



*Leaders for today and tomorrow*

# Family Handbook

Trinity Lutheran School  
315 Scott Street  
Monroe, Michigan 48161  
(734) 241-1160  
[www.tlsmonroe.org](http://www.tlsmonroe.org)

## Table of Contents

### **PURPOSE OF TRINITY LUTHERAN SCHOOL**

Preface .....	Page 4
Mission Statement.....	Page 4
Philosophy .....	Page 4
Vision.....	Page 4
Goals.....	Page 4
What will They Teach my Child .....	Page 5

### **GENERAL INFORMATION.....**

Church and School Office .....	Page 6
Communication.....	Page 6
Concerns and Problems .....	Page 6
Administration of the School.....	Page 7
Accreditation .....	Page 7
Academic Calendar .....	Page 7
Early Childhood Education Program.....	Page 7
Daily Schedule .....	Page 7
After School Activities.....	Page 8
Admissions & Enrollment Policy.....	Page 8
Continuous Enrollment.....	Page 9
Admission Procedure.....	Page 9
Conditions of Enrollment.....	Page 10
Enrollment Incentive Program.....	Page 11
Financial Support.....	Page 12
Monthly Calendar and Monday Notes .....	Page 12
School Delays and Cancellations.....	Page 12
Release of Students.....	Page 12
Authorized Pick-up Form.....	Page 12
Written Exception.....	Page 12
Court Order Releases.....	Page 12
Videotaping & Photography.....	Page 13
Video surveillance.....	Page 13

### **ACADEMICS AND SCHOOL LIFE .....**

Children's Worship Services.....	Page 13
Classroom Management.....	Page 13
Curriculum .....	Page 13
Curriculum Evaluation and Textbook.....	Page 14
Physical Education.....	Page 14
School Work Policy.....	Page 14
Report Cards and Consultations .....	Page 15
Promotion & Retention.....	Page 15
Graduation .....	Page 15
Valedictorian and Salutatorian.....	Page 15
Testing .....	Page 16
Student Testing.....	Page 16
Academic Support (LSEM services) .....	Page 16
Library/Technology Resource Center .....	Page 16
Field Trips and Outings.....	Page 16

### **BEHAVIOR EXPECTATIONS AND DISCIPLINE.....**

Obedience and Discipline.....	Page 17
Discipline.....	Page 17

Student School-Wide Rules.....	Page 18
Bicycles .....	Page 19
Damages.....	Page 19
Lockers .....	Page 19
Lost and Found.....	Page 19
Money and Other Valuables .....	Page 19
Nuisances.....	Page 19
Cell Phones and Electronic Devices .....	Page 19
Weapon and Drug Free School .....	Page 20

**HOME EXPECTATIONS**

Church .....	Page 20
School Attendance and Tardiness .....	Page 20
Animals.....	Page 21
Boosters .....	Page 21
Classroom Supplies .....	Page 21
Finances.....	Page 21
Fundraising.....	Page 22
Health Regulations.....	Page 22
Medications.....	Page 22
Family Partnership Hours.....	Page 22

**STUDENT SERVICES..... Page 23**

Athletics.....	Page 23
Bus Service.....	Page 23
Child Care .....	Page 23
Hearing and Vision .....	Page 24
Lunch.....	Page 24
Specialized Services .....	Page 25

**MISCELLANEOUS**

*Dress Standard (Policy) .....	Page 25
Safety Information .....	Page 26

**POLICIES**

*Live Animal/Pet Policy .....	Page 27
*Policy for School Procedures.....	Page 27
*Instructional Technology Acceptable Use Policy.....	Page 28
*Bullying Prohibition Policy.....	Page 30
*Code of Conduct.....	Page 33
*Safe Schools Legislation.....	Page 37
*Drug-Free Workplace/School.....	Page 38
*Student Search Policy.....	Page 40
*Corporal Punishment.....	Page 42
*Sexual Harassment Policy.....	Page 43
*Wellness Policy.....	Page 45

**TRINITY LUTHERAN HISTORY IN BRIEF..... Page 50**

# PURPOSE OF TRINITY LUTHERAN SCHOOL

## Preface

Trinity Lutheran Church welcomes you to our school in the name of Jesus Christ, our Savior. It is the purpose of this handbook to acquaint you with the operation, program, and policies of Trinity Lutheran School. All who enroll in Trinity Lutheran School, agree automatically to the conditions set forth in this handbook. I understand that this Handbook does not contractually bind Trinity Lutheran and is subject to change without notice by decision of Trinity Lutheran's governing body. We ask that you read it carefully and help your children understand the significance of the information it contains.

**Any changes to the Trinity Family Handbook during the school year will be printed in the Principal page.**

## Mission Statement

In the name of Christ we will:  
Equip individuals to  
Strengthen families to  
Impact the world

## Philosophy

Trinity Lutheran School seeks to make Jesus known in all we do. Just as Jesus commands, "Therefore go and make disciples of all nations, Baptizing them in the name of the Father and of the Son and of the Holy Spirit, and teaching them to obey everything I have commanded you."  
Matthew 28:19-20a

## Vision

Trinity prepares Christian leaders for today and tomorrow  
Trinity partners with parents to equip students for a successful future

## Goals

**A**cademic excellence  
**B**e family  
**C**haracter development  
**S**piritual growth

## **What Will They Teach My Child? (At a Lutheran School)**

Lutheran schools are known for their academic quality and for their ability to aid moral development. They are religious schools, which include daily teaching about religion and integrate religious beliefs into everything that they teach. Many parents of children in Lutheran schools or who are considering enrolling their child wonder, "What will they teach my child at a Lutheran school about religion?"

### **LUTHERAN SCHOOLS TEACH WHAT LUTHERANS BELIEVE.**

#### **They believe:**

- ...That the Bible is the source and basis for their beliefs.
- ...That all people and all faiths are to be shown respect.
- ...That only through faith in Jesus Christ can people be saved.

### **LUTHERAN SCHOOLS TEACH ABOUT GOD.**

#### **God is:**

- ...The almighty, loving Creator of everything and everyone.
- ...One God, but three equal persons (Triune).
- ...A Judge who requires us to fulfill His Law perfectly.
- ...A Savior who died for our sins and arose from the dead.
- ...A Sanctifier who gives us faith through His Word and Sacraments.
- ...The Author of the Bible who inspired men to write every word as He directed.
- ...Described in His true, errorless, unchanging Word (the Bible).
- ...Love. He loves all people perfectly, in spite of how they may act.

### **LUTHERAN SCHOOLS TEACH ABOUT PEOPLE.**

#### **People are:**

- ...Created individually and specially by God.
- ...Loved always and completely by God.
- ...Required by God to obey His law perfectly.
- ...Unable to obey God perfectly (everyone sins).
- ...Saved from hell by Christ's sacrifice.
- ...Unable to earn God's favor or forgiveness.
- ...Brought to saving faith by the Holy Spirit and given eternal life in Heaven.
- ...Condemned to eternal suffering if they do not have faith in Christ.
- ...Given forgiveness of sins and eternal life through Baptism and the Lord's Supper (Holy Communion).
- ...Motivated by God's love to love all other people and serve God.
- ...Eager to share the good news (Gospel of God's great love for all).

Many children are led, by the Holy Spirit, to believe what is taught in a Lutheran school. It is helpful for parents to know what they learn. Many parents also want to learn more about the church that values children and their Christian education so much that they sponsor a Lutheran school.

The best way to learn what Lutherans believe and what Lutheran schools teach is to attend an information class at the congregation which sponsors the school. Contact the school administrator or congregation's pastor to learn more about such a class.

**Dr. Carl J. Mose**

## GENERAL INFORMATION

### School & Church Office

Trinity Lutheran Church  
323 Scott Street  
Monroe, MI 48161

(734) 242-2308

Trinity Lutheran School  
315 Scott Street  
Monroe, MI 48161

(734) 241-1160  
FAX (734) 241-6293

Trinity website: [www.tlsmonroe.org](http://www.tlsmonroe.org)

Facebook: [www.facebook.com/tlsmonroe/](http://www.facebook.com/tlsmonroe/)

### Communication-School to families

The main methods of communication to families are through our weekly emailed Principal Page, Gradelink, Facebook & Trinity website. Items of interest are posted on the website and on the social media accounts regularly. The Principal Page is e-mailed on the first school day of each week. This is a vital source information from the school to the family. Please take the time to read the newsletter. This will help to synchronize the school community and your family so that we will be better equipped to partner with you in educating your child.

**Gradelink**, is our Internet school portal for students in grades K-8 that helps parents view up-to-date student grades. Parents will be instructed as to the proper sign-in procedure through the school office so that they can have access to their child's information. Progress reports and report cards are viewed through Fast Direct. The annual final report card will be distributed to the family home at the end of the school year after all accounts have been paid in full. It is imperative that the school office has current information about each student. Please make sure to inform the school office of any changes in your personal information.

### Communication-Families to school

Parents may contact teachers via email or phone. Teachers are available after 3:00 p.m., or you may call the office and leave a message. The teacher will return calls as soon as is possible after the close of the school day. Generally, classroom sessions will not be interrupted except in case of emergency. It is always our intent to have open and honest communication with parents.

### Concerns and Problems

Here at Trinity, we are guided by Jesus' instructions to talk with people whom we have a question or concern. It will, in most cases, bring clarity to the question or concern. When there are concerns or disagreements between two or more people, the issue is best handled as Jesus taught in Matthew 18: 15 - 17.

Parents are to ALWAYS consult the teacher first when they wish to discuss a classroom issue.

1. Without discussion with anyone else, speak to the person with whom the disagreement exists.
2. If the question or concern has been discussed with the immediate party and resolution has not taken place, contact the principal.
3. If the issue cannot be resolved, then parents may consult the principal who may arrange a meeting with the persons with whom the disagreement exist.
4. If, after the question or concern has been discussed with the principal and immediate party, and resolution still hasn't occurred, the issue, may be taken to the Senior Pastor.

Christian love is the rule throughout, and all parties are expected to conduct themselves in a reasonable and Christian manner. No part of the problem should be made public or shared with another person who is not involved. When the process is completed, the matter should be dropped.

## Administration of the School

1. The Senior Pastor is charged with the administration of all operations of Trinity Lutheran Church, including Trinity Lutheran School.
2. The principal is charged to assist the Senior Pastor by administering and managing the operations of Trinity Lutheran School.
3. The principal serves as the executive director, who with the help of the Pastor and Faculty, implements changes and policies for the improvement and welfare of the school.
4. The principal sees to it that all policies are carried out.

## Accreditation

Trinity Lutheran School is accredited by National Lutheran Schools Accreditation (NLSA) of the Lutheran Church Missouri Synod and also the Michigan Association of Non-Public Schools (MANS). Annual reviews of accreditation documentation are submitted to the MI District NLSA Accreditation Commission. The accreditation is based on a five-year cycle.

In common with the public schools, Trinity Lutheran School, as well as all Lutheran Schools, seeks to achieve the objectiveness of general education. Measured by the results of achievement tests and by later success in high school and college, these general objectives are achieved by the graduates of our Lutheran School. From the general educational viewpoint, therefore, Trinity School compares very favorably with the public schools of our city and county.

Trinity is administered according to the State of Michigan's required standards of elementary education. Teaching personnel are certified by the State of Michigan. Qualified Christian teachers integrate the faith within a prescribed course of study leading to entrance into high school.

Trinity Lutheran School exists for the purpose of supplying a Christian education. The Christian realizes the need of God in education.

## Academic Calendar

- See our school Calendar on Gradelink or our school website at [www.tlsmonroe.org](http://www.tlsmonroe.org).

## Early Childhood Education Program

We offer a 2-, 3- or 5-day program for children who are 3 or 4 years old. More information is available for our Preschool for 3-year-olds and Pre-Kindergarten for 4 year olds from the school office, the director or our website.

## Daily Schedule

School will begin at **8:00 a.m.** each morning. It is important for students to be in their classrooms prior to this time so that the day may begin with an opening devotion at 8:00 a.m. School is dismissed at 2:45 p.m.

6:45 - 7:45 a.m.....Before School Child Care  
7:40..... School Doors Open  
7:40 - 7:50 a.m. ....Arrival at School  
8:00 a.m. ....School Begins  
11:00 a.m..... Child Care Lunch  
11:00 a.m..... Grades K-4 lunch  
11:35 a.m..... 5-8 lunch  
2:45 p.m. .... Dismissal  
2:45 - 5:30 p.m. ....After School Child Care

### Preschool

3-Year Old

Mon.Wed. Fri. OR Tues. & Thurs.

9:00 – 11:00 a.m.

Mon. – Fri. 8:00 – 11:00 am

### Pre-Kindergarten

4-Year Old

Mon – Fri. 8:00 – 11:00 a.m.

Mon. Wed. Fri. 12:00-3:00 p.m.

Pupils are expected to go to their respective rooms immediately upon arrival at school. There is to be no loitering on the school grounds or corridors before or after school. Doors will **not** be opened until 7:40. (In case of inclement

weather doors may open sooner.) Special arrangements must be made with the principal for children to arrive before 7:40 a.m. Childcare is available from 6:45 a.m. – 5:30 p.m. on school days.

It is understood by parents that pupils will spend their recess period out of doors, weather permitting. Written permission will be required for children who must stay indoors due to illness.

All students are dismissed at 2:45 p.m. Students who are not bus riders will exit by door H. With the large number of cars in the parking lot after school, please help us in protecting our children. Talk to them about safety and please drive carefully.

If there is a change in the child's normal pattern for dismissal, parents are asked to let teachers know in writing about the change. In the case of an emergency, a phone call to the School Office will be sufficient to notify the school and the teacher of a change in dismissal.

Students may not be left unsupervised on the playground after school hours. A parent or guardian of the child must be on the playground with his/her child.

Students that are not in an after-school activity and are not picked up within 10 minutes after school will be signed in to the child care.

### **After School Activities**

1. Students participating in school activities immediately after school are to be under the direct supervision of the teacher or coach upon dismissal.
2. When a student is involved in any after-school program being held on the premises, he/she must remain in that specific area with their parent, coach, or staff member.
3. Children not directly involved in after-school supervised programs are not permitted in the building. Siblings will not be allowed to stay for after school activities if they are not involved. Childcare is available for this purpose.
4. Students expected to be picked up within 10 minutes after 'the after-school activity' is over. If the student is not picked up, they will be signed into child care when available.
5. If a student is to participate in any school practice, game or after school activity they must have attended school for over half a day (in the afternoon), beginning no later than 11:30 am and making it through the rest of the day. Any student not in school for at least that time period will not be allowed to participate in ANY after school activity that day, including sports practices or games. Exceptions to this rule will be under the discretion of the principal and/or athletic director.

### **Admissions and Enrollment 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, scholarships, athletics, and other school administered programs.*

*The principal alone is authorized to approve and administer all student admissions, transfers, promotions, accelerations, retentions, or suspensions, in accordance with policy guidelines. Enrollment is open to any children whose parents want them to have a Christ-centered education.*

### **Continuous Enrollment**

*This means that once students are enrolled at Trinity Lutheran School they will continue to be enrolled unless Trinity is notified otherwise by a parent/guardian, or Trinity notifies a family of a denial of enrollment.*

*Families will be notified of due dates for non-refundable tuition deposit. Once this due date has passed, Trinity will then open enrollment for applicants not currently enrolled.*

*Enrollments will be processed until classes have reached maximum level of 26 students. Once the maximum class size is reached, the principal/school office is to establish a waiting list. If classes reach 26 students an increase may occur under special circumstances. To increase a class above 26 students, the principal will consult with the senior pastor and classroom teacher. (Classroom enrollment beyond 25 will result in consideration of additional support based on individual needs of students.) The employment of classroom instructional assistants will be used when deemed necessary by the Principal.*

*The school office will maintain a list of the names of applicants wishing to be accepted as students at Trinity Lutheran School. Applicants from member and non-member families are to be recorded by date of application on a perpetual list beginning the 1st day of school in a calendar year (January).*

*New admission priority within the various categories is based on the date when an application is received in the school office.*

*The established order in which children are accepted for enrollment for grades kindergarten through eighth, as classroom space is available is as follows:*

- 1. Children who attended Trinity School PK-7 the previous school year with all financial obligations met and tuition deposit for next school year paid by established deadline date.*
- 2. Siblings of children who are currently attending and have completed at least one semester at Trinity.*
- 3. Children where one or both parents, or guardians are active members of Trinity.*
- 4. Children where one or both parents, or guardians are members of area LCMS congregations, or full-time called staff members at other area LCMS congregations.*
- 5. Children of the community received in order of application date.*

### **Admission procedure**

- 1. Parents or guardians become acquainted with the purpose and mission of Trinity Lutheran School with an appointment with the admissions counselor or principal.*
- 2. Parents or guardians obtain an "Application for Enrollment" form from the school.*
- 3. Parents or guardians submit a completed enrollment application and a non-refundable tuition deposit to the school office to complete admission to Trinity.*
- 4. After submitting the application parents should submit a copy of the child's birth certificate, health appraisal and immunization records to the school office.*
- 5. If the child is transferring from another school, parents will be asked to sign a release form permitting Trinity to request appropriate records from the previously attended school. School records include, but are not limited to, achievement and/or ability test scores, report cards, health records, copy of birth certificate, teacher recommendation and special education records if applicable. If records from the previous school are not available at the time of enrollment, Trinity may contact the previous school for a verbal recommendation.*
- 6. Final registration forms will be completed before the first day of school and will include the following and others as determined necessary:*
  - a. Contract for Continuous Enrollment, Tuition and Service Hours*
  - b. Liability, Medical & Fermi Release Form*
  - c. Computer User Agreement & Parental Permission Form*
  - d. Consent for Video Taping/Photography*
  - e. Concussion Form*

### **Conditions for Enrollment**

- 1. The parent(s) shall give assurance that they will cooperate with the school in all matters of program and policy.*

2. *Primarily, the religious program and Christian climate of the school should motivate the parent(s), and parent and child must agree to participate in the programs the school offers.*
3. *Admission to the school is a privilege, not a right, and admission for one school year does not guarantee automatic admission for future school years. The services of the school are engaged by mutual consent, and either the school or parents reserve the right to terminate any or all services at any time.*
4. *No student will continue to be enrolled if there are any outstanding financial obligations to the Trinity school. Individual requests for the waiver of this policy may be brought before the Principal for review and reported to the Senior Pastor for determination of enrollment status.*
5. *A **Contract for Continuous Enrollment, Tuition, and Service Hours** is to be signed by parents at registration. This contract states that students will keep coming back to Trinity every year unless the school is notified otherwise. Families will be billed a non-refundable tuition deposit per child. All Trinity families are responsible for non-refundable tuition deposit regardless of scholarship or financial assistance determination.*
6. **Health Appraisal from Doctor**  
*All children enrolling in kindergarten (or in first grade, if they have not attended Trinity kindergarten) must present a health appraisal form showing the child to have received a medical examination. The health appraisal form must be current. Health appraisals are only good for two years.*
7. **Immunization:** *Every parent must present written proof that their child has received all immunizations required by the Monroe County Health Department. This proof is usually a form used by doctors that lists the immunizations and dates given. This proof must be presented **on or before the first day of school**. Those not receiving the required immunizations must have a waiver signed by the county health department on file in the school office before starting school. State of Michigan law requires that any **immunization waivers MUST be obtained from the Monroe County Health Department and brought to the school office before the first day of school**. You **MUST** call the Health Department (734-240-7855) for an appointment if you intend to get a waiver.*
8. **Birth Certificate:** *A copy of the birth certificate must be on file in the school office before the first day of school.*
9. **Child Information Record (CIR):** *This record is required for each student before the first day of school. The record contains student and family contact information and emergency information. It is to be on file in the school office. The office should be informed immediately if phone numbers and/or addresses change during the year.*
10. **Kindergarten**
  - a. **Age Requirement:** *Children entering Kindergarten must have reached the age of 5 years on or before September 1. Parents requesting to start children before the September 1<sup>st</sup> birthday requirement will be given consideration with consultation from the principal/teacher.*
  - b. *Full-day Kindergarten is offered. A full-time instructional assistant will be provided when a session exceeds sixteen (16) students.*
  - c. **Kindergarten students required hearing and vision screening.** *The State of Michigan requires a parent or guardian to present to school officials, at the time of registration or not later than the first day of school, a certificate of hearing and vision testing or screening. A statement, signed by a licensed eye care practitioner (optometrist or ophthalmologist) and/or medical/osteopathic physician, indicating that a child's eyes have been examined at least once after age three and before initial school entry may also be presented. **Your local health department offers this screening at no cost to families and children. Please call 734-240-7855 to schedule a screening time for your child.** The Monroe County Health Department will give you documentation after your child has been screened. Please bring that paperwork to the school office any time between now and the first day of school.*
11. **Transfer Students:** *All students transferring from another school in grades K-8 must present a grade report from their previous school; they must also complete all the required enrollment forms. Parents shall provide a name, address, and phone number of previous school so information needed for enrollment may be requested.*
12. **Grade Level Placement Policy:** *Placement will be made according to the recommendations of the previous teacher/school. Trinity Lutheran School wants all children to succeed at an age appropriate developmental grade level. Until all records such as and forms are received, enrollment and grade*

placement are conditional. Trinity Lutheran School reserves the right to perform any and all testing evaluations to determine a child's readiness for admission and grade level.

13. **New Student Probationary Period:** All new students who enroll at Trinity Lutheran School are on probation for a period of nine weeks. At this time, if needed, a conference will be held with the student, parents or guardian, the classroom teacher, and the principal to finalize the admission or suggest alternative educational resources. Additionally, in the event that significant information is withheld or there is inaccuracy of information provided, and/or if upon receiving transcripts (CA60) of credits from the student's previous school there is reason to be concerned about meeting the educational needs of the student, Trinity reserves the right to reconsider the student's enrollment.
14. Trinity has available the services of a part time academic support teacher through a partnership with Lutheran Special Education Ministries. This program supports the academic learning of students who demonstrate a need for assistance. Trinity reserves the right to determine the appropriateness of the educational setting for each student and to determine the ability of the school to meet the needs of the student.
15. Any student may be denied admission for:
  - a. Refusing to comply with enrollment policies.
  - b. Having a history of not being able function spiritually, emotionally, or academically in a regular classroom.
  - c. Having a history of discipline problems.
  - d. Trinity Lutheran School's inability to provide specialized services such as special education, English as a second language, and other specialized services for which staff are not certified or trained.
16. All required forms including, but not limited to, the enrollment application, contract for enrollment, child information record, immunization record, medical release form, health form, concussion forms must be submitted before a child is officially registered to begin their first day of school.

Updated: March 2021

### **Enrollment Incentive Program**

School growth often comes through word of mouth via enthusiastic and satisfied families. In order to encourage these testimonials, Trinity Lutheran Church has established the following program as an incentive for our school families to actively recruit new families into our school setting.

The definition of 'new' and 'sponsor' families shall be as follows:

**New Families-** Those families who are not currently enrolled at Trinity Lutheran School or Early Childhood Pre-Kindergarten or Preschool classes but will be registered and attending classes in the new school year.

**Sponsor Families-** those families who are currently enrolled at Trinity Lutheran School or Early Childhood Pre-Kindergarten or Preschool classes who have children that will be eligible for the Preschool through Grade 8 program in the next school year.

Program guidelines:

1. The 'new' family must designate on the school enrollment form the corresponding sponsor family.
2. Sponsor families who refer a new family to Preschool or Pre-Kindergarten will receive a \$50.00 tuition credit.
3. Sponsor families who refer a new family to Trinity Day School (Kindergarten through Grade 8) will receive a \$300.00 tuition credit.
4. The 'new' family must start the school year before any tuition credit will be given to the sponsor family.
5. The sponsoring family's tuition credit will be applied to their final tuition payment.

### **Financial Support**

The finances of Trinity Lutheran School are a large part of the congregational “Work Program” that is adopted each year in the April **“Voters Meeting”** of Trinity Lutheran Church. The accounting cycle is a fiscal year of July 1 through June 30. Each year a **Cost of Education** and **Cost per Student** is calculated. These are based on: teacher and other school staff salaries and benefits, building maintenance and improvements, utility costs, and consumable costs directly associated with the education of students. Families are required to pay tuition as an investment in the education of their children.

Trinity Lutheran Church has established tuition assistance programs for qualifying families. Applications and more information are available in the school office. Current tuition rates and payment options are available in the school office.

**Member families are encouraged to continue to contribute to the support of the church through the regular church offerings.**

### **Monthly Calendar and Monday Notes**

A school calendar will go home on the last Monday of each month. Each week teachers keep families informed of classroom activities and class events through their “Monday Notes”. A “Principal Note” is published by the principal. These notes come home each Monday.

### **School Delays and Cancellations**

The announcement that school is delayed or cancelled due to weather or road conditions will be made on Facebook and a school Remind text message will be sent to all families for delays and cancellations. **We follow the same procedures as Monroe Public Schools. As a general rule, if they are closed, so are we.**

### **Release of Students**

Trinity reserves the right to ask anyone picking up a child to show picture identification. This includes parents or guardians. Refusal to show proper identification will result in Trinity not releasing the child.

### **Authorized Pick-Up Form**

It is mandatory that every child has a child information form on file, which identifies all persons who are authorized to pick up the child. Trinity asks that you provide at least two individuals with whom your child may be released. Children will only be released to individuals listed on the form. Trinity is not responsible for an injury or harm to a child who has been released to a person on the child information card or identified in the written exception request process.

### **Written Exception**

Should a parent wish to have their child released to someone other than a person designated on the authorized pick-up form, a request must be submitted in writing. The written request must include the name of the person authorized to pick up your child as well as be signed and dated.

### **Court Order Releases**

In cases where an enrolled child is the subject of a court order (Custody Order, Restraining Order, or Protection from Abuse Order) Trinity must be provided with a **Certified Copy** of the most recent order and all amendments. The orders of the court will be strictly followed.

In the absence of a court order on file, both parents shall be afforded equal access to their child as stipulated by the law. Without a court order, Trinity cannot limit the access of one parent by the request of another parent, regardless of the reason. If a situation presents itself, where one parent does not want the other parent to have access to their child, it is suggested that the parent keep the child with them until a court order is issued.

If conflicting court orders are presented, the most recently dated court order will be followed.

### **Videotaping & Photography**

From time to time throughout the school year, your child may have the opportunity to be photographed/videotaped for educational purposes such as "Student of the Week," classroom projects, DARE program, achievement awards, school pages on the internet, public relations projects, yearbook, etc. During school hours students are not to be video/photographed without consent of a Trinity Lutheran School official. Consent to Video Tape/Photography Forms will be available at registration.

### **Video surveillance**

Video surveillance is conducted in public areas of the school 24 hours a day to help promote a safe and secure school environment. Recordings of the surveillance are stored for a limited time except in the case of specific reported incidents. These recordings are property of the school and may be viewed only by authorized school or law enforcement personnel. Because this footage shows more than just a single child, to protect the privacy of all people on school grounds, recordings will not be shared with parents or other parties except in special circumstances approved by the Senior pastor, principal, or specifically requested by law enforcement or other legal proceedings.

## **ACADEMICS AND SCHOOL LIFE**

### **Children's Worship Services**

At 8:10 a.m. each Wednesday our students come together to worship. The pastors and teachers conduct these chapel services. These are not intended to replace the regular worship services, only to provide another opportunity for children to come to God's house where they may worship in song, prayer, and hear God's Word. Family and friends are invited to attend these services.

The offerings received at these children's worship services are sent to various missions as determined by the faculty in their August workshop. The month of February, we join with the other Lutheran schools of Michigan in "*Hearts for Jesus.*"

These weekday worship service contributions should not be used to take the place of regular Sunday contributions needed to finance the church or school's annual Work Program.

### **Classroom Management**

A dynamic partnership involving teachers, parents and students is essential for a successful academic experience. Cooperation and communication between school and home fosters an atmosphere of care and concern. It is in situations involving conflict that will determine the strength of this relationship. There may be instances of disagreement, but our partnership in faith will keep us united.

An intentional plan for classroom discipline is an integral part of this partnership. Classroom procedures, which are clear and consistent with our philosophy of education, are communicated to parents and students by the teacher and posted in each classroom. Teachers have the responsibility and authority for maintaining discipline not only in their respective classrooms, but also on the playground or any area in which school activities are being conducted.

### **Curriculum**

In keeping with the purpose of Trinity Lutheran School, the message of *Christ as our Savior* is the center upon which all instruction is based. Each classroom opens the day with a devotion, followed by instruction in Christian doctrine and Biblical study. In the lower grades, the religious instruction consists chiefly in learning Bible Stories together with their applications to life and the memorization of brief Bible selections and memory gems. In the middle and upper grades, the systematic study of Christian doctrine, as outlined in Luther's Small Catechism, is added

Pupils receive instruction in all the "secular" branches of learning required by the State of Michigan although there is no separation of subjects as to religious or secular. All subjects are taught in the light of God's revealed

Word, the Holy Bible. Formal curricular subjects taught are Religion, Reading, Spelling, English, Literature, Mathematics, Social Studies (geography, civics, history, etc.), Science, Handwriting, Music, Art, Physical Education, Computer Education and Health, and the DARE Program. Our teaching staff has developed a comprehensive curriculum based on the State of Michigan standards as outlined by the Department of Education. Modern instructional methods and materials are available in each classroom giving pupils the best educational opportunities available. Additionally, pupils participate in learning the Spanish language.

### **Curriculum Evaluation and Textbook**

Curricular areas for evaluation will be selected on a rotational/as needed basis- determined by the faculty and the administrator. A general survey of the present curriculum of the school and the current state standards will be reviewed. A curriculum plan, based on the above information will be written. A curriculum implementation process will include a review of the current textbooks and instructional materials. If indicated, then a purchase of new textbooks/instructional materials for the following school year. There is also a review of instructional practice as it pertains to the curriculum and provisions for staff development activities related to the new curriculum and instructional material as needed. For a list of textbooks used please see individual teachers.

### **Physical Education**

A comprehensive program in physical education is planned to meet the needs of students. A complete program of physical education is planned for all Trinity students as a part of an all-around balanced education. This program is conducted in the gym and outdoors. Each child should have a pair of gym shoes. Each child will be required to participate in physical education unless a written excuse from the parents or doctor has been received.

### **School Work Policy**

Homework is an essential part of the school program at Trinity Lutheran School. The quantity of the schoolwork assignment will vary and relate to the content of classroom instruction and shall supplement its purpose and objective. We believe in supporting our students to succeed.

When assignments are made, it is the expectation that those assignments be turned in when they are due. Frequently, students are provided in class time to work on assignments so many students will not have excessive homework if they choose to use time wisely during the school day. Please have direct contact with your child's teacher if your child regularly has more than one hour of homework each day.

Following an excused absence, all students are allowed one class period to complete assigned work however, any long-term projects or long-term assignments are due on the specified due date. This may be adjusted by the teacher according to special circumstances. Students are responsible to ask for the work they have missed or to comply with individual teacher expectations to collect work or get questions answered if they miss the initial instruction.

### **Failure to complete class work or homework consequences for grades 5-8**

Assignments will be reduced 10% of earned credit for **each** class day late.

If homework is not turned in or complete on second school day after due date, the student will serve lunch detention. Lunch detention will continue to be served each day the student is at school, until the missing or incomplete assignment is turned into the teacher and is complete according to the teacher's specifications.

**Cheating or plagiarism** on any schoolwork may receive a grade of 0%.

## Report Cards and Consultations

Report cards are prepared at the end of each marking period as scheduled on the school calendar. In an effort to establish a closer relationship between the home and school, Parent/Teacher Consultations are scheduled one time a year.

Time will be allotted for parents of each child as a formal opportunity to discuss individual strengths and weaknesses on the basis of the teacher's observations, special testing programs, and samples of the child's work.

Parents are invited to contact the teachers at any other times during the year should there be any questions relative to their child's classroom work.

If during the school year problems arise academically, the following four progressive steps will be followed:

1. The teacher will work with the child on an individual basis to reach a solution to the problem.
2. The teacher will then contact the parent.
3. The teacher will ask the parents and the child to meet with him/her.
4. If resolution is not reached the teacher, the parents, and the principal will meet for a consultation.

The grading scale used in grades 3-8 is:

A = (100-93%)	A- = (92-90%)	B+ = (89-88%)	B = (87 - 83%)	B- = (83-80%)
C+ = (79-78%)	C = (77-73%)	C- = (72 - 70%)	D+ = (69 - 68%)	D = (67 - 63%)
D- = (62-60%)	F = (Below 59%)			
+ = Excellent	/ = Satisfactory	- = Needs Improvement		

## Promotion & Retention

It is strongly recommended that families check their child's academic progress on Fast Direct. The school office will provide you information on your access code. Upon successful completion of the requirements at a given grade level and mastery of the skills to succeed in more difficult work, the student will be promoted. Every effort, including individual help in the classroom, frequent conferences with parents, special education assessment and assistance, will be made so that every child can be promoted. The final decision regarding grade placement will be made by the teacher(s), after meeting with the parents, providing proper documentation and consulting with the principal. Trinity Lutheran School also reserves the right to refuse re-enrollment of any child whose needs cannot be met.

## Graduation

This is the celebration of successful completion of academic work. A student with an F average for the eighth grade year in any core subject will not be eligible to participate in graduation. The core subjects include Religion, Language Arts, Mathematics, Science and Social Studies. All financial obligations for the school year should be paid before participating in graduation or Grade 8 class trip.

## Valedictorian and Salutatorian

The 8<sup>th</sup> grade Valedictorian and Salutatorian are those students who have attended Trinity Lutheran School for grades 5-8 and have the highest grade point average for their 5<sup>th</sup> through 8<sup>th</sup> grade years. This is determined after the 4<sup>th</sup> quarter mid-term.

Grade Point Average is based on grades in Religion, Language Arts, Reading, Mathematics, Social Studies, Science and Memory.

To calculate GPA, the total number of grade points earned will be divided by the total number of graded courses using the following grade point chart.

A+ = 11	A = 11	A- = 10	B+ = 9	B = 8	B- = 7	C+ = 6
C = 5	C- = 4	D+ = 3	D = 2	D- = 1	F = 0	

If two or more students have attained the identical grade point in the core academic subjects, there may be co-valedictorians or co-salutatorians.

The valedictorian and salutatorian (or co-valedictorians and co-salutatorians) shall be invited to give an address at the graduation ceremonies for Trinity Lutheran School.

### **Testing**

New MAP-growth testing through NWEA. Each year your child will participate in this assessment that will help teachers align instruction for each student's needs.

**Student Testing:** All students at Trinity will be assessed using the Northwest Evaluation Association (NWEA), Measure of Academic Progress (MAP). MAP tests are unique in that they adapt to be appropriate for your child's level of learning. As a result, each student has the same opportunity to succeed and maintain a positive attitude toward testing. And with MAP tests, we can administer shorter tests and use less class time while still receiving detailed, accurate information about your child's growth. Each school year, students in grades Kindergarten through 8<sup>th</sup>, take the tests two or three times a year.

### **Academic Support – Lutheran Special Education Ministries**

Trinity works in conjunction with Lutheran Special Education Ministries (LSEM) to provide a special educational setting for students who need additional support in certain subject areas. The LSEM teacher serves as a resource person for the classroom teachers and provides testing and services to students as needed and authorized by the parents and principal. This intervention teacher may also work with students' one on one, or in small groups to support what they are doing in the classroom. When appropriate, the teacher may directly teach certain subject areas to students who need a different curriculum than that used in the classroom. The teacher is also able to facilitate further testing if the parents, teachers, and principal agree that this would be in the best interest of the student and in order to better assess the special educational needs of that student.

### **Library/Technology Resource Center**

Our resource center is located on the second floor of the school. All children have various scheduled periods to visit and use the facilities. Our card catalog and circulation are computerized. Books are checked out for a period of two weeks. Should a book be lost, parents will be billed the replacement cost. Students are monitored and security precautions are in place for use of the Internet. Parents and students are required to sign a 'Computer User Agreement and Parental Permission' form before using any school technology. Please refer to the **\*Instructional Technology Acceptable Use Policy** in the policy section of this handbook.

### **Field Trips and Outings**

Students may visit businesses, industrial plants, municipal buildings, museums, zoos and other places of interest to supplement the curriculum.

Written permission from parents is required for students making such trips. Consent slips are filed in the office at registration time. A child may not participate if permission is not on file in the Office prior to the event.

Before the child may attend a school-sponsored field trip the Liability, Medical and Fermi Release Consent Form, signed by a parent or legal guardian, must be on file. These consent forms are made available at registration.

Chaperones who are at least 21 years of age and are willing and able to provide transportation for such trips are urged to do so. Drivers transporting students must have proof of a valid driver's license, auto insurance and provide a seatbelt for each passenger. Drivers must ensure that all laws are obeyed. Parents of students under 4'9" tall or younger than 8 years old must be prepared to provide an approved child safety seat. Chaperones will be required to complete a form showing compliance with the above which will be kept on file for the school year.

## BEHAVIOR EXPECTATIONS AND DISCIPLINE

### Obedience and Discipline

The root word of discipline is "disciple." In Christian discipline, the goal is to make a "disciple" through the proper application of Law and Gospel. Matthew 18 is a good reference for the application of Christian discipline.

Training toward self-discipline requires a great deal of effort and concentration. Because we are all sinful by nature, we are in need of God's love and forgiveness through repentance. Christian discipline when administered in a spirit of love has four parts.

- **Admonition**- through the proper use of God's Law the person is led to see he/she has done wrong.
- **Repentance**- acknowledge that a wrong has been committed followed by a feeling of sorrow and regret for being disobedient.
- **Forgiveness**- the sharing of God's love in Jesus Christ and the reassurance God and man will continue to love and care for the individual.
- **New Life**- empowered by the Holy Spirit the person changes their behavior to avoid further occurrences of the same or other similar actions.

Teachers of Trinity Lutheran School are called to become a conveyor of God's love, patience, mercy, and concern. Sin is not balanced by "being good," but has its balance in faith and trust in a forgiving God. Of uppermost concern in Christian discipline is the growth of the child and the development of a relationship between teacher and pupil.

Attendance at Trinity Lutheran School is an honor and privilege. A student who attends, accepts the responsibility of behavior consistent with the philosophy and guidelines of the school. This includes respect in word and action for school staff, fellow students, parents, community, and church members at all times. Accomplishment of the above requires self-discipline and a balance of strength and patience.

### Discipline

Christian discipline underlies the whole educational structure. It is the training that develops self-control, character, orderliness, and efficiency. It is the key to good conduct and proper consideration for other people. Good Christian discipline originates in the home and is continued at school.

A parent should:

1. Recognize that the teacher takes the place of the parent while your child is in school.
2. Teach your child God's Word.
3. Teach your child to respect the law and authority along with the rights of others.
4. Arrange for prompt and regular school attendance and comply with attendance rules and procedures.
5. Work with the school in carrying out recommendations made in the best interest of your child, including discipline.

Your interest and support at home are important to your child and greatly appreciated by the teachers.

### Student School-Wide Rules

As part of the Christian life, students are to respect and obey their pastors, teachers, and other adults in positions of authority, such as custodians, kitchen personnel, office personnel, parent volunteers and others who may be in the school from time to time.

1. **Be Respectful** – respect the rights and property of others
  - a. Respond toward others in a positive manner as Christ would have you do. Unkind words, actions and inappropriate language will not be tolerated.
  - b. All children are deserving of a fair share of the teacher's time and have the responsibility to eliminate behavior preventing other students from learning- such as excessive talking and disruptive behavior.
  - c. Slang, street talk, cursing the name of the Lord, or openly abusive and derogatory language is unacceptable. Speech should "always be gracious" as Paul encouraged in Colossians 4:6.

- d. Students are to demonstrate proper care for each other's personal study equipment, clothing and property.
- e. Be obedient. Follow directions the first time they are given.

**2. Be Responsible** –accept responsibility for grades and consequences

- a. Keep track of books and assignments
- b. Start work on time and allow enough time to finish
- c. Ask for help
- d. Do own work
- e. Turn in work on time

**3. Be Safe** – cooperate with my teachers and classmates

- a. An atmosphere of calm is essential to learning. The following will contribute to this atmosphere: quiet voices, careful handling of lockers, books and desks, and courtesy in traffic areas such as hallways.
- b. Students are deserving of a safe environment while on the school premises and must accept the responsibility to follow all specific area rules (classrooms, playground, lunch room, gym, etc.) necessary to achieve that goal.

**Playground**

- Use equipment properly and safely
  - No climbing or hanging on the fence
  - Preschool and Pre-Kindergarten children may not use the sliding pole, and overhead silver or yellow rings. Only Kindergarten children and older may use the sliding pole and overhead rings.
- Do not throw 'blue chips', snowballs, rocks, or other harmful objects

**Lunchroom**

- Students must wash hands before entering the lunchroom
- Students are to be courteous and use good table manners
- Students are to keep the lunch area clean and neat. Students who intentionally or accidentally make messes will clean up the messes they made
- Students may not give away or trade items from their lunches. Lunches purchased or prepared by parents are to be eaten by the specific student for which they were intended.
- Savings seats for others is not permissible
- Use hand sanitizer OR hand wipes after eating before leaving the cafeteria

**Communication process for behavioral problems**

1. When a student continues to misbehave, the teacher will contact the parents so they can cooperate in helping the child understand the problem and implement a plan for modifying the behavior.
2. The teacher may also ask the principal to assist in diagnosing problems and implementing a plan for modifying the student's behavior.
3. When a student or parent has a concern about discipline, it must first be discussed with the teacher. If the problem is not resolved, the student or parent should present the concern to the principal.
4. When parents observe or hear about incidents at school that concern them, they should immediately contact the teacher responsible for supervising the children. Seeking answers and solutions to such concerns will eliminate damaging accusations and hearsay.

**Parents of students in grades 5-8 should also read the Discipline Rubric provided to you at the beginning of the school year.**

## **Bicycles**

Bicycles may be ridden to and from school but must be placed at the rear of the school. The school cannot assume responsibility for bicycles, therefore it is suggested that all bicycles be locked. No bicycle may be ridden on the premises at any time during school hours. Parents should discuss with their child the need for safety when riding bicycles.

## **Damages**

Student textbooks, library books, school and church property, including furniture and equipment, must not be defaced, marred or damaged either willfully or through careless handling. When damage has occurred, the parents will be notified and required to reimburse the school for the loss or damages. Report cards and records may be withheld until payment is made.

## **Lockers**

Lockers are provided to students to be used for books, backpacks or book bags, lunches and outerwear. The student is responsible for keeping the locker clean. Student lockers and desks are school property and remain at all times under the control of Trinity Lutheran School. Students are not to decorate their lockers with any inappropriate or damaging materials. Fees will be assessed for damage. Students should not expect privacy regarding items placed in lockers because they are subject to search by school officials at any time. If a student chooses to place a lock on their locker, it must be a combination lock and they must give the combination to the school office prior to use.

## **Lost and Found**

In the event that a child finds a lost article, it should immediately be given to the teacher in an attempt to establish ownership within the room. If the item is not claimed, it should be turned in at the lost and found department in the school at the lower level of the east stairs. Items of value will be held in the School Office. Children must be responsible for their own belongings. Trinity Lutheran School is **NOT** responsible for articles lost or stolen.

## **Money and Other Valuables**

All money being sent to school will have to be placed in a special envelope. These envelopes will be available in the school office or classrooms.

We discourage parents from allowing children to bring large amounts of money to school. **Valuable equipment such as radios, cell phones, computer games, etc. are discouraged from being brought unless there is a special reason for it and prior permission of the teacher and parent is granted.**

## **Nuisances**

Items brought to school that hinders the educational process will be confiscated and returned at the discretion of the teacher. **Chewing gum is entirely banned from the school** as an unnecessary hindrance to proper maintenance of floors, furniture, books, and drinking fountains. Other food or snack items are not to be eaten during class time with exceptions being classroom parties and medical situations.

## **Cell Phones/Electronic Devices and Smart Technology (*This includes smart watches. Students may not wear a watch that receives communication from a cell phone or that can communicate like a cell phone.*)**

Students that bring personal communication devices or electronic entertainment devices, such as cell phones, iPods, etc., to school must have them turned off and stored in designated place assigned by the teacher. Students possessing cell phones and other communication devices in school do so at their own risk; lost, misplaced, stolen, or damaged cell phones and other communication devices are not the responsibility of Trinity. At no time will an administrator investigate the theft or loss of a cell phone or other communication device. Trinity assumes no responsibility for the theft or loss of such devices.

These devices are **not to be used** during school hours (**defined as 7:40-2:45**) unless specified by a teacher for a class project during that teacher's class. Unauthorized use of personal devices used during school hours will result in the device being taken by the teacher to the school office where the student's parent will come to sign it out. A second offense will result in the device will be surrendered to the school office for the duration of the school day for 14 days. A third offense will result in the device being held in the school office until the parent

signs it out after paying a \$25 fee. Monies collected will go toward Chapel Offerings. If the student refuses to turn the cell phone over to the classroom teacher or any other school personnel when asked, it will be considered insubordination under the Student Code of Conduct.

### **Weapon and Drug Free School**

1. Students may not be in possession of any item that could be interpreted as a weapon. (See Safe Schools Legislation in the Policy section)
2. Students may not be in possession of prescription or over-the-counter drugs on school premises. (See Drug Free Workplace/School in the Policy section)

## **HOME EXPECTATIONS**

### **Church**

The home is and always will be the chief agency for the Christian training of the child. A Christian day school does not relieve parents of their God-given obligation. If the home and school are both Christ-centered, your child is receiving the best education he or she can receive anywhere. Remember, the home, the school and the church are in this together. This TOGETHERNESS is important.

In keeping with the program of religious training in the school all pupils are expected to attend Church with their parents. The examples set by parents in this regard will greatly enhance the teachings learned in school. Teach your child by leading him to sanctify the Holy day. Any families who have no church home are invited to worship at Trinity. Church attendance of the pupils are kept and recorded on the report cards.

Multiple worship services and Bible Studies are available each week. Please check the church website for specific days and times. There are other Bible Study opportunities during the week for adults and youth which are posted on Trinity Lutheran Church Calendar of Events sent home monthly and posted on the website.

### **School Attendance and Tardiness**

Regular and punctual attendance is essential if a student is to make use of the educational opportunities the school offers. We believe it is of vital importance that students are in their classrooms ready to learn at the start of the school day and beginning of each class period. Being punctual is an important life skill.

Children who are tardy by ½ hour or more will be considered absent for ½ day. Missing up to 3 hours is a ½ day absence. Missing 3 or more hours will be considered a full day absence.

Students who miss a school day due to illness will not be allowed to participate in school activities on the day of the absence. Students must be present for an academic half-day (no later than 11:30 AM arrival) and making it through the rest of the day, to be eligible for extra-curricular activities- practice or play, on that day. Exceptions to this rule will be under the discretion of the principal and/or athletic director.

#### **1. Student absences**

All pupils are held to regular and punctual attendance in accordance with state laws. Absences must be excused orally or in writing by the parent on the first day of a child's return. A written excuse from your child's doctor will be required if your child is absent for 3 or more days.

As a safety procedure, parents should notify the School Office **between 7:30 and 8:30 a.m.** or notify the teacher in some way when a child will not be attending school. This is extremely important in case of a contagious disease, as this must be reported to the Monroe County Health Department. When an absence is not reported, the school office will make contact with the parent.

#### **2. Student tardiness**

Our school day begins at **8:00 a.m.** It is very important that students arrive prior to this time so that outerwear may be placed in lockers and students are ready for class.

If a student is late, arriving after 8:00 a.m., the parent (adult) who brought the student to school shall come to the office with the student and sign them in.

If your child has a planned tardy to school, please contact the office before 8:30 a.m. to let us know they will be in later that day. The only excusable tardy is for medical, dental, or other approved educational appointments.

### **3. Excess absences or tardies**

- a. After 10 absences a special consultation with the parents and the teacher will be scheduled. Trinity reserves the right to review student enrollment and grade placement based on absences at any time. If a student reaches 20 absences during any school calendar year, their academic and attendance record will be reviewed by the administration of the school to determine the best course of action regarding grade placement for the following year and enrollment status.
- b. Six morning tardies per quarter will require a parent meeting with the principal.

### **4. Breaks/Family Vacations**

Breaks are scheduled during the school year. The days of instruction are important for the education of your children. Families are highly encouraged to take vacations during the scheduled breaks on the school calendar. When families find it necessary to take vacations during school time, they should notify their child's teacher one week prior to the extended absence. Students will receive missed classroom work upon their return to school. No homework will be given to students prior to vacation.

### **5. Students leaving the building**

Under no circumstances may a student leave school without being signed out in the school office by a parent or a parent representative. Upon returning the student and parent or parent representative shall accompany the child to the school office, sign them in, and the child will then return to his/her class.

### **Animals or Pets on School Property**

Special permission is needed for live animals to be in the school building and outside of vehicles in the parking lot, during school and childcare hours. (6:45 am – 5:30 pm). Some pets may cause a danger to others due to allergies, etc. Permission forms are available in the school office. You will find detailed specific information by reading the Live Animal/Pet Policy in the Policy section of this Handbook.

### **Boosters**

Trinity Lutheran School parents become members of the Boosters when they enroll their children, although meetings are open to the entire congregation. The Boosters is not a policy making board. Its sole purpose is to foster a closer relationship between the home and school through topic discussions, various activities and service projects. All parents are invited and encouraged to attend each meeting and participate in activities. Parents are asked to promote and represent Trinity in a positive and helpful manner in all interactions, including social media.

### **Classroom Supplies**

A list of classroom supplies will be mailed prior to registration and is available on the school website.

### **Finances**

All financial obligations must be current at the end of each semester. This includes tuition, lunch, childcare and athletic fees.

Students may not be eligible to participate in athletics, band, or the 8<sup>th</sup> grade trip if any financial accounts are not current.

Parents that become delinquent in payment of tuition will jeopardize their child's continued enrollment at Trinity Lutheran School. Parents are encouraged to make arrangements with the school for the payment of delinquent tuition. Parents who do not make such arrangements may have their accounts reported to a collection agency.

### **Lunch account Payment**

Families participating in our hot lunch program will maintain a lunch account from which students will be charged for each meal eaten. Lunch account payments may be made in the school office (cash and checks are accepted) or online. You may view your account balance online in Gradelink.

If your account balance becomes negative, you will receive an email notice requesting your lunch account receives attention. You may also make an online payment for lunch. Accommodations can be made for families without Internet access if you inform the office.

**There is a \$25 credit limit on lunch accounts.** If the balance owed in a lunch account becomes more than \$25 lunches will only be available on a cash basis until the account is funded with the amount of the outstanding balance and pre-paid for future lunches.

### **Fundraising**

Trinity Lutheran School sponsors fundraising projects each year. Participation in these projects is purely voluntary; however, cooperation by parents is needed and valued, since it benefits the students of the school. Other fundraisers (i.e. Dining to Donate, Box Tops), may be used to support school activities. Individual classrooms may, with the permission of the Principal and following the designated fundraising procedures, hold a fundraising activity for a specific classroom activity. Fundraising forms are available in the school or church office.

### **Health Regulations**

Each school year, parents are required to complete an updated emergency form that contains important health information, **including allergies**, in addition to other data. The school administrative assistant must be informed of any change in information on emergency forms. Updated phone numbers and contacts are imperative. Parents are urged to notify the school of any significant change in health that occurs in a child.

Parents should keep children home when they show symptoms of illness. A child should be fever free for 24 hours without the use of medication before they return to school. If symptoms occur while in school, parents (or emergency contacts) will be called to arrange for the child to be taken home. In the event of an accident at school, every effort will be made to reach and notify the parent of the injured child. If medical attention is required and parents or other family cannot be reached, 911 may be called. (Information on the emergency forms will be used for these procedures.)

**Communicable disease control** is an integral part of school health service. The school follows current public health practices, rules and regulations governing the control and prevention of communicable disease that are set up by the State and County Health Departments.

**ALLERGIES-** All Trinity staff is notified of student allergies, including food allergies.

### **Medications**

When medication must be administered to a student, proper instructions from a doctor and permission from a parent must be provided. A permission form, which is available in the office, must be completed and filed in the office. Medication will be held in and dispensed from the office. A school staff member, in the presence of another adult, must administer the medication. There is to be no medication of any kind kept in the classroom, in a student's locker or on his/her person. An exception to this would be the use of an inhaler and epi-pens, but in these cases, notification must be in the office. All medication kept in the office will be returned to the parents the last week of school.

### **Family Partnership Hour Guidelines**

Trinity School families are asked to contribute a minimum of 20 hours of service for one child and a minimum of 30 hours for 2 or more children enrolled at Trinity Lutheran School. Families are not limited to their required amount of partnership hours and are encouraged to continue to share their treasures, talents, and time.

- Partnership hours can be performed by immediate family members (Mother, Father, Grandparents, Legal Guardians, Siblings, and Students).
- Partnership hours are to be completed from **July 1 through June 30** of the current school year.
- Hours are to be completed for a Trinity Lutheran Church or School program. Volunteers are encouraged to arrange hours that are convenient for their schedules. Trinity Lutheran Church & School has many volunteer opportunities available. For more information on available volunteer opportunities see Monday Notes, Booster correspondence, and the Church Bulletin. If you have any other questions simply ask your child's classroom teacher.
- Volunteers are to document Partnership Hours, preferably within 30 days of an activity, by sending an email to: [Trinitymonroepartnership@gmail.com](mailto:Trinitymonroepartnership@gmail.com). Each entry must include: Trinity family name, date of event, volunteer's name, volunteer's relation to the students, activity/event name/ and total hours. The family partnership hours will be monitored, and families will be notified periodically of their progress.
- Families will be assessed \$25.00 for each partnership hour that is not completed by **June 30**. The money collected by not completing partnership hours will be applied directly to the work program. Families with outstanding fees will not be able to register for the following school year until the balance is paid in full.
- While the intention of required partnership hours is to get families involved in Trinity Lutheran Church and School, we recognize that some family situations may make it difficult to fulfill the requirement. If you feel that special circumstances will keep you from completing your service hours, please contact the School Office by **May 15**.

## STUDENT SERVICES

### Athletics

Inter-school athletics for students in grades 4-8 include soccer, volleyball, basketball, football, softball, track and field, and cross country. Please refer to the **Athletic Handbook** for specific information.

### Bus Service

Monroe Public Schools provides bus service to all children K-8 living in the district using the same criteria as for children attending the public schools.

Children should be at designated pick-up locations promptly. Riding the bus should be considered a special privilege. Riders must obey the drivers. Those who refuse to do so will be denied the privilege of riding. Christian behavior on the bus and full cooperation with the bus driver is expected. There will be no eating at any time on the bus and pupils are not to throw anything on the bus. The driver will issue detention slips for infractions and has the right to recommend suspension of riding privileges. **Students are not allowed to walk from Monroe Middle School to Trinity, nor may students walk from Trinity to Monroe Middle School.** Students who miss the transfer bus must go immediately to the School Office. Parents of younger students are encouraged to walk their children around Monroe Middle School to familiarize them with the transfer process.

### Child Care

Trinity offers a licensed before and after school Child Care Program as a service to our families. Students who are enrolled in school, registered for the program, and have all appropriate documentation on file may participate.

Students who are not picked up within ten minutes of school dismissal will be signed into childcare. Children should not be anywhere in the building unsupervised and cannot wait someplace else in or out of the building to be picked up. Please refer to the Child Care Handbook for more information, expectations, and policies.

Hours of operation:                    Before School..... 6:45 a.m. – 7:45 a.m.  
  Preschool ..... 6:45 a.m. – 5:30 p.m.  
  After School ..... 2:45 p.m. – 5:30 p.m.

### **Hearing and Vision**

The Monroe County Health Department provides various services for the pupils of Trinity Lutheran School. A vision screening is conducted for grades 1, 3, 5 and 7. A hearing screening is conducted for K, 2, 4 and 6 together with teacher referrals from other grades. A pre-school hearing and vision screening is also offered for children 3 ½ through 4 ½ years of age.

### **Lunch**

Hot lunches are served daily from the school cafeteria. The lunch program of Trinity Lutheran School is a self-funding program and lunch prices are set with this in mind. Lunch prices will be announced at Registration. Prices may be adjusted as needed. We encourage all students to participate in our hot lunch program every school day. Menus are posted on Fast Direct.

Milk will be available to those who find it necessary to carry their lunch and to those who desire extra milk with their hot lunch.

**ALLERGIES-** All Trinity staff is notified of student allergies, including food allergies. The cafeteria has a peanut-free table to accommodate students with peanut allergies. There are also hand sanitizers located at each exit of the cafeteria for students to use. There will be no food eaten in classrooms, even for special events.

Lunches are eligible for the federal government's free and reduced-price lunch program. Applications for this program are available at registration or in the school office. Trinity Lutheran School, 315 Scott Street, Monroe, MI 48161 operates its school lunch program in accordance with the U.S. Department of Agriculture policy and receives and uses federal funds and United States Department of Agriculture donated foods.

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, religious creed, disability, age, political beliefs, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: [http://www.ascr.usda.gov/complaint\\_filing\\_cust.html](http://www.ascr.usda.gov/complaint_filing_cust.html), and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992.

Submit your completed form or letter to USDA by:

(1) mail: U.S. Department of Agriculture  
Office of the Assistant Secretary for Civil Rights  
1400 Independence Avenue, SW  
Washington, D.C. 20250-9410;

(2) fax: (202) 690-7442; or (3) email: [program.intake@usda.gov](mailto:program.intake@usda.gov). This institution is an equal opportunity provider.

## Specialized Services

Testing and special services are available by psychologists, social workers, speech therapists and/or occupational therapists provided through the Monroe Public Schools and the Monroe County ISD. The need for such services is determined after the student has been evaluated. This request may be made on behalf of the student by the teacher or parent and approved by the Principal. Parents must sign a consent form before an evaluation or services begin.

## MISCELLANEOUS

### *Trinity Lutheran Standards of Dress*

*The purpose of Trinity's standards of dress is to help promote a Christian atmosphere that is conducive to learning and one in which conservatism and modesty are encouraged. At Trinity, we believe that a neat appearance and good grooming are essential parts of the total person. This dress standard is here to help develop respect for organizational rules, and to reduce or eliminate discussions, judgment calls, and enforcement concerns that take the time of parents, staff, and faculty.*

#### **General guidelines**

- **Approved clothing colors**
  - Blue, gray, black or khaki: Pant, shorts, skirts, skorts, jumpers, polo dresses
  - Blue, gray, black, white, or yellow: shirts, sweaters & vests
- Clothing will be modest and sized appropriately
- Clothing will not be torn, too tight, too loose, or too revealing (no showing midriff when arms are raised)
- Boots, jackets, hoodies, and hats may not be worn in the classroom
- Belts are optional

**Pants, shorts, skirts, skorts :** Solid approved colors stated above. *Fit & Style:* These items must be worn at the waist.

**Jumpers and polo dresses:** Solid approved colors polo or uniform style jumpers and dresses.

**Shirts:** Any solid color stated above. *Fit & Style:* Short or long sleeve polo-style, oxford-style, or turtlenecks. Trinity Lutheran School logo may be on these shirts. Layering: solid school approved color shirts may be worn under polo shirts for warmth or modest needs.

**Sweater/vests:** Solid school approved colors. No hoods on sweaters.

**Trinity Spirit Wear:** Trinity Spirit Wear shirts and sweatshirts may be worn only on Fridays. (Must show Trinity or Eagles)

**Shoes (Tennis shoes only):** Rubber sole tennis shoes. No lights or wheels on shoes.

#### **Personal Appearance**

*All shirts and blouses must be buttoned to the top two buttons.*

*We strongly encourage shorts, tights or leggings under dresses, jumpers & skirts.*

*Footless tights and leggings may not be worn as pants.*

*Hair should be worn in neat, simple styles for school; no unnatural hair colors are permitted.*

*Tattoos or body piercing, including temporary tattoos and body art, are not allowed.*

*Earrings are not allowed for boys. Jewelry must be safe for PE & sports activity, and school appropriate.*

*No make-up is to be worn at school. Only girls in grades 7 & 8 may wear mascara in moderation.*

*Fingernail polish may be worn by girls but must be applied at home. **No artificial nails.***

*Hair spray and gel may be worn but must be applied at home.*

*Perfume, cologne, and other fragrances may be worn in moderation, but must be applied at home.*

### **Theme dress days**

*Every Friday is jean day. (Jeans may not have holes.) Other theme dress days and jeans days will be determined by administration and announced throughout the school year.*

**NOTE** - the administration may clarify, interpret, alter, or add to the dress standard policy during the year if deemed necessary. You may purchase your clothing wherever you choose, but it should be clothing that is intended for school uniforms. The administration may make exceptions to the dress standard for individual reasons.

*Reviewed: 6/11/2021*

## **Safety information**

### **1. FIRE/TORNADO**

Fire and tornado drills are held periodically in accordance with regulations of the State of Michigan. We have consulted with the Monroe County Office of Civil Preparedness concerning the proper procedure during tornado warnings. They have thoroughly examined our buildings and have advised us to take our children into the church basement during an emergency. In case a tornado warning is issued near the end of a school day, the children will be kept at the school in safety until an "all clear" is sounded. The buses will arrive after the "all clear" sounds. This policy corresponds with Monroe Public Schools policy. A civil defense radio, located in the School Office, alerts us of impending weather conditions and emergency information. The Office of Civil Preparedness requests that the telephone be used only for emergencies during any alert or evacuation.

### **2. FERMI EMERGENCY**

In the unlikely event of an emergency situation during school hours at the Fermi nuclear power plant, Trinity Lutheran School will follow instructions given by Monroe County Emergency personnel.

### **3. LOCKDOWN**

For safety reasons, during lockdown, no individual may enter or exit the building until an all clear is given. The students will stay in the classroom they are in.

### **4. SECURE MODE**

For safety reasons, during secure mode, no individual may enter or exit the building until an all clear is given. The students may move throughout the building with their teacher but will not be allowed outside.

# POLICIES

## **\*Live Animal/Pet Policy**

### **1. PURPOSE**

The purpose of this policy is to insure a safe and healthy environment for all students and staff by controlling the impact that animals have on the environment.

### **2. GENERAL STATEMENT OF POLICY**

Trinity Lutheran School recognizes that certain individuals are susceptible to various allergens and diseases or may have other medical complications while in the vicinity of animals. As a result, Trinity Lutheran School has developed this policy to insure the well-being of all individuals.

### **3. PROCEDURES FOR ALLOWING ANIMALS OR PETS IN SCHOOL FACILITIES**

- A. For the purposes of instruction, the teaching staff is encouraged to use alternative methods and avoid the use of live animals when possible.
- B. Request permission in writing from the principal by using the form available in the school office.
- C. Cages must be kept clean daily (including vacations and holidays) and dispose of waste properly (double bagged and immediately removed to outside dumpster).
- D. Locate animals and their cages as far away from ventilation systems as possible to avoid circulating allergens.
- E. Upon notification of sensitivity by students or teacher, a classroom will be kept animal free
- F. If the principal feels that the animals in the classroom are not in the best interest of the school, the animal must be removed from the classroom
- G. Parents, students, and staff are not allowed to bring or keep animals in school without the permission of the principal.
- H. Animals are not allowed outside vehicles on school property
- I. Animals used for the purposes of assisting individuals must be registered in the office upon arrival.
- J. Animal use for administrative purposes is allowed.

Adopted: 2/23/09      Reviewed: 8/15/2022

## **\* Policy for School Procedures**

### **1. In Relation to Students**

- A. No student will be dismissed from school during school hours without parent or guardian notification through the office. The parent or their representative must sign the student out in the office.
- B. Teachers are to notify the parents of any student doing below average work in any marking period. This notification will be made no later than mid-way through the marking period.
- C. The Senior Pastor shall be notified of all student suspensions.
- D. In all expulsion cases, the final action will be taken by the Senior Pastor upon recommendation of the principal.
- E. Each student going on a school-sponsored field trip of any nature must provide the teacher/person in charge of the trip with permission authorized by parents/legal guardians.
- F. At the time of registration, all parental/guardians must complete a Medical Consent Form that is retained in the office.
- G. Any student wishing to participate in an inter-school athletic program must have passed a satisfactory physical examination by a physician for the school year in which he/she participates. Record of this examination must be on file in the school prior to participation.
- H. To be eligible to participate in an inter-school athletic program, the participating student must be covered with medical insurance. The student must also maintain the academic standards per the Athletic Handbook.

**2. In Relation to Teachers and Staff**

- A. The principal is to visit classrooms at his discretion. He will visit new teachers at least twice and others at least once each year (some visits may be unannounced). Reports of classroom visits will be made to the Senior Pastor.
- B. The principal is required to keep daily office hours during the summer months. These hours shall be approximately between 8 a.m. and 1 p.m. Office hours must be posted.

**3. In Relation to Parents and Public**

- A. There will be no soliciting permitted in the school building during school hours without prior permission of the principal.
- B. Parents will be notified prior to any sex education.
- C. No school-sponsored event will be scheduled for an evening preceding a school day without prior permission of the principal.
- D. A Family Handbook is to be available online. The handbook is to be reviewed each year. This handbook explains the policies, guidelines and procedures of Trinity Lutheran School, including admission, discipline plan, and goals.

Reviewed: 8/11/19

### **\*Instructional Technology Acceptable Use Policy**

Trinity Lutheran School is able to enhance each student's education through the use of state of the art instructional technology. This includes computers and other media devices. The World Wide Web is a network of information available through the use of a computer. With this technology each student will be able to electronically access computers around the world, to gather information, learn concepts, and research subjects. Students are responsible for appropriate behavior on school computers and networks just as they are in a classroom or on school property. Students are advised that all Trinity electronic resources are intended for educational (rather than entertainment) purposes.

With this educational resource also comes responsibility. There are rules and ethics that govern computers that must be understood and observed by all users. These rules require that students using the Internet may not:

- Access offensive or inappropriate messages or pictures
- Use obscene or defamatory language
- Harass, insult, defame, or attack others
- Damage computers or computer systems
- Violate copyright laws
- Use another person's password
- Give out his/her name, address, or phone number
- Trespass in another person's folders, work or files
- Intentionally waste limited resources
- Employ the Computer for commercial purposes

Misuse or abuse of Internet access or computer accounts may result in loss of access as well as disciplinary action in accordance with the Code of Conduct.

With this educational resource also comes some risk. In spite of our best efforts to provide a wholesome educational environment and to establish regulations for Trinity Lutheran School computer use, please be aware that there may be occasions when your child can access some information you think is inappropriate for his/her viewing. Classroom teachers and aides will closely monitor student use to every extent possible. The

Internet computer will allow students to access worldwide electronic information resources, which may not have been screened by educators, or may not be appropriate for use by students of all ages.

## **Computer Information System**

### **1. STUDENT USE**

Trinity Lutheran School has a system of classroom PC computers together that are networked through a server. Through this network **all** computers have the ability to access the Internet. This will allow opportunities for students and staff to communicate, learn, access, and publish information. We believe that the resources available through the Internet and the skills that students will develop in using it are of significant value in the learning process and to student success in the future. These opportunities also pose many challenges, including but not limited to access for all students, age level appropriateness of material, security and the cost of system maintenance. Trinity Lutheran School will endeavor to ensure that these concerns are appropriately addressed. In spite of our best efforts to provide a wholesome educational environment and to establish regulations for Trinity Lutheran School computer use, please be aware that there may be occasions when your child can access some information you think is inappropriate for his/her viewing. School technology is to be used for educational purposes only. This use should be viewed as a privilege with responsibility and may be revoked.

Trinity Lutheran School will provide training and procedures that encourage the widest possible access to electronic information systems and computers by students while establishing reasonable controls for the lawful, efficient and appropriate use and management of the system. This includes the freedom to change procedures when deemed necessary.

### **2. ACCEPTABLE USE GUIDELINES-COMPUTERS**

- A. All use of the system must be in support of education and research and be consistent with the mission of the school. Trinity Lutheran School reserves the right to prioritize the use and access to the system.
- B. Any use of the system must be in conformity to state and federal law, licenses, and school policy. Use of the system for commercial solicitation is prohibited.
- C. No use of the system shall serve to disrupt the operation of the system by others; system components including hardware or software shall not be destroyed, modified or abused in any way.
- D. Malicious use of the system to develop programs that harass other users or gain unauthorized access to any computer or computing system, and/or damage the components of a computer or computing system is prohibited.
- E. Users are responsible for the appropriateness and content of material they store, transmit, or publish on the system. Hate mail, harassment, discriminatory remarks, or other antisocial behaviors are expressly prohibited. Use of the system to access, store or distribute obscene or pornographic material is prohibited.

### **3. ACCEPTABLE USE GUIDELINES - SECURITY**

- A. Users shall not seek information on, obtain copies of, or modify files, other data, or passwords belonging to other users, or misrepresent other users on the system, or attempt to gain unauthorized access to the system.
- B. Communications may not be encrypted so as to avoid security review.
- C. Staff users should change passwords regularly and avoid easily guessed passwords.
- D. Personal information such as full name, addresses, and telephone numbers should remain confidential when communicating on the system.
- E. Students should never make appointments to meet people in person that they have contacted on the system without school and parent permission.
- F. Students should notify their teacher or other adult whenever they come across information or messages that are inappropriate, dangerous or make them feel uncomfortable.
- G. The student use of a proxy server is prohibited.

### **4. ACCEPTABLE USE GUIDELINES- COPYRIGHT**

The unauthorized installation, use, storage or distribution of copyrighted software or materials on Trinity Lutheran School computers is prohibited.

## **5. ACCEPTABLE USE GUIDELINES- GENERAL USE**

- A. A signed "Technology User Agreement and Parental Permission Form" must be on file with the school prior to student use of Trinity Lutheran School computers.
- B. Students are not to use school computers to check email or use social networking sites.
- C. Diligent effort must be made to conserve system resources.
- D. Nothing in these regulations is intended to preclude the supervised use of the system while under the direction of a teacher or other approved user acting in conformity with school policy and procedure.

From time to time, Trinity Lutheran School will make a determination on whether specific users of the system are consistent with the regulations stated above, and in the parent handbook. Under prescribed circumstances non-student or non-staff use may be permitted, provided such individuals demonstrate that their use furthers the purpose and goals of the school. The school reserves the right to remove a user from the computer to prevent further unauthorized activity. Violation of the conditions of use may be cause for loss of access, disciplinary action, and/or legal action.

Reviewed: 8/11/10      8/16/2019

## **\* Bullying Prohibition Policy**

### **1. PURPOSE**

A safe and civil environment is needed for students to learn and attain high academic standards and to promote healthy human relationships. Bullying, like other violent or disruptive behavior, is conduct that interferes with students' ability to learn and teachers' ability to educate students in a safe environment. Trinity Lutheran School cannot monitor the activities of students at all times and eliminate all incidents of bullying between students, particularly when students are not under the direct supervision of school personnel. However, to the extent such conduct affects the educational environment of the school and the rights and welfare of its students and is within the control of the school in its normal operations, it is the school's intent to prevent bullying and to take action to investigate, respond, remediate, and discipline those acts of bullying which have not been successfully prevented. The purpose of this policy is to assist the school in its goal of preventing and responding to acts of bullying, intimidation, violence, and other similar disruptive behavior.

### **2. GENERAL STATEMENT OF POLICY**

- A. An act of bullying, by either an individual student or a group of students, is expressly prohibited on school property or at school-related functions. This policy applies not only to students who directly engage in an act of bullying but also to students who, by their indirect behavior, condone or support another student's act of bullying. This policy also applies to any student whose conduct at any time or in any place constitutes bullying that interferes with or obstructs the mission or operations of the school or the safety or welfare of the student, other students, or employees. The misuse of technology including, but not limited to, teasing, intimidating, defaming, threatening or terrorizing another student, teacher, administrator, volunteer, contractor, or other employee in the school by sending or posting e-mail messages, instant messages, text messages, digital pictures or images, or web site postings, including blogs, also may constitute an act of bullying regardless of whether such acts are committed on or off school property and/or with or without the use of school resources.
- B. No teacher, administrator, volunteer, contractor, or other employee of the school shall permit, condone, or tolerate bullying.
- C. Apparent permission or consent by a student being bullied does not lessen the prohibitions contained in this policy.
- D. Retaliation against a victim, good faith reporter, or a witness of bullying is prohibited.

- E. False accusations or reports of bullying against another student are prohibited.
- F. A person who engages in an act of bullying, reprisal, or false reporting of bullying or permits, condones, or tolerates bullying shall be subject to discipline for that act in accordance with school policies and procedures. The school may take into account the following factors:
  - 1) the developmental and maturity levels of the parties involved;
  - 2) the levels of harm, surrounding circumstances, and nature of the behavior;
  - 3) past incidences or past or continuing patterns of behavior;
  - 4) the relationship between the parties involved;
  - 5) the context in which the alleged incidents occurred.

Consequences for students who commit prohibited acts of bullying may range from positive behavioral interventions up to and including suspension and/or expulsion. Consequences for employees who permit, condone, or tolerate bullying or engage in an act of reprisal or intentional false reporting of bullying may result in disciplinary action up to and including termination or discharge. Consequences for other individuals engaging in prohibited acts of bullying may include, but not be limited to, exclusion from school property and events and/or termination of services and/or contracts.

- G. The school will investigate all complaints of bullying and will discipline or take appropriate action against any student, teacher, administrator, volunteer, contractor, or other employee of the school who is found to have violated this policy.

### 3. DEFINITIONS

For purposes of this policy, the definitions included in this section apply.

- A. Bullying is aggressive behavior that is intentional (not accidental or done in fun) and that involves an imbalance of power or strength. Often, bullying is repeated over time. Bullying can take many forms, such as: hitting or punching, teasing or name-calling, intimidation through gestures, social exclusion, and sending insulting messages or pictures by mobile phone or using the Internet (also known as cyberbullying). “Bullying” means any written or verbal expression, physical act or gesture, or pattern thereof, by a student that is intended to cause or is perceived as causing distress to one or more students and which substantially interferes with another student or students’ educational benefits, opportunities, or performance. Bullying includes, but is not limited to, conduct by a student against another student that creates an imbalance of power and under the circumstances a reasonable person knows or should know has the effect of:
  - i. harming a student;
  - ii. damaging a student’s property;
  - iii. placing a student in reasonable fear of harm to his or her person or property;
  - iv. creating a hostile educational environment for a student.
- B. “Immediately” means as soon as possible but no longer than 24 hours.
- C. “On school property or at a school-related function” means all school buildings, school grounds, and school property or property immediately adjacent to school grounds, school bus stops, school buses, school vehicles, or any other vehicles approved for school purposes, the area of entrance or departure from school grounds, premises, or events, and all school-related functions, school-sponsored activities, events, or trips. School property also may mean a student’s walking route to or from school for purposes of attending school or school-related functions, activities, or events. While prohibiting bullying at these locations and events, the school does not represent that it will provide supervision or assume liability at these locations and events.

### 4. REPORTING PROCEDURES

- A. Any person who believes he or she has been the victim of bullying or any person with knowledge or belief of conduct that may constitute bullying shall report the alleged acts immediately to an appropriate school

official designated by this policy. A student may report bullying anonymously. However, the school's ability to take action against an alleged perpetrator based solely on an anonymous report may be limited.

- B. The school encourages the reporting party or complainant to use the report form available from the principal or the School Office, but oral reports shall be considered complaints as well.
- C. The principal or the principal's designee is the person responsible for receiving reports of bullying. Any person may report bullying directly to the principal.
- D. A teacher, school administrator, volunteer, contractor, or other school employee shall be particularly alert to possible situations, circumstances, or events that might include bullying. Any such person who receives a report of, observes, or has other knowledge or belief of conduct that may constitute bullying shall inform the principal immediately.
- E. Reports of bullying are classified as private educational and/or personnel data and/or confidential investigative data and will not be disclosed except as permitted by law.
- F. Submission of a good faith complaint or report of bullying will not affect the complainant's or reporter's future employment, grades, or work assignments, or educational or work environment.
- G. The school will respect the privacy of the complainant(s), the individual(s) against whom the complaint is filed, and the witnesses as much as possible, consistent with the school's obligation to investigate, take appropriate action, and comply with any legal disclosure obligations.

## **5. SCHOOL ACTION**

- A. Upon receipt of a complaint or report of bullying, the school shall undertake or authorize an investigation by school officials, or a third party designated by the school.
- B. The school may take immediate steps, at its discretion, to protect the complainant, reporter, students, or others pending completion of an investigation of bullying, consistent with applicable law.
- C. Upon completion of the investigation, the school will take appropriate action. Such action may include, but is not limited to, warning, suspension, exclusion, expulsion, remediation, termination, or discharge. Disciplinary consequences will be sufficiently severe to try to deter violations and to appropriately discipline prohibited behavior.
- D. The school is not authorized to disclose to a victim private educational or personnel data regarding an alleged perpetrator who is a student or employee of the school. School officials will notify the parent(s) or guardian(s) of students involved in a bullying incident and the remedial action taken, to the extent permitted by law, based on a confirmed report.

## **6. REPRISAL**

The school will discipline or take appropriate action against any student, teacher, administrator, volunteer, contractor, or other employee of the school who retaliates against any person who makes a good faith report of alleged bullying or against any person who testifies, assists, or participates in an investigation, or against any person who testifies, assists, or participates in a proceeding or hearing relating to such bullying. Retaliation includes, but is not limited to, any form of intimidation, harassment, or intentional disparate treatment.

## **7. TRAINING AND EDUCATION**

- A. The school will provide information and any applicable training to school staff regarding this policy.

- B. The school will provide education and information to students regarding bullying, including information regarding this school policy prohibiting bullying, the harmful effects of bullying, and other applicable initiatives to prevent bullying.
  - C. The administration of the school may implement programs and other initiatives to prevent bullying, to respond to bullying in a manner that does not stigmatize the victim, and to make resources or referrals to resources available to victims of bullying.
  - D. The school may implement violence prevention and character development education programs to prevent and reduce policy violations. Such programs may offer instruction on character education including, but not limited to, character qualities such as attentiveness, truthfulness, respect for authority, diligence, gratefulness, self-discipline, patience, forgiveness, respect for others, peacemaking and resourcefulness.
- 8. NOTICE**  
The school will give annual notice of this policy to students, parents or guardians, and staff, and this policy shall appear in the handbook.

Adopted: February 22, 2010

Reviewed: 8/11/10

### **\*Code of Conduct – Due Process Policy**

Trinity Lutheran School systematically protects the legal rights of children and follows Due Process in the supervision of its children. The following is Trinity's Due Process Policy Statement.

As a Christian school we believe that student conduct should conform to principles set forth in the Gospels. Justice, mutual respect and concern for one another are to be fostered among the student body. Kindness will be measured out along with firmness.

Students at Trinity are granted DUE PROCESS of law in any action by school officials, which may result in serious disciplinary punishment. Trinity has a listing of school rules that apply to all students. They relate reasonably to the affected students, for which discipline may be warranted. These are given to all parents upon the enrollment of their child, and it is the parents' responsibility to discuss these rules with the student before the school year begins. Those rules are to be found in this handbook. When these rules are not followed, the following procedures are used to assure students receive Due Process.

Minor misconduct, which does not call for serious discipline, is not serious enough to require a set procedure, and therefore, summary discipline is allowed. For the more serious offenses, the following procedures will be followed:

The following "due process" steps are the same for all students at Trinity Lutheran School regardless of age and/or grade level.

- Step 1** Student/Teacher - Verbal Warning
- Step 2** Parent/Teacher Conference – Written and/or Verbal Warning
- Step 3** Parent/Student/Teacher/Principal Conference with possible disciplinary action being discussed and implemented.
- Step 4** One-day suspension\* May be administered as lunchtime or in-house.
- Step 5** Two-four day suspension\*
- Step 6** Five-day suspension\*
- Step 7** Ten-day suspension\*
- Step 8** Long-term suspension and/or recommendation for expulsion\*
- Step 9** Recommendation for expulsion (based on Gun-Free School Act and Michigan Weapon Free School Act, Arson and/or Criminal Sexual Conduct)

**Waiver: Depending on the severity of the infraction, administration retains the right to proceed immediately to more serious consequences, including out-of-school suspension and/or referral to legal authorities.**

(\*Days of suspension are school days, not calendar days.)

Students who are suspended will not be allowed to attend school-sponsored after-school extra-curricular activities during the period of suspension.

## **DEFINITIONS**

The meaning of the incidents noted below shall be the same as defined by the statutes of the State of Michigan, and when not so defined, the words of the incident shall have common dictionary meaning.

**Aggravated Assault** – Assault without a weapon that results in a serious or aggravated injury. A serious or aggravated injury is a physical injury that requires immediate medical treatment or that causes disfigurement, impairment of health, or impairment of body part.

**Arson** – Any act which results in the starting of a fire; aiding, persuading, and procuring in the starting of a fire.

**Assault** – An attempt or offer to commit an offensive touching of another. An attempted battery.

**Assault and Battery** – Any offensive touching of another.

**Bullying** – See Bullying Policy

**Closed Campus** – Leaving school property without permission.

**Criminal Sexual Conduct** – See section VI/F Sexual Harassment policy

**Extortion** – To obtain money or property by threat or force.

**Facsimile** – An object that appears to be a weapon.

**Felonious Assault** – A simple assault or assault and battery committed with a dangerous weapon.

**Fighting** – An exchange of physical blows.

**Firearms** – Include facsimiles (look-a-likes), starter gun, explosives, incendiaries, B-B gun, paint ball guns, or weapon designed to expel a projectile by explosive or other propellant.

**Gross Misconduct** – Acts of misbehavior of a more serious nature. Depending on the severity of the act, gross misconduct will be dealt with by punishment ranging from short-term suspension to long-term suspension and possible expulsion by DSC actions.

**Habitual Offender** – A student who repeatedly commits infractions.

**Insubordination** – Refusal to comply with directives given by staff and faculty members.

**Racism** – A lack of respect or hatred for a person because of his/her ethnicity. Creating a hostile learning environment that prevents students or staff from learning or completing their job based on ethnicity.

**School Property** – A building, playing field, or property used for school purposes to impart instruction to children or used for functions and events sponsored by the school.

**Stalking** – A willful course of conduct involving repeated or continuing harassment of another.

**Weapon** – Including but not limited to; firearms, gun, revolver, pistol, dagger, dirk, stiletto, knife, pocketknife, iron bar, or brass knuckles, or any facsimile thereof.

**Weapon Free School Zone** –School property and/or a vehicle used by the school to transport students to or from school property and any property defined in the penal code.

<b>GENERAL INFRACTIONS</b>	<b>K-4</b>	<b>5-8</b>
1. Failure to follow approved school and classroom rules that are consistent with policies.	Step 1-4	Step 1-4
2. Dress Code Violation	Step 1-3	Step 1-3
3. Falsifying Signatures	Step 1-4	Step 1-4
4. Food in unauthorized area (glass containers are prohibited)	Step 1-4	Step 1-4
5. Misconduct in School Office	Step 1-4	Step 1-4
6. Misconduct in Hallway	Step 1-4	Step 1-4
7. Misconduct at a school function	Step 1-4	Step 1-4
8. Profanity and Obscenity		
a. Student to Student	Step 1-4	Step 1-4
b. Student to Staff / Adult	Step 1-5	Step 1-5
9. Public Display of Affection	Step 1-4	Step 1-4
10. Inappropriate Bus Behavior according to Monroe Public Schools	Step 1-6	Step 1-8
11. Unauthorized use of Radios/DVD Players/Toys/ CD Players / Pagers/Beeper/Cell Phones Laser Pointers/iPod/MP3 Players	Step 2-3	Step 2-3
12. Rude/Abusive/Inappropriate Behavior (Includes unproductive behavior in the classroom)		
1) Student to Student	Step 1-4	Step 1-4
2) Student to Staff / Adult (including insubordination)	Step 1-5	Step 1-5
13. Snowballing	Step 1-4	Step 1-4
14. Students in an unauthorized area without permission	Step 1-4	Step 1-4
15. Misbehavior with Substitute Teachers	Step 1-4	Step 1-4
16. Possession of a knife less than 3 inches	Step 4-7	Step 4-7
17. Cheating	Step 1-4	Step 2-5
18. Habitual Offender Violation	Step 3-8	Step 3-8
<b>C. ATTENDANCE INFRACTIONS</b>		
1. Skipping (All day)	Step 3	Step 3-5
2. Skipping (Leaving school/class without permission)	Step 3	Step 3-5
3. Tardiness to classes	Step 1-3	Step 1-3
4. Habitual Offender Violation	Step 3-8	Step 3-8
<b>D. FIGHTING INFRACTIONS (MAY INVOLVE POLICE ACTION)</b>		
1. Fisticuffs	Step 1-5	Step 3-9
2. Pushing and Shoving	Step 1-5	Step 3-8
3. Creating a Disturbance	Step 1-5	Step 3-8
4. Verbal Confrontations	Step 1-5	Step 1-8
5. Incitement	Step 1-5	Step 3-8
6. Habitual Offender Violation	Step 3-8	Step 3-8

**E. LEGAL INFRACTIONS (MAY INVOLVE POLICE ACTION)**

1. Arson	Step 5-9	Step 9
2. Assault and Battery	Step 4-8	Step 5-9
3. Weapons – Possession/Threat	Step 9	Step 9
4. Assault and/or Threat	Step 3-8	Step 5-9
5. Criminal Sexual Conduct	See Sexual Harassment Policy	
6. False Alarm	Step 3-8	Step 5-9
7. Fireworks (possession or use of)	Step 3-8	Step 4-8
8. Accidental Destruction of Property (Carelessness or inappropriate behavior) Restitution May Be Sought	Step 1-3	Step 3-7
9. Malicious Destruction of Property Vandalism	Step 3-7	Step 4-8 Restitution May Be Sought
10. Hazing, Harassment, or Bullying	See Bully Prohibition Rubric	
11. Possession and/or use of a Controlled Substance as prohibited by law, including, but not limited to narcotics, alcohol, marijuana, prescription drugs, pills, capsules, tablets, and those things that are thought to be but are not a controlled substance (“look alike”) and/or over-the-counter.	Step 3-5	Step 3-8
12. Sale/Distribution of Controlled Substance as prohibited by law, including but not limited to narcotics, alcohol, marijuana, prescription drugs, pills, capsules, tablets, and those things that are thought to be but are not a controlled substance (“look alike”), and/or over-the-counter.	Step 4-5	Step 6-9
13. Possession of Stolen Property	Step 1-3	Step 3-8
14. Theft	Step 1-4	Step 4-8
15. Smoking or tobacco possession or use on school property as prohibited by Law (including the sale of)	Step 2-4	Step 3-6
16. Extortion	Step 1-4	Step 4-7
17. Stalking	Step 2-4	
18. Racial/Gang Intimidation (including gang activities)	Step 3-6	
19. Ethnic Slurs	Step 3	Step 3-7
20. Bomb/Terrorist Threats	Step 3-5	Step 3-8
21. Act that results in school/event closing or potential closing	Step 9	Step 9
	Step 6-9	Step 9
	Restitution Will Be Sought	

**LAW ENFORCEMENT PROCEDURES**

1. Law enforcement agencies shall be notified of all cases of student misconduct when required by law or when in the judgment of school authorities, it is deemed necessary. In addition, they may be contacted when deemed advisable by the principal for protection of other students, other persons or private property.
2. Law enforcement authorities may be initially notified by telephone; however, such notification shall subsequently be reported in writing. A copy may be distributed to the Monroe Public School liaison officer and will be placed in the student’s file. Notification will be made to the Administrative Pastor.
3. The parents shall be advised in compliance with established notification procedures: by telephone or in person.
4. If an arrest is made of a minor, state law mandates parental notification.

**STEPS THAT A STUDENT SHOULD TAKE ARE AS FOLLOWS:**

1. If a student has any desire to share his/her feelings regarding any school procedures or actions, the student is encouraged to talk to the teacher first.
2. If there is a need for further discussion of the procedures or actions, he/she may see the principal.
3. During the consultation with the principal, a factual account will be taken of the incident in question.
4. The teacher or the principal will notify the student of any decision regarding the procedures or actions.

**STEPS THAT A PARENT SHOULD TAKE ARE AS FOLLOWS:**

1. If a parent has any desire to share his/her feelings regarding any school procedures or actions, the parent is encouraged to talk to the teacher first.
2. If there is a need for further discussion of the procedures or actions, he/she may see the principal.
3. During the consultation with the principal, a factual account will be taken of the incident in question.
4. The teacher or the principal will notify the parent of any decision regarding the procedures or actions.
5. If a parent is not satisfied at this point, he/she may take it to the Senior Pastor.

**CATEGORIES OF STUDENT MISCONDUCT**

Trinity Lutheran School hereby establishes categories of misconduct that will result in disciplinary action. These categories are generally descriptive of the most obvious types of misconduct and are not to be construed as an exclusive list or as a limitation upon the authority of school officials to deal appropriately with any other types of conduct that interfere with the good order of the school or the proper functioning of the educational process.

**Trinity Lutheran School reserves the right to move to the most severe disciplinary action when circumstances warrant. The rules and policies apply to any student who is on school property or school-affiliated transportation, who is in attendance at school or any school-sponsored activity, or whose conduct at any place or time creates a substantial disruption to the operations, discipline, or general welfare of the school, regardless of location, date, or time.**

Reviewed: 8/12/10                      1/6/16

**Physical and Verbal Assaults – Safe Schools Legislation**

In 1999 the State of Michigan passed and signed into law, Sec. 1310 of PA 451, which requires the school district to suspend or expel a student enrolled in grade six or above for committing a physical assault for up to 180 school days.

The laws are as follows:

**Physical Assault – Part 1** – PA 104 of 1999 creates Section 1311a of the Revised School Code, adding “physical assaults” upon school employees, volunteers, or contractors to the categories of misconduct for which a Michigan public school student must be expelled. Similar to the mandatory expulsion for dangerous weapons, criminal sexual conduct (“CSC”) and arson, any student in grade 6 or above who physically assaults a school employee, volunteer, or contractor shall be suspended or expelled for up to 180 days. This also includes threats of destruction to school property.

**Physical Assault – Part 2** – PA 102 of 1999 adds Section 1310A to the Revised School Code. The mandatory expulsion provision applies to a physical assault upon another student, which occurs on school property, at any school-sponsored activity or on any school vehicle, the administration must report those assaults to the school board. If student in grade 6 or above commits a physical assault against another student and the assault is

reported to the administration or the board, the school board shall expel the student for up to 180 days. This also includes threats of destruction to school property.

**Verbal Assault – Part 2** – PA 104 Section 131a also mandates expulsion for up to 180 school days of any student in grade 6 or above commits a verbal assault. “Verbal Assault” is any intentional threat or offer to do bodily injury to another by force, under circumstances, which create a well-founded fear of actual harm, coupled with the apparent ability to carry out the act if not prevented.

**Weapons- Students who knowingly bring any firearms, knives with blades (3) inches in length, pocketknives opened by a mechanical device, explosive devices, etc. will be expelled a minimum of 180 days. Knowingly possess, use or threaten to use any weapon or instrument capable of doing harm will result in immediate suspension/expulsion. Students are prohibited from bringing to school any item, which could be used to injure someone. This includes, but is not limited to firearms, knives, cutting devices of any kind, chains, spiked jewelry, clubs, etc.**

Use, possession, sale, distribution of materials related to drugs or alcohol are completely prohibited. Any of the above will fall under the substance abuse policy and students will be dealt with accordingly.

Possessing or using tobacco or tobacco related materials would result in a minimum one-day suspension.

Police referrals will be made in accordance with State law. Other referrals to police may be made at the discretion of the principal. Parent(s) will be informed of all police referrals.

Adopted: 8/11/10

## **Drug-Free Policy**

### **PURPOSE**

The purpose of this policy is to maintain a safe and healthful environment for employees and students by prohibiting the use of alcohol, toxic substances, and controlled substances without a physician’s prescription.

### **GENERAL STATEMENT OF POLICY**

- A. Use of controlled substances, toxic substances, and alcohol before, during, or after school hours, at school or in any other school location is prohibited as general policy. Paraphernalia associated with controlled substances is prohibited.
- B. It shall be a violation of this policy for any student, teacher, administrator, other school personnel, or member of the public to use alcohol, tobacco, toxic substances, or controlled substances in any school location.
- C. The school will act to enforce this policy and to discipline or take appropriate action against any student, teacher, administrator, school personnel, or member of the public who violates this policy.

### **DEFINITIONS**

- A. “Alcohol” includes any alcoholic beverage, malt beverage, fortified wine, or other intoxicating liquor.
- B. “Controlled substances” include narcotic drugs, hallucinogenic drugs, amphetamines, barbiturates, marijuana, anabolic steroids, or any other controlled substance as defined in Schedules I through V of the Controlled Substances Act, 21 U.S.C. § 812, including analogues and look-alike drugs.
- C. “Toxic substances” includes glue, cement, aerosol paint, or other substances used or possessed with the intent of inducing intoxication or excitement of the central nervous system.

- D. "Use" includes to sell, buy, manufacture, distribute, dispense, possess, use, or be under the influence of alcohol and/or controlled substances, whether or not for the purpose of receiving remuneration or consideration.
- E. "Possess" means to have on one's person, in one's effects, or in an area subject to one's control.
- F. "School location" includes any school building or on any school premises, in any school-owned vehicle or in any other school-approved vehicle used to transport students to and from school or school activities, off school property at any school-sponsored or school-approved activity, event, or function, such as a field trip or athletic event, where students are under the jurisdiction of the school or during any period of time such employee is supervising students on behalf of the school or otherwise engaged in school business.

**EXCEPTIONS**

- A. It shall not be a violation of this policy for a person to bring onto a school location, for such person's own use, a controlled substance which has a currently accepted medical use in treatment in the United States and the person has a physician's prescription for the substance. The person shall comply with the relevant procedures of this policy.

**PROCEDURES**

- A. Students who have a prescription from a physician for medical treatment with a controlled substance must comply with the school's medication policy. [Note: "Students who have a prescription from a physician for medical treatment with a controlled substance must provide the medication in the original prescription container to the school administrative assistant, principal or other designated staff member. The school designated staff member will administer the prescribed medication in accordance with school procedures."]
- B. Employees who have a prescription from a physician for medical treatment with a controlled substance are permitted to possess such controlled substance and associated necessary paraphernalia, such as an inhaler or syringe. The employee must inform his or her supervisor. The employee may be required to provide a copy of the prescription.
- C. Each employee shall be provided with written notice of this Drug-Free policy and shall be required to acknowledge that he or she has received the policy. [Note: The Drug-Free Workplace Act requires that school district employees be notified by a published statement of the prohibition of the use of controlled substances and actions that will be taken against employees for violations of such prohibition. 41 U.S.C. §§ 701 and 702; 34 C.F.R. Part 85. An acknowledgement will document satisfaction by the school district of this federal requirement.]
- D. Employees may be subject to the school's drug and alcohol testing policies and procedures.
- E. Members of the public are not permitted to possess controlled substances in a school location except with the express permission of the principal.
- F. Possession of alcohol on school grounds is prohibited.

**ENFORCEMENT**

- A. Students
  - 1) A student who violates the terms of this policy shall be subject to discipline in accordance with the school's discipline policy. Such discipline may include suspension or expulsion from school.
  - 2) The student may be referred to a drug or alcohol assistance or rehabilitation program and/or to law enforcement officials when appropriate.
- B. Employees

- 1) As a condition of employment each employee shall abide by the terms of this policy and shall notify his or her supervisor in writing of his or her conviction of any criminal drug statute no later than five (5) calendar days after such conviction.
- 2) An employee who violates the terms of this policy is subject to disciplinary action, including nonrenewal, suspension, termination, or discharge as deemed appropriate.
- 3) In addition, any employee who violates the terms of this policy may be required to satisfactorily participate in a drug and/or alcohol abuse assistance or rehabilitation program approved by the school. Any employee who fails to satisfactorily participate in and complete such a program is subject to nonrenewal, suspension, or termination as deemed appropriate.
- 4) Sanctions against employees, including nonrenewal, suspension, termination, or discharge shall be pursuant to and in accordance with applicable statutory authority, collective bargaining agreements, and school policies.

C. The Public

- 1) A member of the public who violates this policy shall be informed of the policy and asked to leave. If necessary, law enforcement officials will be notified and asked to provide an escort.

Legal References: 41 U.S.C. §§ 701-707 (Drug-Free Workplace Act)  
 20 U.S.C. § 7101-7165 (Safe and Drug-Free Schools and Communities Act)  
 21 U.S.C. § 812 (Schedules of Controlled Substances)  
 21 C.F.R. §§ 1308.11-1308.15 (Controlled Substances)  
 34 C.F.R. Part 85 (Government-wide Requirements for Drug-Free Workplace)

Adopted: 8/11/10      Reviewed: 3/9/2015      12/12/2019

## \* Student Search Policy

### 1. DEFINITIONS

A. "Reasonable suspicion" means sufficient knowledge possessed by the school official at the time the official makes or authorizes the search which would lead a reasonable person to believe that a search of a particular student or place will likely turn up evidence of a violation of law, school policy, or school rule. The official's knowledge may be based upon relevant past experience of the official, observation by the official and/or credible information from another person.

- i. "Past experience" may provide the school official with information relevant to the violation as well as information which enables the official to evaluate the credibility of information from another person.
- ii. "Credible information from another person" may include information which the school official reasonably believes to be true provided by another school employee, a student, a law enforcement or other government official or some other person.

B. "Reasonable in scope" means that the manner and extent of the search are reasonably related to the objectives of the search, limited to the particular student or students most likely to be involved in the infraction and not excessively intrusive in light of the students most likely to be involved in the infraction and not excessively intrusive in light of the student's age, sex, maturity and the nature of the infraction.

### 2. ROUTINE INSPECTION OF PROPERTY ASSIGNED TO STUDENTS

- A. Lockers, desks and other storage areas provided by the school and assigned to a particular student(s) are the property of the school, remain in the possession of the school and are under the control of the principal.
- B. Students may use school-owned storage areas for the limited purpose of temporarily keeping items needed for attendance and participation in school instructional and activity programs only. No other purpose is

permitted.

- C. Students shall be provided notification that school-owned storage areas assigned to students are subject to routine inspection without prior notice for the following reasons:
- i. Ensure that no item which is prohibited on school premises is present;
  - ii. Ensure maintenance of proper sanitation;
  - iii. Ensure mechanical condition and safety;
  - iv. Reclaim overdue library books, texts or other instructional materials, property or equipment belonging to the school.

### **3. VOLUNTARY CONSENT**

When a school official has reasonable suspicion to believe that evidence of a violation of law, school policy, administrative regulation or school rule is present in a particular school-owned storage area assigned to a student, or the clothing or the personal property of a student, the official has the option of making a search by asking the student to voluntarily provide the article or articles sought. The school official shall, if the student does not voluntarily provide the article or articles sought, ask for the student's voluntary consent by requesting the student to empty the contents of the storage area, clothing or personal property. If the student refuses to consent, the official shall then contact the student's parents to advice of the need to search the student, and seek consent from the parents. If the parents refuse to consent, the official shall, after consultation with the principal, contact law enforcement officials to assist with the search, if such contact is deemed appropriate. Any search conducted by a school official must utilize the least intrusive search methods available, taking into account student and staff safety. (Student search form available)

### **4. EMERGENCY/DANGEROUS CIRCUMSTANCE**

- A. Where a school official has knowledge which would lead a reasonable person to believe that either an emergency or dangerous circumstance exists and that is necessary to act to protect the safety of any person or property, the official may make a search to the extent necessary to relieve the emergency or dangerous circumstance.
- B. In responding to such an emergency or dangerous circumstance, the actions of the official shall be reasonably effective and no more intrusive than necessary.

### **5. SEARCH FOR EVIDENCE OF A VIOLATION**

- A. A search may be conducted of an individual student, a school-owned storage area assigned to a student or the personal property of a student. Personal property of a student includes, but is not limited to, wallets, purses, lunch boxes/sacks, book bag, backpack or other containers used to carry belongings.
- B. All searches shall be based on reasonable suspicion and shall be reasonable in scope. A "strip search," requiring a student to remove clothing down to the student's underwear or including underwear is prohibited.
- C. Searches will generally be conducted by a principal. In certain circumstances the principal or school personnel may be assisted by a law enforcement official(s).
- D. The student will generally be permitted to be present during a search of a school-owned storage area assigned to the student or during a search of the student's personal property. The student's presence is not required, however.
- E. Search of a student's clothing will be limited to the student's "outer clothing" only. "Outer clothing" means the student's coat, jacket or other such outerwear garments worn by a student. A search of the clothing may include the search of a container inside the clothing, provided that the container is of a size and shape to hold the object of the search.
- F. Searches of a student's outer clothing will be conducted by a school official of the same sex as the student.
- G. Searches will be conducted in privacy, out of the view of other students, staff and others and in the presence of an adult witness of the same sex as the student.
- H. Any item removed from the student as a result of the above procedures which is not evidence of a violation of a law, policy, administrative regulation or school rule may be returned to the student, as appropriate.

## **6. DISCIPLINE**

- A. Possession or use of unauthorized, illegal, unhealthy or unsafe materials will result in the following:
  - i. Seizure of the material:
    - a) Property, the possession of which is a violation of law, policy, administrative regulation or school rule, will be returned to the parent or, if also a violation of law, turned over to law enforcement officials;
    - b) Stolen property will be returned to its rightful owner;
    - c) Unclaimed property may be disposed.
- B. Discipline up to and including expulsion and notification of law enforcement officials as appropriate or as otherwise required by law or policy will be administered.

## **7. DOCUMENTATION**

- A. Building administrators shall document all searches.
- B. Documentation shall consist of the following:
  - i. Name, age and sex of student;
  - ii. Time and location of search;
  - iii. Justification for search and nature of the reasonable suspicion;
  - iv. Type/scope of search (what was searched);
  - v. Results of search, prohibited material(s) found, disposition of the material(s) seized and discipline imposed;
  - vi. Name of the witness to the search;
  - vii. Name of the school official.
- C. Documentation will be maintained as a part of the school's discipline records

## **8. NOTICE**

- A. Notice of the school policy and pertinent provisions of this regulation will be provided to staff, students and their parent(s) annually, through such means as staff and student/parent handbooks.

Adopted: 8/11/10

### **\*Corporal Punishment**

School policy defines corporal punishment as the deliberate infliction of physical pain by hitting, paddling, spanking, slapping, or any other physical force used as means of discipline. School personnel shall not threaten to inflict, inflict, or cause to be inflicted corporal punishment on any student.

In accordance with State law, corporal punishment shall not be permitted. If any staff member, full-time, part-time, or substitute deliberately inflicts, or causes to be inflicted, physical pain by hitting, paddling, spanking, slapping, or makes use of any other kind of physical force as a means of disciplining a student, she/he may be subject to discipline and possibly criminal assault charges as well. This prohibition applies as well to volunteers and those with whom Trinity contracts for services.

While recognizing that students may require disciplinary action in various forms, Trinity Lutheran School cannot condone the use of unreasonable force and fear as an appropriate procedure in student discipline.

Professional staff should not find it necessary to resort to physical force or violence to compel obedience. If all other means fail, staff members may always resort to the removal of the student from the classroom or school through suspension or expulsion procedures.

Professional staff as well as support staff, within the scope of their employment, may use and apply reasonable force and restraint to:

1. remove a student who refuses to comply with a request to behave or report to the office;
2. quell a disturbance threatening physical injury to self or others;
3. obtain possession of weapons or other dangerous objects upon or within the control of the student, in self-defense, or for the protection of persons or property.

Staff members shall not:

1. hit, strike, grab, punch, or inflict other bodily pain on a student;
2. restrict a student's movement by binding or tying him/her, unless specified in an I.E.P.;
3. deprive a student of meals, snack, rest, or necessary toilet use;
4. confine a student in an enclosed area such as a closet; locked room, box, or similar cubicle;
5. cause any of the above to occur.

### **ALTERNATIVES TO CORPORAL PUNISHMENT**

Staff may, however, provide for a "time-out" area as a disciplinary procedure.

The following alternatives to the use of corporal punishment are recommended. As formerly with corporal punishment, these alternatives should also be viewed as a last resort options when well-executed school and classroom management practices have not been effective. The teacher has the authority to:

1. deny participation in special school and/or non-curricular-related activities;
2. confer with parents on sanctions which will be established both at school and at home or contractual agreements whereby the student commits to self-controlling behavior;
3. refer the student to a social worker, psychologist, and/or clinical specialists;
4. coordinate with social-service agencies such as Public Health, Social Services, Mental Health, etc., and/or with private institutions or agencies offering related appropriate services, providing there is no cost to the school.

It is essential that any of the above alternatives that involve disciplinary actions be conducted in accordance with due process.

### **USE OF PHYSICAL FORCE**

School personnel may, however, use reasonable physical force upon a student necessary to maintain a safe learning environment. They may also use reasonable physical force upon a student necessary to protect:

1. a staff member's personal safety;
2. the safety of another staff member or visitor;
3. the safety of the student or other students;
4. school property from damage or destruction;
5. themselves and others from danger arising from a dangerous weapon or object, which is in the possession of or control of a student.

Reviewed: 8/15/2019

# Sexual Harassment Policy

## 1. THE POLICY

It is the policy at Trinity Lutheran Church and School to maintain a working and learning environment that is free from sexual harassment. It shall be a violation of this policy for any member of Trinity, staff, volunteer, or student to harass another, staff, volunteer, or student of Trinity, or any other person within our church and school community, through conduct or communications of a sexual nature as defined in Section II. Sexual harassment, as prohibited by this policy, will not be tolerated.

## 2. DEFINITIONS

- A. Sexual harassment shall consist of unwelcome sexual advances, requests for sexual favors, and other inappropriate verbal or physical conduct of sexual nature when made by a staff, volunteer or student of the church or school to any other staff, volunteer, or student when:
  - i. Submission to such conduct is made either explicitly or implicitly a condition of employment or educational advancement;
  - ii. Submission or rejection of such conduct by an individual is used as the basis for educational or employment decisions; or
  - iii. 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.
- B. Sexual harassment may include but is not limited to:
  - i. Sexually related verbal harassment or abuse;
  - ii. Sexually related written harassment or abuse;
  - iii. Pressure for sexual activity;
  - iv. Repeated remarks to a person, with sexual or demeaning implications;
  - v. Unwelcome touching; or
  - vi. Suggesting or demanding sexual involvement accompanied by implied or explicit threats concerning grades, job, and the like.

## 3. PROCEDURE

- A. Any person who believes that he/she has been subject to sexual harassment as prohibited by this Policy may communicate complaints to a pastor or school principal. Parents may communicate complaints on behalf of their children to a pastor or school principal.
- B. Upon learning of a complaint, Trinity will promptly investigate the allegations. As deemed appropriate by Trinity, the complainant will be consulted as to the facts of the allegations and his/her suggested remedy, and the alleged harasser may be provided an opportunity to respond to the allegations.
- C. If Trinity determines that a violation of the policy has occurred, appropriate remedial action will be taken at Trinity's discretion.
- D. The complainant will be notified at the conclusion of the investigation that all allegations have been fully investigated and appropriate remedial action has been taken. Consistent with the privacy rights of all parties involved, copies of any documents generated, or details learned during the course of the investigation will be kept strictly confidential by all agents of Trinity Lutheran Church and School except as required by law.

## 4. REGARDING STAFF

Reports of staff sexual harassment made in good faith shall not reflect adversely upon the complainant's employment status, nor will it affect future employment decisions, work assignments, or other terms or conditions of employment.

## 5. SANCTIONS

- A. Violations of this Policy, which are determined by Trinity to have merit, will result in disciplinary action being taken against the offender. Disciplinary action may include, but need not be limited to, suspension or termination of Trinity staff or volunteer; and suspension or expulsion of Trinity students, as deemed appropriate by Trinity Lutheran Church and School.
- B. Sexual harassment is illegal in many circumstances under both state and federal law, and violations of this policy may be reported to the appropriate civil or criminal authorities for prosecution of offenders.

Reviewed: 3/9/2015

12/12/2019

### **Trinity Lutheran School Wellness Policy**

#### **Purpose**

Trinity Lutheran School believes that by the grace of God, we serve our Lord in promoting spiritual, emotional, academic, social, and physical growth. Children and youth who begin each day as healthy individuals can learn more and better utilize their God-given talents and abilities. To that end, this policy encourages the development of lifelong wellness practices to promote healthy eating and physical activities of all students and staff at Trinity Lutheran School.

#### **Wellness and Nutrition Education**

- Students are constantly reminded that they are children of a great and loving God. He cares for them, as do the teachers and staff. This provides a strong base for the emotional and spiritual wellness of students.
- Students in all grades are educated in good nutrition practices as part of each classroom's science and health curriculum. Nutrition education that teaches the knowledge, skills and values needed to adopt healthy eating behaviors shall be integrated into the curriculum. Staff members shall have the appropriate training.
- The message of making healthy choices is consistent throughout the school, classrooms, lunchroom and other areas where the message can be presented.

#### **Nutrition Standards & Guidelines**

- The school maintains the lunch area to insure that it is clean, safe, and provides an enjoyable meal environment.
- Appropriate measures will be taken to protect students with food allergies.
- All reimbursable school meals served by Trinity Lutheran School meet the requirements and nutrition standards found in the federal regulations. The school will encourage students to make nutritious food choices. Trinity shall monitor all food and beverages sold or served to students including those available outside the federally regulated child nutrition programs.
- In an attempt to limit the number of high calorie, low-nutrition foods, parents are encouraged to provide healthy snack and sack lunch choices.
- We will consider nutrient density and portion size before permitting food and beverages to be sold or served to students.
- In order to develop a healthy taste for a variety of foods, all students are strongly encouraged to take a courtesy bite of all foods served on their tray during lunch.

- The school administrator arranges a lunch schedule that provides adequate time for serving meals, for students to eat, and for cleanup following the meal. Students should have at least 20 minutes after sitting down to eat lunch.
- Drinking fountains are available in the school building, and students are encouraged to drink water throughout the day.
- A system is in place so that students entitled to free or reduced lunches are served and treated the same as all lunch program users. No child is refused lunch due to the lack of ability of parents to pay for it.
- Food service personnel take all required classes on the subjects of nutrition, health, and safety.
- The school kitchen is inspected by a public health inspector according to city guidelines.
- Carbonated and caffeinated beverages (*excluding low-fat or fat free chocolate milk*) are discouraged at snack or lunch time.

### **Food and Beverage Marketing in School**

School-based marketing and advertising will be consistent with nutrition education and health promotion. Any foods and beverages marketed or promoted to students on the school campus during the school day will meet the USDA Smart Snacks in School nutrition standards. School-based marketing of brands promoting predominantly low-nutrition foods and beverages is prohibited. The promotion of healthy foods, including fruits, vegetables, whole grains, and low-fat dairy products is encouraged.

- Examples of marketing techniques include the following: logos and brand names on/in vending machines, books or curricula, textbook covers, school supplies, scoreboards, school structures, and sports equipment; educational incentive programs that provide food as a reward; programs that provide schools with supplies when families buy low-nutrition food products; free samples or coupons; and food sales through fundraising activities. Marketing activities that promote healthful behaviors (and are therefore allowable) include: vending machine covers promoting water; pricing structures that promote healthy options in a la carte lines or vending machines; sales of fruit for fundraisers; and coupons for discount gym memberships.

### **Fundraising**

- **Fundraising Activities:** To support children's health and school nutrition-education efforts, school fundraising activities will not involve food or will use only foods that meet the above nutrition and portion size standards for foods and beverages sold individually to be consumed at school.
- All fundraising activities that take place outside of school are exempt from Smart Snack Standards. The standards do not apply during non-school hours (30 minutes after the close of the regular school day until midnight), on weekends, and at off-campus fundraising events.
- Sale of frozen pizza, cookie dough and other items preordered and distributed in a precooked state or in bulk quantities (multiple servings in a package) for consumption at home is not required to meet the standards. For example, boxes of preordered Girl Scout cookies, bulk popcorn, intended for consumption at home would not be subject to the standards. Students could take orders and deliver them during the school day for consumption outside of school. The sale of these items is not allowed in the foodservice area/cafeteria during mealtimes.
- Foods that have been purchased through a fundraiser may be delivered on the school campus during the school day if the foods being sold meet the standards or are not intended to be consumed on campus during school hours and as long as students receive permission from the school.

- Any food provided to students that requires payment, contribution, exchange of tickets or tokens of any sort at the time of exchange would be required to be compliant with the Smart Snacks nutrition standards.

## **Food and Beverages Provided but Not Sold**

Items not available to students (such as food available only to adults) for consumption during the school day are exempt. Food brought in for sack lunches, school celebrations, holiday parties, etc. are exempt however we highly encourage families to provide food and beverages that make a positive contribution to children's diets and health.

- **Snacks:** Snacks served during the school day or in after-school care or enrichment programs will make a positive contribution to children's diets and health, with an emphasis on serving fruits and vegetables as the primary snacks and water or low-fat milk as the primary beverage. School will assess if and when to offer snacks based on timing of school meals, children's nutritional needs, children's ages, and other considerations. Trinity will disseminate a list of healthful snack items (Smart snacks according to standards of school nutrition) to teachers, after-school program personnel, and parents.
- **Rewards:** Trinity will not use foods or beverages, especially those that do not meet the federal nutrition standards for foods and beverages sold individually, as rewards for academic performance or good behavior.
- **Celebrations:** Each party is encouraged to include no more than one food or beverage that does not meet federal nutrition standards for foods and beverages sold individually. Trinity will disseminate a list of healthy party ideas to parents and teachers.

## **Physical Education and Physical Activity Opportunities**

- Students are given opportunities for physical activity each school day through physical education classes, recess periods, and athletics.
- Efforts are made for all elementary school students to have at least 20 minutes a day of supervised recess/physical activity time, preferably outdoors. Staff shall encourage moderate to vigorous physical activity verbally and through the provision of space and equipment. It is highly encouraged that recess time precedes lunch time.
- Trinity discourages extended periods (i.e., periods of two or more hours) of inactivity. When activities, such as mandatory school-wide testing, make it necessary for students to remain indoors for long periods of time, Trinity will give students periodic breaks during which they are encouraged to stand and be moderately active.
- Physical activity and movement shall be integrated, when possible, across the curricula and throughout the school day.
- Trinity shall offer physical education opportunities that include the components of a quality physical education program. Physical education shall equip students with the knowledge, skills, and values necessary for lifelong physical activity. Physical education instruction shall be aligned with the Michigan Physical Education Grade Level Content Expectations and the Michigan Merit Curriculum Guidelines for Physical Education.
- All students in grades K-8, including students with disabilities, special health-care needs, and in alternative educational settings, will receive daily physical education taught by a certified teacher.

- Student involvement in other activities involving physical activity (e.g., interscholastic or intramural sports) is encouraged but will not be substituted for meeting the physical education requirement. Students will spend at least 50 percent of physical education class time participating in moderate to vigorous physical activity.
- The school encourages parents and guardians to support their child's participation in physical activities.

### **Implementation and Measurement**

- The principal will be responsible for overseeing the implementation and compliance of the wellness policy and develop and implement administrative rules consistent with this policy.
- The wellness policy will be implemented at Trinity Lutheran School by the school staff. They are responsible for reporting any concerns to the principal.
- Through observation, and reports from staff, the principal will report any difficulties with the implementation of the wellness policy to the Administrative Pastor.
- Faculty and staff will be reminded that healthy students come in all shapes and sizes. Students should receive consistent messages and support for: Healthy eating, physical activity, self-respect, respect for others
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### **Public Involvement**

Posting of the Trinity Lutheran Wellness Policy is on our school website and is included in the Parent School Handbook.

The public (including parents, students, food service, congregation, and others in the community) will be informed and updated about the local school wellness policy on an annual basis in August prior to the start of school through social media and school publications.

Parents, students, representatives of the school food authority, teachers, school administrators, and the general public are invited to participate in the development, implementation, and update of the local school wellness policy.

Review of this policy shall take place annually at the Trinity April Booster meeting, by the wellness committee headed by the principal. At this meeting the wellness committee shall make any recommended changes to this policy as required by, and in accordance with, the federal and state laws.

### **Wellness Committee**

The wellness committee includes parents, students, representatives of the school food authority, educational staff, members of the public and school administrators.

The Wellness Committee shall be responsible for:

- A. assessment of the current school environment;
- B. review of the District's wellness policy;
- D. measurement of the implementation of the policy;
- E. recommendation for the revision of the policy, as necessary.

Before the end of each school year the Wellness Committee shall recommend to the Principal any revisions to the policy it deems necessary.

The principal is also responsible for informing the public, including parents, students and community members, on the content and implementation of this policy. In order to inform the public, the principal shall distribute

information at the beginning of the school year to families of school children and post the policy on Trinity's website.

### **Triennial Assessments**

At least once every three years, Trinity will assess the school wellness policy. (The first triennial review will be October 2020).

The assessment includes:

- A measure of how well the wellness policy is being managed and enforced.
- The extent to which the local wellness policy compares to model wellness policies.
- A description of the progress made in attaining goals of the local wellness policy.
- Make appropriate updates or modifications to the local school wellness policy, based on the assessment.

The person responsible for the Triennial Assessment is the principal.

### **Documentation**

Trinity will retain records to document compliance with the wellness policy requirements. Documentation maintained will include: a copy or web address of the current wellness policy, documentation on how the policy and assessments are made available to the public, and the most recent assessment of the policy.

This wellness policy can be found at [www.tlscmroe.org](http://www.tlscmroe.org).

In addition to the required Wellness Policy document, supporting documentation may also include:

- School wellness policy implementation or action plans.
- Agendas and attendance sheets from wellness policy meetings.
- Emails pertaining to participation in wellness policy meetings.
- Copies of wellness materials that are made available to the public.
- Community flyers or invitations to related wellness events or committee meetings.

Required documentation will be maintained in the school office.

Adopted: Sept. 9, 2013

Review Dates: Aug. 11, 2014    Sept. 14, 2015    Jan. 21, 2016

Revised: March 2017    Reviewed: Aug. 16, 2019    Aug. 15, 2022

## **Trinity Lutheran History in Brief**

- 1844 First minister, Rev. G. W. Hattstaedt, ordained and installed on October 9
- 1849 May 7, cornerstone is laid for the new Trinity Lutheran Church. For three years the basement was used for a church and Christian Day School
- 1850 Teacher John S. Simon is called as the first day schoolteacher
- 1869 25th anniversary of Rev. G. W. Hattstaedt's ordination is celebrated. Membership stands at 900 souls. A new brick two-story day school is built. 190 pupils enrolled
- 1888 "Library Hall" is built as a meeting place with kitchen, gymnasium and billiard room
- 1896 Present church is built on the corner of 3rd and Scott Streets
- 1940 A new day school is built to replace the old school with four new classrooms
- 1949 Four classrooms added to the day school
- 1962 September 9, dedicated "Fellowship Hall", a new building housing parish offices, gymnasium and kitchen, and new additions to the school...four classrooms, youth room and kitchen
- 1973 Groundbreaking of new addition; recreation room, lounge and chapel
- 1974 Science lab equipped
- 1983 Computer room added...equipment begun
- 1984 4-Year Old Preschool established
- 1992 School Library renovation completed
- 1994 150th Anniversary celebrated
- 1998 Child Care program established
- 2004 Church roof replaced with slate & copper
- 2006 Three-Year Old Preschool Established and playground renovated
- 2007 Flagpole is dedicated by Boy Scouts
- 2008 School Playground is updated
- 2010 New netbooks are purchased for technology
- 2010 New interactive whiteboards & projectors are purchased
- 2011 School Office is renovated
- 2013 Church Offices are renovated, New school roof installed
- 2018 Gym & restrooms & gym kitchen renovation
- 2021 New consolidated office space is completed
- 2022 New classroom & STEM lab completed