

*Trinity
Lutheran School*

**This is
the greatest
commandment ...**



*Student Handbook and Calendar
2011 - 2012*

Trinity Lutheran School



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2011 – 2012 STUDENT HANDBOOK

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Trinity Lutheran School

Mission Statement

Trinity Lutheran School is an integral part of Trinity Lutheran Church and its stated mission. We the faculty, staff, and administration, dedicate ourselves to our heavenly Father -

TEACHING

The Holy Scriptures...are able to make you wise for salvation through faith
II Timothy 3:15b

LOVING

We love because he first loved us. I John 4:19

SEEKING

God...wants all men to be saved and to come to a knowledge of the truth. I Timothy 2:4

that His kingdom may grow until our Savior returns to glory.

Our Philosophy of Education

Trinity Lutheran School is an integral part of Trinity Lutheran Church and its stated mission. We the faculty, staff, and administration, dedicate ourselves to our heavenly Father - Teaching (2 Timothy 3:15b), Loving (1 John 4:19), Seeking (1 Timothy 2:4) - that His kingdom may grow until our Savior returns to glory.

We strive to provide our students with an education of excellence that includes a Christ-centered curriculum, individual attention, and a variety of learning experiences. Instruction, guidance, discipline, and example are geared to the development and growth of the whole child - spiritually, mentally, physically, socially, and emotionally.

We believe that Christians respond to God's love in Jesus by showing love in all aspects of their lives. We encourage our school family to show this love in appropriate behavior, consistent church and Sunday School attendance, and in their words, actions, and lifestyle.

We exist to help our students and their families accept and confess Jesus Christ as their Lord and Savior. We will encourage them to actively participate in worship and Bible study at Trinity or in another Christian congregation and will include them as active members of the Trinity Lutheran School family.

ABOUT OUR SCHOOL

Trinity Lutheran School was established in 1978 as the educational arm of Trinity Lutheran Church. The primary goal of the school is to bring the Good News of our Lord and Savior Jesus Christ to our students. Trinity also stresses academic excellence. God has given us many special gifts and talents and we need to use them to their fullest extent.

EXPECTATIONS

All staff members will demonstrate Christian principles in accordance with God's Word.

Teachers:

- will strive to maintain an atmosphere of Christian love and understanding.
- will cooperate to make Trinity Lutheran School a high-quality school offering a Christian education to all students.
- will strive to meet the objectives of the school
- will help when problems arise that a student or parent can not handle alone.
- will maintain confidentiality when personal or student problems are discussed.

Principal

- will provide leadership in developing on-going improvements in the school's curriculum and facilities.
- will be the spokesman for communicating the needs of the staff to the school board, custodial staff, and others as necessary.
- will offer leadership in providing for smooth day to day operation of the school.
- will maintain confidentiality when discussing personnel problems or information.
- will maintain positive public relations with the community and other schools.

School Board:

- will carry out the responsibilities as directed by the constitution of Trinity Lutheran Church.
- will establish policies enabling Trinity Lutheran School to reach its objectives.
- will strive to provide the best possible conditions for Trinity Lutheran School.
- will communicate Trinity Lutheran School's needs to the church Board of Directors and voter's assembly.

Pastors:

- will express a genuine interest in the welfare of Trinity Lutheran Church and School.
- will be available to counsel problems unresolved by staff members.
- will attend Trinity Lutheran School Board meetings, staff meetings, and devotions as scheduling permits.

School Secretary:

- will relay messages to parents, students, and teachers.
- will help collect and record monies.
- will help when an emergency requires an extra person to administer first aid.
- will maintain confidentiality

Custodian and Board of Properties

- will daily clean classroom floors and bathrooms and empty wastebaskets.
- will clean up other areas of the school as needed.
- will provide upkeep and maintenance of the school property to keep is safe and looking presentable.
- will make every effort to provide for new and additional school furniture as needs arise.

St. Joseph County Intermediate School District (ISD)

- will provide for remedial, psychological, and student health services.
- will provide workshops for individual and staff improvement.
- will provide equipment repair service.
- will provide access to a library of educational films and videos.

ENROLLMENT

Trinity Lutheran School is a church school, primarily for the training of the children of Trinity Lutheran Church. As such, children of members of the congregation have first preference for enrollment. Members of other congregations may apply and be accepted where there is room and when enrollment would benefit the student.

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

The age requirement for a student to be admitted to Trinity Lutheran School for the 2011-2012 school year is as follows:

- | | |
|----------------------------|--|
| Three year old preschool - | date of birth on or before Sept. 1, 2008 |
| Four year old preschool - | date of birth on or before Sept. 1, 2007 |
| Kindergarten - | date of birth on or before Sept. 1, 2006 |

Children transferring to Trinity from another school will be enrolled in the grade recommended by their previous school.

Registration will begin the week following National Lutheran Schools Week. If a classroom has reached its maximum limit, as determined by the school board, registration will be closed for that session.

Registration for the 2012-2013 school year will be accepted in the following order:

- Week of March 5 Members of Trinity Lutheran Church
- Week of March 12 Members of other LCMS churches and currently enrolled non-member students.
- Week of March 19 Open to the public

TUITION AND FEES

The School Board with the approval of the Board of Directors sets tuition for Trinity Lutheran School. Tuition is paid monthly, with the first month’s payment due at Registration in August. Subsequent monthly payments are due by the first of the month. Payment is considered delinquent if it is not received by the 8th of the month. A \$15 monthly late fee will be charged on delinquent accounts. The book fee is for every child in grades K-8. This fee is non-refundable and must also be paid at registration in August.

If there are extenuating circumstances as to why a family can't pay, they can contact the School Board's tuition representative. The School Board will attempt to work out a satisfactory solution. It is the board's hope is that a child will never have to be withheld from school because of tuition delinquency. If tuition payments become excessively delinquent, the school board reserves the right to pursue formal collection proceedings.

TUITION FEE SCHEDULE FOR 2011-2012

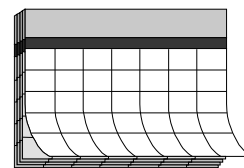
	Basic Tuition		Active Members of Trinity	
	Monthly	Annual	Monthly	Annual
PRESCHOOL				
3-yr old (2 days)	57.00	513.00	67.00	603.00
4-yr old (3 days)	85.00	765.00	95.00	855.00
5-yr old (5 days)	147.00	1323.00	157.00	1413.00
KINDERGARTEN	175.00	1750.00	114.00	1140.00
GRADES 1 - 8				
One child	267.00	2670.00	174.00	1740.00
Two children	428.00	4280.00	278.00	270.00
Three or more children	537.00	5370.00	349.00	3490.00

The book fee for kindergarten is \$165.00

The book fee for grades 1 – 8 is \$190

CALENDAR

Trinity's school year is planned, as much as possible, to coincide with the Sturgis Public Schools. This is because many Trinity students ride the public school buses and some families have students attending Trinity and Sturgis High School. There will, however, be a few days when our schedule differs from the public schools. On these days, bus service will not be available.

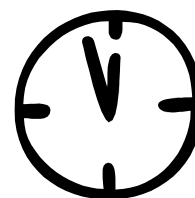


SCHOOL DAY SCHEDULE

The Trinity Lutheran School Board will determine the starting and ending time for the school year. We try to coincide with the public schools due to our use of their buses. For the 2011-2012 school year, kindergarten and grades 1-8 will begin at 7:50 a.m. Kindergarten dismisses at 10:50 a.m. and grades 1-8 dismiss at 2:35 p.m.

BEFORE AND AFTER SCHOOL HOURS

Students are not to arrive at school before 7:35 a.m. unless previous arrangements have been made with the principal. When students arrive, they are to go directly to their classroom. After the first six weeks of school we ask that parents not walk their child into the classroom. This will help foster a sense of independence and responsibility in the students.



All children must be off the school premises at the end of the school day, unless they have special permission. Students are to go home their usual prearranged unless the school has been notified of a change by the parents. Teachers at appropriate exits will supervise dismissal time. It is expected that children will be picked up within 10 minutes of dismissal. Once a student leaves school grounds at the end of the day, he/she may not return unless accompanied by a parent.

Activity on the playground and in the gym before and after school is not permitted. Children who have permission to remain after school are to wait in front of the school until their ride arrives. Under no circumstances will children be permitted to roam the halls or playground before and after school.

SCHOOL CLOSING

If the Sturgis Public Schools close due to inclement weather, Trinity will close. However, the administration reserves the right to close even if the Sturgis Public Schools do not close. If Sturgis Public Schools delay, we will also delay. Morning kindergarten and 8:00 a.m. preschool will be cancelled while 8:30 a.m. preschool will be on a modified schedule (morning preschool: 9:50 - 11:30). If the Sturgis Public Schools close early due to bad weather, we will too.



To get the latest information on school closings, check the school's website, www.trinitylutheransturgis.com, listen to WMSH (99.3 FM/1230 AM) or watch Channel 3 (WWMT - Kalamazoo). They are the first to be notified of school closings. An emergency phone chain may also be established so that each family will be called in the event of a school closing or delay.

ATTENDANCE AND TARDINESS

Parents should make a sincere effort to be sure their child misses a minimum amount of school time. Parents are to call the school office to notify of the child's absence each day a child is absent. We ask that you do this for the protection of your child; to make sure that we all know whether your child is or is not in school. If you do not call within 30 minutes after school starts, the school secretary will call the parent at home or at work to find out why the child is not in school.

It is the responsibility of the student, with the help of his/her parents to complete assignments missed during the absence and to schedule a time to meet with the teacher for necessary instruction and evaluation.

Parents should attempt to schedule medical and dental appointments to require little or no missed class time. Family vacations should follow the school calendar.

Students who are absent more than 20 days within a school year will not be promoted without the approval of the Trinity Lutheran School Board.

Students are considered tardy if they are not in their classroom at 7:50 a.m. A tardy student is to go to the school office and get a tardy slip from the school secretary. Upon every fourth tardy each quarter, the child will be required to come to school one-half hour earlier (7:20 a.m.) the following school day. Tardiness for the following reasons will be excused when parents write or provide an oral excuse: delay of buses, inclement weather, and medical or dental appointments.

CHURCH AND SUNDAY SCHOOL ATTENDANCE

Since the religious instruction and program of the school are an integral part of the congregational life, it is extremely important that all students and their families attend worship services and Sunday School each week. Each Monday, the children will report their church and Sunday School attendance from the weekend. This information goes on the child's report card to remind parents of their child's worship record.



The school children will also sing at Sunday services at Trinity 2-3 times during the school year. Our hope is that all school children, both member and non-members of Trinity, will participate. The singing dates are listed in the calendar in the back of the handbook.

ATTENDANCE AWARDS:

Students will be given attendance awards according to the following criteria:

1. Perfect Church or Sunday School Attendance - no absences for the year
2. Good Church or Sunday School Attendance - 4 or fewer absences for the year
3. Perfect School Attendance - No absences or tardies for the year
4. Good School Attendance - 5 or fewer absences and tardies for the year



LEAVING SCHOOL GROUNDS

Students who for reasons other than emergencies need to leave the school grounds during any time during the school day must have written permission from their parents as well as the permission of the teacher. Whenever permission has been granted, full responsibility rests with the parents. Students may not leave the building to go out to lunch.

DROP-OFF AND PICK-UP OF STUDENTS

Students being dropped off before school are to be dropped off in the back parking lot. If a parent wishes to walk their child in, then they should park in the front lot. The Walker Street entrance is for preschool students only. After school, the drive in front of school is for pick up only. **Cars should be unattended in the front drive. Use the parking lot if you need to leave your card** The parking lot behind the school is closed off during the school day. This lot is used during the day for physical education classes and recess.

TRANSPORTATION

It is the parent's responsibility to arrange transportation to and from school. Bus service is available to any family living in the Sturgis Public School District. Parents can make arrangements for this free service by calling the Sturgis Public Schools Transportation Department (659-1590) or going to the transportation departments page at www.sturgisps.org. Parents are also expected to assist in transportation for field trips and extra-curricular activities. Lack of adequate transportation may result in the cancellation of the trip/activity.



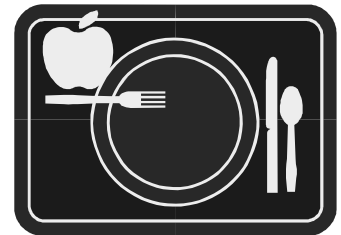
LUNCH

Hot lunch is offered to all 1st – 8th grade students. Menus are sent home regularly. The cost of the lunch this year is \$2.50. The salad bar is also available at an additional cost of \$0.50. To give our cook time to prepare the proper number of meals, it is very important that all orders be placed by 8:30 a.m. If students are going to be late for school and want to order hot lunch, you must call in your order to the school office. Low-income families may qualify for free or reduced lunches.

Applications are available in the school office. Bills for hot lunch are sent home at the end of each month along with tuition statements.

Milk is available for students who bring a cold lunch from home. The cost of the milk is \$0.40 per serving and is billed at the end of each month.

If a parent has any concerns about the lunch program, or if a child has any special dietary needs, please feel free to speak with the school cook.



LOCKERS

Each student in grades 1-8 will be assigned a locker at the beginning of the school year. Lockers remain the property of the school and are not the private property of the student. Trinity reserves full rights with regard to locker control, search, and use. Students are to keep their lockers clean. Only magnets or poster putty may be used to hold any decorations in place. The only decorations allowed on the outside of a locker are those relating to school-sponsored events. No food should be left in the lockers overnight. If a seventh or eighth grader chooses to place a combination lock on the locker, the combination must be given to the teacher in writing.



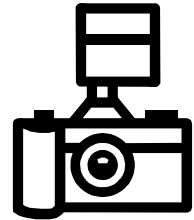
TELEPHONE/CELL PHONE USAGE

The telephones are for staff use only. Students may use the phones with permission from a teacher and only in an emergency. Students are to use only the phone in the school office. Elementary school students have little need for a cell phone during the school day. If a child must bring a cell phone to school, the phone must stay in the student's locker and must be turned off. Students may use the devices once they are off of school grounds and/or back in the care of their parents.

Consequences: First offense: loss of phone privilege for one week; Second offense: phone privilege lost for quarter; Third offense: phone privilege lost the remainder of the year.

PHOTOGRAPH AND PUBLICITY POLICY

Throughout the school year we take pictures of students participating in various school activities. These pictures may occasionally be used for publicity in the newspaper or on our Trinity website (www.trinitylutheransturgis.com). For safety reasons, we will NOT include names relating to the pictures placed on the website, but may include names with pictures placed in the newspaper. If, for any reason a parent does NOT want their child's picture to be included in these public publications, the parent should stop by the school office and fill out a Photograph and Publicity Exclusion form.



ACADEMICS

CURRICULUM

The curriculum of Trinity Lutheran School is comparable to that being taught in the Sturgis Public Schools, which meets a requirement of the State Compulsory Attendance Law. Yet the curriculum is different in that all subjects are taught from a Christian perspective, using God's Word as a guide. The subject areas in the curriculum include religion, memory, math, reading, spelling, handwriting, English, social studies, science, art, music, physical education, and computers. A curriculum review schedule allows for the periodic review and revision of the curriculum by the faculty. Trinity strives to maintain a well-rounded curriculum, one that will offer its students a variety of educational experiences.

REPORT CARDS

Report cards will be sent home at the completion of each quarter. Progress reports are also sent home at the midpoint of each quarter. Parents and teachers are encouraged to be in immediate contact with one another whenever an academic concern arises.



PROMOTION AND RETENTION

All students are expected to maintain a C or better average for the school year in all subject areas. More than one F in a subject area will cause teachers to question the advisability of promotion. Any student not meeting the minimum requirements could be retained in the present grade for another year.

Promotion to succeeding grades is noted on the child's report card following the fourth quarter. Double promotion is not a practice of Trinity Lutheran School. Retention at a grade level or promotion on a conditional basis may be necessary for some students. If either of these situations appears as a distinct possibility, then parents will be notified at the end of the third quarter. Retention or promotion will be determined in the best interest of the child and the school.

HONOR ROLL

An Honor Roll has been established to give special recognition to 3-8 grade students who have shown superior academic progress. Quarterly grades in religion, math, English, social studies, science, spelling, and reading are averaged as follows: A = 4 points, B = 3 points, C = 2 points, D = 1 point, F = 0 points

Any student in grades 3 - 8 receiving a grade point average of 3.2 or higher, with no D's or F's in any subject, will be placed on the Honor Roll. Any student receiving a grade point average of 4.0 is placed on the Principal's Honor Roll.



VALEDICTORIAN AND SALUTATORIAN



The decision of Eighth Grade Valedictorian and Salutatorian will be based on student's grade point average from the seventh and eighth grade years. In the case of a tie, the sixth grade GPA will be used. The character and integrity of the students is also considered when selecting valedictorian and salutatorian.

TESTING

Each spring, the Iowa Tests of Basic Skills will be given to all students in the spring. These tests are given to determine the student's strengths and weaknesses, as well as to evaluate the school's current curriculum. No student will be promoted or retained based solely on the results of these tests.

LIBRARY

Trinity's library has well over 4,000 books in it, ranging from easy reader to Junior High level, fiction to non-fiction. Students are given the opportunity to use the library each week. Books are checked out for a week at a time. Students with an excessive number of late books may lose library privileges. The student will reimburse the school to replace lost books.



FIELD TRIPS

The school board encourages field trips of an educational nature. If the children are going to leave the building or church grounds for a learning experience, then a note stating the nature of the field trip, date, and time will be sent home to the parents prior to the field trip. A permission slip stating that the child can participate in such an outing must be signed by the student's parent or guardian and received by the teacher before the student will be allowed to attend each field trip. Students may be denied field trips because of classroom behavior.

Some field trips require transportation. In those cases we rely on parent volunteers to help out. Only vehicles with proper seat belts are to be used. All students must be belted before leaving the church property. Children under the age of 8 also need a booster seat. The person transporting the students on a field trip must sign a form stating they understand the responsibility they are accepting. Since field trips are intended for students, family members other than drivers and chaperones will not participate. The teacher will specify the number of drivers and chaperones needed for trips. Teachers will assign students to the drivers, who are not allowed to switch students with other drivers. Drivers will be expected to serve as chaperones and assist with the supervision of the students

SWIMMING LESSONS

As a part of the Physical Education curriculum, all students in grades 3-6 are required to participate in swimming lessons at the Community Pool (unless they have an excuse from their doctor). Lessons are given twice a week for three weeks (see the school calendar in the back for the exact dates). A fee is assessed to pay for the instructor and use of the pool, which is covered by the PTL.



STUDENT PRIVACY

Student records are private and may not be released except by written permission of the student's parent or legal guardian. Federal law states that schools may send a student's educational record to officials of other schools or school systems in which the student intends to enroll, upon condition that the student's parents be notified of the transfer, receive a copy of the record, if desired, and have an opportunity to challenge the content of the record.

CHAPEL

Chapel services are held each Wednesday morning at 8:00 a.m. Chapel provides an excellent opportunity for the development of the art of worship, but is in no way meant to take the place of family worship on Sunday. Parents and friends are welcome to attend. An offering is taken weekly distributed to a variety of local and synodical causes. Regular giving at chapel provides students with the opportunity to develop good stewardship habits.

Chapel offerings for the 2011-2012 school year are designated to go to:

Quarter 1: Trinity Lutheran School Tuition Assistance Fund

Quarter 2: *Worship For Shut-Ins* television ministry

Quarter 3: Michigan District *Hearts for Jesus* program

Quarter 4: Local mission project (to be determined prior to the quarter)

STUDENT CONDUCT

DISCIPLINE

The Word of God guides the discipline maintained at Trinity Lutheran School. Parents and students must remember that while the child is at school, the teachers stand in place of parents. God's Word gives the responsibility of education to the parents. Therefore in delegating that education, parents are also delegating discipline.

Teachers are to remember that children placed in their charge are also sinners in need of forgiveness and love. Varied forms of discipline may be used, with the ultimate goal of creating a learning experience for the child.

The principal may suspend a child from classes, meet with the parents, and put into place a system of correction in cases of problem behavior. Expulsion is an action of the School Board and may become necessary after all other means have failed. The Trinity Lutheran School Board will make the final determination in all cases of expulsion. Students will be granted due process throughout the expulsion process.

The following will be used in the disciplining of students:

1. The teacher will establish a wholesome classroom atmosphere from the beginning of the year, one of firmness yet fairness.
2. If necessary the teacher will remove a pupil from the room and send him to the school office. This may be done if the child is out of control and when the welfare of the class and the child will benefit from the action. In this event, a note explaining the problem will accompany the child. At the first opportunity the teacher will confer with the principal privately to solve the problem.
3. Ridicule, sarcasm, and name-calling is poor behavior and will not be used.
4. Pupils will be tactfully reprimanded in front of others if necessary.
5. Disciplinary or corrective actions which may be used include verbal reprimand, parent conference, counseling, extra academic work, appropriate work projects, or short term in school suspension pending a parent conference.
6. A teacher (or other adult acting in an official capacity) will be supported by colleagues, the school administration, and the school board when using reasonable judgment in enforcing the rules of conduct,
7. The classroom teacher will initially handle discipline. If the teacher is unable to obtain appropriate student behavior, the matter will be referred to the principal for action. The principal will arrange for a conference with the student, parents, and teacher. The principal will take appropriate disciplinary action, up to and including suspension (in or out of school) if the problem persists.

Students will be placed on probation by the principal for the following reasons:

- a serious infraction of the rules
- accumulation of instances of misbehavior

The probation will continue from the time the student and parents are notified of probationary status until the probation is terminated.

SEXUAL HARASSMENT

It is the policy of Trinity Lutheran School to maintain a learning environment that is free from sexual harassment. No member of the Trinity Lutheran School community shall harass another community member through conduct or communications of a sexual nature.

STUDENT DRESS

Students are to come to school dressed in clothing that is appropriate for the educational setting and goals of Trinity Lutheran School. We rely on the judgment of the parents to ensure their child is properly dressed. However, the school reserves the right to contact parents to bring in other clothing for their child when the teacher feels the child's clothing is detrimental to the educational setting and goals of the school. Students will be allowed to wear shorts from the start of school until Thanksgiving break and from Spring Break until the end of the school year.

Trinity's expectations are that each student's clothing is...

- neat, clean, modest, and in good taste to reflect favorably on the student, home, and school.
- appropriate to weather conditions, age level, and physical characteristics.
- not distracting to the educational setting of the school.

GENERAL SCHOOL RULES

The following is a list of general school rules to be observed by students of all grades at all times. These rules are for when students are in common school areas. Each classroom teacher will have their own set of classroom rules for their specific classroom.

1. Students should walk on the right side of the hallways and stairways. No running is allowed in the hallways.
2. No shouting or loud noises in the hallways or bathrooms.
3. No electronic devices (ipods, digital cameras, CD players, etc.) or electronic games are to be brought to school.
4. Hats are to be removed when entering the school building.
5. Throwing of snow or ice is not allowed.
6. Students are to stay inside the playground fence at all times. In order to retrieve a ball that has gone outside the playground, a student must first obtain permission from the teacher on duty. Climbing over or under the fence is never allowed.
7. Students must have permission from their teacher in order to use the office phone. The phone in the kitchen is off limits to students.
8. The pop machine in the church basement is off limits to Trinity students. Exception: 7th and 8th graders may use the machine if granted permission by their teacher.

PARENT COMMUNICATION AND INVOLVEMENT

HOME VISITS

Each August before the start of the school year, teachers will schedule a time with each of their students so they can visit with the student and parents. During the visit the teacher will explain his/her expectations for the upcoming school year and also answer questions. The visit usually lasts 15 - 20 minutes. In order to save time, families with children in more than one room may visit with all of the teachers together.

CRUSADER CAPSULE

The Crusader Capsule is a weekly newsletter sent home with the students each Wednesday, emailed to parents, and posted on the school's website. It contains news items, classroom events, sporting events, and other church and school activities. The Crusader Capsule is the main communication tool between the school office and home. Parents should make sure their child is in the habit of bringing it home each Wednesday. Feel free to turn in Trinity related items for publication by 8:00 a.m. each Wednesday. The principal reviews all items submitted.

PARENT - TEACHER CONFERENCES

To keep the parents informed concerning the academic progress of their child, parents will meet with their child's teacher at the end of the first quarter. Thereafter, consultations can be arranged with the teacher upon mutual agreement with the parents at any time during the school year.

CONFLICT RESOLUTION PROCEDURE

From time to time parents may have a concern regarding the actions of a teacher. In order to obtain a workable solution, parents need to follow these steps:

1. Discuss the problem directly and privately with the teacher.
 - It is best for the teachers if you schedule an appointment rather than try to catch them in the morning before school starts. This would give the teacher the opportunity to properly prepare for the meeting.
 - Discussing the problem with other parents will not solve the problem and often results in larger problems. "Parking lot gossip" can be very harmful to the school.
 - If the tenor of the meeting becomes too intense, the teacher may end the meeting and have it continued at a later date, when cooler heads will prevail.
2. If step one does not bring satisfactory results, then discuss the problem with the principal. The teacher, parent, and principal will then attempt to work out a solution.
3. If still unsatisfied with the outcome, the parent should then write out a description of the problem, along with the steps already taken, and submit it to the School Board Chairman. An audience with the board may also be requested. The board will respond in writing within one month from the time the chairman receives the letter.

It is most important as a Christian example that all disputes are not allowed to become part of community discussion. Chapter 18 of Matthew will be our guiding principle in all disputes.

PARENT INVOLVEMENT

Parental involvement is a very important part of the operation of Trinity Lutheran School. Parents are asked to volunteer as much and in as many areas as possible, wherever your time and talents allow. Volunteer opportunities include recess supervisor, computer lab aide, picture lady, band/orchestra driver, and coaching or officiating a sport. Most of these jobs do not require a regular commitment on the parent's part, but instead are scheduled on a rotating basis to accommodate your schedule. During final registration in August, each parent is asked to fill out a volunteer information sheet.

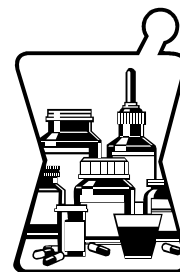
PARENT - TEACHER LEAGUE

Trinity Lutheran School enjoys the support of its Parent - Teacher League (PTL). The PTL supports the school through fundraisers such as the annual magazine sale. The money raised is for a variety of school needs. The PTL also provides for educational programs and social activities for the students and their families. Parents and teachers are asked to support the PTL by attending meetings and events, serving on committees, and working with or serving as a PTL officer.

HEALTH CONCERNS

ADMINISTRATION OF MEDICATION

Parents are to fill out a "Parent Request for Dispensing Medicine" form before the school will give a student any prescription medicine. Two copies of this form are in the back of this handbook. All medication (prescription or non-prescription) must be taken to the office where it is locked up until needed. Parents are to make sure the exact time and dosage information is on the container. The medicine will be administered by the school secretary or a teacher and will be logged in the daily logbook. The daily logbook will remain with the medication in the locked area of the office. Because of the nature of their need, asthma inhalers may be left with the classroom teacher.



STUDENT ACCIDENT INSURANCE

All students are covered by a student insurance policy in the event they are injured at school or at any school-sponsored event. This coverage would be the primary coverage and should cover 100% of the expenses related to the injury. Claim forms are available in the school office.

HEAD LICE

Trinity Lutheran School conducts periodic head checks for lice and/or nits (eggs). In the event that live head lice are found on a child, the child will be sent home for treatment at that time. The following steps will also be taken:

1. The child may return to school after treatment, when nit free
2. The child will be rechecked in 7 days and if the problem still exists, the procedure will be repeated.

It is important to know that head lice do not discriminate--they thrive on a clean head of hair as well as a "not so clean" head of hair. It is also important that every family member be treated should lice be found. More information is available in the school office.

EMERGENCY CARDS

All students must have an emergency card completed and returned to the school office before the first day of school. Please complete one card, both sides, for each student.

CHILD ABUSE

"A school administrator, counselor, or teacher must report suspected child abuse. A person who has reasonable cause to suspect child abuse or neglect must immediately by phone or other wise make an oral report or command an oral report be made of the suspected child abuse or neglect. Within 72 hours the person must complete a written report." (MANS Handbook) For more information contact the Michigan Department of Social Services.

EXTRA CURRICULAR ACTIVITIES

The following is a list of extra curricular activities currently offered at Trinity Lutheran School:

Athletics Offered for grades 3-8: Participation is optional; practices are after school.
Cross Country: Early fall - boys and girls, grades 3-8
Soccer: Fall – boys and girls grades 2 - 6
Basketball: Winter - boys and girls, grades 4-8
Cheerleading: Winter – girls, grades 3-8
Kickball: Spring - boys and girls, grades 3-8

Other athletic opportunities are available through a cooperative agreement with Sturgis Middle School.

Choir Offered for grades 5-8: Practices are during school hours. Each choir participates in worship services as well chapel services and concerts during the year. Participation is optional.

Handbell Choir Offered for grades 5-8: Practices are during school hours. Each choir participates in worship services and concerts during the year.

Track and Field Day One day is set aside near the end of the school year. All students participate.

BAND AND ORCHESTRA

Students in grades 5-8 have the opportunity to participate in the band (grades 6-8) and orchestra (grade 5-8) program through the Sturgis Public Schools. Lessons are held during the school day at the Sturgis Middle School or Eastwood Elementary. All arrangements for signing up are made through the Sturgis Public Schools. Transportation to and from is the responsibility of the parents, not the school.



ATHLETIC ELIGIBILITY

Students who wish to participate in athletics must show evidence of faithfully completing schoolwork and not be on disciplinary probation. The student must maintain a 2.0 or better grade point average (with no F's or incomplete received in any subject). Grades will be monitored with every report card as well as mid-term markings. Students with special academic needs may be dealt with on an individual basis. Any student who is absent from school the day of a game or is serving a suspension (both in school and home) will not participate in the game.

Participation in athletics is viewed as a privilege. The student's participation must never interfere with the student's schoolwork. If a teacher finds that schoolwork is being neglected, the student is excluding himself from the sport.

If a student does not have at least a 2.0 grade point average (with no F's or incompletes) on a report card or mid-term progress report, the following action will be taken:

1. The student is ineligible to participate in any games for two weeks.
2. The student is still considered a member of the team and is required to attend all practices.
NOTE: By not attending practice, the student is permanently removing himself from the team.
3. Grades will be rechecked in two weeks. If the student has not attained at least a 2.0 grade point average (with no F's or incompletes), then the student has removed himself from the team until the next marking period.

GUIDELINES FOR STUDENT CONDUCT AND PARTICIPATION IN ATHLETICS

Participation in an extra curricular activity at Trinity Lutheran School is a privilege and a responsibility. It is a privilege to be able to be a participant in a group that enables you to use the talents and gifts that God has blessed you with. It is a responsibility because of the time and effort that is needed for practice and games. It is important that if you wish to participate that you commit for the entire season. Each player is important and has a role in making a team. When one member of the team is absent from practice or quits in the middle of the season, the whole team suffers. God has given us all talents and gifts. Our athletic program allows you to discover and use those gifts. In order for our program to be effective, the following guidelines have been set for students:



1. As a member of the team, you represent Trinity Lutheran School. You are a Crusader. The example that you set should be a positive one.
2. All enrolled students of Trinity Lutheran School (who are deemed academically eligible) shall be allowed to participate in the extra curricular sports program (as permitted by their parents). Students are considered academically eligible when they maintain a 2.0 grade point average with no F's or incompletes. Academic eligibility is determined at each marking period as well as mid-terms.

3. If you know that you will miss a practice or a game, notify the coach in advance. Excessive absences will result in loss of playing time.
4. As stated in the school handbook, "any student who is absent from school the day of an extra curricular activity will not participate in the after school hour activity."
5. Players and coaches will respect and cooperate with the officials at all times.
6. Be prompt and ready to participate when practices and games begin. Proper equipment and clothing is a must. Take good care of your uniform and equipment.
7. Show respect for your coaches as well as fellow players. Never cause harm to another; encourage and support one another.
8. If you have a concern, talk to the coach. If the concern still exists, talk to the Athletic Director. If the concern still exists, talk with the principal.

ATHLETIC GUIDELINES FOR PARENTS

Participation in an extra curricular activity at Trinity Lutheran School is a wonderful privilege and a great responsibility for your child. As a parent, you have the opportunity to help your child to learn and to support them. Your child's desire to participate in athletics should be commended. In order for our program to be effective, the following guidelines have been set for parents:

1. Continually support your child. Attend the games and cheer for the crusaders as well as for your child.
2. Encourage your child to use the gifts that God has given, yet understand and recognize that there may be limitations.
3. Make sure that transportation to and from practices and games is arranged. It is unfair to the coaches if they have to wait too long for students to be picked up.
4. As a parent, you too represent Trinity Lutheran School. The example you set is seen not only by the opposing teams, but also by our children. Anyone that participates in poor sportsmanship, uses profanity, or otherwise brings disgrace to the Savior's name or the reputation of Trinity Lutheran School shall not be permitted to continue participating in the contest. A staff member will be present at all games to encourage good sportsmanship.
5. The Trinity Lutheran School Board has approved the coaches. It is important that we all support them. If you have a concern, talk to the coach. If the concern still exists, talk to the Athletic Director. If the concern still exists, talk with the principal.
6. Please make sure that your children are properly supervised during games.