student to participate in a solo or small group.

### **Beginning Band**

In fifth grade, students will join the Beginning Band. Prospective students and parents may be invited to an informational night in the spring, giving them the opportunity to learn more about the program, choose an instrument, and make plans to rent or purchase from Herter Music Center, rent from Trinity, or to acquire an instrument on their own.

### **Advanced Band**

All students in sixth and seventh grade will participate in advanced band. Members will participate in school concerts, Lutheran Schools Music Festival in the spring, worship services, and various school functions. Band meets two times a week during the school day. Students are responsible for practicing music handed out by the director outside of class. Band class is held to “put all the music together,” and to allow time for working on the performance aspects of the music.

### **Handbell Choir**

The choice of joining the Handbell Choir is offered to students in seventh and eighth grade. The group will perform in worship services on a regular schedule, at school concerts, and at the music festival. Members attend the twice-weekly rehearsals/classes during the school day and performances for handbells unless excused beforehand. Due to the nature of handbell performance, it is important to allow adequate time to make the necessary adjustments when a student will be absent from the performance; therefore, written parental excuses should be received, at the latest, by the Monday prior to playing in church.

### **Classroom Choirs**

Each of the preschool through eighth grade classrooms will sing in worship services throughout the school year following the published schedule.

## OUTDOOR EDUCATION

Students in sixth grade will attend Howell Nature Center for three days in the fall for outdoor education. Other Lutheran schools will also attend and one staff member from each school will assist in supervision and other activities. The cost of the camp varies as the camp changes registration fees and scheduled activities. Fundraising will take place to help offset the cost.

## GRADING SCALE

### **Third through Eighth Grade**

A+	100%	C+	79-78%
A	99%-93%	C	77-73%
A-	92%-90%	C-	72-70%
B+	89%-88%	D+	69-68%
B	87-83%	D	67-63%
B-	82-80%	D-	62-60%
		F	59-0%

Percentages will be rounded to the nearest percent.

### **Kindergarten through Second Grade**

*	Outstanding
+	Satisfactory
/	Improving
-	Needs More Time/Effort to Improve

All graded subjects are used to determine honor roll and sports eligibility. Grades are accessible by students and parents using a given username and password at [www.fastdir.com/trinityreese](http://www.fastdir.com/trinityreese). If you need your username and password, see Mrs. Britton in the office.

Individual teachers will determine, communicate, and consistently enforce their late homework penalties with their students.

## **STUDENT PLANNERS**

Student planners are mandatory for students in first through eighth grade. Students will be encouraged to accurately complete assignments every day. It is up to the teachers whether the parents must sign the assignment book every night to facilitate cooperation between school and home. The planner can be a great tool for communication between parents and teachers.

## **REPORT CARDS/CONFERENCES**

Report cards are issued quarterly and are available on Fast Direct. If you need your report card printed, let your child's teacher know. Parents should notify their child's teacher each quarter that they have reviewed their child's report card.

At the end of the first quarter, parents are expected to sign up for a conference with their child's teacher. Student progress and behavior will be discussed at this time. Parents or teachers may request additional conferences anytime during the year. Final grades and report cards will be withheld until outstanding balances are paid.

## **PROMOTION/RETENTION**

When considering the promotion or retention of students attending Trinity, the foremost thought shall always be what is best for the child. Therefore, each case must be considered separately on the basis of its own merits and involve the principal, teacher, parents, student, and occasionally the Board of Christian Education.

**For students in third through eighth grade, retention will take place if students have two quarters of an overall average below 65%.** After the first incident there will be a meeting with the parents/guardian, student, teacher, and principal to help future incidents from occurring by setting a plan of action to help student success.

## **HONOR ROLL**

Honor Roll is recognized for students in fifth through eighth grade. Honor Roll includes those students who have achieved an 85% average on their report card. "A" Honor Roll includes those students who have achieved a 90% or higher grade in all subjects on their report card.

## STANDARDIZED TESTING

The North West Education Association (NWEA) is administered to students in kindergarten through eighth grade in September and again in March or April. Reese High School and Valley Lutheran High School will use these test scores for class placement for eighth grade students.

## T-AWARD

The T-Award is an award by which students receive recognition for service in the church and school, and participation and achievement in a number of areas. Students in kindergarten through eighth grade are given points for singing in church, perfect church and school attendance, participation in sports, music performances, honor roll, acolyting, etc. These points are totaled each year and when a student has accumulated 125 points, he or she is awarded a "T" letter. For each 50 points accumulated after the first 125, students are given a cross.

Listed below are the point amounts given for each activity. Please note that the coach or director may reduce the amount of points given if full participation is not given.

Perfect School Attendance Per Quarter	2 Points
Perfect Church Attendance Per Quarter	2 Points
Perfect Sunday School Attendance Per Quarter	2 Points
Regular Honor Roll Per Quarter	3 Points
"A" Honor Roll Per Quarter	5 Points
Acolyte/Stream/Soundbooth in Church Per Service	1 Point
Handbells	7 Points
Music Festival Per Solo or Ensemble	2 Points
Classroom Singing in Church Per Service	2 Points
Performing a solo/ensemble in church service	3 Points
Student Council	5 Points
Participation on a Sports Team	7 Points (per team)

## **ADMITTANCE TO BUILDING**

The school doors will open at 7:40 a.m. The only outside door that will be unlocked is the main door by the school office. After school begins at 7:55 a.m. visitors are not permitted to go down to classrooms to drop off items that have been missed or forgotten. These items should be dropped off in the office and office staff will deliver them to students as needed. Visitors are not permitted in the classrooms during school hours except for special events. Visitors are more than welcome to meet with the teachers immediately after 3:00 pm or they can make an appointment with the teachers to discuss student progress. This policy is to keep Trinity safe and secure at all times and free of unnecessary distractions.

If school is delayed because of weather, the doors will open ½ hour before school starts. Students who arrive at school between 7:30 – 7:40 a.m. must remain in the gym. Children must be picked up from school at the end of the day within twenty minutes of dismissal. Childcare is available for students who need to arrive at school earlier or stay later. Call 989-868-4501 to be transferred to the Childcare room.

Once students arrive on school property, they are not permitted to leave without parent or teacher permission. All bike riders are to park their bikes in the bike rack, and no one is permitted to ride their bikes after school begins until school is dismissed for the day.

Unless students have special permission to be in school or on the school grounds, they are to leave the premises no later than twenty minutes after dismissal. It is the responsibility of the parents to ensure students are picked up after school and not left unattended.

## **PUPIL ABSENCE**

Parents are expected to call the school or send a note if their child will be absent. It is essential that we keep a close check on all children under our care. The school will contact the home if information on an absence has not been reported. Typically, schoolwork missed will be assigned and made up upon the return to school.

The Board of Christian education recognizes the value and potential educational opportunities of family vacations. However, family vacations are encouraged to occur when school is not in session. Parents are encouraged to notify teachers of vacations requiring student absences. Typically, teachers will not give assignments in advance, but will strive to cooperate with parents when special circumstances arise. Homework that is provided in advance is expected to be completed upon returning to school.

## **DOCTOR'S APPOINTMENTS**

Parents are strongly encouraged to schedule doctor's appointments before or after school hours. When this is unavoidable, parents/students must provide the secretary with written notification. If the absence is less than one-half of the day, students will be excused for doctor's appointments and will remain eligible for perfect school attendance awards.

To ensure the safety of our students, parents and guardians must report to the office and sign out their children before picking up their children for appointments during the day.

## **DROP-OFF/ PICK-UP PROCEDURE**

### **Preschool**

- ❖ **Drop off** will be on the Early Childhood side of the building (under the bell tower).
  - Parents may enter the building and walk their child to their classroom.
- ❖ **Pick-up** will be on the Early Childhood side of the building (under the bell tower).
  - Please park in a parking spot and walk up to pick up your child/ren from Ms. Wheeler.
  - If you have a student in grades 1-8, please then enter the car line on the main school entrance side of the building.

### **Kindergarten**

- ❖ **Drop off** will be on the main school entrance side of the building (by the flagpole).
  - Students will be greeted by staff as they arrive. We will help the younger students to their classrooms as needed.
- ❖ **Half-day Pick-up** will be on the main school entrance side of the building (by the flagpole).
  - Students will be walked out to the flagpole by either Mrs. Briggs or Mrs. Britton at 11:30.
- ❖ **Full-day Pick-up** will be on the Early Childhood side of the building (under the bell tower).
  - Please park in a parking spot and walk up to pick up your child/ren.
  - If you have a student in grades 1-8, please then enter the car line on the main school entrance side of the building.

### **Grades 1-8**

- ❖ **Drop off** will be on the main school entrance side of the building (by the flagpole).
  - Students will be greeted by staff upon arrival. We will help the younger students to their classrooms as needed.
- ❖ **Pick-up** will be on the main school entrance side of the building (by the flagpole).
  - Parents may line up in their vehicles along the curved drive.
  - Teachers will bring their classes out and line up along the sidewalk as grade levels. Older siblings will go get their younger siblings and then walk to your vehicle.
  - If you want to park and get out of the vehicle to greet your child at the end of the day, please park on the west end of the parking lot and walk up the sidewalk. Please do not cross the car line.

## **SCHOOL ATTENDANCE/TARDINESS**

Good attendance means that the student is present and on time. Creating the habit of dependability helps prepare students for life. Each child is allowed up to ten days absence per semester, after which, the child is

considered truant. Students who are absent more than twenty days, ten days per semester, may be required to attend summer school to make up for the time missed. The administrator and Board of Christian Education will consider extenuating circumstances, such as medical waivers, funerals, or suspensions. These days would not count against the permissible days absent.

Missed schoolwork should be made up as soon as possible following return from absence. The general guideline Trinity uses is the student is allowed one school day for each day that the student missed to make up homework.

Kindergarten through eighth grade students are expected to be in the classroom by 7:55 a.m, 8:00 a.m. for preschool. Tardiness will be addressed in a manner deemed appropriate by the staff and administration. For every five tardies each quarter, an absence will be documented. Students that achieve five tardies in a quarter's time will not be eligible for perfect school attendance for that quarter as a consequence of their truancy.

## **TRANSPORTATION**

The Reese Public School buses transport Trinity students, but because our school calendar does not always coincide with the Reese Public School, parents will need to transport their children to and from school on days the buses are not running. Questions concerning the transportation of your child should be directed to the Reese Transportation Director, Mrs. Lynn Krausnick. She can be reached at 989-868-4157.

The Reese Public School discipline procedure for misbehavior on the bus is as follows:

**Step 1:** The bus driver will warn the student.

**Step 2:** The driver will bring a written report to the principal who will discuss the problem with the child. The parent will be informed of the problem in writing on the same day. The parent must sign the form and return it to the bus driver the next day if the student is to be allowed to ride the bus the next morning.

**Step 3:** The student will be suspended from riding the bus for three days. The parents will meet with the bus driver and principal to discuss the problem.

**Step 4:** The student will be denied bus service for the rest of the school year.

## **DRESS CODE**

**“Whatever is true, whatever is noble, whatever is right, whatever is pure, whatever is lovely, whatever is admirable – if anything is excellent or praiseworthy – think about such things.” Philippians 4:7**

Lutheran schools are provided the unique opportunity to completely integrate the Christian faith into all aspects of the educational environment. With awesome opportunity comes awesome responsibility. Jesus tells us that we are His witnesses. One of the ways that we witness our faith is through our attire. Much of the dress code has been developed with this concept in mind. In addition, families need to be aware that school is a working environment for children. To emphasize that time spent in school is to be different than time spent elsewhere; special clothing requirements have been developed. Finally, child safety is of paramount importance when



considering the policies and procedures of our school, including our dress code. Student attire should not prohibit students from safely participating or distracting others from normal school activities.

Focusing on the aforementioned elements, the following dress code policy has been adopted:

- ❖ Shorts and capris may be worn **before October 1** and **after April 30**, but can be no shorter than the reach of the student’s fingertips extended down the leg and must have a hem. “Jersey shorts” or other shorts that are typically worn for physical education are not permitted.
- ❖ Skirts and skorts can be no shorter than the reach of the student’s fingertips extended down the leg and must have a hem.
- ❖ Tank tops, sleeveless shirts, or excessively tight tops may not be worn.
- ❖ Tops and bottoms with inappropriate phrases or pictures may not be worn.
- ❖ Tops may be worn untucked, provided the stomach and backside of the students are covered during ordinary classroom and playground activities, such as, raising hands or playing on the equipment. Un-tucked shirts that hang below the knees will not be allowed.
- ❖ The top of the pants shall be worn at the waist.
- ❖ Sweat pants, athletic pants, yoga pants, and may not be worn.
- ❖ Hats and bandanas may not be worn in the building.
- ❖ Tattoos, permanent and temporary, may not be worn.
- ❖ Hair should be neat, clean, and not worn in any exaggerated style or color.
- ❖ Students wearing open-toed, backless sandals will not be allowed to play games at recess if they do not change into tennis/gym shoes.
- ❖ Leggings/jeggings and skinny jeans must have a covering that goes to their fingertips.

Teachers will lovingly correct minor dress code infractions without penalty. Students who come to school dressed inappropriately will be asked to change clothes. This may require parents to bring in a change of clothes or the school to simply provide alternative appropriate clothing for the day. Students who blatantly or repeatedly resist the Trinity Dress Code Policy will be referred to the principal for possible disciplinary action.

3 Referrals	Step 1
6 Referrals	Step 2
9 Referrals	Step 3
12 Referrals	Step 4
15 Referrals	Step 5

## CHRISTIAN CONDUCT

Trinity Lutheran School is a Christian school with Christian children, teachers, and workers. Therefore, our speech and actions should be that of Christians. Polite manners and a caring, helpful attitude will make Trinity a happy place to be.

Because of our respect for God, others, Trinity Lutheran School property, and ourselves, students will follow the following guidelines:

1. Washrooms, hallways, and locker rooms are not to become places to congregate, loiter, or misuse.
2. Clean non-marking tennis shoes must be worn in the gym for recess and physical education.
3. Matches, knives, guns, gun shells, squirt guns, etc., are not to be found in any student's possession.
4. Without prior teacher approval, students should not bring toys or other play items to school, this includes electronic devices. Cell phone use is not permitted during school hours.
5. Running is not allowed at any time in school hallways.
6. Students are not allowed to leave school property while school is in session without a note of permission from their parents.

## DISCIPLINE

We strive to handle most discipline issues by simply talking to children about their behavior. When this does not bring desired results, the following DAILY criteria will be used to encourage student accountability:

1 Check	Warning
2 Checks	Before School Detention
3 Checks	½ Day In-School Suspension
4 Checks	Full Day In-School Suspension

- 1 - ½ Day or Full Day Suspension In-School will result in Step 1.
- 2 - ½ Day or Full Day Suspension In-School will result in Step 2.
- 3 - ½ Day or Full Day Suspension In-School will result in Step 3.
- 4 - ½ Day or Full Day Suspension In-School will result in Step 4.
- 5 - ½ Day or Full Day Suspension In-School will result in Step 5.

**Step 1:** Student's parents will be called to assist with the student's misbehavior and future steps will be discussed.

**Step 2:** The student will receive a one-day in-school suspension. Parents, student, teacher, and principal will meet to discuss the situation. Privileges such as recesses and sports will be denied for one week.

**Step 3:** The student will receive an in-school suspension for the rest of the day and will not be allowed back in school until a parent attends classes with the student for one day. If he is participating on a team, he will be removed from the team for the remainder of the season.

**Step 4:** The student will be suspended from school for five days. Completion of all missed homework will be required.

**Step 5:** The student will be expelled.

This policy applies to students during the school day and during extra-curricular activities. In some extreme cases, preliminary "Steps" may be eliminated. Homework assignments may be reasonably reduced as determined by the teachers when suspensions become necessary.

### **DANGEROUS WEAPONS**

"Dangerous weapons" include weapons defined in state statute 948.60, including any firearm whether loaded or unloaded, any electric weapon or stun gun, brass knuckles, and various weapons associated with martial arts. Dangerous weapons also include any BB, pellet, or air gun, any knife with more than a three-inch blade, any switchblade, any pocket knife with blade open, any crossbow, any bow with hunting arrows, and any item which gives the appearance of being a dangerous weapon.

No student, staff member, or visitor shall bring any dangerous weapon onto the school premises without the authorization of the principal.

- ❖ The principal may authorize dangerous weapons to be brought onto the school premises only for valid educational purposes.
- ❖ Any student who brings any unauthorized dangerous weapon onto the school premises shall be referred to the Board of Christian Education for possible expulsion and shall be referred to the Reese Police Department for violation of state law.
- ❖ Any staff member who brings any unauthorized dangerous weapon onto the school premises shall be referred to the Reese Police Department for violation of state law.
- ❖ Any visitor who brings any unauthorized dangerous weapon onto the school premises shall be referred to the Reese Police Department for violation of state law.

The administrator and/or the Board of Christian Education are responsible for the implementation and control of this policy.

## **THREATS AND PROCEDURES**

In conjunction with the Dangerous Weapons policy, the following threat policy will be followed:

When a threat of harm, either physical or verbal, is made to another individual, it is necessary for the school administrator to gather as much information as possible regarding the incident. The number one priority in the situation is to assure the safety of everyone.

If a student makes a threat of harm, either physical or verbal, to another individual, that student will be moved to the principal's office and interviewed by the principal. If it is determined that a threat was made, the child's parents will be contacted and the child will be sent home and suspended from school for a period determined by the school administrator. The principal will contact the chairman of the Board of Christian Education to arrange for a special board meeting. If the suspension is longer than one school day, the Board of Christian Education will hold a special session within seven days to decide on the student's expulsion. The student, his/her parents, the person to whom the threat was directed to, his/her parents (if it was a student), the principal, and the pastor will meet with the Board and then the Board will make a decision on expulsion.

If an employee of the school makes a threat of harm, either physical or verbal, to another individual, that employee will be moved to the principal's office and interviewed by the principal. If it has been determined that a threat was made, the employee will be asked to leave school property and not to return until further notice. The employee will be placed on paid leave until the Board of Christian Education decides on appropriate action to take. The principal will contact the chairman of the Board of Christian Education to arrange for a special Board meeting to take place within seven days of the incident.

If a volunteer at the school makes a threat of harm, either physical or verbal, to another individual, that volunteer will be moved to the principal's office and interviewed by the principal. If it has been determined that a threat was made, he/she will be asked to leave the school property and will not volunteer in the school again until the Board of Christian Education decides on appropriate action to take. The principal will contact the chairman of the Board of Education and the incident will be discussed at the next regularly scheduled Board meeting

## **BULLYING/PHYSICAL VIOLENCE**

Bullying is defined as a range of behaviors, both verbal and physical, that intimidates others and often leads to antisocial and unlawful acts. It is deliberately hurtful behavior that is repeated often over a period of time. It is difficult for those being bullied to defend themselves. It is detrimental to the Christian atmosphere of the school.

Bullying will not be tolerated at Trinity Lutheran School. Students who engage in this behavior are subject to the various "Steps" indicated in the "DISCIPLINE" section of this handbook.

## **SEARCH AND SEIZURE**

Schools may conduct reasonable searches that are motivated by reasonable suspicion. Such searches may be targeted toward a specific student or group of students. School officials may search student lockers and desks since lockers and desks are the exclusive property of the school. School officials may also search student clothing and book bags provided that reasonable suspicion exists and that the search itself is reasonable.

## **CELL PHONE USE**

Students' cell phones and electronic devices are to be turned off during school hours. Students are **not** to make phone calls, text, or use their phone during school hours without the permission of teachers or staff. While teachers are given latitude to implement their own classroom telephone use policy, permission will typically only be granted in emergencies (illness) or for educational activities. To help reduce classroom interruptions, parents wishing to speak to a teacher or child should call the office and make every effort to place that call during a break, or before or after school. Also, parents are encouraged to have all after school arrangements made before 2:00 p.m. This will promote a smooth end-of-the-day transition. Students caught using cell phones against this policy will have their devices confiscated and returned to a parent at the end of the day.

## **HOT LUNCH**

Trinity Lutheran School does not participate in the National School Lunch Program.

Hot lunches are served every day for \$3.50 for students in kindergarten through eighth grade, \$3.00 for preschool students. Milk is \$0.50 a carton for students with cold lunches or students requesting extra milk. An extra entree is \$2.00 and dessert is available for \$1.00. Parents are to deposit money into an account through the school office. Meals will be deducted from this account. Parents will be notified when their child's account is below \$5. Anyone having a balance due of \$25 will NOT be allowed to eat hot lunch until the previous balance is paid or arrangements have been made with Mrs. Briggs ahead of time. Exceptions are families making monthly automatic deductions. Applications for free and reduced lunches are in the office.

The menu for the month will be e-mailed to parents, sent home to parents without internet service, shared during the morning announcements, posted in the hallway by the school office, and on our school web page at [www.trinityreese.com](http://www.trinityreese.com) and [www.fastdirect.com/trinityreese](http://www.fastdirect.com/trinityreese) .

Financial assistance is available to help cover the cost of hot lunch through Free and Reduced forms. Please see Mrs. Briggs or Mrs. Britton for more information.

## **SPECIAL NEEDS CLASSES**

Classes are conducted during the year by the Special Education Department of the Tuscola Intermediate School District. The therapists cooperate with our teachers in setting up classes. Pupils are excused from classes for these sessions. Transportation is not provided to and from the public school. Parents must make arrangements for transportation.

## **SCHOOL PICTURES**

Students have their pictures taken every year by a professional photographer. The purchase of the pictures is optional. These pictures will also be printed in the school yearbook.

## **CHAPEL SERVICES**

Worship services are held weekly on Wednesday mornings from 8:05 am until approximately 8:40 am throughout the school year as part of Trinity's program in Christian training. Pastors, vicars, and special guests help lead chapel. These services are not to be considered substitutes for regular worship services, but supplements. Traditionally, parents and other friends attend the opening and closing chapel services. However, the public as well as parents, are always welcome to worship with us. Special awards and presentations are occasionally made throughout the year after chapel services. Offerings from chapel services are given to various mission projects chosen by the Student Council each year.

## **DAMAGED, LOST, AND FOUND**

In order to be good stewards of what God has given, Trinity expects that school and church property, including furniture and equipment, will not be defaced, marred, or damaged in any manner. If such damage takes place, the responsible party will be billed for the amount of damage done. In addition, students are expected to reimburse the school for lost or willfully and carelessly damaged textbooks.

If students lose items, they should ask the school secretary if the items have been turned in to the office. All unclaimed articles will be disposed of at the close of the school year.

## **HEALTH**

Trinity strives to guard the health of its students. To minimize the danger of spreading disease, a child showing significant signs of illness should be kept home until the condition is corrected. The same applies to children who have severe colds or coughs. Children are also encouraged to stay home until they have been without a fever for twenty-four hours. Students who have vomited the night before are not encouraged to attend school the next day. If a student vomits at school, they are to stay home the following day.

Hearing and vision tests will be administered yearly to the appropriate grades.

## **COMMUNICABLE DISEASES**

### **Head Lice**

From time to time, head lice appear in our school. Parents should report all cases to the school office. The staff or county health nurse may be asked to examine students so that further cases may be detected and treated. Children who have head lice may return to the classroom when they are "nit free."

### **Acquired Immune Deficiency Syndrome/AIDS**

Epidemiological studies show that AIDS is transmitted via sexual contact or blood-to-blood contact. To date, there is no recorded transmission of AIDS to family members who are non-sexual contacts. This fact is also observed with medical personnel who directly care for and are exposed to AIDS cases. Since there is no evidence of casual transmission by sitting near, living in the same household, or playing together with an individual with AIDS, the following guidelines are recommended by the Michigan Department of Public Health and will be observed in our school:

- ❖ All children diagnosed as having AIDS or with clinical evidence of infection with the AIDS, associated virus and receiving medical attention are able to attend regular classes.
- ❖ If children have skin eruptions or weeping lesions that cannot be covered, they should not be in school.
- ❖ If the children exhibit inappropriate behavior, which increases the likelihood of transmission (i.e., biting or frequent incontinence), they should not be in school.
- ❖ Children diagnosed with AIDS or with clinical evidence of infection, who are too ill to attend school, should have an appropriate alternative education plan.
- ❖ If knowledgeable school authorities believe that children diagnosed as having AIDS or with clinical evidence of infection have evidence of the conditions stated above, then school authorities may dismiss the children from the class and request authorization from their physician in regards to the child's attendance.
- ❖ If school authorities and the physicians are in conflict, then the case should be referred to the Department of Public Health for review.

#### **Other**

It is possible for students to contract numerous other communicable diseases. To ensure the safety of the entire student body, parents are encouraged to inform teachers and staff if their children become infected with a communicable disease. Each situation will be dealt with on an individual basis.

### **CHILD ABUSE REPORTING**

School administrators, pastors, counselors, and teachers are expressly charged with a legal obligation to report suspected cases of child abuse or child neglect to the Michigan Department of Social Services under the provisions of the Michigan Child Protection Law.

### **SEXUAL HARASSMENT**

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

Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, sexual stories, suggestive words, or any inappropriate verbal or physical conduct of a sexual nature when:

- ❖ Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or education, or when:
- ❖ Submission to or rejection of such conduct by an individual is used as the basis for academic or employment decisions affecting that individual, or when:
- ❖ 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.

### **FIRST AID**

School officials are allowed to apply ice or Band-Aids to injuries without parental approval. Soothing ointments and sprays, such as Neosporin or Bactine may only be applied with the written consent of parents. In case of emergencies, parents and/or other people listed on the Emergency Information Form will be contacted. All teachers are certified by the American Red Cross to administer basic first aid and CPR.

### **MEDICATION**

Only the school secretary and principal are certified to administer medications. Prescription medications will only be administered if written permission from the doctors or pharmacists is given. Over-the-counter medications will only be administered if written permission from the parents is given. If the principal or secretary is not available, other arrangements will be made for the administration of medication. Prescription and over-the-counter medication to be administered must be in its original container, with the prescription label or manufacturer's directions clearly printed on the container. Directions also must include the time and dosage to be given.

Cough drops may be administered with written parental permission. The cough drops must be in the original container. Classroom teachers may store and administer cough drops.

### **FIRE, LOCK DOWN, AND TORNADO**

Fire, lock down, and tornado drills are conducted throughout the school year in accordance with state regulations. Directions for these drills are posted near the classroom doors. If a tornado warning is in effect, our children will not board a bus to be taken home during the warning.

### **PLAYGROUND AREA**

The playground boundary is the area, east of the church/school parking lot and west of the Vicar's House. Playing in any other area without special permission from teachers is prohibited. Snowball throwing is not permitted on the school grounds. Children are not permitted to cross any street unless a patrol or teacher is present.



## **FUNDRAISERS**

Fundraisers may be conducted as need arises. Students may not sell or collect money during the school day for other fundraisers. Students, however, may sell fundraising products before and after school.

Other on-going fundraisers are conducted throughout the year, such as collecting Campbell Soup Labels, Box Tops for Education, and empty computer ink cartridges. Please contact the school office for a complete list.

In addition, Trinity Lutheran Church and School participates in programs that generates a large amount of third source funding. Trinity School parents are encouraged to participate fully in these programs.

- ❖ The Grant-Parent Program. This program is supported by contributions of members helping families struggling with school expenses. Additional information is available in the school office.
- ❖ SCRIP is a program that generates revenue from gift certificates you purchase from local stores to buy ordinary items. Certificates are ordered twice a month from the church and they spend like cash. Merchant donations to Trinity range from 2% to 25% of the face value of the certificate. These profits may be designated to Education Fees or Tuition. This program could generate \$30,000 - \$50,000 per year for Trinity if a majority of our families participate.

## **BOOSTERS CLUB**

The President, Secretary, and Treasurer are charged with the responsibility to meet with the principal and his/her designee to decide how funds from the annual fundraisers will best be spent. The purpose of the Booster Club is to:

- ❖ To promote the Christian welfare of the children in the home, school, church, and community.
- ❖ To keep members informed of the school needs and how the money was spent.
- ❖ To assist in securing necessary equipment for the school.

Three executive board meetings will be held every year.

## **TEACHER-PARENT COMMUNICATIONS**

There will be times when students, teachers, and parents do not agree. When this occurs, Matthew 18 should be followed, which means that the situation should be discussed with the individual teacher first. If after a period of time, students or parents believe that there has not been an improvement, they should then contact the school administrator so that a meeting with the teacher may be made to discuss the concern. If students or parents still believe that the situation has not improved, the concern should be discussed with the Board of Christian Education. If parents decide to transfer their children to another school, the school administrator or Board of Christian Education chairman will contact the parent for an exit interview.

## **BOARD OF CHRISTIAN EDUCATION**

The Board of Christian Education meets on the second Tuesday of the month and when the chairman deems it necessary to call a special meeting. People wishing to place an item on the agenda or speak at a meeting should contact the chairman or school administrator in advance. All meetings are open to the public, unless the board goes into executive session.

## **NEWSLETTERS**

A monthly calendar will come home with the lunch menu and other important dates. Individual newsletters will be provided by your child's teacher. You can also find information on the Fast Direct bulletin boards or our website.

## **SCHOOL CLOSINGS**

Listen to WNEM TV 5 or WEYI TV 25 for announcements regarding school closings and delays. School closings and delays are also listed on the web at WNEM.com and on Fast Direct. When Reese Public Schools close or are delayed because of weather, Trinity Lutheran School is also closed or delayed.

# Trinity Lutheran School

## Home School Cooperative

### Program Guidelines

**Program Access:** The Trinity Home School Cooperative (HSC) is available to students in Grades 1 through 8. They will be able to enter the program at the beginning of the school year or beginning of the second semester.

**Check-In/Check-Out:** Students shall be dropped off and picked up by a parent/guardian or designated adult. They shall check-in with the school office upon arrival and check-out prior to departure. A copy of the students schedule shall remain on file with school office personnel. If the parent/guardian is routinely late to pick up the student, this situation will be referred to the school principal for review and possible further action.

**Fire Drills/Tornado Drills/Lock-Down Drills:** Students are required to participate in school drills during the times in which they are present. It is strongly recommended parents have students present during scheduled drills.

**Athletics:** Trinity is a member of the Tri-County Lutheran League (TCLL). Students wishing to participate in extracurricular activities will adhere to the policies of the TCLL. The TCLL requires students to be enrolled in the member school but does not define enrollment.

For purposes of the Trinity HSC, the following policy shall be applied. "Students who wish to participate in extracurricular athletic activities must be enrolled in a minimum of two class periods per day (average) with one of the classes being a religious class (including chapel)." Students are expected to participate in all team activities including practices, games, tournaments, team prayers and devotions. Eligibility requirements as specified in the Athletic Handbook will be followed. Parents are required to sign up and assist with concession stands, ticket sales and clean-up.

For those students enrolled in 50% or more of the school day, athletic fees shall be waived. Those participating in less than 50% of the school day shall pay an annual \$50/student athletic fee.

**Tardy and Absence:** HSC students are encouraged to arrive on time for classes. Tardy and absence will be handled in accordance with the Trinity Family Handbook.

**Field Trips:** HSC students will be allowed and are encouraged to participate in field trips. They will be required to pay all fees and supply chaperones as appropriate. Students participating in field trips are expected to participate as Full-Time Trinity students. Some field trips are curriculum specific and the HSC student will not be allowed to participate.

**Standardized Testing:** Trinity participates in standardized testing. At the request of the parents, HSC students may participate in the standardized testing. They will be required to be present and complete the testing at the

same time as the Full-Time Trinity students. Fees associated with the standardized testing will be responsibility of the parents.

**Shared Time:** Trinity participates in shared time education with several local public school systems. HSC students enrolling in specific classes may be included in the shared time program.

**Classes Eligible for Home School Participation:** HSC students will be eligible to participate in all classes that Full-Time Trinity students partake in. HSC students will be required to participate in the school religion/confirmation classes including the Christmas Program and chapel.

**Band/Choir Concerts/Music Festival:** HSC students participating in band, choir, handbells, etc. will be required to attend events such as worship services, concerts, music festivals, etc. that occur outside of the normal school day.

**Operettas and Plays:** HSC students may be permitted to participate in cross-curricular activities such as Operettas and Plays. However, practices for these events do not always occur at the same time of the day and the HSC parents must be willing to be flexible to accommodate varying practice schedules.

**Insurance:** HSC students shall be covered under the same insurance program as full-time Trinity students.

**Public Awareness/Promotion:** The Trinity Lutheran School Home School Cooperative is open to members of Trinity Lutheran Church and non-members. We reserve the right to limit enrollment in the program based upon class-room numbers or other factors that may be applicable. Those wishing to enroll in the Home School program will not be eligible to sign-up until all previous fees have been paid in full.

**Educational Fees:** Educational fees are per student per year and are due in full prior to the start of the school year. Students will be required to enroll in a minimum of two classes per semester.

- ❖ Members: \$200/class
- ❖ Non-Members: \$500/class (including tuition)
- ❖ Athletics: \$50/student (waived if enrolled in 50% of the school day)

**Family Handbook:** HSC students and parents are expected to review and sign a copy of the Family Handbook. They are expected to follow all school rules and guidelines. Parents shall sign-up on the Booster Board and volunteer for a minimum of one activity.

**Grades:** Teachers will grade assignments and perform testing of HSC students just as they operate for full-time students. Mid-Term and End of the Quarter report cards will be completed for those classes the students are enrolled in. Parents may be asked to submit grades for HSC students to support athletic eligibility requirements.

**Hot Lunch Program:** Trinity offers a hot lunch program to our students and faculty. HSC students are encouraged to participate in the hot lunch program. The school office shall be notified by 8am the morning of the day the student will be partaking in the hot lunch program.

**Communication:** Communication between Trinity staff/faculty and HSC parents shall remain consistent with the existing communication practices (i.e. Fast Direct).

**Free-Time:** Students who may have a period of free time between classes will be required to leave the campus during that time. Alternate arrangements may be made in coordination with the school administrator.

**Student Council:** HSC students are encouraged to participate in student council activities. However, they will not be allowed to hold elected positions.

These program guidelines are subject to change. Items not addressed in this document shall default to the Family Handbook and may be referred to the appropriate Board(s) of Trinity Lutheran Church and School.