

Trinity Lutheran School Handbook

2025-2026



Assisting families to make fully devoted followers of Jesus Christ through
Christ-centered education

Trinity Lutheran Church and School

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PRINCIPAL'S MESSAGE

Welcome to the Trinity Lutheran School Handbook. The handbook outlines policies and guidelines used to govern the school's ministry. I hope the contents of the handbook will help you understand more about the school and its general operation. As the principal at Trinity, I recommend that all parents and students remain familiar with the handbook as it will assist in providing students with an excellent education. It also fosters an education with the full support and positive relationship with parents that is essential to excellence.

I look forward to the ministry of Christian education that we share - parents, students, and Trinity faculty and staff. I want to thank you for the opportunity to partner in ministry, and I pledge that Trinity will do its very best to educate children for today, tomorrow, and eternity. Nurturing the faith of each child is always at the forefront as we provide an excellent education. Each student's faith, accompanied with their knowledge and character, will accomplish all that God would have for them in His world and in eternity.

In Christ's service,

Mark Brown
Principal

PURPOSE AND PHILOSOPHY STATEMENT

Trinity Lutheran Church Mission Statement:

The mission of Trinity Lutheran Church is to make fully devoted followers of Jesus Christ.

Trinity Lutheran School Mission Statement:

The mission of Trinity Lutheran School is to assist families to make fully devoted followers of Jesus Christ through Christ-centered education.

As an educational ministry of Trinity Lutheran Church, Trinity Lutheran School seeks to help families prepare children for life here and in eternity. With the understanding that the family environment is very important for the child's success in school and in life, the family, church and school form a partnership to help children become all that God made them and called them to be.

To help fulfill this purpose, we are organized as a Lutheran coeducational day school encompassing kindergarten through eighth grade. We enroll and retain students based on our ability to meet their spiritual, academic, social, and physical needs and their family's attitude and involvement in our mission. We recognize that we may not be able to serve everyone who applies.

We are committed to selecting staff that are uniquely trained and qualified to carry out our mission. Trinity's staff strives to create for each student an environment of caring support, academically and spiritually. We strive to daily communicate the gospel to all students through our uniquely Christian approach to curriculum, instruction, and discipline.

SCHOOL BELIEFS

Since we believe all knowledge comes from God, teaching the faith is integrated in all we do.

- We encourage an ongoing study of God's Word and an explicit application of His Word in all areas of life.
- We believe that by the power of the Holy Spirit, all people can have faith and live in God's unconditional love and forgiveness through Christ's death and resurrection.
- We believe that home, church, and school all have responsibility for the education of children and need to work together to promote Christ-centered values. Therefore, home, church, and school must be partners in the children's care and nurture.
- We believe in a program of quality academic training, which includes basic knowledge and the ability to think critically.
- We believe intellectual growth and new skills are gained by building on a child's previous knowledge and experiences.
- We believe an authentic and specific core of knowledge and skills must be taught at each grade.
- We believe all students learn at different rates, in different styles, and in different ways.
- We believe all instruction should be presented in developmentally appropriate ways.
- We believe teachers are the most critical factor in determining a school's effectiveness. Therefore, we believe in selecting, developing, and retaining teachers who are deeply committed to the mission of our school.
- We believe teacher knowledge of subject matter is as important as pedagogical technique.

- We believe reading is the most important skill for a child to master to unlock the world in which they live. We believe strong decoding skills, a rich vocabulary, and a broad base of knowledge are essential to reading with fluency, accuracy, and comprehension.
- We believe children will behave appropriately and respectfully most of the time if the classroom has clearly defined procedures, limits, and boundaries that are taught and enforced in a respectful, calm, and non-oppressive manner.

Goals for Our Students

The following goals are based on the premise that home, church, and school form an intentional partnership in the interest of the students. Our goals are that students will:

- Grow in their personal relationship with the Triune God through the study of Scripture and display their faith in words and actions both inside and outside the school environment.
- Demonstrate an ability to express their Christian faith.
- Develop the behaviors of Christian character such as repentance, love, service, integrity, responsibility, self-discipline, perseverance, self-sacrifice, honesty, loyalty, faith, respect, and reverence for life.
- Master solid, specific, and shared skills and knowledge in Christianity, history, geography, the language arts, science, math, music, and the visual arts.
- Learn to research, organize, and use information.
- Develop the ability to analyze and synthesize information in the formation of opinions, values, and behaviors.
- Grow in the ability to reason, think critically, and solve problems.
- Improve basic movement skills and individual and team skills.
- Exhibit an understanding of, commitment to, and participation in healthy life choices for physical well-being.
- Acquire the social competencies of planning, decision-making, resistance, and nonviolent conflict resolution.
- Become active and effective members of the community and church –striving to serve others and to create harmonious conditions in their families and communities.
- Be prepared for further education at the next level.

We Do This in the Following Ways:

- We maintain a safe, nurturing, academically challenging, and Christian environment.
- We use a variety of instructional practices.
- We use a sequenced curriculum that meets or exceeds state requirements and is reviewed and updated periodically.
- We monitor student progress through a variety of assessment processes including state and national standardized examinations.
- We offer co-curricular activities that extend classroom learning.
- We maintain a school community that models and practices discipleship.
- We encourage family participation through involvement in worship, Bible studies, and volunteer service opportunities.

STATEMENT OF FAMILY VALUES

Lutheran doctrine and practice, as understood and taught in the Lutheran Church – Missouri Synod (LCMS), pervade everything that is done at Trinity Lutheran School. Christian

instruction is not only carried out formally but is integrated into the study of every subject. Students are immersed in a Christian atmosphere, surrounded by teachers, administrators, and school employees whose very presence is a testimonial to the Lutheran faith and way of life.

LCMS doctrine and practice are derived from the Christian Scriptures, the Lutheran confessions, and the applicable resolutions of the LCMS, along with documents published by the Commission on Theology and Church Relations of the LCMS. The LCMS is a creedal church, with definite beliefs on many points of Christian faith. For instance, the LCMS affirms the sanctity of human life, including the life of an unborn child; the importance of a stable family life and of fidelity in marriage; and abstention from illegal drugs. The LCMS opposes a homosexual lifestyle including same-sex civil unions/marriage as well as cohabitation or sexual relations outside the marital relationship. These are only examples of the LCMS's positions on a number of contemporary social issues of conduct and morals. Students and/or family members may not, in a way that may affect the school, promote beliefs/behavior that are contrary to those of the LCMS or otherwise weaken the LCMS Christian atmosphere at the school.

In keeping with our "Statement of Beliefs" regarding marriage, gender, and sexuality, students are expected to:

- Dress in conformance with their biological sex.
- Use restrooms, locker rooms, and changing facilities conforming to their biological sex.
- Participate on co-curricular teams, clubs, and groups conforming to their biological sex.

NON-DISCRIMINATORY POLICY

Trinity Lutheran School of Clinton Township 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, athletic and other school-administered programs.

Trinity Lutheran School of Clinton Township reserves the right to deny or terminate enrollment of a child whose family member leads a lifestyle that is not consistent with or is contrary to Holy Scripture and the doctrinal positions of the Lutheran Church Missouri Synod. Any behaviors determined by the administration of the school to be disruptive to the school atmosphere and learning environment may result in termination of enrollment at the sole discretion of Trinity Lutheran School.

ACCREDITATION

Trinity Lutheran School holds to a high standard of education. We are accredited through National Lutheran Schools Accreditation (NLSA), Lutheran Church-Missouri Synod Michigan District (LC-MS), and the Michigan Non-Public Schools Accrediting Association (MNSAA). In 2021, Trinity had its last accreditation visit. The visit team recommended Trinity to be considered for "Exemplary Status" through NLSA. This status is recommended only to a few select schools nationally each year. It is a great honor to be recommended for this prestigious accreditation status.

CURRICULUM

"The fear of the Lord is the beginning of wisdom."

All learning achieves its highest purpose and meaning when it is imparted with this objective in mind. The curriculum at Trinity Lutheran School is based on the standards that Christian faith forms the center for all instruction and learning.

Each day, students will participate in Christian devotion, instruction, and experience as well as attend chapel as an entire student body on one day per week. The Faith Development curriculum objectives vary by grade level as appropriate. It includes work in the Bible, hymns, and memory selections as well as practical application of one's faith.

In addition to the Christian instruction, the pupils receive instruction in all the regular branches of learning, meeting all of the requirements of the State of Michigan. We seek to work closely with the public schools in fulfilling the requirements of education in the community.

CHURCH ATTENDANCE

To carry out the objectives and philosophy of Christian Education, REGULAR Worship attendance by the pupils is not only desirable, but also most necessary. It is an essential part of the Faith Development Curriculum and is monitored by both the classroom teacher and the principal. Most children cannot and do not come to church alone, therefore, parents must assume their God-given responsibility to see to it that their children have the opportunity to worship regularly.

Please see the [Elder Policy for Attendance and Tuition](#).

DISCIPLINE CODE OF TRINITY LUTHERAN SCHOOL PHILOSOPHY

"Train up a child in the way he should go and when he is old he will not depart from it." Proverbs 22:6

While retaining primary jurisdiction, parents by sending a child to Trinity Lutheran School have committed to entrust the pupil to the school's guidance and discipline. The teacher is to be regarded as a God-appointed guardian, to whom respect, cooperation, and obedience shall be shown in accordance with the divine commandment, "Honor Your Father and Your Mother." The teacher shall provide guidance and correction in accordance with "the discipline and instruction of the Lord" (Eph. 6:1-4).

The school, in loco parentis to the pupil, shall exercise such authority, supervision, and decision-making which it deems necessary to implement the objectives and philosophy of a Christian education. The school recognizes its obligation, duty, and right to supervise the pupil from the time of arriving at school until leaving school. Any disagreements are to be discussed with the teacher or appropriate personnel. However, in cases of irreconcilable differences, the final decision rests with the School Principal, then the Senior Pastor.

It is important that parents realize that even though the teacher is the appointed guardian of

their children while in school, the parents must support the teacher in discipline matters. Parents should be aware of the school and classroom rules and be supportive of logical consequences if a rule is broken. In some cases, the school may ask parents to counsel with them or get professional counseling for serious concerns that can't be solved between the student, teacher, and parents.

Discipline in our school is Christian discipline. Therefore, it is not administered in a spirit of vengeance, nor with a thought of retribution, but rather with the thought in mind that the child be guided toward the achievement of behavior controls which make him the kind of citizen who will grow in favor with God and men. Christian discipline always has the good of the child uppermost in mind. We believe that whatever a teacher does, even in the matter of discipline, is to be done in the spirit of love for the Lord Jesus, and love for the child.

CODE OF CONDUCT

The Code of Conduct applies to both students and parents. Students or parents failing to conduct themselves according to Holy Scripture and creating an adverse environment, may be required to leave the Trinity Lutheran School Family at the discretion of the school administration.

- Students are to respect the authority of the teachers as well as other staff members at all times and in all places.
- Students are to display courtesy, kindness, and consideration to all adults and fellow students at all times and in all places.
- Students are expected to exhibit standards of Christian conduct, so therefore, behaviors such as public display of affection, name-calling, bullying, fighting, profane language, possession of obscene literature, drawing indecent pictures, and other types of poor Christian conduct at school, school functions, or on buses are all prohibited.
- Students should respect God and their fellowman by respecting the rights and property of others. Stealing property from others, "borrowing" without asking permission, or destroying property will not be tolerated. The care of personal property and school property is required at all times.
- Students are to observe the school dress code at all times.
- Students are expected to keep the school facilities and grounds in an orderly state.
- Good manners should be displayed at all times. Therefore, socially unacceptable behavior is prohibited at all times and in all places.
- Items such as knives or other weapons or items appearing like weapons, matches, lighters, and the like are not permitted.
- Electronic devices (including cell phones) are NOT allowed to be turned on during school hours or used in the building during arrival and dismissal. Cell phones are allowed if turned off and only used after school. If the student has an item turned on, the item will be taken by the teacher or the school office until he/she is dismissed at the end of the day.
- Since the student's welfare is our responsibility while at school, he/she is not allowed to leave the school grounds from the time of arrival in the morning until dismissal at the end of the school day without permission from a parent/guardian or the administration.
- The possession or use of harmful drugs, alcoholic beverages, or tobacco products is forbidden at school.

DISCIPLINE POLICY

Positive student behavior will be encouraged by utilizing constructive verbal discipline in a Christ-filled spirit, which challenges the behavior but accepts and reaffirms the worth of the student. Therefore, corporal punishment will not be used.

Grades Kindergarten to Four

Lower grade teachers (K-4) will use classroom management and accountability plans that are individually developed and communicated to parents.

Grades Five to Eight

A classroom "checkbook" will be used by each teacher to record checks and will allow a running record to be kept for each student's daily behavior. The following are the consequences for checks received per day: (1) warning (2) another warning (3) detention.

Behaviors deemed more severe may result in immediate detention or suspension.

DETENTION POLICY

There will be two different detentions that students earn. One will be a Homework Detention; the other will be a Behavioral Detention.

Homework Detentions will be served on the same day a student has incomplete homework. Homework Detentions will be served in a designated classroom or the office immediately following school until one hour after the end of the school day (4:15). During detention, students will quietly work on homework for the duration of the detention period. Students who have received a Homework Detention will be excluded from all extra-curricular activities for a period of 24 hours.

Behavioral Detentions will be served on the same day the detention is received or the following day. Behavioral detentions will be served in the principal's office immediately following school until one hour after the end of the school day (4:15). During detention, students will sit quietly for the duration of the detention period. Students who have received behavioral detention will be excluded from all extra-curricular activities for a period of 24 hours.

Below is a list of possible reasons a Behavioral Detention will be issued:

1. Willful disobedience of rules
2. Disrespect to people in authority
3. Disturbance in class
4. Disturbance in halls
5. Disrespect or deliberate destruction of school property
6. Disrespect or deliberate destruction of personal property

"No shows" for detentions may result in an in-school suspension and meeting with the parent before a student will be allowed back in the classroom.

Students receiving five or more homework detentions or behavioral detentions in a trimester will serve in-school suspensions or a suspension from school.

All detentions will be recorded, and parents will be notified. The original detention form will be kept in the student's permanent record (CA-60).

ONE TO THREE-DAY SUSPENSION

This is the exclusion of a student for one to three school days. An entry will be made in RenWeb, and a contact will be made with the parent or guardian. The student will be expected to complete any missed or assigned schoolwork during this suspension.

FOUR TO TEN-DAY SUSPENSION

This is the exclusion of a student from school for four to ten days. A meeting of the student's parents or guardian, the teacher, and the principal will be held before the student may re-enter school. The student will be expected to complete any missed or assigned schoolwork during this suspension.

EXPULSION

This is the permanent exclusion of a student from school. The school will be cooperative in promptly processing transfers to another school of the parent's choice.

All suspensions or expulsions will be recorded and entered into the student's digital file and permanent record (CA-60).

ACCEPTABLE USE POLICY

The Acceptable Use Policy (AUP) for Trinity Lutheran School outlines the rules and guidelines that inform student decisions for how to reflect Christ as they demonstrate appropriate and responsible use of the school's technology resources including computers, tablets, networks, internet access, and all related devices. The purpose of this policy is to promote a safe, secure, and conducive learning environment for all students, teachers, and staff while fostering digital citizenship and responsible technology usage. Students and parents are expected to review and sign the updated AUP policy each year and to review its parameters for the respectful, responsible, and safe use of technology as it supports the learning process.

SEXUAL HARASSMENT POLICY

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

STUDENT SEXUAL HARASSMENT PROCEDURE

Any student who believes she/he has been subjected to sexual harassment by a member of Trinity Lutheran School staff or by another student, may verbally report it to any adult with whom she/he feels comfortable discussing it.

The adult receiving the verbal report shall immediately have the student complete an Incident Report Form within five (5) days and forward it to the principal.

The principal will form an investigation team and within fifteen (15) school days from the receipt of the complaint shall complete the investigation, determine remedial steps necessary to stop the sexual harassing behavior, if warranted, and shall submit all investigation

documentation, determinations, and recommendations in writing.

Within five (5) school days of receipt of the documentation, the principal shall notify the complainant and the alleged perpetrator in writing of the results of the investigation.

If no harassment has been found, the notification must include objective, clearly-stated evidence to justify the conclusion.

If harassment has been substantiated, the notification must include:

- Effective remedies;
- Determine corrective action to be taken;
- Inform the victim of remedies;
- Monitor to see if remedies work;
- Document in writing all conclusions and actions taken.

If either party wishes to appeal the decision of the principal, she/he may submit a signed statement to the Senior Pastor. The Senior Pastor shall meet with all parties involved, formulate a conclusion, and respond in writing to the complainant and all other parties within ten (10) working days.

ENROLLMENT POLICY

The principal alone is authorized to approve and administer all student admissions, transfers, promotions, accelerations, retentions, or suspensions in accordance with policy guidelines. The established order in which children are accepted for enrollment is as follows*:

1. Children who attended Trinity School K-8 the previous school year and are in good standing.
2. Siblings of children who attended Trinity School K-8 the previous school year.
3. Children whose parents are members of Trinity and in good standing.
4. Children who have attended Trinity Early Childhood Center and their siblings.
5. Children of the community who are unchurched, but the family is open and enthusiastic towards a Christian education.
6. Children from other Christian congregations.

*All new students may be academically tested or have previous school records reviewed.

In every instance, evidence of parental concern for Christian education and the student's participation in all religious instruction is a primary factor in determining enrollment.

Reenrollment begins the first day of February. All returning school families, church members, or students in the Early Childhood Center may enroll at that time. However, final decisions on enrollment will not be made until the last day of February. If there is a larger number pre-enrolled on the last day of February than the maximum for the class, those enrollees at the level (1-6 above) at which the maximum enrollment occurs will be chosen by date and time of enrollment. Class size may be determined by special circumstances, i.e. COVID. Enrollment received on or after March 1 will be accepted individually in accordance with class openings.

*In all cases, Trinity Lutheran School reserves the right to perform any and all testing evaluations as well as the right to review previous school records to determine a child's

readiness and eligibility for admission.

KINDERGARTEN ENROLLMENT

A child enrolling in Trinity Kindergarten must be five years old on or before September 1 of the year they begin Kindergarten.

In all cases, Trinity Lutheran School reserves the right to perform any and all testing evaluation and to determine a child's readiness for admission into kindergarten.

SCHOOL TUITION

Quality Christian Education Is Expensive

The cost of educating one child at Trinity Lutheran School is over \$6,500. As a parish school, we receive at least 40% of our financial support from the member contributions of Trinity Church. Those members have been convinced of the value of a strong Christian Day School for over 100 years. They have been willing to sacrifice to maintain their school.

Naturally, we hope that parents whose children are enrolled in our school will realize that quality Christian education at Trinity is expensive. Certainly, all members of Trinity (including those whose children are enrolled in our school) will want to return generous and sacrificial gifts to their Lord and His Church as God has blessed them!

Current school year tuition rates can be accessed on our webpage or in the school office. Tuition rates for future school years will be made available and publicized as soon as they are determined.

Tuition is to be paid on time by all families. If tuition is not paid on time, students can be removed from school until tuition payments are brought current. Any variations in tuition payment schedules must be agreed upon with the principal.

ELDER POLICY FOR ATTENDANCE & TUITION

+Because God has called His people to a life of faithful and regular worship (3rd Commandment, Acts 2:42, Hebrews 10:25)

+Because Trinity members made a public commitment to God to be faithful in worship and dedicated to the mission God has given us at Trinity

+Because parents have the primary responsibility to model for their children the Christian faith and life (Ephesians 6:1-4)

+Because Christian education works best and is most effective when it is understood and lived out as an extension both of a Christian home and a Christian congregation

+Because the people of Trinity Lutheran Church invest a great deal (in terms of time, money, and people resources) in providing a Christian education

+Because being part of a community of faith means both receiving blessings from the community and being a blessing to the community (1 Cor. 12 and 14)

It is expected, therefore, that parents and students of Trinity Lutheran School and of

the Lutheran High School Association will be active in worship, Bible study, and in the giving of their time, talents, and financial offerings to support our ministry of making fully devoted followers of Jesus Christ.

To that end, the goals of this Elder Policy are twofold:

- a.) To foster regular, faithful, and frequent worship so that our families can hear the Word of God, receive the sacraments, live in community with one another, and grow as more fully devoted followers of Jesus.
- b.) To reinforce the value that those in our school community not only receive blessings FROM the church but are an active part OF the church who also return blessings TO the church (worship, service, financial support, etc.).

In order to support those values and goals listed above, those who desire financial assistance from the congregation, are to do the following:

- a) Attend our *Life with Jesus Class* if they are new to Trinity school or are not already a member at Trinity (*formal church membership is not required*), and
- b) Worship **in person** at Trinity a minimum of 50% of the weekends throughout the year.

Note: At least one member parent/guardian must meet these criteria to be eligible for member tuition. Worship attendance for the calendar year (January-December) will determine one's tuition status for the following school year. For example, worship attendance during 2023 will determine tuition support for the 2024-2025 school year. This includes 8th grade students heading on to Lutheran High School.

Families who choose not to attend worship at Trinity at least 50% of the weekends will be responsible for paying full tuition for the following school year unless other arrangements are made through the Elder's Tuition/Attendance team.

Monitoring:

Worship attendance is registered by checking in to worship on the Elexio App on your phone or on the kiosk at the church welcome center. If you do not have the Elexio App, please contact Rebecca Thomas rthomas@trinityct.org, and she can assist you.

****Please Note:** The Elexio "check in" is time stamped and should occur following the sermon for the day. A "check-in reminder" slide will be on the screens immediately after the sermon.

Notification:

It is entirely your responsibility to be up to date on your worship attendance. You are welcome to check your attendance at any time in Elexio or by contacting Rebecca Thomas; however, you WILL NOT receive any notifications from the church.

Exceptions:

Any exceptions to the policy must be made by contacting the Board of Elders through the tuition/attendance team. Their role is not merely to monitor the policy but to genuinely support and assist families that have special needs and circumstances.

ENROLLMENT FEES

All families enrolling children are assessed a non-refundable enrollment fee. Current

students, members of Trinity Lutheran Church, and/or students in Trinity's Early Childhood Center may use the reenrollment period from February 1 through February 28. On March 1, June 1, and July 1, reenrollment fees increase if a returning family has not reenrolled by that date. All new students pay the regular enrollment fee. Contact the school office to get the current enrollment fee schedule.

STUDENT ASSISTANCE

It is understood that the cost of an education at Trinity may be prohibitive to some. The Trinity congregation wishes that all who desire a Christian education at Trinity School be given that opportunity. For this reason, we have established the Hardt-Rathe Student Assistance Fund. Anyone who feels that there is a need for such assistance should see the principal or the school secretary to discuss this need and file through FACTS Grant and Aid to help determine eligibility.

NOTE: Members of Trinity Lutheran Church may NOT apply for additional financial assistance unless they have fully met the Member Tuition / Elder Policy as indicated above.

SPECIAL SERVICES

Meeting Students' Needs

All students have a variety of needs pertaining to the educational process. Each student has academic, spiritual, social, emotional, psychological, physical, etc. needs that are met every day during and outside of school. If a concern arises regarding a student's needs of any kind, the classroom teacher will notify parents and begin a process of addressing those needs. Proper documentation of actions taken and progress will be handled by those involved with the student.

RESOURCE ROOM

Lutheran Special Education Ministries (LSEM) sends a teacher who works with students who are having difficulties in their school academics. In this program, the teacher is on our staff five days a week.

In order for a child to qualify for the program, the teacher and parents must fill out a referral form. The child is then tested by a school psychologist either through L'Anse Creuse Schools or Lutheran Special Education Ministries. After the tests have been analyzed, there is a meeting of the parents, teachers, and psychologist to determine the proper course of action. The majority of the cost of the program is absorbed by Lutheran Special Education Ministries; however, Trinity is assessed approximately \$50,000 annually for services to our school.

SPEECH THERAPY

In cooperation with L'Anse Creuse Public Schools, children may receive speech therapy. Parents and the teacher must fill out a referral form before the child is evaluated. After evaluation, there is a meeting with the parents to decide on a course of action.

TESTING PROGRAM

Trinity School conducts a complete program of nationally-normed standardized testing above and beyond the normal testing that takes place in classroom instruction. NWEA Assessments are administered during the course of the school year in Grades one through eight. The results of the tests are used as an aid by teachers for measuring the academic ability of the

pupils and for measuring attainment in the various branches of learning. Such information is then used to improve the educational direction, to improve instruction and learning, and to evaluate and improve the entire educational program.

SPECIALTY CLASSES

Computers

Trinity School integrates computers and other technology into the curriculum at all grade levels. This includes instruction in basic knowledge of computer use, word processing, database and computer-aided instruction.

Music

Worship and praise are a vital part of our lives as Christians, and early training in worship as children establishes a loving relationship between God and His children. Therefore, music participants are expected to attend and perform at services and other special events throughout the year.

Choir

One of the ways your child can have a more meaningful worship experience is through singing in one of the choirs and participating as an active leader of the worship service.

All students participate in choir through Grade 5. In Grades 6-8, the student may choose to participate in one or more of the music classes offered.

Band

Children in Grades 5-8 are eligible to participate.

Beginning Band is required for all Grade 5 students.

Advanced Band (Grades 6, 7, & 8) In Grades 6-8, the student may choose to participate in one or more of the music classes that are offered.

Dress Code for Musical Performances in Grades 1-8

Band, choir, and music directors will have specific dress code requirements to which students must adhere. These vary depending on the type of performance and will be communicated to the parents and students ahead of time.

PARENT-TEACHER COOPERATION

In order to achieve closer cooperation between parents and teachers for the benefit of the child, parents are urged to consult with their child's teacher on any question concerning the pupil. We are vitally interested in your child's temporal and eternal welfare.

The home is and always will be the chief agency for the Christian training of the child. A Christian day school does not relieve the parents of their God-given obligation. Rather, the purpose of our school is to serve as an important aid and extension of the home in the vital work of Christian training. If the home and school are both CHRIST-CENTERED, your child is receiving the best education he or she can receive anywhere.

Scheduled consultations are held with the parents at integral points throughout the year. An opportunity is provided for an exchange of ideas between teacher and parents and for the discussion of means whereby the child's progress and growth might be aided.

7:00 AM – 7:00 PM Policy

In an ongoing effort to maintain a healthy work/life balance, communication with Trinity staff should be conducted between the hours of 7 AM and 7 PM. Parents should not expect an immediate response after 7:00 PM or during weekend hours.

ACADEMIC POLICIES

ACADEMIC INTEGRITY

We define academic integrity as the commitment to upholding honesty, originality, and responsible scholarship in all aspects of learning. This includes maintaining the integrity of our work, acknowledging the ideas and contributions of others, and adhering to ethical practices throughout our academic journey.

Plagiarism, in any form, is strictly prohibited. We emphasize the importance of providing proper attribution to original sources when using external materials, whether they are from books, articles, websites, or fellow students' work. Authenticity and originality are valued traits that we encourage our students to develop and showcase in their academic pursuits.

Furthermore, the unauthorized use of artificial intelligence (AI) and automated tools in academic assignments is not allowed, except when explicitly sanctioned by the teacher for specific projects. We believe in nurturing critical thinking and problem-solving skills among our students, and using AI without appropriate approval undermines the very essence of true learning and personal growth.

AWARDS

The following awards are given to students based on meeting the criteria necessary to earn each award:

Athletics	Awarded to athletes at the end of each season
Outstanding Musicianship	Awarded to an 8th grader who exemplifies excellence in the area of music
Perfect School Attendance	Awarded to qualified students at the end of the year
Honor Roll	Recognition to qualified students at the end of each trimester (3.5-3.74 GPA with no grade below a B- in an elective)
Honor Roll Award	Awarded at the end of the school year to students who have been on the Honor Roll two out of the three trimesters or Honor Roll once and Principal's List once
Principal's List	Recognition to qualified students at the end of each trimester (3.75-4.0 GPA with no grade below a B in an elective)

Principal's List Award	Awarded at the end of the school year to students who have been on the Principal's List two out of the three trimesters.
President's Award for Educational Excellence	Awarded to qualified 8th grade students at the end of the year with a cumulative GPA over a 3.5 and test scores at the 80th percentile or above on any one of the NWEA tests.
Salutatorian	Awarded to the 8th grader with the second highest cumulative GPA in 6th grade through the first 2 trimesters of 8th grade
Valedictorian	Awarded to 8th grader with the highest cumulative GPA from 6th grade through the first 2 trimesters of 8th grade

Awards are also given to the winner of the Trinity Lutheran School Geography Bee and the Trinity Lutheran School Spelling Bee. These awards are presented at the completion of each bee.

Other awards or recognitions may be given for contests, competitions, etc. that students participate in during any given school year.

GRADING

Grading Scale

93-100%	=	A
90-92.9%	=	A-
87-89.9%	=	B+
83-86.9%	=	B
80-82.9%	=	B-
77-79.9%	=	C+
73-76.9%	=	C
70-72.9%	=	C-
67-69.9%	=	D+
63-66.9%	=	D
60-62.9%	=	D-
59.9% & below	=	F

Behavior/Skill Marks: Grades 3-8

+ = Excellent
S = Satisfactory
N = Needs Improvement
U = Unsatisfactory

Skill Marks: Kindergarten - Grade 2

1 = Concept Mastered
2 = Approaching Mastery
3 = Additional Time or Practice Needed for Mastery
4 = Area of Concern – Needs Support
+ = Excellent
S = Satisfactory
N = Needs improvement

* = Not evaluated at this time

HONOR ROLL AND PRINCIPAL'S LIST

Honor Roll and Principal List recognition is awarded to students in grades 5-8 based on an accumulation of ALL grades earned for the quarter.

Honor Roll students have earned a cumulative 3.5-3.74 GPA and no grade below a B- in an elective (No F allowed).

Principal's List students have earned a cumulative 3.75 or higher and no grade below a B in an elective (No F allowed).

Students who qualify will be awarded a certificate at the end of the school year. Their names will also be published in the school newsletter for recognition.

REPORT CARDS

Report cards are issued every trimester. These will indicate the academic and behavioral progress of the student.

MID-TERM REPORTS

At the midpoint of each trimester, parents are issued Mid-Term Reports online. These will indicate areas of the curriculum where the child is doing satisfactory or better work, and areas where there is need for special attention or help.

PARENT-TEACHER CONFERENCES

Parent-teacher conferences are an invaluable means of reporting to parents. At these sessions, a child's progress and needs are discussed along with ways of helping the child.

PROMOTION

A child who attended school regularly and achieved a satisfactory growth rate will be promoted to the succeeding grade at the close of the school year. Any possibility of retention shall be communicated to the parents and the principal as early in the year as possible. This communication shall be done before the beginning of the third trimester.

Factors considered in the retention of any student include, but are not limited to:

1. Maturity/Age
2. Attendance
3. Grades and Class Performance
4. Achievement Scores

If the child falls below the norms for his age/grade in any of the above four areas, retention may be considered. Retention should always be a positive step towards the child's whole development of his/her self-image and not used as a form of punishment.

The decision to retain must be in cooperation with the parent, teacher (homeroom), and principal. All retentions must have the principal's approval.

*Trinity Lutheran School reserves the right to retain if it is determined to be in the best interest of the student.

Besides promotion and retention, students may also receive a transfer to the next grade level. A transfer denotes that the student is ready to be successful at the next grade level, but the student has not met all the requirements necessary for promotion. Factors considered in a transfer of any student include, but are not limited to:

1. Attendance
2. Grades and class performance
3. Behavioral performance

*Trinity Lutheran School reserves the right to transfer a student when appropriate.

HOMEWORK

The primary objective for assigning homework is to improve student achievement. Homework also fosters the development of good study habits. It is a critically important practice in the education process. Homework serves to familiarize parents with what their child is learning in school, and it offers parents the opportunity to spend time and become involved with their child and his or her education. In addition, students develop independence and a sense of responsibility and self-discipline through homework. Assignments at Trinity Lutheran School are intended to reinforce and supplement classroom learning.

Trinity Lutheran School teachers follow certain guidelines in assigning homework to their students. Homework assignments are promptly evaluated and returned to the students. Feedback enables teachers, students, and parents to continuously monitor academic progress. Homework assignments are related to classroom instruction and may not be limited to only paper and pencil activities. Teachers take great care in not assigning “busy work” or assigning work that is too time consuming. Consideration is also given to the availability of resources in the home. Deadlines for major projects are set early and prior to major holidays to enable students adequate time to prepare. Teachers attempt to sequence homework so that it is not scheduled on the weekend or when there are major events that correspond to Trinity Lutheran Church activities.

While the amount of time needed to satisfactorily complete assigned tasks depends on the individual child, families can expect to see the following progression of homework throughout the grades:

- Kindergarten: 20-30 minutes;
- Grades 1 – 2: 30 to 45 minutes
- Grades 3 – 5: 30 minutes to 1 hour
- Grades 6 – 8: 1 to 2 hours.

Teachers try to keep these suggested time allotments in mind when assigning homework. Please communicate with your child’s teacher concerning any questions about homework.

It is our desire to provide your child with the best educational experience as well as the best preparation for high school possible. Organization, responsibility, and completion of assignments are vital to success. We believe that students will benefit from developing study skills and completing homework on time. Learning to honor deadlines is an important life skill.

Therefore, in our ongoing effort to prepare your child for high school, 5th-8th grade students

with homework that is not completed will serve a Homework Detention after school on the same day that the homework was not completed. The last day to turn in any homework that is not completed on time is the last day of the quarter that it was due to be turned in.

SCHOOL HOURS

Classes meet Monday-Friday as follows:

Kindergarten 1/2 Day	8:00 A.M. – 11:30 A.M.
Kindergarten Full Day	8:00 A.M. - 3:15 P.M.
Grades 1 - 8	8:00 A.M. - 3:15 P.M.

BEFORE SCHOOL

Students will be allowed to enter the school building no earlier than 7:30 AM. All students arriving before that time will go to School Age Childcare (SAC).

AFTER SCHOOL

At 3:30 P.M., those students who are not picked up will be sent to SAC.

Students not involved in an after-school activity must immediately go home or to SAC (School Age Childcare).

SCHOOL CLOSURE

In case of bad weather or other emergency, the principal will close the school, and it will be announced by RenWeb email, radio stations, and TV stations. If school is closed, all related activities are canceled.

Listen or watch for **TRINITY LUTHERAN SCHOOL – CLINTON TWP.**

*It is our intention to close when L'Anse Creuse closes unless they close because of building problems.

*SAC is available during most school closures.

CHILD CARE (SAC) School Age Childcare

We have childcare available before and after school for those students who need to take advantage of this service. SAC is open Monday through Friday from 6:30 A.M. until 6 P.M., on half-days when school is in session, and during most school closures. SAC is closed on major holidays only. SAC is housed in the Early Childhood Center.

Children not picked up 15 minutes after the end of the school day OR an after-school activity will be placed in the SAC room, and parents will be responsible for payment.

SAC offers a school age summer camp during summer vacation. The Early Childhood Center also provides childcare to infants, toddlers and preschoolers.

Please stop in or call the Early Childhood Center for information on any childcare programs @ (586) 463-8803.

ATTENDANCE, ABSENCE, & TARDY POLICY

ATTENDANCE

In accordance with the laws of the state, all pupils will be held to regular and punctual attendance. Students who have more than 15 absences may be retained and not promoted to the next grade level. The decision will be made by the principal.

Children should be kept home only for valid reasons such as illness, contagious diseases, or death in the family. Vacations or extended weekends are not considered excused absences and should be avoided if possible. Many children find it difficult to recover the learning lost in such situations. A student must be in school the day of after-school functions in order to participate in them. Half days of school shall count as a whole day of class.

The Macomb Intermediate School District will accept a referral for an attendance concern when a pupil reaches ten (10) unexcused or fifteen (15) excused or questionable absences. When these numbers are reached, Trinity may make a referral at which time the County Attendance Enforcement Officer will become involved, with possible action by the Macomb County Prosecutor's Office.

APPOINTMENTS WITH DOCTORS AND DENTISTS

We know that doctors and dentists are very busy people and that parents will encounter difficulty in making appointments for their children at times that are convenient. However, we feel that an honest effort should be made to schedule such appointments for after school hours or for Saturdays. When appointments must be made during school hours, please see that the respective teacher is notified **BEFOREHAND!**

LEAVING SCHOOL EARLY

When it is necessary for a student to leave school before the end of a school day, this may be done with the full knowledge of both parent and teacher. The parent is required to send a note to the school office and to the homeroom teacher at the beginning of the school day. Dismissals before 2:00 P.M. will be considered a half-day absence.

LEAVING THE SCHOOL GROUNDS

Since the school cannot assume responsibility for children not on the school grounds, students will not be allowed to leave the grounds during the school day. This includes the noon hour. All requests to leave the school grounds during the school hours must come in writing from the parents.

ABSENCES

Sick children should be kept at home to prevent the spreading of germs to their teachers and classmates and to ensure full recovery. When an absence is necessary, the parent or guardian is asked to call the school office (586) 468-8511 between 8-9 A.M. on the day of the absence to indicate the student's name, grade, and reason for the absence. Written excuses for all absences, signed by the parent or guardian, are also to be given to the teacher on the day of return. Extended absence may be handled with a single written excuse.

TARDIES

Students will be considered tardy if they are not in the classroom when the 8 A.M. bell sounds. A student who arrives late (tardy) is trying to get caught up with the morning routine

and can disrupt the beginning of the school day in all classrooms. Parents should make every effort to have their child arrive before the 7:55 A.M. bell (warning bell) so the child is ready to begin their day with their classmates when the final bell at 8:00 A.M. rings.

Children who are tardy must first report to the school office where they will receive a tardy slip. After FIVE tardies in a trimester (without a doctor's note), the family will begin to be charged a \$5.00 fee per tardy. Tardy fees will be invoiced to FACTS. A tardy by bus will be excused.

The school office and classroom teacher will keep a record of student tardiness, and tardies are available to view in FACTS at any time.

Arriving at school within the first hour of the school day will be recorded as tardy. If the student arrives after the first hour, the student will be marked absent a half-day.

After the tenth tardy in one trimester, the student may be suspended for one day and the parent may be required to meet with the principal.

DRESS CODE

Dress standards for Trinity should reflect the neat, clean, and modest appearance that is an essential part of the total person and aid the individual as he or she witnesses the Gospel to the community at large and to those within the school itself. It is our goal that the dress code stated below:

- help the students to appear neat, clean, well-groomed, and uniformly dressed.
- promotes unity, health, personal self-esteem, and safety.
- develops the philosophy of wearing the appropriate clothing at the appropriate time.
- promotes the educational process.

The standardized dress code is in effect while the student is at school. Exceptions may be made for co-curricular activities but must remain within the parameters of neatness and modesty. The cooperation of students, parents, and teachers is necessary in maintaining the standards of our dress code.

GENERAL GUIDELINES FOR GIRLS & BOYS

The following are general guidelines that should be followed by both girls and boys:

- Hats, bandanas, or headwear of any kind are not to be worn in the building.
- All pants are to be worn as intended. Oversized pants that hang off the hip and/or drag on the ground causing them to fray are not permitted. No pants may be patched, torn, slit at the bottom, or immodest in style.
- All shirts, blouses, turtlenecks, and mock turtlenecks are to be tucked in at all times.
- All shirts worn under sweaters must also be tucked in.
- Code-approved shorts may be worn throughout the year.

FOOTWEAR

Socks are required with sandals if there is no heel strap.

HAIR

- Hair should be clean, neat, and well-groomed with no extreme styles or colors as

deemed by administration.

- Boys' hair should not hang over the base of the collar in back and should be styled so that hair does not hang past the base of the eyebrows or ears.
- Boys are to be clean-shaven at all times; no facial hair is allowed.

MAKEUP, JEWELRY, & ACCESSORIES

- Jewelry that is contradictory to the Christian faith is not acceptable. No large medallions or chains are permitted as they can create the temptation for distraction and possible theft while in school.
- Earrings can be worn by girls only. Earrings and fillers for boys are prohibited in school and at school events.
- Make-up, in moderation and good taste, may be worn by girls in Grades 7 and 8.
- No tattoos (even the temporary kind) or body piercing is permitted.
- Sunglasses, unless prescribed by a doctor, are not to be worn in school.

SPECIFIC GUIDELINES

SHIRTS/BLOUSES

- SOLID colors only. NO stripes on collars, edges, or anywhere else.
- Oxford shirts with collars (long or short sleeved) - properly buttoned.
- Polo shirts with collars (long or short sleeved).
- All shirts or blouses must not only be tucked in, but also long enough so that the student's arms may be raised without the shirt becoming untucked.
- Tops are not to be too tight or too over-sized and baggy, but size appropriate for the child's body proportions.

SWEATERS/SWEATSHIRTS

- SOLID colors only. NO stripes on collars, edges, or anywhere else.
- Blazers, vests, cardigans, crew neck, V-neck, or quarter zip sweaters or fleece may be worn only with a dress code top underneath. This includes sweaters with hoods.
- School-purchased sweatshirts are acceptable over dress code tops.

PANTS

- **Style:** Dress pants, casual pants (Chino or Dockers style), black denim, or corduroys.
- **Color:** SOLID colors only.
- All pants are to be worn at the waist at all times and are to fit properly.
- No athletic pants, sweats, denim or blue jeans, yoga pants, leggings, or cargo pants.

SHORTS

- **Style:** These should be the same fabrics as pants. No blue denim, spandex, nylon, athletic, or camouflage styles may be worn.
- **Color:** SOLID colors only.
- Shorts and skorts should be fingertip length or longer.
- Capris can be worn (same fabric specifications as above).
- No leg side pockets.

SKIRTS/JUMPERS

- Colors are to be SOLID colors only.
- Must be fingertip length or longer.
- Cotton blends, polyester blends, wool or corduroy. No blue denim.

- Dress code tops must be worn under jumpers.
- Leggings may be worn under dress code approved skirts/jumpers.

SPIRIT WEAR FRIDAYS

Most Fridays at Trinity are Spirit Wear Fridays. This is NOT a dress-down day, and therefore there are intentionally fewer options. Students may pay \$1 for jeans or wear uniform bottoms for free. Please take note of the following guidelines:

Allowed:

Trinity theme shirts from current or past school years
Uniform top
Uniform bottoms (free)

Jeans (\$1)

Not Allowed:

Michigan State clothing
Sweatpants, joggers, leggings, or other non- jeans/non-uniform bottoms.
Thrivent shirts

DRESS DOWN or THEME DAYS

The principal may designate special casual dress or theme days which will be announced in advance. The administration reserves the right to make judgments regarding the appropriateness of a student's appearance.

OUTDOOR ATTIRE

Health considerations mandate that proper outdoor attire (jackets, boots, hats, mittens, or gloves) be worn when the weather indicates. The students are expected to follow the faculty's decisions in this area. Outdoor attire mentioned above may not be worn indoors.

DISCIPLINE FOR VIOLATIONS OF DRESS CODE

One or more of the following steps of action may be taken when clothing does not follow school standards:

- The parent will be notified.
- The parent will be contacted to bring appropriate clothing. The child will remain in the office until proper clothing is made available. The child will be considered tardy or absent until they are able to return to the classroom with appropriate attire.
- If necessary, a parent conference will be arranged. Parents are urged to help guide their child to accept and follow the standardized dress and grooming code, monitoring their daily attire.
- The student may be issued a school detention or suspension.

HOT LUNCH PROGRAM

Hot lunch is available to students each full day of school. Prices are available from the school office. Free or reduced price lunches are available to students whose family meets the requirements. An application for free or reduced price lunches can be obtained from the school office.

USDA Nondiscrimination Statement

SNAP and FDPIR State or local agencies, and their subrecipients, must post the following Nondiscrimination Statement:

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, audiotope, 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](http://www.ascr.usda.gov/complaint_filing_cust.html), (AD-3027) found online at: 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.

This institution is an equal opportunity provider.

BAD DEBT POLICY

Parents and guardians are informed to set up their students' lunch food accounts on Trinity Lutheran School's RENWEB/FACTS program. There is a link on the school website where the parents can access this FACTS program. Parent(s) can monitor balances at any time, and they will receive low balance alerts on their students' account. Parents will continue to receive alerts until the balances are paid.

At the end of the school year, the administrative secretary and principal will review the FACTS program to identify all unpaid meal charges. Returning students who have a negative balance will not receive their final report card until their account has been paid in full.

Also, the administrative secretary and/or the principal will identify and try to contact each of those parent(s) of inactive students (those students graduating or moving), who have a negative balance or credit. Households that are approved for reduced price meal benefits must receive a refund if they have a credit on their account. Please note that Trinity Lutheran will allow families who are not approved for free or reduced-price meals to donate the funds remaining in their account rather than receiving a refund when their child leaves school. These funds can be used to cover outstanding meal charges from other students' accounts. FACTS will remove inactive students before the rollover into the next year. FACTS will combine the positive and negative balances of these inactive students. If this results in a

negative balance, the uncollected balance will be covered by the School General Fund Account or from the school's designated Hardt Rathe account.

LOCAL WELLNESS POLICY

PURPOSE AND RATIONALE

Trinity Lutheran School teaches that a person's body is the temple of the Holy Spirit. Trinity teaches that each child is a unique creation of God, and therefore, one's body should be treated with high regard. This applies to matters of nutrition, physical activity, physical growth and development, health, and personal well-being as these are important components of living out one's Christian faith.

Trinity recognizes that good nutrition and regular physical activity affect the health and well-being of their students. Furthermore, research concludes that there is a positive correlation between a student's health and wellbeing and his/her ability to learn. Moreover, schools can play an important role in the development process by which students establish their health and nutrition habits by providing nutritious meals and snacks through the school's meal programs, by supporting the development of good eating habits, and by promoting increased physical activity both in and out of school.

Trinity realizes this effort to support the students' development of healthy behaviors and habits with regard to eating and exercise cannot be accomplished by the school alone. It is necessary for not only staff, but also parents and the public at large to be involved in a community-wide effort to promote, support, and model such healthy behaviors and habits. Community members and students are welcome to participate in the update and review of the Local Wellness Policy when appropriate.

GOALS

Trinity sets the following goals in an effort to enable students to establish good health and nutrition habits:

- A. With regard to nutrition education, Trinity shall provide appropriate:
 1. Nutrition education shall be included in the sequential, comprehensive Health curriculum in accordance with the curriculum standards and benchmarks established by the State so that instruction provides students with the knowledge, attitudes, and skills necessary to lead healthy lives.
 2. Nutrition education posters will be displayed in the cafeteria.
 3. The school cafeteria shall serve as a learning lab by allowing students to apply the knowledge, attitudes, and skills taught in the classroom when making choices at mealtime.
 4. Nutrition education shall extend beyond the school by engaging families and the community.
 5. Nutrition education shall reinforce lifelong balance by emphasizing the link between caloric intake (eating) and exercise in ways that are age appropriate.
 6. Nutrition education benchmarks and standards include a focus on media literacy as it relates to food marketing strategies.

- B. With regard to physical activities, Trinity shall provide appropriate:
1. Sequential, comprehensive physical education curriculum shall stress the importance of remaining physically active for life.
 2. Programs that include instruction in physical education as well as opportunities to participate in competitive and non-competitive team sports to encourage physical activity.
 3. Planned instruction in physical education shall teach cooperation, fair play and responsible participation.
 4. Planned instruction in physical education shall be presented in an environment free of embarrassment, humiliation, shaming, taunting, or harassment of any kind.
 5. Planned instruction in physical education shall include cooperative as well as competitive games.
 6. Planned instruction in physical activity shall promote participation in physical activity outside the regular school day.
 7. Physical education shall be aligned with the Michigan Physical Education Content Standards and Benchmarks.
 8. Instruction in physical education shall be provided by a properly certified, qualified teacher.
 9. Physical activities (e.g. recess during the school day, intramurals after school and/or on weekends, and interscholastic sports) that meet the needs of all students, including males, females, students with disabilities, and students with special healthcare needs.
 10. Encourage families to provide physical activity outside the regular school days, such as outdoor play at home and participation in sports sponsored by community agencies or organizations. Trinity has started an Upwards Sports Program in an effort to promote physical activity for children of all ages.

GUIDELINES

Trinity, with the objectives of enhancing student health and wellbeing, and reducing childhood obesity, has established the following guidelines:

- A. In accordance with Policy 8500, entitled Food Service, the food service program shall comply with Federal and State regulations pertaining to the selection, preparation, consumption, and disposal of food and beverages, as well as to the fiscal management of the program, including but not limited to the USDA Dietary Guidelines.
- B. As set forth in Policy 8531, entitled Free and Reduced Price Meals, the guidelines for reimbursable school lunch meals are not less restrictive than the guidelines issued by the USDA.
- C. The food service program will strive to be financially self-supporting; however, if it is necessary to subsidize the operation, it will not be through the sale of foods with minimal nutritious value, which is prohibited during the lunch period.
- D. The food service program will provide all students affordable access to the varied and nutritious foods they need to be healthy and to learn well.

- E. All food items and beverages available for sale to students for consumption on school property between midnight and thirty minutes after the close of the regular school day shall comply with the USDA Dietary Guidelines for Americans including but not limited to, competitive foods that are available to students ala carte or as entrees in the school cafeteria.
- F. No food items or beverages will be sold on school premises from a vending machine or a school store.
- G. The food service program shall be administered by a director who is properly qualified, certified, licensed, or credentialed, according to current professional standards.
- H. All food service personnel shall receive pre-service training in food service operations.
- I. Continued professional development shall be provided for all staff of the food service program. Pursuant to USDA SP 39-2015, the program director is required to have 12 hours to meet the full training standards.

Administrative guidelines shall be developed to implement this policy, including, but not limited to, the manner in which the implementation of this policy shall be regularly evaluated. The principal is designated as the individual who is charged with operational responsibility for verifying that Trinity meets the goals established in this policy.

LOCAL WELLNESS COMMITTEE AND REVIEW

Review of this policy shall take place annually, by a committee headed by the principal. The committee shall consist of the Principal, Principal Advisory Committee, Food Service Director, parents, students, and the public. The committee shall make any recommended changes to this policy as required by, and in accordance with, the federal and state laws.

Each local educational agency that participates in the National School Lunch Program or other federal Child Nutrition Program is required by federal law to establish a Local School Wellness Policy. As changes are made to the laws governing such policies, the educational agency must revise their policy to reflect said changes. The communication of any and all policy changes will be the responsibility of the principal of Trinity.

VISITING THE SCHOOL/CLASSROOMS

For security purposes, parents or other guests visiting the school **MUST** be buzzed in through the main entrance and will sign in and out at the school office upon entering or exiting the building during school hours.

VOLUNTEERS

All volunteers in the school are to remain in the supervision of the classroom teacher or staff member with whom they are volunteering.

All volunteers who have direct supervision of students without being under supervision of the classroom teacher or administration (such as athletic coaches, field trip drivers, etc.) are required to submit paperwork granting permission for Trinity staff to run a background check

before the volunteer can be in direct supervision of students. Trinity reserves the right to rerun background checks during the school year and as often as we deem necessary.

Field trip drivers should always have more than one student in their car unless it is only their own child. All field trip drivers and chaperones must adhere to the field trip policy as directed by the teacher.

VOLUNTEER HOURS

Trinity Lutheran Church & School is proud to offer a wide variety of excellent programs and events for our students, families, and community. These opportunities would not be possible without the support of our volunteers. Volunteering strengthens our community, supports our youth, and enhances both our church and school environments.

Volunteer Hour Requirements – 2025–2026 School Year

Each family is required to complete a minimum of:

- **10 volunteer hours** per school year
- **5 volunteer hours** per school year for **single-parent households**

The deadline to complete and submit hours is **3:15 p.m. on the last Thursday of the school year (Field Day) — June 4, 2026.**

All volunteer hours must be recorded and submitted to the school office by that time. Any incomplete hours will be automatically billed at **\$5 per unfulfilled hour.**

If you participate in an activity that is not listed on the approved Volunteer Service Opportunities list, please submit it for review at **mbrown@trinityct.org**.

SCHOOL PICTURES

A photographer visits us each year to take individual photos of the children. There is never an obligation to purchase any part of the package offered. School yearbooks will be passed out at the end of the year to each child who has ordered one.

RECESS PERIODS

Playground supervision is provided during recess periods. Students are expected to participate in these outdoor activities unless rainy or extremely cold weather (below 0 degrees Fahrenheit) prevents this. Lower grade students will not be permitted to go outside without hats and gloves. We encourage all students to bring hats and gloves every day, so they might enjoy a few minutes of fresh air at lunchtime. Please keep in mind that fresh air and exercise are good for children. No playground supervision is provided before or after school.

LIBRARY

We pride ourselves at Trinity in having high academic standards in all areas of curriculum. We feel it is very important to keep the library and classroom resources current.

Our children live in an ever-changing world filled with new technology and information. We

seek to keep our children informed so as to be prepared for higher learning. Often controversial areas such as evolution, mythology, witchcraft, fables and the like provide special opportunities for teachers to guide moral values and religious thought through classroom discussions and examples. To have these materials for reference is to be informative but in no way suggests our acceptance of all beliefs as valid. Knowledge is at the center of education but at Trinity high emphasis is placed on understanding in learning and all is measured in the shadow of the Cross and God's will for His people.

Each grade is assigned a time to use the library. Fines for over-due books are 5¢ each day that there is school. If your child will not be in school on the day his books are due, please have a brother or sister or friend who attends our school return the books.

Unless you inform your child's teacher, we assume that you permit your child to use the library, and that books damaged or lost will incur a fee to you.

We do accept donations of books with a library-type binding.

FIELD TRIPS

We believe that many educational values can be gained by experiences which are not possible in a classroom situation. Consequently, we have planned several excursions and field trips for each class during the school year. Classes may be transported by bus or private cars, and written permission must be given by the parents before children may accompany their class on such trips.

Should a parent choose to exempt a student from a field trip or activity, the parent should not send the student to school on the day of the activity. If on the day of the field trip or activity, the parent does send a student to school, or the signed permission slip has not been received, the parent will be contacted and expected to come and pick up the student from school.

We insist that all drivers for field trips be 18 years of age and show proof of \$100,000 liability insurance.

Only those drivers who have met the requirements will be permitted to drive on designated field trips. Forms are available in the school office.

LOST AND FOUND

Each year there is a large accumulation of lost and found items. Much of this can be prevented by labeling garments, boots, gloves, etc., and sewing loops for hanging. Money should be brought to school only when necessary. The School Bookstore serves as the lost and found department.

DAMAGES/BOOK FINES

Pupils will be required to pay for any school property damage or loss. This shall include, but not be limited to, damage or loss to grounds, buildings, fixtures, furniture, books and supplies. Fines must be paid in full before the start of the next school year.

BICYCLES

Students who ride bicycles to school are to place them in the designated bicycle rack and lock them securely. Unfortunately, we cannot guarantee bicycle security during school hours. The school cannot be held responsible for bicycle damage or theft. No bicycles are to be ridden on school property during the school day.

SKATEBOARDS, ROLLERBLADES, & TOYS

Students are not to bring articles which will interfere with school procedure or are potentially harmful or distracting to others. Skateboards, in-line skates, toys, and other distractions are not to be brought to school unless specifically addressed by the teacher. Such items will be confiscated.

CHANGES OF ADDRESS / PHONE NUMBERS / E-MAIL

We need to always have your current address and telephone number. In case of emergency, we must be able to contact you immediately. Please be sure to report any address or phone number changes to our school office.

DROP-OFF & PICK-UP PROCEDURES

The safety of the students during pick-up and drop-off is unquestionably one of the most important aspects of our security at Trinity. We must all work together in making sure that we are doing everything we can to keep the children safe during morning and afternoon traffic times. These procedures may change periodically, and questions about the procedures should be directed to the school administration.

PHYSICALS AND IMMUNIZATIONS

We believe our bodies are a temple of God, and it is our responsibility to care for our bodies in a God-pleasing way. In order to do this, students should receive regular physicals to ensure proper health. Trinity requires all students entering Kindergarten and 6th Grade to have their doctor complete a standard health appraisal form (athletic physicals are acceptable for 6th Grade). We also require all students participating in extracurricular athletics to complete a school athletic physical form each year. (New students who complete the health appraisal form will be exempt from completing the school athletic physical form.)

It is also required by the State of Michigan that each child in school have an Immunization Record on file. This record must be updated periodically as children reach the ages of specific immunizations.

HEALTH AND HEALTH SERVICES

Trinity receives services from Macomb County Health Department. Vision and hearing screening are done annually in select grades. We also make other services available to parents.

To minimize the danger of spreading diseases, parents are urged to keep their children home when signs of illness occur. Students will be sent home from school if they have a fever of 100 degrees. **Children should not return to school until they are free from any fever for a 24-hour period without fever-reducing medications and are well enough to participate in all school activities.**

It is understood that teachers may administer first-aid in case of minor injury or send children with serious difficulties to their family doctor or to the hospital. Should signs of illness or injury arise while children are in school, the school will contact a parent who will arrange transportation home.

LICE

Students who have any evidence of lice will not be allowed to attend school until all evidence of lice has been removed. Students must be checked by the administration before returning to school.

FIRST AID AND MEDICATION POLICY

First Aid

The general first aid policy of Trinity Lutheran School in regard to injury is that a teacher must accompany a child to the office if more than a Band-Aid is needed. Each classroom teacher has Band-Aids; other first-aid materials are located in the school office. In cases of severe injury requiring the services of a physician, it is required that a parent/guardian be contacted and the principal or teacher-in-charge be notified before determining which services should be sought. In cases of illness, a parent/guardian will be notified to determine which course of action should be taken.

Medication (Forms available in the school office)

The student's parent/guardian must provide the school with written permission and request to administer medication.

- Written instructions, which include name of student, name of medication, dosage, time to be administered, route of administration and duration of administration must accompany the medication including the beginning and terminating date of administering medication.
- Parent/guardian must fill out medication form for any self-administration of any type of inhaler. Child must also inform school staff when he/she takes the medication.
- Medication should be brought to school by the parent/guardian unless other safe arrangements are necessary and possible.
- All medication will be kept in a locked area with limited access - except at time of administration.
- All medications will be kept in a labeled container as prepared by a pharmacy, physician, or pharmaceutical company and labeled with dosage and frequency of administration.
- A log of medication administration will be kept.
- If any adverse reaction to medication occurs, parent/guardian will be notified and, if necessary, 911 will be called.
- Parental or guardian request/permission and physician's instructions should be renewed annually, or more often, if necessary.
- A parent will be called to receive permission if a child requests non-prescription medication, i.e., pain reliever.
- Medication left over at the end of the school year should be picked up by the parent/guardian or the school can appropriately dispose of the medication, and record this disposal on the medication log.

MISCELLANEOUS POLICIES

Electronic Devices

Students may not possess or use electronic devices at school unless permission is granted by the teacher. For instance, calculators are not allowed unless the teacher allows them or requests students to use them. This covers any and all electronic devices.

Gum

In order to maintain a clean and respectful learning environment, students may not chew gum at any time during school hours. This includes all parts of the school day, such as class, lunch, recess, and passing time.

Drink Policy

To help maintain a clean and healthy learning environment, students may only drink water during the school day, except during lunch. During class time, recess, and passing periods, only water is permitted. Other beverages may be enjoyed during lunch or with teacher approval for special occasions.