



Student and
Parent
HANDBOOK
Grades K - 8

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Mission Statement

Holy Trinity Evangelical Lutheran School serves families of our congregation and community with an excellent Christ-centered education.

Purpose and Philosophy

Holy Trinity Evangelical Lutheran School exists to assist parents with their God-given responsibility of teaching their children the true Word of God as God directs in Ephesians 6:4, “... *bring them up in the training and instruction of the Lord.*”

Our school assists our congregation’s parents with this vital responsibility, remembering our Lord’s command and promise recorded in Proverbs 22:6, “*Train a child in the way he should go, and when he is old he will not turn from it.*”

In keeping with the command of Jesus in Matt. 28:19, “*Therefore go and make disciples of all nations, ... teaching them...*”, Holy Trinity Evangelical Lutheran School seeks and welcomes opportunities to serve those who currently have no church home so that they too may be fed with the truth of God’s saving love.

Families who are active members of another Christian church will want to be sure that our school is the right fit in light of the differences in some or many Biblical teachings. Because our beliefs from God’s Word permeate all areas of school life, we do not want to cause confusion for children who are already under the care of a Christian church.

Through the combined efforts of parents and school, children learn to live Christian lives using the talents God has given them as they await the glory of heaven. As a member of the Wisconsin Evangelical Lutheran Synod, we conduct this education with the conviction that the Bible provides an errorless standard and guide for everything that pertains to Christian faith and life. We impress upon children the Biblical truth that all people are by nature sinful, unable to earn God’s favor and salvation. The children then hear daily the joyful message that God’s own Son, Jesus Christ, sent as a free gift, has redeemed them and all people from sin by virtue of his suffering, death, and resurrection. Through faith in Him as their Savior, salvation is granted.

Holy Trinity offers a quality education in all aspects of the primary, elementary, and junior high curriculum.

Enrollment Policy

Holy Trinity Evangelical Lutheran School admits students of any race, color, or national origin to all the rights, privileges, programs, and activities accorded or made available to students of the school. It does not discriminate based on race, color, or national/ethnic origin in any policies or programs.

Age requirements for enrollment are as follows:

- Enrollment in Kindergarten is determined by age and evaluation results
- To enter Kindergarten, children must be five years old on or before Sept. 1
- To enter first grade, children must be six years old on or before Sept. 1

Parents who desire to enroll their children in our school but are not members of our congregation or an affiliated congregation are encouraged to attend the Bible Information Class within the first year of enrollment (preferably before enrollment). Families who attend this class will receive a \$500 tuition discount. This class will help them understand the doctrines of our church body, the Wisconsin Evangelical Lutheran Synod. Instruction is most effective when it is reinforced at home. Please speak with the principal or pastor to enroll in this class.

Withdrawal From School

Withdrawal of a child from Holy Trinity Lutheran School requires a two-week advanced notice. Please provide this in writing. When a student withdraws, all books and school-owned materials must be returned on the final day the student is in school. Also, all personal materials for the student should be removed on the final day the student is in school. All tuition and fees must be paid on withdrawal from the school. Transfer of records will be delayed until these requirements are met. Any pre-paid tuition will be refunded on a prorated basis.

Tuition and Fees (for Grades K-8)

The cost of education at Holy Trinity Lutheran School is about \$6500 per student per year. Tuition has been set by the Board of Education at \$3600 per student. The remainder of the cost is covered by Holy Trinity Lutheran Church. Some discounts may apply and a limited amount of tuition assistance is available.

Tuition and other school fees are set by the Board of Education. The Board does not want cost to keep any child from a Christian education. Any family that feels it will have difficulty covering these costs is asked to contact the Board of Education (through the principal) before the beginning of the school year to apply for financial aid or make alternative arrangements. If financial circumstances change during the school year which creates a severe financial hardship, the Board of Education (through the principal) should be notified as soon as possible. The Board of Education requests the following payment schedule from those who do not pay in full at registration or by the beginning of the school year:

In August, school fees such as religion materials, technology fees, activity/equipment fees, and cleaning fees must be paid. The rest of the school bill will be divided into ten installments from July through May.

Classroom book orders, school pictures, yearbooks, field trips that cost money, and interscholastic activities such as piano and sports may not be available to those who are more than one month behind in school payments.

Although cases may be considered on an individual basis, students with outstanding bills may not be allowed to register for the following school year.

School and Classroom Policies (General Information)

Registration/Home Visits

During the summer a letter will be sent home with school information. During the Home Visit:

- Parents will meet with teachers and be informed of basic classroom procedures.
- Parents will receive the school handbook or changes made to it.

School Hours

The school day begins promptly at 8:00 A.M. and ends at 3:00 P.M. It is important for the students' preparation to be at school about ten minutes before school begins. The school will be open at 7:40 A.M. As children arrive, they will go to their classrooms and prepare quietly. No children are allowed to play on the playground either before or after school without parent or guardian supervision.

Children will not be allowed to leave the school grounds during school hours without permission from a parent or guardian. If the student is required to leave the school grounds, the parent, or guardian, or person designated by the parent will pick them up, in person, from the classroom. Leaving school grounds during school hours without permission will result in a student suspension.

Calendar

A calendar of the school year's events will be given to each family at registration or before and will be available to all parents on the church/school website.

Christian Conduct

All students and teachers of our school will be treated with and will treat each other with Christian love and respect. *"Love the Lord your God with all your heart and with all your soul and with all your mind.' This is the first and greatest commandment. And the second is like it: 'Love your neighbor as yourself.'"* (Matthew 22:39) Love and respect are fruits of faith that we want to show to one another. However, at the same time, we expect all students to avoid inappropriate public displays of affection toward one another.

Sexuality and Gender Identity Policy

Holy Trinity Lutheran Church and School follows the Bible's teaching on the whole matter of sexual expression. Scripture officially prohibits lewdness (*Jeremiah 13:27, Ezekiel 24:13*), fornication (*Jude 1:7, I Thess. 4:3*), adultery (*Galatians 5:19-21*), transgenderism (*Genesis 1:27, Deuteronomy 22:5*), homosexuality (*Genesis 19:4-11, Judges 19:22-23, Romans 1:27*)*, and any other sexual expression outside of the marriage between one man and one woman (*I Corinthians 7:2, Ephesians 5:22-23*). Holy Trinity desires to develop Christ-likeness in our students and to teach them to base life's choices on God's Word. Achieving those goals requires that Holy Trinity policies align with Scriptural teaching. Therefore, Holy Trinity policies prohibit any form of sexual activity outside of marriage between one man and one woman. (These are examples of verses that prohibit homosexuality. This list is not exhaustive.)

God wonderfully and immutably creates each person as male or female. These two distinct, complementary genders together reflect the image and nature of God. Rejection of one's biological sex is a rejection of the image of God within that person (Genesis 1:26-27). Therefore, the following policy statements seek to provide clarity in applying the Bible's moral teachings regarding the challenges presented by "gender theory." This policy is for Holy Trinity Lutheran School. As a general rule, in all interactions and policies, Holy Trinity recognizes only a person's biological sex. This policy applies but is not limited to, all school employees, personnel, volunteers, and those entrusted to the care of the school, including all contracted vendors when they are on-site and may have contact with those entrusted to the care of the school.

Designations and Pronouns. Any Holy Trinity documentation which requires the designation of a person's sex is to reflect that person's biological sex. No person may designate a "preferred pronoun" in speech or in writing. Permitting the designation of a preferred pronoun, while often intended as an act of charity, instead promotes an acceptance of the separability of biological sex and "gender" and thus opposes the truth of our sexual unity.

Bathrooms and Locker Rooms. All persons must use the bathroom or locker room that matches their biological sex.

Attire. All persons are to present themselves in a manner consistent with their God-given dignity. Where a dress code or uniform exists, all persons are to follow the dress code or uniform that accords with their biological sex.

Athletics and Extra-Curriculars. Participation in school and extra-curricular activities must be conformed with the biological sex of the participant. Some sports and activities may be open to the participation of individuals of both sexes.

Single-Sex Programs. Admission to single-sex programs, including but not limited to, single-sex camps or retreats, is restricted to persons of the designated biological sex.

Medication. No person is permitted to have on-site or to distribute any medications for the purpose of gender reassignment. Also, students or those entrusted to the care of Holy Trinity are not permitted to take "puberty

blockers,” even if self-administered, on school property, with the purpose of a potential or actual “gender reassignment.”

Protecting the Vulnerable. Those entrusted to the care of the school who express a tension between their biological sex and their “gender” and others directly affected by this tension (parents, guardians, etc.) should be directed to appropriate ministers and counselors who will help the person in a manner that is in accord with the directives and teachings of the Bible. Holy Trinity will take the necessary precautions, in accord with the policies of this document, to avoid bullying and to protect the integrity of those who may express tension or concerns about their biological sex.

Final Authority for Matters of Belief and Conduct

The statement of faith does not exhaust the extent of our beliefs. The Bible itself, as the inspired and infallible Word of God that speaks with final authority concerning truth, morality, and the proper conduct of mankind, is the sole and final source of all that we believe. This handbook presents the Board of Education’s final interpretive authority on the application of the Bible’s teaching in our setting.

This statement reflects the Biblical teachings and beliefs that are shared with all students at Holy Trinity. If you have any questions or concerns regarding this policy, Holy Trinity welcomes you to have a conversation with our Pastor or Principal.

Dress Policy

Christians are told to “let your light shine” (Matthew 5:16) and show that they are “a people belonging to God” (1 Peter 2:9) in all things, including how they dress. We therefore ask our students to dress neatly and modestly. This applies to the school day, as well as all school-related activities. The teachers ask for parents to help their children comply with the dress code. Since questions will arise, the following will apply:

PROPER ATTIRE

1. Tops: Tank tops are allowed when worn over or under a T-shirt. Tops with exposed midriffs and/or backs, or with plunging necklines, are not appropriate.
2. Bottoms: Shorts, skirts, and dresses must be longer than fingertip length when hands are at your side. Spandex leggings, jeggings, yoga pants, and/or tights may not be worn as pants. If worn, the front & backside must be completely covered. The tops of jeans/pants/warm-up pants must be worn at the waist.
3. Footwear: Gym appropriate shoes need to be provided and kept at school. No flip-flop or athletic slide footwear is allowed. Each child should have an appropriate pair of shoes for outdoor activities such as running, jumping, and climbing.
4. Pajamas and other bedtime clothes are not to be worn at school, hats and caps are not to be worn in the classroom, unless otherwise stated by Holy Trinity Teaching Staff.
5. Students may wear shorts to school from May 1 to October 15.
6. Clothing in need of repair, showing signs of excessive wear, or in need of laundering is not considered proper dress for students.
7. Clothing with pictures or wordings that are contrary to the Christian principles of our school is not to be worn. Clothing that advertises drugs/alcohol, unwholesome music groups, obscene or suggestive language, or pictures is not allowed.
8. Current fashions that do not reflect good Christian grooming are considered inappropriate. If problems arise, they will be dealt with individually.
9. Where discretion is needed, each teacher will be responsible for judgment in his or her classroom. This may include having the student call home for more appropriate clothing, or teachers providing the student with clothing for the day.

Academics

Grading Scale

The following grading scale will be used throughout the school.

Percent	Grade	Percent	Grade
100	A+	74-77	C
94-99	A	71-73	C-
91-93	A-	68-70	D+
88-90	B+	64-67	D
84-87	B	61-63	D-
81-83	B-	60-below	F
78-80	C+		

Testing

Holy Trinity's students in grades 3-8 take part in a national testing program. This test is an overall assessment of a student's academic strengths and weaknesses. Test results will be made available to the parents.

Report Cards

A report of your child's progress is available through our online grading system. It is necessary for parents to keep up to date with their child's progress and to consult with the teacher if there are any questions concerning the report.

Homework Policy

It is understood that Christian students will want to do their work to the best of their abilities and the glory of God. This will necessitate the completion of some assignments at home. A suitable place for study, as well as sufficient time to complete the assignments, should be provided. It is suggested that children are encouraged to develop consistent study habits.

There will naturally be a greater amount of homework as the student progresses into the higher grades. An excessive amount of homework should not be necessary unless the student has been absent, willfully neglects their work while at school, or is not working up to the grade level for other reasons. A certain amount of homework, however, is necessary and will be assigned as determined by the teacher. Oral reading at home is especially helpful in the lower grades and for those having reading difficulties.

Parents should not do the child's work but should check their child's work regularly for the child's benefit to see that it has been completed. Parents should also make sure that their child's corrected daily papers are brought home so they will know how their child is progressing. Parents should regularly check with the classroom teacher with homework questions. Should homework not be completed by the appropriate deadline, it will be dealt with according to the procedures of the Late Work Policy.

If a student is caught in the act of cheating, a *Responsibility Form* will be sent home, the child will receive a failing grade for the work, and it will be redone properly. In severe cases, cheating may result in detention or suspension.

Late Work Policy

All classroom assignments are due by the beginning of the next available class period unless otherwise specified by the classroom teacher, or as a result of an illness or pre-approved absence. An assignment that is not available to be turned in at the appropriate time will be considered late. If an assignment is late, the following procedures will be followed:

1. Each student will receive one excused late assignment per quarter without penalty. The teacher will keep a record of the late assignment but will not send home a *Responsibility Form*.
2. Beginning with the second late assignment in the quarter, a *Responsibility Form* will be sent home to

notify parents of the failure to complete the assignment. This slip is to be completed as instructed and returned with the student the next day. The assignment will need to be completed and the resulting grade will be averaged with a failing grade.

3. A student who has earned three late assignments in one calendar week will receive a detention (see Detention Policy).
4. A student who has earned five late assignments in a calendar week will be placed on academic probation.
5. Should a student total ten late assignments in a quarter, a meeting will be scheduled with the student, teacher, and parents to discuss the issue and the student will be on academic probation.
6. A student totaling fifteen or more late assignments in a quarter will be required to appear with the parents before the Board of Education to discuss the issue. The board will review the case and make recommendations as necessary.

Incomplete Work

Any assignment(s) not turned in by the last day of the midterm or quarter will result in an incomplete for that subject. A grade will not be given for that subject until all work has been completed and turned in to the teacher. Work not completed in a reasonable amount of time may have its grade lowered, as seen fit at the discretion of the classroom teacher and principal.

If a student is incomplete in a subject at the end of the final quarter of the school year, no report card will be issued until all work has been completed. As a result, the student will not be promoted to the next grade, if eligible, and all academic records will be withheld until such work is completed and graded by the appropriate teacher.

Make-up Work

After a student has been absent, he/she must make up any work missed within a reasonable time (determined by the teacher based on the amount of time missed). If it is known that a student will be absent for several days, it is recommended that arrangements be made before the absence to lessen the burden upon returning to class. Students may be kept inside for recess to get work made up.

Textbooks

The school, with the exception of the following personal items, will provide all textbooks and workbooks:

- The Holy Bible, English Heritage Version Grades 3-8
- Lutheran Catechism Grades 7-8
- Christian Worship Grades 3-8
- Christ-Light Religion Materials Grades K-6

All books listed are available for purchase through Holy Trinity. These books must be paid for at registration.

School Worship

God's Word is the rock upon which Holy Trinity is built. Each morning will begin with devotion, a prayer, and a hymn; each afternoon will begin with devotion and prayer, and each afternoon will end with a prayer.

On Wednesdays, we begin our school day with a worship service in the church for all the children. The chapel leader conducts the service and delivers a sermonette. An offering is gathered from the children and is used in the work of the church and the synod.

Excuses for Recess or Physical Education

If a parent would like to have their child stay in for recess or be excused from physical education class for a cold or some other valid reason, a note should be written to the teacher. If no note is presented to the teacher, the child will be expected to go outside for recess or participate in the P.E. class. Children will not be expected to go outside for recess or P.E. class in inclement weather.

Recess/Playground

1. There will be sufficient supervision during each recess.
2. Activity and play are kind and fair, showing love and respect to others and school property.
3. No rough play. This includes “wrestling around,” King of the Hill, play fighting, tackle football, and games in which students are trying to push each other down. In most cases, students need to keep their hands to themselves.
4. Don’t kick or bat balls near the building.
5. No throwing snowballs or other projectiles at another person.
6. Swings – single and safe swinging only.
7. No carrying of other students.
8. Play ceases and the balls are to be still upon hearing the bell.
9. At the bell, students should line up by classroom.
10. Quiet behavior is expected while students are in line.
11. Students may lose recess time if homework is incomplete or as a result of classroom behavior consequences.

Extracurricular Events and Activities

Field Trips

Field trips will be taken periodically by the children. You will be given advance notice of the event. Parents may be required to sign a permission slip. Parents will be asked to drive on field trips. No child will be allowed to ride in a vehicle without using his/her seatbelt and booster seat, if appropriate. Booster seats are required for students who are 4’ 9” or 8 years old. Students who are 12 or younger should not sit in front seats. All vehicles must be properly insured.

Extracurricular Activities

Holy Trinity students will participate in athletic competitions as well as other events, such as school play, forensics, spelling bee, etc. Participation in these events is not required but is encouraged so that the student might learn the joys involved with extracurricular involvement.

If a student would like to participate in these activities, he/she must maintain a C average and may not have an F in any subject. Any student with unfinished work may be held out of participation (practices, games, or other activities) until work is completed. Students also must be in attendance at school on the day of the event to participate in extracurricular activities.

Athletics

Both boys and girls are encouraged to participate in the athletic program of our school. To participate in any phase of the athletic program, each student must maintain a scholastic average in accordance with their individual ability. The faculty and the Board of Education will review student eligibility when necessary, based on teacher recommendations and mid-term and quarter grading reports. Players and cheerleaders not in school on the day of an event may not participate in that event. In the event of any un-Christian-like behavior at an athletic event or an athletic practice, the student may be suspended from the team, individual practices or games, and other disciplinary actions may follow.

Evening Church Meals and Sporting Events

Students are strongly encouraged to attend sporting events to cheer for their classmates and their school. However, children are not allowed to stay after school without being **directly supervised by an adult**. Parents are required to be at school at 3:15 P.M. to watch their child(ren) if they are to stay after for a game or church meal. It is permissible for another adult to watch the child(ren) so long as a written note by their parent has been shown to the teacher and **that adult watches them at all times**.

Church Singing

Children of the day school will sing at various times throughout the church year. Parents will be notified in advance of such dates. We ask that you adjust your worship service schedule for that week so that your child(ren) will be able to join us in praising our Savior.

Church Attendance

Since the purpose of this school is to assist parents in teaching their children God's Word, it is expected that parents will see to it that their children attend church regularly. A child of God cannot grow in faith if he/she is separated from the Word that gives life. The psalmist writes. *"I was glad when they said to me, 'Let us go to the house of the Lord.'"* (Psalm 122:1) Worship and Bible study at church are a privilege for Christians. Together, with other Christians, we are able to learn the truths of God's Word and to encourage one another in our faith and Christian living. Church attendance reinforces what the child learns at home and school and shows unity between them. It also impresses upon the child the importance of God's Word in their lives.

Off-site Responsibilities

At times during the school year, our students participate in school-sponsored activities off the school grounds. The coaches, chaperones, activity leaders, parents, and/or chaperones appointed by parents are responsible for supervising the pre- and post-event behavior and activities of the students. The students are representing the school at such functions, and inappropriate actions may result in being suspended from participation in such activities or from school itself. The activity director or coach may outline guidelines for the off-site event. Such guidelines may include but are not limited to, evening activities, bedtimes, curfews, etc. Guidelines laid down by those in charge of the activity must be followed.

Health Expectations and Policy

Health

Students are expected to come to school healthy and well groomed. Our school makes use of the services of the Kent County Health Department nurses. Head lice checks may also be done periodically. If head lice are found on a student, that student will be sent home immediately. The student will be re-admitted only when all the head lice and head lice nits have been removed from his/her hair.

Medication

A child who is in need of having medication administered at school should have a *Medication Authorization Form* completed by a parent or guardian and sent with the medication to be given. All medication will be kept in a secure location in the classroom, only to be opened by the teacher. No children will be allowed to have any kind of medication (aside from first aid sprays, creams, and Band-Aids, prescription, or non-prescription (including pain relievers, cough drops, and antacids), in their desks or their school bags. The teacher will be responsible to make sure the medication is administered properly.

A child who has medication prescribed for a mental, behavioral, or learning disorder is expected to have the proper medication in accord with the instructions of the doctor. Teachers are not responsible to administer medication if the proper dosage has not been given for the day. The school reserves the right to have a child sent home for that day who does not have the proper medication.

Communicable Diseases Policy

For the protection of our children, and in order to meet the requirements of the State of Michigan, we have established a policy regarding the management of communicable diseases:

1. The parent or guardian should NOT send a child to school if the child shows any of the following symptoms:
 - a. Fever of at least 100.4°F
 - b. Skin rash
 - c. Diarrhea or vomiting two or more times in the same day

- d. Evidence of lice
2. The parent or guardian will be notified immediately and the child shall be discharged from school if any of the following symptoms are observed:
 - a. Diarrhea
 - b. Severe coughing, causing the child to become red or blue in the face or to make a whooping sound
 - c. Difficult or rapid breathing
 - d. Yellowing skin or eyes
 - e. Conjunctivitis
 - f. Temperature of at least 100.4°F taken by the auxiliary method when in combination with any symptoms of illness
 - g. Untreated infected skin patch(es)
 - h. Unusually dark urine, gray or white stools
 - i. Stiff neck
3. If a child shows any of the following signs or symptoms of illness at school, the child will be isolated from the other children and may rest on a cot. Decisions regarding whether the child should be discharged immediately or at some other time during the day shall be determined by the principal, teacher, and the parent. The child, while isolated at the school, shall be carefully watched for other symptoms including:
 - a. Unusual spots or rashes
 - b. Sore throat or difficulty swallowing
 - c. Elevated temperature
 - d. Vomiting
 - e. Evidence of lice, scabies, or other parasitic infection.
4. A child who is mildly ill and does not exhibit any of the above-mentioned symptoms may participate in regular daily activities in a limited fashion and a rest area will be available.
5. The communicable disease chart found in the main office will be used by the staff to help recognize symptoms of illness and how we handle children with such symptoms.
6. If a child has been exposed to a communicable disease at school, the child's parents will receive written notification of such exposure.
7. The parents or guardians may return the child to school only after the symptoms of the illness have been absent for at least 24 hours. Parents or guardians should speak to the teacher as the child returns to school for the first day after being sick.

Immunizations

Students are required to meet the immunization requirements set by the State of Michigan. The minimum requirements are 4 DTP, 3 polio, 3 doses of Hepatitis B, 2 MMR (measles, mumps, and rubella) and varicella (chickenpox). Additional boosters are strongly recommended for further protection. Failure to meet these requirements will mean exclusion from school - enforced by the Kent County Health Department. The health department warns parents of exclusion. An immunization waiver from your local health department must be on file if immunization requirements are not met.

Meals and Beverages

Lunch

Lunch periods are held in the classroom. Please be sure your child has a nutritional meal every day. If you would like to send something for them to microwave, please choose something that takes no longer than a minute to heat. Also, send all forks, spoons, ketchup, mustard, etc. that your child may need to eat his/her lunch. Items in the kitchen are not intended for our use.

Hot Lunch

Hot lunch is periodically provided for the children. The fee for each meal is to be paid to the teacher the week of the lunch. Hot lunch is optional.

Gum

No gum chewing will be allowed during school hours. The teacher will confiscate any gum brought to school.

Disciplinary Guidelines and Policy

Absences and Tardies

Regular attendance and punctuality are very important and should not be taken lightly by the parent or the student. If a child is absent from school, he/she will not be allowed to participate in any extracurricular activities that day. Examples of these would be sporting events, forensics, spelling bee, etc.

All absences and tardies are to be explained to the teacher, either before or after, giving a reason as to why it was important to miss school. Unexcused absences will be handled in compliance with the attendance laws of the state of Michigan. The teacher will record all tardies. A tardy is given when a student is not in the classroom when the morning bell rings at 8:00 A.M.

The following is the school's policy for tardies (per quarter):

3	Parents will be contacted by the teacher.
4	Parents will be contacted by the Principal.
5	Parents will be contacted by the Board of Education.
6+	The Principal will determine consequences for each additional tardy on an individual basis.

Discipline

"He who spares the rod hates his son, but he who loves him is careful to discipline him." (Proverbs 13:24)

"Discipline your son, for in that there is hope; do not be a willing party to his death." (Proverbs 19:18)

Discipline is a sign of Christian love, not dislike. To withhold discipline because we don't want to upset the child is a sin.

At school, it is especially important to maintain discipline to preserve a learning environment where a student doesn't feel emotionally or physically threatened. With this in mind, Holy Trinity will use the following expectations and corrective measures in dealing with discipline.

Expectations of Students:

1. The student will show respect to the teacher.
2. The student will participate in class in such a way that his/her behavior does not disrupt the lesson being taught.
3. The student will show respect to all and will not threaten either the physical or emotional well-being of another student.

Corrective Measures *(more serious infractions may warrant moving directly to higher level measures falling within our suspension and expulsion policy):*

1. The classroom teacher will follow the procedures he/she has established for his/her classroom. If, after taking these measures, the teacher no longer feels that the student is willing to correct the behavior, the problem will be referred to the principal.
2. The principal will receive the report of the teacher and will counsel the child. The teacher will inform the parent that their child was referred to the principal and give the reason for the referral. The Pastor and the Board of Education will be informed if necessary.

3. If the situation is not corrected with step two, the child will be referred to the principal a second time. The principal will inform the parents directly and the Pastor and the Board of Education will be informed.
4. If the situation is not corrected with step three, the child will be referred to the principal a third time. The child will be suspended from school for a minimum of three days. The Pastor and the Board of Education will be informed. The parents of the student will be required to meet with the principal and the teacher to discuss the situation before the student is allowed back in the classroom. Agreeable measures for effectively dealing with the situation must be agreed upon.
5. *(Suspension from school is a form of discipline. It is not a vacation. The student will remain with the parent at home or under the direct supervision of a babysitter. Should the child be found at school, or near the school grounds, the police will be informed of the truancy.)*
6. Should all the above fail to achieve the desired behavior, the child will be referred to the principal a fourth time. The child will be suspended indefinitely and be sent home immediately. The parents will be required to meet with the Board of Education to discuss the situation. At this meeting, an agreeable method for dealing with the problem must be arranged.
7. If these measures all fail to bring about the desired behavior, the problem will be referred to the principal a fifth time. As a final act of love and concern for the child, the child will be recommended for expulsion to the Board of Education. The recommendation for expulsion will be officially served to the parents in writing by the U.S. Mail. The principal will speak with the parents and the child informing them of the Board's decision. The expulsion will remain in effect for the balance of the school year. All prepaid fees will be forfeited, and all fees owed must be paid before the transfer of records. No appeal is possible until the beginning of the new school year, at which time application for readmission may be given to the Board of Education. Readmission is not possible without the approval of the Board of Education.

Suspension and Expulsion

Suspension

1. The principal may suspend a student for problems of a serious nature immediately (e.g., physical fighting, flagrant misconduct, poses a physical danger, etc.). If necessary, legal authorities will be contacted.
2. Suspensions may be either in-school or out-of-school suspension, based on the principal's discretion. All suspensions will be kept on record in the student's permanent academic record.
3. Students who continue to display poor behavior and or study habits, even after repeated efforts have been made to correct the situation, may be subject to suspension.
4. A two-day suspension will be issued if the student's conduct is not corrected after a one-day suspension.
5. A three-day suspension will be issued if the student's conduct is not corrected after a two-day suspension. The student will be placed on disciplinary probation.

The principal and board of education will decide if a case is serious enough to warrant expulsion. If suspension (or progression from one, two, and three-day suspensions) fails to correct the student's behavior or the learning environment of others is continually harmed, the Board of Education may expel the child.

Expulsion

1. If a student repeatedly resists school authority and/or regulations, is not responsive to previous disciplinary action, or the learning environment of others is continually harmed, the principal may recommend expulsion to the Board of Education. If expulsion is warranted the principal will speak with the parent and student to explain the expulsion.
2. The expulsion will be for the remainder of the school year. If the parents wish to re-enroll the child the following year, the Board of Education will review that request.

Other Circumstances

A child's enrollment may not be continued if:

1. it becomes apparent that the academic, physical, or psychological needs of that student significantly exceed the professional capabilities of the staff of Holy Trinity Lutheran School such that the student's needs cannot reasonably be met by our program or staff,
2. parents set an example contrary to God's instruction,
3. financial obligations are not met, or
4. the child is "chronically tardy" or "chronically absent".

It is the responsibility of the administration to recommend any enrollment changes. A letter of termination may be issued by the Board of Education upon the recommendation of the principal. Re-admittance to Holy Trinity may be considered if sufficient evidence is presented to the Board of Education that the student's special needs have been adequately overcome upon receipt of a new enrollment form.

Detention Policy

1. Each teacher will have a series of consequences that may result in a detention.
2. When a detention is issued, a "Responsibility Form" will be sent home to the parents informing them of the infraction and the scheduled detention date. Parents must sign and return the Responsibility Form.
3. The teacher will log the detention.
4. Detention begins at 3:15pm and will be served until 3:45pm for grades K-2 and 4:15pm for grades 3-8.

Bullying/Harassment Policy

Holy Trinity Lutheran School is committed to making our school a safe and caring place for all students. We will treat others with respect and will not tolerate bullying. Bullying and harassment are in the eye of the beholder. Bullying is when a person repeatedly hurts, frightens, threatens, or excludes another person in one of the following ways:

- Physical – Harmful actions against a person's body or property.
- Verbal – Using words that are hurtful.
- Non-verbal – Harmful body language, gestures or writing.
- Intimidation – Behaviors or repeated acts which cause fear, physical discomfort or psychological discomfort.
- Cyber – Using technology (including phones) to intimidate, threaten, or degrade.

The following steps will be taken when dealing with bullying / harassment incidents.

- Appropriate action may include but is not limited to:
- Documentation of incident
- Responsibility Form
- Notification to parents
- Official warning
- Exclusion from activities
- Detention
- Suspension
- Expulsion

Any retaliation toward those who report bullying / harassment will be subject to further disciplinary action.

Providing a safe school culture that is free from bullying and harassment is an important goal of Holy Trinity. However, a Christian school is not exempt from such behaviors; in fact, Satan may work harder in these areas. Therefore, in an attempt to encourage proper Christian behavior and loving treatment of fellow students, the faculty and Board of Education have established a rubric to follow in dealing with these situations when they arise. These measures will work in conjunction with our bullying/harassment policy. Please note that teachers, principal, or Board of Education may take more serious action when deemed necessary.

Behavior Rubric

LEVEL (SEVERITY/EXAMPLE)	1st Offense	2nd Offense	3rd Offense	4th Offense
<p>Level 1 Behaviors that would hurt someone's feelings, such as: <i>name calling, gestures, put-downs, teasing, rumors, offensive language, horseplay with and imbalance of power.</i></p>	15 second intervention	15 second intervention Apology	One minute counseling session Time out Apology	One minute counseling session Apology Time out Responsibility form
<p>Level 2 Physical behaviors that could injure others or disrespect property, such as: <i>pushing, shoving, grabbing, kicking, tripping, pinching, hitting.</i> Emotional behaviors that could injure that are intentional or repeated, such as: <i>ridiculing, planned exclusion, threatening, intimidating, unacceptable behavior toward any adult.</i></p>	15 second intervention Apology	One minute counseling session Apology Time out	One minute counseling session Time out Apology Responsibility form	One minute counseling session Responsibility form Lose rest of recess (or next recess) Apology
<p>Level 3 Purposely causing physical or emotional injury, including, but not limited to: <i>punching, biting, fighting, sexual harassment, spitting, stealing, destruction of property, blatant disrespect toward any adult.</i></p>	Responsibility form Counseling session Apology	Responsibility form Counseling session with Pastor Apology Immediate parent contact Conference with parent, teacher, and principal	Responsibility form Counseling session with Pastor Apology Immediate parent contact 1 to 3 day suspension Conference with parent, teacher, and principal Notify Board of Education	Responsibility form Counseling session with Pastor Apology Immediate parent contact 1 to 3 day suspension Conference with parent, teacher, and principal Referral to Board of Education
<p>Level 4 Actions that violate the law, such as: <i>possession of weapons, fireworks or explosives, bomb threats, stabbing, shooting</i></p>	Contact proper authorities and parents Recommend expulsion			

Responsibility Forms

Our philosophy of education puts the major responsibility for educating a child with the parent. Our school works in partnership with the parents in teaching and training our children for the future with our primary goal being eternal life in heaven. The teachers use responsibility forms as a means of training the children in their responsibilities, but mainly as a communication tool with the parents. When teachers address issues with parents, the most frequent response of parents is, "Why wasn't I informed sooner?" These forms are meant to be a means of communication between the school and home so that parents have the opportunity to stay on top of issues and to address them before they escalate into serious problems. In that light, there may or may not have been consequences suffered at school, but the parent can decide whether there need to be more consequences at home to deal with the situation. Since this communication needs to be two-way, these forms must be signed and returned the next school day to avoid further consequences. Receipt of multiple responsibility forms may result in meetings with the teacher, principal, and/or Board of Education.

Book and Property Damage

Fines will be levied for damage and/or loss of school textbooks and property. Any student involved in the destruction of school property will be subject to fines and disciplinary action.

Internet Policy

"...take captive every thought and make it obedient to Christ." 2 Corinthians 10:5b

Purpose

To ensure the use of the Internet as an effective tool to expand research and to allow students to obtain current information to broaden the child's educational experience and to help teach the student about the world beyond the classroom.

Policy

Due to the nature of the Internet, it provides certain dangers and opportunities for sinful and/or illegal activities (such as access to pornographic material, stalking, and to gambling). Because Internet content is not regulated the quality and validity of the material varies greatly. Our students need to learn how to distinguish between worthwhile sites and those that are harmful. It is also important that our students understand that while on the Internet, they must "...take captive every good thought and make it obedient to Christ." The students will need to exercise common sense and good Christian judgment.

Holy Trinity Lutheran School will be using an Internet content filter. However, there is no way to completely block every possible undesirable site on the Internet. Therefore, the students will only be allowed to use the Internet under the supervision of a teacher or a staff member. This does not guarantee that they will always be viewing non-objectionable material. Also, students will be required to have written consent from their parents to use the Internet at school.

Appropriate Use of the Internet

- All research should reflect Christian principles and be in pursuit of educational goals.
- Students must limit their time on the Internet so that others may have access.
- Students must respect copyright and other intellectual property rights. Any plagiarism will result in a failing grade as well as re-completing the assignment.
- E-mail may be sent only under the supervision of an instructor. **Realize that e-mail is not private.**

Inappropriate Use of the Internet

- Intentionally damaging or destroying data.
- Using a username and password other than your own.
- Viewing, sending, or receiving obscene or sinful material.
- Engaging in illegal, rude, or unchristian activities.
- The use of chat rooms, instant messaging, social media, and internet-based games (unless teacher selected) will be strictly prohibited.

Consequences for Unacceptable Use of the Internet

- The privilege of using the Internet will be suspended or permanently revoked.
- School discipline will be administered as deemed necessary.

Cell Phones and Electronic Devices

We recognize that cell phones and electronic devices have become very commonplace in our society. While there are many good and appropriate uses of cell phones and electronic devices, they can also be used for inappropriate, or even illegal activity very quickly. Any cell phones or devices brought to school must be off and in the student's backpack or locker or given to the teacher until the student is off school property. Please note that this includes time under child care supervision. Any exceptions to this policy must be approved by the principal or the teacher in charge at the time. Students may ask to use the school phone if they have a legitimate reason to make a call.

Cell phone and electronic device misuse will result in the phone/device being confiscated and returned only to the child's parent or guardian. A third offense will result in a one-day suspension for willful defiance. Holy Trinity will not be responsible for the phone/device or any charges incurred while the phone/device is in its possession.

Any inappropriate use of cell phones or devices, including but not limited to inappropriate photographs, text messaging, and recording/videotaping may result in possible police referral as such use may violate the criminal code. Holy Trinity maintains its right to access internal phone records to check school day phone usage.

Holy Trinity Lutheran School, its faculty, and staff are not responsible for lost, stolen, or damaged cell phones or electronic devices.

Substance Abuse

Any violation of the City of Wyoming's, State of Michigan's, or Federal Government's laws concerning illegal substances will be referred to the Wyoming Police Department. Any student involved with illegal substances on school grounds will be subject to arrest. Students involved with illegal substances on school grounds will also be expelled from Holy Trinity Evangelical Lutheran School.

Student possession of or use of tobacco or vaping products on school grounds will result in a 3-day suspension. A second offense will result in expulsion.

Weapons Policy

Absolutely no weapons are allowed on school grounds. Any student possessing or involved with the use of or threatened use of a weapon will be immediately suspended. The matter will then be addressed by the Board of Education regarding expulsion or re-admittance into school.

Parent Information and Responsibilities

Parent/Teacher Relationship

A major concern of both parents and teachers is getting the best education possible for the children. We are working together to make these children the next generation of church leaders. Parents have to feel comfortable with the person teaching their child(ren) and teachers have to feel the support of the parents. The only way this will happen is through communication. Please feel free to talk to the teachers about your joys and your concerns. To keep both parties from feeling offended and to help each realize his/her importance to the other in educating the child, it is of vital importance that we follow the advice our Lord gave us for sharing our beliefs with others, "...do this with gentleness and respect." (1 Peter 3:15)

Please remember that any concerns need to be addressed properly (according to Matthew 18, 15-20). Issues

must be addressed to the specific teachers first (not to the Board of Education or other parents). The appropriate steps would be: Discussing the concern with the child's teacher, then with the principal, and finally addressing the Board of Education.

School Policy Relating to Questions and Concerns

At times during the year, a parent may have a question or concern involving a particular member of the school staff, school personnel, a school policy, discipline, or curriculum. In such a case, the following steps should be taken.

School Staff Member (teacher, teacher's aide, etc.) or School Personnel (custodian, secretary, coach, etc.)

1. The parent should first discuss the matter with the individual involved as Jesus tells us in Matthew 18.
2. If the parent is not satisfied with the outcome of this discussion, the parent should meet with the principal and the individual to discuss the matter.
3. If the parent is not satisfied with the outcome of this discussion, the parent may contact the Board of Education or Board Chairman for a final decision. The nature of the matter should be in written form.

School Policy, Discipline, or Curriculum

1. The parent should first discuss the matter with the individual involved as Jesus tells us in Matthew 18.
2. If the parent is not satisfied with the outcome of this discussion, the parent should meet with the principal and the teacher to discuss the matter.
3. If the parent is not satisfied with the outcome of this discussion, the parent may contact the Board of Education or Board Chairman for a final decision. The nature of the matter should be in written form.

The Role of the Pastor

Holy Trinity recognizes the importance of the pastor's ministry in the operation of the school—namely to serve as spiritual counselors to staff members, parents, and students. In keeping with good order, the Board of Education recommends that, if a parent brings a question or concern to a pastor:

1. The pastor will urge the parent(s) to follow the procedure outlined in this policy.
2. The pastor will make the principal aware of the problem and together they will work with the staff member or school personnel member involved.

Let us remember to deal with each other in love as the forgiven sinners that we are. *“Be kind and compassionate to one another, forgiving each other, just as in Christ God forgave you.” Eph. 4:32.* We all need to remind ourselves of the 8th Commandment, which obligates us to defend and speak well of everyone we work with remembering to take all words and actions in the kindest possible way. We must remember that we are working together as a team for the welfare of our children. **Under circumstances of extreme grievance or determined by the principal, pastor, and Board of Education, the student may be unable to attend school until the matter of grievance is resolved.** At no time will a parent participate in destructive criticism of the staff, the school, students, or any others. If a problem arises, parents must contact the school as outlined in this handbook.

School Items

At the beginning of the school year, all parents will receive information as to what supplies will be needed by the students. Please make sure all these items are in the student's possession on the first day of school.

Newsletters

Each week an informational newsletter will be sent out electronically. The school newsletter will inform you of important news and events (ex. C.E.L. meetings, sports schedules, health screenings, etc.) as it applies to the entire school. The classroom newsletter will inform you of important news and events (ex. tests, memory work, book reports, field trips, etc.) as it applies to the students of that individual classroom. Newsletters are vital in letting parents know what is happening at school and how they can help. Please read them.

Birthday Celebrations

Birthdays are joyous times. Children may bring a treat to share with the entire class. Please avoid party invitations at school unless the entire class is invited. Invitations extended to all encourage acceptance for one another and prevent hurt feelings that interfere with performance and relationships at school.

Late Departures

Children are expected to depart from school by 3:15 P.M. Students remaining after this time will be taken to the Child Care room and parents will be charged accordingly.

Doctor and Dentist Visits

Students learn best when in the classroom. They hear topics discussed and directions for assignments. Appointments interrupt their daily routine. Please make all appointments for after-school hours. If there is absolutely no other time you can schedule the appointment, please inform the teacher. Your child will not be dismissed until you pick them up, in person, from the classroom.

At-home Injuries

If your child is injured away from school and has noticeable injuries, please inform the teacher of the injury and let him/her know how it happened. Teachers are required by law to report any case of suspected child abuse. To respect mandated reporter confidentiality, reports made will not be disclosed to involved parties.

Telephone - Incoming

The secretary is usually in the church office every morning. She can answer many questions or take messages for teachers. Holy Trinity's phone number is 616-538-1122. To speak to a teacher you need to dial his/her extension. You may need to leave a message. The extensions are as follows:

Extension	Contact	Extension	Contact
101	Secretary	107	6-8 Classroom
203	Pastor	108	Flamingo Room
104	Preschool Director	109	Dove Room
105	K-2 Classroom	110	IT/Conference Room
106	3-5 Classroom	113	Principal Office

Telephone - Outgoing

The telephones in the school are not for student use. In an emergency situation or due to illness, a teacher may give permission to a student to use the telephone. Students will not be allowed to call home because of forgotten work, forgotten lunch, or to go to another student's house.

Bicycles, Skateboards, Inline Skates, etc.

Students may ride bicycles to school but must park them in the bicycle rack. Students are not permitted to ride bikes during recess. Skateboards, "wheelie shoes", and in-line skates may not be used during recess.

Emergency and Safety

Emergency Closings

At times it becomes necessary to close school because of bad weather or any other reason. Notice of closure will be given over TV8, social media, and other communication forms on the morning of the cancellation. If school needs to be canceled early, students will not be released without your permission.

Emergency Safety Procedures

FIRE DRILL

1. Assigned students check that bathrooms are vacated, classroom lights are off, and classroom windows are closed.
2. Students move to assigned meeting places via a proper escape route.
3. The teacher closes the door after all students have vacated the room.

4. The teacher takes attendance at the assigned meeting place. Notify the person in charge that all students are accounted for.

TORNADO DRILL

1. Assigned students check that bathrooms are vacated, classroom lights are off, and classroom windows are closed.
2. Students move to the assigned meeting place. *(They will take a large hardcover book to cover their heads.)
3. The teacher closes the door after all students have vacated the room.
4. The teacher takes attendance at the assigned meeting place. Notify the person in charge that all students are accounted for.
5. Remain quiet and orderly while awaiting further instructions.
*Preschool: Closet in Preschool classroom.
*K-5: In the hallway with heads toward lockers.
*6-8: In the hallway with heads facing block wall.

WEATHER-RELATED CLOSINGS

1. The principal decides on delays and closings. Holy Trinity will typically follow the decisions of area public districts.
2. Principal contacts teachers and will post delays and closing to TV8, social media, and email lists.
3. If families need to be contacted the appropriate teacher will do so.

LOCKDOWN SAFETY PROCEDURES

1. All students stay in/move to the closest secure location. (Stay away from doors and windows)
2. Lock doors and cover windows. Turn off lights.
3. Call Principal. The principal will contact 911, Office, and/or teachers.
4. If any extra students are in a room, call the students' classroom to inform the teacher
5. If possible, lock the school entry door and close the hall doors.

School and Facility

Library

Each classroom has a small library set up for the student's use. If you would like to donate a book or books to these libraries, please speak with the teacher.

Lockers

Each student will be assigned a locker at the beginning of the school year. Lockers are for storing coats, boots, gloves, lunch, and toys for recess. Do not store valuable items in your locker. (Turn these into the principal for safekeeping.) If you bring a lock for your locker, either the combination or a copy of the key must be turned in to the teacher. Lockers and contents may be inspected by the administration at any time. Items deemed inappropriate by the principal will be confiscated. This includes items in backpacks or on a student's person.

Lost and Found

Students are not to leave personal items lying around in hallways or locker rooms. Found items will be placed in the designated lost and found area. Please check this area occasionally, as items will not be kept there indefinitely.

Other Information

Christian Education League (C.E.L.)

The C.E.L. is an organization that meets four times throughout the school year (Sept., Nov., Feb., Apr.) to create supportive parent-teacher relationships and to discuss school policies. Educational material is also presented to assist in the raising of the Christian child. These meetings are very valuable. They allow parents and teachers to hear each other's ideas so, together, we can improve our school.

Photo Release Disclaimer

We sometimes produce videos or post pictures of events to promote our school. These may be posted on our website or other advertising media. Please let us know if you prefer **not** to have your child's image used to advertise for Holy Trinity Lutheran School.

Final Encouragement

"I can do everything through him who gives me strength." (Phil. 4:13)

"Whatever you do, whether in word or deed, do it all in the name of the Lord Jesus, giving thanks to God the Father through him." (Col. 3:17)

"Grow in the grace and knowledge of our Lord and Savior Jesus Christ." (2 Peter 3:18)

Contact Information

School Secretary
Principal
Pastor
Board of Education

secretary@holytrinity-wels.net
principal@holytrinity-wels.net
pastor@holytrinity-wels.net
education@holytrinity-wels.net