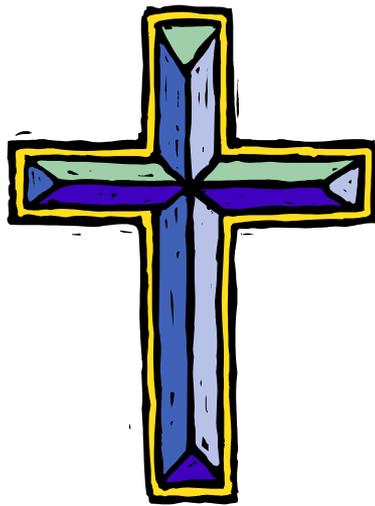


Trinity Lutheran School

Parent/Student Handbook

2017~2018



A Ministry of Trinity Lutheran Church

“Celebrating 32 years of Christ-centered education”

*725 PINE ST.
PAW PAW, MI 49079*

*PH: 269-657-5921
FAX: 269-657-3359*

www.trinitylutheran.com
e-mail: trinityschool@trinitylutheran.com

INDEX

PAGE

- 2 School mission, Goals, and Core Values
- 3 General Information, Telephone Extensions, Staff Telephone
- 4 Parenting/Teacher Communications, Line of Communication, Non- Discrimination Policy, Tuition
- 5 Curriculum, Care of School Property
- 6 Arrival Procedures, Dismissal Procedures, School Closings
- 7 School Attendance, Absences and Tardiness, Extended School Care, Dress Code, General Rules
- 8 Lockers, Discipline Plan
- 9 Discipline Plan, Definitions
- 10 Student Ambassadors, Homework, Incomplete Work,
- 11 School Performances, Athletic Games, School Programs, Report Cards, Grading Scale, Honor Roll, Special 8th Grade Awards
- 12 Achievement Tests, Parent/Teacher Conferences, Physical Examinations, Medications
- 13 Worship, Perfect Worship Attendance, Commendable Worship Attendance, Lunch, Field Trips, Nuisance Items
- 14 Physical Education, Visitors and Volunteers, Classroom Celebrations, Telephone Usage, Emergency Procedures
- 15 Parents and Lutheran Schools (PALS)

"BUILDING A FOUNDATION FOR LIFE"

The **mission** of Trinity Lutheran School is to build a solid Christ-centered foundation for life by nurturing students spiritually and challenging them academically and physically, for Christ said,

"Therefore everyone who hears these words of mine and puts them into practice is like a wise man who built his house on the rock. The rain came down, the stream rose, and the winds blew against that house; yet it did not fall, because it had its foundation on the rock." Matthew 7:24-25

Goals

1. Proclaim and joyously celebrate with one another the truth of God's Word as expressed through Jesus Christ and his disciples.
2. Develop students who demonstrate Godly moral character as exemplified by honor, integrity, honesty, responsibility, kindness, compassion, perseverance, patience, courtesy, friendship and faith.
3. Deliver a diverse and challenging educational experience that encompasses academics, physical development and the fine arts.
4. Develop partnerships with parents, students, faculty and staff that proactively support the mission of Trinity Lutheran School.
5. Continue to provide a pleasant, inviting, safe, and clean environment for the educational experience of students, and the support of faculty, staff and parents.

Core Values. Core values are a set of values that define the character of our school. They focus attention on the critical components that create the foundation upon which our school is built. The core values of Trinity Lutheran School are as follows:

Christ-centeredness. Christ's teachings (Holy Scriptures) are the foundation for our personal behaviors and attitudes toward others.

Partnership. Partnership among parents, faculty, staff and students are critical to continuously advancing the student's learning experiences.

Academic Achievement. Challenging students academically while mentoring them toward their highest level of academic excellence.

Physical Development. Physical activities and education are essential to the development of life-long work related and recreational skills.

Self-discipline. Self-discipline is fundamental to a student's personal and academic growth.

Mutual Respect. Mutual respect among parents, faculty, staff and students provides a framework for Godly discipline.

Positive Learning Environment. A positive learning environment for faculty, staff, parents and students provides an atmosphere that is conducive to education and growth.

We thank and praise God as we begin another exciting year at Trinity Lutheran School. This handbook will answer many questions you might have as well as familiarize you with some of the programs and activities in which your child will be participating. The following guidelines were developed and adopted by the School Board of Trinity Lutheran School. Please read this handbook in its entirety and review it with your child.

General Information

The School Day begins at 8:30 AM and students are expected to be in their classroom and ready to learn at 8:30. Doors will be unlocked at 8:15am. Students not in their classroom at 8:31am will be considered tardy.

If your child will be tardy and would like a **hot lunch** that day, please order one from the school secretary when you call to inform the office that your child will be arriving late to school. **Hot lunches cannot be ordered after 9:00 AM.**

Staff Devotions are held each morning from 7:45 AM to 8:00 AM.

The **School Secretary** will be available in the office each day from 8:00 AM until 4:00 PM. If you have a question or message for a teacher or the Administration, please use the voice mail system. Extensions are listed below.

Chapel Services are held every Wednesday at 8:45AM for students in grades K-8. Early Childhood Chapel is at 9:15AM.

EXTENSIONS

Trinity Lutheran School Office	110	Kindergarten/First	115
Administration	111	Second/Third Grade	116
Infants/Toddlers	108	Fourth/Fifth/Sixth Homeroom	117
2/3 Childcare	125	Seventh and Eighth Homeroom	119
3/4 Childcare	109	Library/Computer Lab	120
Preschool	112	Band/Street Door	118
Kindergarten Readiness	113		
Music/Art	114		

TEACHING STAFF

The Christian educator is committed to providing a complete education for students; is influenced by God's Word to meet their spiritual, social, emotional, intellectual, and physical needs, and lives a life of service as God's called ministers.

TELEPHONE NUMBERS

Trinity Lutheran School Office	657-5921	Miss Rebecca Berends- 2nd-4th	616-299-4824
Mrs. Beverly Schafer- K-1st Dean of Student Services	419-519-1257	Mrs. Deanna Hindenach-LA/SS Dean of Student Affairs	657-4987
Rev. Eric Gledhill	269-290-5464	Mr. Jeff Weiss- Math/Science	989-284-1976
Mrs. Jodi Cox-secretary	269-366-0320	Mr. Chuck Carpenter - Band	353-3834
Mrs. Karen Morse- Preschool	269-599-6358	Ms. Heidi Gromak- P.E./Comp.	492-5194
Mrs. Kelly Vance- Kind. Readiness	636-484-3296	Mrs. Jacquie Reynolds- Librarian	269-808-4784
Mrs. Kimberly DuBois-K-1st	375-2858	Mrs. Amanda Nielsen- Art	269-217-0430

PARENT/TEACHER COMMUNICATION

- Each Monday all Classroom Newsletters will be sent home in the Monday Folder or emailed to the parent. At the beginning of each month a Administration's Message/School calendar will also be emailed or sent home. **Please read all school communications carefully, as they will contain important information.**
- Parents who do not have internet access, are asked to let the school staff know at the beginning of the school year, and a hard copy of the newsletter will go home with the student.
- Parent/Teacher conferences will be held in October and February. Report cards will be sent home quarterly for students in K-8. Interim reports will only be issued to those who need intervention before the quarter ends for students in grades 5-8.
- Parents and Teachers can also communicate via e-mail and/or phone.
- Online grades are available for students in 3-8 Grades. (*Thinkwave.com*)

In line with God's directive in Matthew 18:15-17, any parent concerns should be discussed directly with the teacher at a mutually agreeable time. Should the parties have difficulty in resolving the matter, the Administration will mediate. Discord and disunity soon develop when the matter is discussed with people who have neither the ability nor authority to resolve the problem.

LINE OF COMMUNICATION

The line of authority for the operation of Trinity Lutheran School is:

Holy Scriptures
The Classroom Teachers
The Administration
The School Board
The Church Council
Trinity Lutheran Church Congregation

NON-DISCRIMINATION POLICY

Trinity Lutheran School believes that educational opportunities and programs should be open to boys and girls on an equal basis, and that employment opportunities should be available to men and women equally. This is also prescribed by Title IX of the Education Amendment of 1972. We, therefore, do not discriminate on the basis of sex in administering our educational policies, programs, activities and employment practices.

Trinity Lutheran School admits students of any race, color, and national and ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students at the school. Enrollment shall be open to any child, provided the school can meet the needs of the child.

TUITION

All tuition payments will be paid to Trinity Lutheran School and are due on the **1st day of each month**. Payments are to be paid by cash, check, money order, PayPal or Excel in Giving. Invoices will be issued the first of each month. A late payment will result in a 1% late fee charge. Families will receive a timely, written notice if a payment is not made.

Nonpayment of Tuition and Fees

Adopted: Trinity Lutheran School Board

Revised: August, 2015

a. 30 Days Delinquency: TLC School Administrator is responsible for contacting the family to inform them that a payment is delinquent and should be made within 5 business days. Notification should be documented by the administrator, shared with the family in delinquency and reported to the Pastor, School Board, Board of Finance and the Business Manager. Once this payment is late for this period, a 1% finance charge will be assessed.

b. 60 Days Delinquency: After 60 days of delinquent tuition and fees, the School Administrator shall contact the family and arrange a meeting with family, administration and the oversight committee. The meeting shall discuss the reason for delinquency. The meeting should be documented by the administrator, shared with the family in delinquency and reported to the Pastor, Oversight Committee, School Board, Board of Finance and the Business Manager.

c. 90 Days Delinquent: After 90 days of delinquent tuition and fees, the family will be given an opportunity to appeal to the school board. The School administrator shall contact the family to arrange a meeting with the family and the school board. Failure to attend at the agreed upon time will result in immediate suspensions of all enrolled students. During a closed meeting, the school board will recommend/advise a plan of action regarding enrollment and payment. The meeting and shall be documented by the School Board Secretary and share with the administrator, the family in delinquency and the Board of Finance. The Church Council shall hear the advice of the School Board, Finance Board and Oversight Committee and determine the status of enrollment. The families will be held responsible for all past due tuition and fees.

Since the operation of Trinity Lutheran School is based on capacity enrollment, a one-month notice must be given if it becomes necessary to withdraw your child. Full tuition is required up to the day of withdrawal.

Registrations for fall classes will be accepted after February 1st of each year. Students will be accepted during the school year as vacancies occur.

Other fees such as lunch bills, sports fees, extended school care charges, etc., will be billed to you directly from the business office and are payable upon receipt of the bill.

THE CURRICULUM

Core subjects offered are: language arts, math, social studies and science. Other subjects are religion, Spanish (7 & 8), Latin (5 & 6), physical education, health, computer technology, music/band, and art. While the Lutheran religion is taught in all grades as a separate subject, it is integrated into all subject areas. Each day begins and ends with a prayer. One period each day is devoted to the study of religion. This study will include Bible history, Lutheran doctrine, church history, Bible verses, hymns and memory work. Christian living, in response to God's unconditional love for us through Jesus Christ, is taught and practiced throughout the day.

CARE OF SCHOOL PROPERTY

Textbooks:

Textbooks should be returned at the end of the school year showing reasonable wear for the condition in which they were distributed to the student. If books have been abused, there will be a fee of \$20.00

charged. Should a book be lost or so badly damaged it needs replacing, the full cost of the book will be charged to the student. Textbook covers can help protect them from damage and are required by some of the teaching staff.

Library books:

If a library book is more than 2 weeks overdue, a letter will be sent home. Parents must sign and return the letter the following school day, hopefully with the book. After one month parents will be charged for the lost book. The replacement cost will be added to the monthly billing.

ARRIVAL PROCEDURES

The school day begins at 8:30 AM and students are expected to be in their classroom and ready to learn at 8:30. Students may begin arriving at 8:15 AM, at which time the main door (west entrance, near the lighthouse) will be unlocked.

Students are not allowed to play in or around the school or church buildings before doors open. Parents who walk their children to their classrooms must park in the parking lot behind the church. All preschoolers must be walked to and from the classroom by a parent/guardian. **Parents are not allowed to park on the circular driveways at the front or side of the school.** The driveway in front of the school is designated as a **Fire Lane only** and is for drop-off of students in Grades K-8, and the driveway at the side of the school is for the bus only.

All students are to enter the building through the West entrance (Near the lighthouse) All other doors are locked.

PARENTS WALKING YOUNG STUDENTS TO AND FROM CLASSROOMS MUST HOLD THEIR HANDS AS THEY CROSS THE PARKING LOT AND DRIVEWAY.

DISMISSAL PROCEDURES

Preschool (11:30am) Parents may park in the parking lot directly in front of the school for dismissal. **Parking along the circular driveway (Fire Lane) is NOT permitted.**

Grades K-8: All students will be dismissed at **3:30pm**. Parents are asked to park in the lot behind the church and come into the building to pick up students from their classrooms. **(There is no stopping, standing, or parking in the circular driveways).** Students will not be allowed to play in or around the school or church buildings following dismissal. **NO EXCEPTIONS- WE VALUE YOUR CHILD'S SAFETY!** Students will be under staff supervision until dismissed to parents.

At 3:45 PM, any student not under the direct supervision of a parent/guardian will automatically be placed in the Extended School Care Program and parents will be assessed a \$7.00 fee per child.

SCHOOL CLOSINGS

In the event of inclement weather Trinity Lutheran School will usually follow the policy of the Paw Paw Public School District. If there is no school for Paw Paw Schools due to poor weather conditions, Trinity Lutheran School & Preschool will also be closed. There may be cases where Paw Paw School is closed due to the extreme cold but we will remain open. Trinity Lutheran School delays and closings will be announced on the following television stations:

TELEVISION: WWMT CHANNEL 3 & WOOD CHANNEL 8.

SCHOOL ATTENDANCE

Trinity Lutheran's School Board and teaching staff encourage all of our students to maintain high standards in school attendance. School attendance encompasses being on time for each class throughout the school day.

Trinity Lutheran School Board will comply with the **Michigan School Attendance Policies and Grades** and encourage regular attendance. Michigan Compiled Laws (MCL) 380.1147, 380.1278a, 380.1278b, 380.1284, 380.1248b, 380.1561-380.1599, MCL 388.1701) Nov. 2011.

The School staff will keep daily records of the attendance of each student.

1. Absences should only be for valid reasons. Parents will notify the school about their student's absence. The School will initiate parent contact within the first hour of school regarding the unexcused absence.
2. All absences and tardies must be documented by the School Office. An explanation of the absence by a written note signed by a parent, or a phone call contact is required.
3. In regard to student absences due to illness, Michigan Law requires parents to notify the school immediately regarding cases of communicable diseases.
4. Cases of extreme absence or tardiness that may involve educational neglect will be dealt with under the Children's Protection Procedures of the School Board's Safe Environment Policy: (http://www.Michigan.gov/documents/DHS-PUB-0003_167409_7.pdf) School Board Sept. 2008

Students will be recognized for perfect attendance in person at our Honors Assembly at the end of the school year.

Perfect School Attendance

Students who achieve Perfect School Attendance status are those who have been in attendance each school day for a full school day. Students who are tardy (excused or unexcused) or who leave the school during the school day on personal business (i.e., doctor's appointments) will not be considered candidates for Perfect Attendance. Perfect Attendance is exactly what its title infers – perfection – no absences or tardiness from school. (Special consideration will be given by the administration in situations with extenuating circumstances.)

ABSENCES AND TARDINESS

The school day begins at 8:30 AM and ends at 3:30 PM. A student not **in the classroom** by 8:30 AM will be considered tardy. **Parents/guardians must sign-in tardy students in the school office.**

An excused tardy would include medical or dental appointments, inclement weather or car trouble. Other extenuating circumstances will be reviewed by the Administration.

Students in grades 5th -8th are expected to use the three minute passing period to take care of all personal business. i.e. bathroom visits, drinks, discussions with other teachers or office visits.

All students leaving the school during the school day for an appointment must be "signed out" by their parent/guardian. A student leaving during the day for an appointment and gone more than 2½ hours shall be considered absent a half-day. A parent/guardian is expected to make us aware of any unusual circumstances.

When a student is picked up before 3:30 they are recorded as an early pickup and it will appear as an excused tardy on the report card.

When a student is going to be absent, or arriving late to school, the parent/guardian is required to call the school office prior to 9:00 AM. Tell the secretary the reason for the absence and how long the student will be missing school, if known. If your child is sick, we need to know the nature of your child's illness, as the school is required to file a weekly health report with the Van Buren County Health Department regarding all communicable illnesses (i.e. flu, chicken pox, head lice, strep throat, etc.) **If your child is going to be arriving late please let the secretary know if he/she will need a hot lunch. If a lunch is not ordered at that time there will not be a hot lunch available for your child at lunchtime.**

EXTENDED SCHOOL CARE

Trinity Lutheran School offers an extended school care (latch key) program to our families (AM session: 7:00-8:15 AM and PM session: 3:45--6:00 PM) at a rate of \$7.00 per child per session. (Non-TLS students will be charged \$8.00 per child per session.) Kindergarten Readiness students have a flat fee of \$7 for ESC whether before, after or both. **Any student not picked up from school by 3:45 PM will automatically be placed in the Extended School Care Program, and parents will be assessed a \$7.00 fee per child.**

SCHOOL DRESS CODE

Trinity Lutheran School is an institution of Christian learning. We believe that the school should maintain a quality of dress that complements our general school and academic standards. The basic consideration for student appearance is that it should be **decent, in good taste, neat and clean and will not be distracting to the learning environment, and the clothing will reflect a Christian image.** Parents/guardians have the responsibility of sending their children to school properly attired. Final decisions regarding "appropriate appearance" will be made by the administration.

General Rules for All Students

- Shorts are permitted only when the outdoor temperature forecast reaches 60 or above. Inseams should be 5 inches in length or longer.
- Sandals and flip flops are permitted. For safety purposes shoes are recommended for recess and outdoor activities.
- Gym shoes are required for all P.E. classes.
- Outdoor wear is required for recess when the temperature dips below 50. Students wanting to play in the snow must wear snow pants, boots, and gloves/mittens.

-8-

Rules for Students in Grades PK-8

The following are NOT permitted:

- Excessive makeup
- Pajamas/sleepwear
- Clothing that is form fitting or excessively oversized
- Clothing that reveals midriff or back. Tops or dresses with straps narrower than 2 inches may only be worn over t-shirts (excluding K-2)
- Shirts with distasteful pictures, emblems, slogans (i.e. rock group pictures, alcohol, tobacco products or other advertising, suggestive or distasteful wording)
- No printing on the seat of pants/shorts

Remember, all clothing should be decent, in good taste, neat and clean and should not be distracting to the learning environment. All clothing must reflect a Christian image.

LOCKERS

Each student will be assigned a locker to hold personal belongings. Students will be expected to keep clean, orderly lockers. Each Friday gym clothing (grades 3-8) and all food items are to be taken home.

LOVE AND LOGIC DISCIPLINE PLAN

Four Basic Principles of Discipline with Love and Logic

1. THE ENHANCEMENT OF SELF CONCEPT

The student's self-concept is always a prime consideration.

Discipline with Love and Logic in relation to self-concept provides reassurance that students who have firm limits and learn to be responsible have higher self-concepts and achieve at a higher academic level than others.

2. SHARED CONTROL

The student is always left with a feeling that he/she has some control.

Discipline with Love and Logic replaces demands with alternatives. Instead of saying, "You're not going out without your coat!" Teachers may say, "Are you going to wear your coat or carry it?" Classroom teachers will spend most of their time asking questions rather than giving orders.

3. CONSEQUENCES WITH EMPATHY

An equal balance of consequences and empathy replaces punishment whenever possible.

Discipline with Love and Logic teaches that the best lessons are learned when the consequence is experienced with an equal balance of empathy on the part of the adult.

4. SHARED THINKING

The student is required to do more thinking than the adult.

Discipline with Love and Logic teaches that students are required to make many decisions and to "live" with the consequences of these decisions. They also find that they are expected to own and solve their own problems with teacher guidance. Classroom teachers demand responsible behavior rather than demand blind obedience.

Classroom rules are clearly spelled out in each classroom. While rules may vary from classroom to classroom, they all deal with the following:

-9-

- *Being in the right place at the right time.
- *Following directions
- *Being respectful
- *Treating others in a Christ-like manner.**

POSITIVE BEHAVIOR IS A RESPONSE TO CHRIST'S LOVE FOR US

The corrective measures used for rule violations within the classroom or anywhere on school grounds during the school day may include:

- *A warning or reminder
- * Recovery (Time Out) where students, with the guidance of the teacher, are actively involved in resolving their problems.
- *The student may be sent to the administration.
- *Contact with parent/guardian
- * An after-school detention or Saturday detention may be issued.

EACH DAY IS A NEW BEGINNING!

SEVERE BEHAVIOR/BULLYING ARE REFERRED TO THE ADMINISTRATION FOR RESOLUTION.

FOR EXAMPLE:

- *Harassment- Physical or emotional harm or threat of the same to another person.
- *Use of profanity or obscene language
- *Illegal possession or use of controlled substance
- *Possession of weapons or other potentially dangerous objects
- *Destruction of property
- *Repeated or frequent disruptive behavior

CORRECTIVE MEASURES WHICH MAY BE USED FOR SEVERE BEHAVIOR/BULLYING INCLUDE THE FOLLOWING:

- *A verbal warning or reminder
- *Contact and/or conference with parents/guardians with the right of due process extended to all parties involved.
- *Possible referral to a guidance/counseling agency
- *Loss of a field trip or other special privilege
- *Detention
- *Suspension
- *Report to the police or other appropriate authorities
- *Expulsion

DEFINITIONS

Recovery is a place within the classroom or in another place in the school where the student is sent to think about his/her problem and to regain self-control. The student may be asked to complete an Action Plan while in Recovery. Once the student believes that he/she is ready to rejoin the other students, the teacher welcomes him/her back and the student resumes the learning process.

Detention is a period of time, served by a student in a designated classroom following an incident. No leisure activity, homework, or communication with other students will be allowed in the detention room. A student in detention may be required to participate in school community service. Parents/Guardians must arrange transportation for the student serving detention.

-10-

Suspension is the exclusion of a student from the classroom for a period of one to five school days. Any student suspended from school is restricted from participating in any school-related activity for the period of suspension. The student will be responsible for completion of all classroom assignments.

Expulsion is the exclusion of a student from Trinity Lutheran School by the School Board.

STUDENT AMBASSADORS

A Student Ambassador is a student who demonstrates leadership qualities and whose demeanor reflects the Fruit of the Spirit as found in Galatians 5:22.

*Love *Joy *Peace *Patience *Kindness *Goodness *Gentleness *Self Control

Junior Student Ambassadors (grades K-4) and Senior Student Ambassadors (grades 5-8) may be nominated by the teaching staff at any time throughout the school year and will be inducted as a Student Ambassador during a chapel service. Student Ambassadors may be called on to assist with various school/church services, programs/events, and will be recognized by the School Board and Administration with a certificate. Each year,

the names of all Student Ambassador Honorees who consistently are nominated each month will appear on a plaque in the school.

HOMEWORK

Homework is an expected activity and should receive top priority. Homework provides an opportunity for students to practice skills and concepts taught in the classroom and to develop independent work habits.

Homework may include: memory work, reading or writing activities, mathematics problems, skill and drill activities, special projects, study for daily work and exams. The amount of homework will depend on factors as: the grade in school, efficient use of work periods, and teacher's choice.

The teacher will explain in written form 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 the student understanding the material, but usually a negative effect on his/her grade.

When a student is absent due to illness or a family crisis, make up assignments will be given when the student returns unless other arrangements have been made with the teacher. If makeup work is needed you are asked to call the school office at the **beginning** of the day so the teacher may have materials ready at the **end** of the day. Please do not arrive unannounced during the day to pick up work. It is difficult for the teacher to take time away from other students to get work ready.

We realize the importance of family vacations but urge you to plan your vacations around school breaks. (You should have received a 2016-2017 school calendar—it has been planned to coincide as closely as possible with the other schools in this area.) There is much learning that takes place each day in the classroom that is not available from a book!

INCOMPLETE WORK

Due to the curriculum and the diversity of subject material, classroom policies regarding incomplete work will be left up to the discretion of the teacher/staff. Students with incomplete work may be served with an after-school homework detention at the discretion of the teacher. Parents will be notified of a homework detention a day in advance. Saturday school will be made available once a month for the students who are behind in any subject or who need tutoring. This will not be mandatory but is highly recommended.

SCHOOL PERFORMANCES, ATHLETIC GAMES, SCHOOL PROGRAMS

-11-

Student attendance is required at all school concerts, programs, performances and athletic games. The teacher will notify students in advance when their performance will be considered part of their grade.

Students are required to attend school for the FULL DAY in order to participate in performances, programs, and athletic games. The Administration or teacher can make an exception in the case of family emergencies, funerals or medical appointments, etc. Statements that verify the absence must accompany any requests to waive this policy.

REPORT CARDS

Report cards are issued quarterly. Grades are measurements of academic achievement, work ethic and attitude. Report cards are an official method of reporting the student's progress to parents/guardians.

GRADING SCALE—Grades 5-8

Grades 5-8 will use the twelve-division scale for assigning values to a grade. The twelve-division scale is as follows:

A+	4.3	100	B	3.0	84	C-	1.66	70
A	4.0	95	B-	2.66	80	D+	1.33	67

A-	3.66	90	C+	2.33	77	D	1.0	64
B+	3.33	87	C	2.0	74	D-	.66	60

All subjects in 2-8th grade will receive a letter grade. Grades will be weighted based on the amount of time in session.

HONOR ROLL

Trinity Lutheran School Board and teaching staff encourage all of our students to do their absolute best in all subjects each day. Trinity will recognize those students in grades 5-8, who achieve honor roll status for each of the four quarters, at our Honors Assembly at the end of the year. All subjects enter into determining the GPA (grade point average). Honor Roll status will be recognized for all students who achieve academic honors in the following three categories:

High Honors:

This category applies to a student who achieves an overall 3.6 – 4.0 GPA. A student who receives more than one letter grade of B- or lower on the report card during the year will not be considered a candidate for the High Honors category.

Honors:

This category applies to a student who achieves an overall 3.0 – 3.59 GPA. A student who receives more than one letter grade of a C+ or lower on the report card during the year will not be considered a candidate for the Honors category.

Honorable Mention:

This category applies to a student who achieves an overall 2.6 – 2.99 GPA. A student who receives more than one letter grade of a C or lower on the report card during the year will not be considered a candidate for the Honorable Mention category.

SPECIAL EIGHTH GRADE STUDENT AWARDS

Valedictorian and Salutarian:

At the end of each school year, students from the eighth grade class will be named the Valedictorian(s) and Salutarian(s). Trinity Lutheran Schools GPA's from the seventh and eighth grade years will determine who receives these awards. The student(s) with the highest GPA will be named Valedictorian(s); the student(s) with the second highest GPA will be named Salutarian(s). Each recipient will be recognized at the annual Honors Assembly and will deliver an address during the graduation service.

-12-

Outstanding Athletic Awards:

The Earl E. Voss Outstanding Athletic Award recognizes outstanding athletic ability and is awarded to an 8th grade girl and 8th grade boy during the annual Sports Recognition Evening. The Hindenach /Labadie Christian Sportsmanship Award is awarded to a boy and girl who show exceptional Christian sportsmanship. Athletes are nominated and voted on by Trinity Lutheran's head coaches at the end of the school year.

Other Awards:

Annual Oratory Award and Music and Performing Arts Awards will be given at the end of the year awards ceremony.

ACHIEVEMENT TESTS

The NWEA achievement series is given to students in grades K-8 three times a year. Results are entered on the student's scholastic record, and scores are sent home. If desired, parents/guardians may arrange a conference with the classroom teacher to discuss the student's assessment.

PARENT - TEACHER CONFERENCES

Parent-teacher conferences are scheduled in October and February to help both teachers and parents accomplish the task of educating children. Additional conferences may be scheduled if needed. Parents and teachers may also communicate via e-mail and phone.

PHYSICAL EXAMINATIONS

An accurate and up-to-date health record must be kept for all students. Michigan Law requires all children be properly immunized. Nonmedical waivers for immunizations must be obtained from a county health department. **Hepatitis B series & Varicella (or reliable history of chickenpox) vaccination is now required for all new school entrants. Also required is one dose of meningococcal vaccine for children 11-18 years of age who are changing school districts or who are enrolled in 7th grade.** Any significant change in your child's health should be reported to the school office.

Sports physicals are required for any student participating in Trinity's sports program. (See Athletic Handbook.)

Each student's vision and hearing will be screened by a professional county health worker several times during his/her school career. If any significant problems are detected, you will be contacted by the county.

MEDICATIONS

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

1. Trinity Lutheran School staff will provide no medication of any type.
2. All medication must be given to the school office. The office staff is responsible for the administration, and record keeping of medication.
3. All medications must be labeled with the student's name, time to be taken, dosage, etc.
4. No student is to have medication of any kind in his or her desk or on their person. This includes cough drops.
5. No medication will be administered unless the parent/guardian has given written permission or has provided complete instructions from the physician, when the medication is a prescription.
6. **Each** medication must have a current permission form signed by a parent/guardian on file in the school office. Medication forms will be available at orientation. Additional forms are available from the school office at any time during the school year.
7. Inhalers may be kept in student's desks (Gr. 1-4) or in lockers (Gr. 5-8).
8. Child and Adult size EPI pens are now available for emergencies in the school office.

-13-

WORSHIP

Besides classroom devotions and regular worship services at Trinity Lutheran Church, a chapel service for students is held each week. Parents/guardians and friends are always welcome. Wednesday's Chapel services begin at 8:45 AM for Grades K-8. Early Childhood chapel begins at 9:15. Offerings collected during chapel will be used for a different mission project each quarter.

PERFECT WORSHIP ATTENDANCE/COMMENDABLE (missing 1 per quarter)

In the Third Commandment, God admonishes us, "Remember the Sabbath Day by keeping it holy," Exodus 20:8. In Proverbs 22:6, He reminds us, "Train up a child in the way he should go, and when he is old he will not turn from it." The greatest responsibility--which is also the highest calling--for parents and guardians is to teach the children whom God has entrusted to them about Jesus, and to bring them to worship each Sunday. Jesus reminds us, "Seek ye first the Kingdom of God, and all these things will be added unto you."

Students who achieve Perfect Worship Attendance Status are those who have attended church or Sunday School each Sunday of the current school year. Students will receive quarterly recognition with certificates and yearly recognition at our Honors Assembly at the end of the year.

LUNCH

All students will eat in the lunch room at the same time. Teachers will supervise.

Lunch: 11:45-12:10

Recess: 12:15-12:40

Cold Lunch: Students may bring a cold lunch. Milk is available for 35¢ and is to be paid for at that time.

Hot Lunch: Hot lunch fees are \$2.50 per lunch. This includes milk. Lunch money will not be collected in advance. Charges for hot lunch will appear on your monthly account statement. **Hot lunch bills that are not paid before the next billing cycle will result in the loss of hot lunch privileges.** Younger siblings may also have hot lunch if the parent/guardian or other adult responsible for that child is in the lunchroom. Teachers/aides cannot be responsible for younger siblings.

Lunch for parents or siblings may be requested by calling the school secretary no later than 9:00AM. If a lunch is not ordered there will not be one available.

Parents/guardians are welcome to join the students for lunch, **but if they need to order a lunch they must call in their order to the school office no later than 9:00AM.**

The cafeteria is not appropriate for birthday celebrations because the lunchroom is shared with other classes.

FIELD TRIPS

Part of the educational experience at Trinity Lutheran School includes field trips that take students away from school by bus. Trips are planned by the teachers with the approval of the Administration. Trips are properly supervised with the help of parents, guardians, grandparents, school aides, and other adult volunteers. Fees will be assessed to cover field trip expenses. **Please do not include your field trip fees with tuition/lunch/other payments. Parents will give field trip fees to the classroom teacher in charge of the trip.**

If a field trip has been paid for and your child cannot attend due to illness/emergency, if possible you will be reimbursed for the field trip minus the fee for the bus.

NUISANCE ITEMS

Nuisance items of all kinds find their way to school. These articles include cell phones, electronic games and music listening devices. **Chewing gum will be allowed at the discretion of the teacher. E-readers (Kindle and Nook) are allowed at the discretion of the classroom teacher. If any of these items become a problem, students will be required to turn them in until the end of the day.**

-14-

PHYSICAL EDUCATION

All students are included in Physical Education and are required to have a pair of non-scuffing gym shoes on gym day. Students without proper footwear cannot participate in gym class. Students in grades 3-8 are required to change into a regular t-shirt and athletic-type shorts (no spandex) to participate in gym class (A special gym uniform is not required.) **Gym clothes must be taken home and laundered each Friday.**

VISITORS AND VOLUNTEERS

Ample opportunity is provided to volunteer your services. Volunteers include: room parents, lunchroom aides, playground aides, classroom aides, library aides, etc. All parents will be asked to fill out a volunteer form at the beginning of the school year. **PLEASE NOTE: In compliance with state law, forms for clearance with the Department of Human Services will be issued to all parents/guardians who volunteer on a regular basis.** All volunteers and visitors must "sign in" at the school office upon arrival and receive a "Volunteer/Visitor" badge to wear. Please return the badge to the school office and "sign out" before leaving the school building.

Parents bringing items to their children when school is in session, are required to leave the items in the office. The staff will deliver the item to the child. If a parent needs to speak directly to a student, the student will be called down to the office. This will assure the least amount of disruption to the teacher and the students.

Teachers generally welcome parents who wish to visit the classroom and are happy they are interested. Please prearrange visits.

CLASSROOM CELEBRATIONS

K through 3rd Grade will celebrate the major holidays in the classroom. Birthdays may be celebrated with a small treat in the classroom. (Please, no balloon or flower deliveries as these distract the students in the learning environment.)

TELEPHONE USAGE

The school telephone number is 657-5921. **Parents are requested to refrain from calling the child(ren) or teachers during school hours except in cases of emergency.** The best times to contact teachers during the school day are between 8:00 AM and 8:15 AM and after 3:45. Children's use of the telephone ***will be limited to emergencies***, and only with their teacher's, the Administration's, or a responsible adult's permission. **Please do not call between 7:45 AM and 8:00 AM as the staff is having devotions.** Student cell phones will not be allowed for communication during the day.

EMERGENCY PROCEDURES:

Trinity Lutheran School, in compliance with the Michigan Department of Education and the Van Buren County Office of Homeland Security will practice the following drills throughout the 2016-2017 school year.

Fire: 5 Drills

Severe Weather: 2 Drills

Lockdown/Shelter in Place: 3 Drills

FIRE: Students and staff will exit through the door of the school that is closest in proximity to their classroom, proceed across the driveway and assemble in the fellowship hall of the church building. The teachers will bring their class lists and immediately take roll call. Practice fire drills will be scheduled.

SEVERE WEATHER: When a Tornado Watch** or Warning* is announced by the U.S. Weather Bureau, we will not dismiss school, but will take proper precautions for the safety of the students here at school. School

-15-

will be dismissed at the regular time. Parents/guardians may pick up their child(ren) if they so desire. They are asked to speak to each teacher involved and sign the "sign out" sheet. In the event of a Tornado WARNING*, the children and staff will assemble in the east hallway of the school and sit under tables. Roll call will be immediately taken. If we are under a "WARNING" at dismissal time, students will be kept at school until the threat is past. It then becomes the parent's responsibility to arrange transportation for the "bus riders".

**A tornado "WATCH" is issued when weather conditions indicate that a tornado could develop.

* A tornado "WARNING" is issued when a tornado has actually been sighted in our area.

LOCKDOWN/SHELTER IN PLACE: Students and Staff will remain quiet in classrooms, lights out and with doors locked to the hallway. Evacuation drills will be practiced along with lockdown/shelter in place drills.

PARENTS AND LUTHERAN SCHOOLS—"PALS"

All parents/guardians are members of PALS . During the school year, PALS is called upon by the staff to help with special events (Scholastic Book Fairs, Grandparents Day, Lutheran Schools Week, Rummage Sales, Water Park Day, Beach Day, etc.)