

## TABLE OF CONTENTS

Greetings	2	Child Abuse, Reporting Potential	23
History of Trinity Lutheran School	2	Sexual Harassment Policy	23
Purpose and Goal (TLS)	3	Psychological Services	23
Family Values Policy	4	Classroom Supplies	23
Christian Behavior Pledge	5	Curriculum	24
Anti-bullying Policy	6	Achievement Testing	24
Supervision and Discipline	7	Computer Lab	24
Dress Code/Personal Appearance	10	School Activities	24
Nondiscriminatory Policy	12	School Fair	25
Family Educational Right and Privacy Act (FERPA)	12	Expression Session	25
Entrance Requirements	13	Outdoor Education	25
Enrollment Procedures	13	Library	25
Transfers	13	Music Program	26
Registration Fees	14	Sports Program	26
Financial Support	14	Field Trips	26
School Sessions	15	Class Parties	26
Attendance	15	Hot Lunch Program	27
Visitors and Visitation of Classrooms	17	School Pictures	27
Transportation	17	Bicycles	27
Emergency School Closings	17	Lost and Found	28
Emergency Preparedness	18	Telephone	28
Tornado Policy	18	Parent-Teacher Conferences	28
Damages	19	Report Cards	28
School Property	19	Board of Christian Education	29
Electronic/Mechanical Devices	19	Parent-Teacher League	29
Aids/Blood Borne Pathogens Policy	20	Worship Services	29
Head Lice Protocol	20	Trinity Lutheran Preschool	30
Health Program	21	Trinity Lutheran Staff	31
Hearing and Vision Screening	21	Members of the Board of Christian Ed	31
Medication Policy	21		

## GREETINGS

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Thank you for taking the time to read this booklet. We hope it will be informative and helpful in acquainting you with our fine Christian school.

For those who are members of Trinity Lutheran Church, we hope you will become informed regarding our school program. You might have an opportunity to answer questions a neighbor, a friend or relative may have about your school.

For those inquiring about our Christian school for your children, most of your questions about entrance requirements, curriculum and enrollment procedures will be answered.

Please feel welcome to visit our school or call the Principal for an appointment.

We are very proud of our school and the program of secular and Christian education offered. We are pleased to share this information with you.

In Christ's Service,  
Board of Christian Education  
Trinity Lutheran Church & School  
Manistee, Michigan

## HISTORY OF TRINITY LUTHERAN SCHOOL

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Trinity Lutheran School was organized by a group of German immigrants from the kingdom of Prussia in 1870. During the lumber boom in Manistee County in the 1890's, the school enrollment reached a high of 292 students. The first school was built on First Street on the present site of Chemical Bank. A new brick building was built on the same site in 1911 to replace the old frame building. During the period after WW I, the practice of teaching in German was diminished with the final transition to teaching in English made in 1934.

The roots of the present Parent-Teacher League were begun in 1944 with the Parish-Teachers Association. The Kindergarten was begun in 1954 and the preschool program was added to the school in 1975.

The present school was relocated to join the new church in 1965. In the fall of 2001 our Kindergarten program went from a half-day to a full-day program.

## THE PURPOSE AND GOAL OF OUR CHRISTIAN SCHOOL

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Children are a wonderful and important blessing God has given his people. God's love and concern for these special gifts to us is shown in His imperative directives for their care and training:

- Ephesians 6:4 "Parents...raise them with Christian discipline and instruction."
- Proverbs 22:6 "Teach a child to choose the right path, and when he is older, he will remain upon it."
- Matthew 18:5 "And whoever welcomes in My Name one such child as this, welcomes Me."
- Matthew 18:14 "Your Father in heaven does not want any of these little ones to be lost."

God is not hinting or suggesting. He is very demanding with these divine IMPERATIVES.

Trinity Lutheran Church will not take its Lord's wishes lightly. Therefore, we have provided the best possible Christian and secular training for our children.

Trinity Lutheran School aims first to serve God's children by leading them to experience and know their Lord and Savior, Jesus Christ; secondly, to assist parents in the secular and spiritual training of their children; and thirdly, to support the church, community, state and nation in its missions and endeavors of concern for fellow men.

Our school does not exist in opposition to the local public schools, whose work we respect, but rather for the purpose of offering a Christian education which the public school, by its very nature, cannot provide.

God has set high standards for the education of our children and Trinity Lutheran School represents an effort to meet these high standards.

## TRINITY LUTHERAN SCHOOL PROVIDES...

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### A UNIFIED CHRISTIAN EDUCATION

You cannot separate God from education, training both body and soul, the "whole child".

### CHRISTIAN TRAINING

A proper education aims not only at knowledge, but Christian attitudes and behavior in the development of a Christian character.

### DAILY CHRISTIAN FELLOWSHIP

Children learn from association and absorption of attitudes and ways of living and thinking. A daily atmosphere of Christian purpose, teachers and classmates is needed.

### EFFECTIVE AND THOROUGH TRAINING

God's Word is more effectively taught by continued daily application over a long period of time. We want professional and excellent instruction in all secular subjects and especially in God's Word.

## CHRISTIAN TEACHERS

Christian teachers who are motivated by Christian principles and the love of their Lord and Savior, Jesus Christ, in their preparation, instruction, behavior, example and discipline are most effective. Each teacher is well trained in secular and religious education.

We also realize that the Christian home is the cornerstone of a child's growth. Christian attitudes and character building are most effective when parents lead and participate in family devotions and Bible reading. The Lutheran school setting then strengthens and builds on that cornerstone.

We pray that the Holy Spirit will lead Christian parents to realize the tremendous advantage and benefit a full-time Christian education can be for their child's temporal and spiritual welfare.

## FAMILY VALUES POLICY

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Trinity Lutheran School and Preschool are a mission. Trinity Lutheran School and Preschool are operated by Trinity Lutheran Church, a member congregation of The Lutheran Church-Missouri Synod (LCMS).

Trinity Lutheran School and Preschool are schools *with* a mission, but it is more than that. Trinity Lutheran Church considers Trinity Lutheran School and Preschool to *be* a mission, one form of Christian mission to its members and to the community. LCMS Christians believe that the purpose of education is not only to prepare people for life in this world, but also to make people wise unto salvation through faith in Jesus Christ. (1 Tim. 3:15).

Christian beliefs, as understood and taught in the LCMS, pervade everything at Trinity Lutheran School and Preschool. Christian instruction is carried out formally and 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.

The LCMS has 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 stable family life and of fidelity in marriage; and abstinence from illegal drugs. The LCMS opposes cohabitation and/or sexual relations outside the marital relationship and a homosexual lifestyle. These are only examples of the LCMS' positions on a number of contemporary questions of conduct and morals.

Trinity Lutheran School and Preschool expect that the families of its students will not act in a way that is contrary to or disrupts the teachings of the LCMS in matters of religious faith and personal conduct. Family members who are not LCMS members are of course not required to believe or confess the teachings or beliefs of the LCMS. However, family members may not, in a way that may affect the school, promote beliefs that are contrary to those of the LCMS or otherwise weaken or undermine the LCMS Christian atmosphere at the school. If a family member of a student or applicant for enrollment challenges LCMS teachings at Trinity Lutheran School and Preschool, the

student or applicant may be expelled, suspended or refused enrollment.

LCMS doctrine and practice are derived from the Holy Scriptures, the Lutheran confessions and the applicable resolutions of the LCMS. For all purposes of this policy the pastor, principal and Board of Christian Education will determine what constitutes the beliefs and teachings of the LCMS. Any action taken by the pastor, principal, and/or Board of Christian Education regarding the violation of this policy shall be final and binding. Family members who are unfamiliar with LCMS beliefs and teachings on any subject should inquire about them from the pastor, principal or Board of Christian Education. They can refer questioners to appropriate publications or, if necessary, can arrange for the family member(s) to be counseled by a pastor of an LCMS church.

## CHRISTIAN BEHAVIOR PLEDGE

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We agree to do our part in promoting Christ-like behavior at Trinity Lutheran School. We believe it is the equal right of everyone to enjoy our school and to have the confidence that it is a place where all will feel safe, secure, and accepted.

As parents/guardians, we pledge to:

1. Keep ourselves and our children informed and aware of the Behavior and Discipline policies and procedures of the school.
2. Work in partnership with the school to encourage positive, Christ-like behavior, valuing all as brothers and sisters in Christ.
3. Discuss regularly with our children their feelings about school work, friendships, and relationships.
4. Inform school/church staff of changes in our children's behavior or circumstances at home that may change a child's behavior at school.
5. Alert the teaching staff and administration if any incidents of un-Christlike behavior have occurred.
6. Understand that there are always "two sides to every story" and will depend on the administration and faculty to investigate fully any inappropriate behavior.

As a student I pledge to:

1. Learn about and fully understand my school's Behavior and Discipline Policy.
2. Demonstrate the love of Jesus Christ, my Savior to my fellow students, parents, and school staff.
3. Talk with my parents about my feelings about school work, friendships, and classmates.
4. Tell my parents or teachers or principal if any un-Christ-like behavior has occurred.

# ANTI-BULLYING POLICY

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## Statement of Position

It is the goal of Trinity Lutheran School to maintain a safe learning and work environment. Students, parents, and staff are expected to conduct themselves in a proper, Christian manner, and demonstrate respect and love for each other. Bullying and any form of intimidation is unacceptable at Trinity Lutheran School.

## Is An Anti-Bullying Policy Necessary?

Unfortunately we live in a sinful world and in a society that is filled with rebellion against the Word of God. Our children come to our school having heard and seen poor examples of “acceptable” societal behaviors. They must come to Trinity Lutheran School and learn what Christ commands us all to do to glorify Him and build up the body of Christ.

The other practical side of instituting an anti-bullying policy is awareness. If we are all aware of the way we should and should not behave we will all be more sensitive to seeing and responding to unacceptable treatment of our brothers and sisters in Christ.

## How Is Bullying Defined?

Bullying occurs when a person or group is intimidated, frightened, excluded, hurt, or suffers a lack of self-esteem as a result of a pattern of behaviors directed at them by others. The following is a listing of behaviors that may fall within the boundaries of what constitutes bullying:

- Physical aggression – including hitting, punching, shoving, biting, hair pulling, scratching, spitting, rude gestures, inappropriate touching, or kicking.
- Teasing or verbal abuse – including putdowns, insults, name calling, or racial/sexual remarks.
- Unjustified exclusion from activities or friendship groups.
- Gossiping or slandering.
- The setting up of humiliating experiences.
- Damaging a person’s property/possessions or taking them without permission.
- Threatening gestures, actions, or words.
- Written or electronic (e-mail, camera, video, internet messaging, chatrooms, blogs, cell phones) messages that contain threats, insults, teasing, or put downs.

Responsibilities of students, parents, and school personnel:

### **Students**

- Students who feel they are being bullied should report it to a teacher, parents, or the pastor.
- Students should be willing to resolve bullying situation by following the example of Christ.
- Students that are aware of or have observed a pattern of bullying activity should report it to a teacher, parents, or the pastor.

## Parents

- Parents are encouraged to take what their children say seriously and report their bullying concerns to the school.
- Parents need to realize that the whole story may be quite complex and to trust the school to resolve bullying matters in the fairest manner possible. There are always two sides to any story. Sometimes they conflict dramatically and sometimes they support a very clear description of the event.

## Staff

- All staff, church personnel, and volunteers should take bullying seriously.
- Staff should establish whether a bullying incident is isolated or an ongoing pattern of behavior. Any inappropriate words or behavior must be addressed and resolved.
- The staff will follow procedures for addressing and correcting bullying behaviors that are in harmony with the existing "Supervision Discipline Policy" found in our handbook.
- By virtue of their calling as Christian teachers and professionals they have already pledged themselves to the protection, care, and well-being of their students.

## Conclusion

We all need to follow the commands of our Lord and Savior Jesus Christ. Our world is a sin-filled environment, yet we must be His ambassadors and disciples. At Trinity Lutheran School, we will make every effort to follow Him in word, thought, and deed. We must also model and communicate this to our students. We ask everyone to assist us with their prayers and support to make His school a place where Christ's name is proclaimed and glorified.

## SUPERVISION AND DISCIPLINE

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**In resolving a discipline or other problem concerning a student, the guidelines in Matthew 18 will be followed.** *If your brother sins against you, go and show him his fault, just between the two of you. If he listens to you, you have won your brother over. But if he will not listen, take one or two others along, so that 'every matter may be established by the testimony of two or three witnesses'. If he refuses to listen to them, tell it to the church; and if he refuses to listen even to the church, treat him as you would a pagan or a tax collector. I tell you the truth, whatever you bind on earth will be bound in heaven, and whatever you loose on earth will be loosed in heaven. Matthew 18:15-18*

Trinity Lutheran School is an agency of Trinity Lutheran Church. All policies and activities are controlled by that body. Supervision is vested in a congregational Board of Christian Education. Direct supervision is entrusted to the principal and members of the faculty. Our teachers sincerely try to treat children fairly in true Christian love in accordance with God's Word. Students should therefore respect and obey their teachers according to the Fourth Commandment. The same respect and obedience will be shown by the student to all members of the staff.

As stated earlier in this handbook, "A proper education aims not only at knowledge, but also at Christian attitudes and behavior in the development of a Christian character." The strengthening of such attitudes and behavior is a high priority in Trinity's programs.

Students will be expected to conduct themselves in a Christian manner, particularly while at school. Each student will be expected to set a good example for the younger students. Student's who refuse to respond to earnest admonition and reasonable correction, are habitually truant or, in a rude manner, by word or deed, rebel against school authorities and regulations, will receive disciplinary action, which shall be in the best interest of all concerned.

Depending on the severity or frequency of an infraction, any of the following consequences may be used when a disciplinary problem arises:

- Warning given
- Loss of recess (partial or full) or special writing assignment
- Principal-student conference
- Conference with parents (teacher and/or principal)
- After-school detention
- Suspension
- Expulsion

Note that this is not necessarily a complete list of all possible consequences that may be used. Each circumstance is unique and requires a unique response. Depending on the severity of a misbehavior, some of the 'milder' consequences listed may be bypassed.

If at any time a student's behavior becomes such that he/she severely disrupts the learning environment or harms another student, they will immediately be sent to the principal.

Documentation may be made of concerns and students responsibility for their behavior. Copies of this documentation may be given to Board of Christian Education.

### **Detention, suspension and expulsion**

When warranted, after school detention may become necessary. Detention will be served no later than two days after the parent is notified. Each detention period will begin promptly at 3:05 and will end at 3:35. Students are allowed to do school work. Absolutely no interpersonal communication is permissible. Violation of these rules at any time will result in the entire detention period being voided and an additional detention added. Skipping an assigned detention period will result in a 7:00 am detention being served.

A detention form will be sent home with the student. It must be signed by the parents and returned the following day. It is the teacher's responsibility to set up a parent/teacher conference as needed. Copies of detention forms will be submitted to the Board of Christian Education. When three (3) after school detentions have accumulated, a parent/administrator conference will take place to discuss this matter further. The classroom teacher and/or the principal has the authority to determine whether a detention is warranted.

Suspension from school may range from part of a day up to a maximum of 10 school days. A suspension form which specifies the date(s) of and reason for the suspension will be completed, and a copy will be provided to parents. The principal, in consultation with staff and/or the Chairman of the Board of Christian Education, has the authority to suspend a student.

Expulsion from school is the consequence of last resort. The Board of Christian Education has the authority to expel a student.

### **Discipline**

The basic rule is that teachers have the right to teach and students have the right to learn. No student will be allowed to violate this philosophy. Teachers will be using positive reinforcement to promote appropriate behavior.

### **Basic underlying philosophical rules:**

1. Respect the rights and property of others and the school.
2. Show self respect by exhibiting excellent personal conduct and positive personal attitudes.

### **School-wide classroom rules:**

3. Come to class prepared.
4. Follow directions promptly and without complaint.
5. Participate in class activities in a positive manner.
6. Show respect for yourself and others.
7. Follow teacher's specific class rules as well.
8. No food or beverages in class. (Does not include approved class snacks.)
9. Appropriate attire is expected. (see Page 10)

### **Unacceptable Behaviors:**

Identified below are examples of unacceptable student behavior. Unacceptable behaviors **may** result in detention or suspension from school.

1. *Classroom Disruption* - any behavior which disrupts the educational process of the students in the classroom.
2. *Disrespect* - students, parents, pastors, community members, coaches, employees and volunteers will be treated with respect at all times.
3. *Insubordination*- failing to appropriately respond to a reasonable request by school personnel.
4. *Obscenity* - act of using improper language in verbal or written form or gestures.
5. *Scuffling* - rough housing.
6. *Lunch Room Disruption* - behavior which infringes on the rights of other students attempting to eat their lunch. Includes leaving trash on tables, misusing food.

Unacceptable behaviors that **will** result in suspension and possible expulsions are:

1. Persistent Disobedience - reoccurring cases of disobedience or failure to comply with school rules and regulations.
2. *False Alarm* - act of falsely initiating a fire alarm or reporting of a fire or other catastrophe.
3. *Forgery/ Plagiarism* - the act of falsifying in writing names, times, grades, addresses or other data.
4. *Inciting Others to Violence or Disobedience* - encouraging others by words, acts or deeds which disrupt the educational process of the school.
5. *Physical Attack* - the act of physically assaulting any person on school property, going to or from school, or attending any school sponsored event.
6. *Weapons* - possession, transferring, using or threatening the use of any weapons with the intent to cause bodily harm.
7. *Safety Equipment* - tampering with fire extinguishers, safety signs or any other safety devices.
8. *Tobacco* - smoking or chewing is not permitted on school property.
9. *Non-prescription drugs, controlled substances and alcohol* - are not permitted on school property.
10. *Theft and Possessions of Stolen Property* - the act of dishonestly acquiring the property of another in the school or on the school grounds.
11. *Vandalism* - the act of willful destruction to property belonging to the school or others.
12. *Cheating* - any action that allows a student to submit work that is not their own for credit.
13. *Possession of Dangerous Material* - any materials deemed as hazardous are not allowed on school premises. Examples include matches and lighters.

**It is extremely important that when a problem develops the parents and teacher consult together privately and directly.**

## DRESS CODE/PERSONAL APPEARANCE

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Trinity Lutheran School's dress code has been established to teach grooming and hygiene, instill discipline and modesty, prevent disruption, avoid hazards, and provide for a successful learning environment. Research indicates that a correlation exists between the way one perceives the world and himself/herself and the way one dresses. Clothing fashions and styles do, to varying degrees, affect personal behavior and how one is perceived. In the educational setting at Trinity Lutheran School, standards of appearance and modesty need to be consistent with Christian thoughts, values, and actions. For the reasons stated, the following factors apply to our school dress code.

1. School dress must be safe for school activities in and out of the classroom.

2. It is the parent's responsibility to educate their children as to the appropriate dress for different occasions, to support the school's dress code, and to be aware of the clothing their student wears to school and to school-sponsored activities.
3. Our dress code is a learning experience in the sense that it helps students become more responsible and accountable.
4. It is the student's responsibility to know, understand, and follow the dress code of the school.
5. It is the responsibility of the school's representatives to enforce the code. Trinity Lutheran School reserves the right to reject any article of accessory worn to school by the students if the article is deemed inappropriate or does not conform to the dress code standard. The provisions for the dress and grooming code shall be enforced equally for all students. If the student is not in compliance with the dress code, he or she will be asked to make appropriate corrections and will receive a notice of dress code violation. Parents may be notified when a student does not dress appropriately and/or asked to bring appropriate clothing to school. Students may be suspended from class until properly attired or may be asked to wear clothing provided by the school for the day. The teachers and the administration reserve the right to counsel students regarding clothing, hair, accessories, and personal hygiene.
6. Modest clothing is that which does not call undue attention to the individual, particularly in the area of ensuring that our bodies are appropriately covered. While no dress code is perfect or completely comprehensive, the following guidelines will serve to define modesty, neatness, and propriety as far as what children may or may not wear at Trinity Lutheran School:
  - (a) Shirts or tops must be short or long sleeved, must not present any inappropriate message, and must be appropriately sized.
  - (b) No part of the midriff or back may be exposed, and no low-cut tops may be worn.
  - (c) Shorts/skirts must be of modest length (no short shorts).
  - (d) Pants must be worn at the natural waistline at all times and must not drag on the ground, have holes, be tattered/frayed, or be oversized.
  - (e) No sleepwear may be worn.
  - (f) Socks/hosiery must be worn with all foot apparel.
  - (g) Shoes must fit securely and need to provide safe foot protection for all types of school activities.
  - (h) No open-toed footwear may be worn (no flip-flops).
  - (i) Hats or caps may not be worn in the building.
  - (j) Jewelry may be worn as long as it does not distract from the learning environment or cause potential hazards. Jewelry that requires piercing of any part of the body, other than the ear, may not be worn. Earrings of any kind may not be worn by boys.
  - (k) Elaborate or extreme cosmetics, hairstyles, or jewelry are not allowed.

## NONDISCRIMINATORY POLICY

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Trinity Lutheran School believes that educational opportunities and programs should be open to boys and girls on an equal basis, and that employment opportunities be available to men and women equally. This is also prescribed by Title IX of the Education Amendment of 1972. "Trinity Lutheran 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, scholarship and loan programs, and athletic and other school-administered programs."

Inquiries about the nondiscrimination policies of Trinity Lutheran may be referred to the Principal.

## FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

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Trinity Lutheran School maintains the educational records of its students in accordance with the Family Educational Rights and Privacy Act of 1974. The following rights are available to parents/guardians of general education and handicapped students:

1. The right to review Trinity Lutheran's policies and procedures established in accordance with this act.
2. The right to be notified annually of the rights.
3. The right to file a complaint with the United States Department of Education.
4. The right to inspect and review educational records.
5. The right to obtain copies of educational records.
6. The right to a response from Trinity Lutheran School to reasonable requests for explanations and interpretations of the records.
7. The right to limit destruction of educational records.
8. The right to request that educational records be amended.
9. The right to a hearing if their request to amend educational records is denied.
10. The right to provide consent prior to school officials disclosing personally identifiable information from educational records.
11. The right to review Trinity Lutheran School's record of disclosures that are required to be maintained.

## ENTRANCE REQUIREMENTS

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All children of parents who desire Christian training for their children are welcome in our school. We choose, however, to work only with children and parents who are willing to walk with us in oneness of spirit and purpose. The following are required for admission.

- A copy of the student's birth certificate
- A current copy of any custodial/guardianship agreement(s)
- Proof of immunizations
- Health form for Kindergarten students
- Completed emergency medical authorization form

All students who have attended another school and wish to transfer to Trinity must present a satisfactory transfer and record from the previous school. We reserve the right to deny enrollment to Kindergarten applicants on the basis of readiness. Kindergarten enrollees must attain the age of five years by September 1st of that year. However each child who attains the age of five after September 1st will be considered on a case-by-case basis.

## ENROLLMENT PROCEDURES

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Those interested in enrolling their children in Trinity Lutheran School should:

1. Become acquainted with the purposes and goals of Trinity Lutheran School
2. Return completed enrollment form to office
3. Pay registration and activity fees before or on the opening day of school

A letter of acceptance from the Board of Christian Education is necessary for the initial enrollment of any student.

Our school is not equipped to serve as a disciplinary school or a school for exceptional children. Such students need specialized programs.

If any problem should arise under these enrollment procedures, please seek help in the following order: Principal, Board of Christian Education. We wish to work together with you.

## TRANSFERS

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Trinity students are accepted and easily transferred to other schools. Transferring of records is done officially by mail or by direct delivery to the school. Parents of children transferring into Trinity are asked to give the name and address of their former school and sign a form for the release of their records.

## REGISTRATION FEES

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Please check with the school office for current fees. Annual fees assessed for each student include an Activity Fee and a Registration Fee. The Activity Fee helps cover the cost of field trips and other group activities. The Registration Fee is used to purchase textbooks, classroom supplies, and office equipment, and to help pay the school secretary's salary.

## FINANCIAL SUPPORT

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Our school is supported by Trinity Lutheran Church. Members of the congregation contribute their support of the entire church's program by their Sunday offerings. Realizing the increasing costs of education, and in appreciation for the Christian training received, many member parents contribute above and beyond their normal pledges to the church. No minimum tuition contribution is required yearly from each family, however, the cost to operate our school comes from the congregational budget. Parents of students who are members of Trinity Lutheran Church are required to volunteer 15 hours in service to the church and school and attend regular worship (at least 50% of the time). Tithing is also an important part of being fiscally responsible to Trinity Lutheran Church and School. The cost to educate one child here at Trinity Lutheran School averages about \$5,000 per year.

Non-member parents of Trinity Lutheran Church are required to make tuition payments. Each year tuition rate changes are considered. Please contact the school office at 723-8700 for current year tuition rates for non-member parents and for parents who are members of congregations of the Lutheran Church - Missouri Synod.

Tuition payments may be paid in advance for the semester or for the entire year with payments starting in June or payable at the beginning of each month beginning in September with the last payment in May (9 months). Please make checks payable to "Trinity Lutheran School". A payment agreement must be signed at the time of registration.

Trinity Lutheran School has an Adopt A Student Fund which provides scholarships based on need. Scholarship grants generally range from 30% to 60% depending on need and money available in the fund at any given time. A family will be required to provide financial information, including the most recent IRS Form 1040, when submitting an application. Applications are available in the registration packet or the office.

## SCHOOL SESSIONS

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School Year: Typically begins the Tuesday following Labor Day and goes through the last week of May or the first week of June.

### School Hours:

Preschool:	8:00 am – 11:30 am	4 year old, M, W, F
	8:00 am – 11:30 am	3 year old, T, TH

Kindergarten to 8th Grade: 8:00 A.M. to 3:00 P.M.

K -8 half day dismissal: 11:30 A.M.

Doors will be opened at 7:30 A.M. and pupils are required to go to their rooms. Those students who arrive prior to 7:30 A.M. on Manistee Public School busses will be supervised until the doors are opened. There is no loitering on the school premises before or after school. Only those participating in extracurricular (supervised) activities are permitted to remain after school and must leave immediately after the activity. Sisters or brothers of those participating in these programs MAY NOT wait on school grounds unsupervised. In cases of emergencies, please call the school office so that supervision can be arranged.

## ATTENDANCE

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Good Christian stewardship of God's gift of time requires the children to be regular and punctual in attendance. Normally a child should miss class only during illness, a death in the family, or after an incapacitating injury. Students who must be absent for a portion of the day should attend the remainder of the day whenever possible. Parents are expected to call the school by 9:00 AM on days when their child will be absent. Should the school not receive a call, we will attempt to call the home. Upon returning to school after the absence, an excuse must be submitted by parent or guardian, stating the reason for the absence. This excuse may be given by the parent or legal guardian in writing, orally in person, or by telephone. Parents are responsible for communicating prearranged absences with the teacher as far in advance as is possible. Parents/students are responsible for maintaining regular attendance and for being aware of the number of absences that are accumulated in a given grading period. The school reserves the right to request a doctor's statement regarding extended or frequent absence due to illness.

### **Absences**

When it is necessary to remove your child from school other than for illness or death in the family, you should notify the classroom teacher prior to taking your child out of school. The teacher will arrange as much as possible to have the assignments ready for the student before the absence. In order to receive credit for work given to the student prior to an absence, it must be turned in upon the student's return to school, unless other arrangements have been made with the teacher. Any work given after the student returns must be completed in a timely manner.

In the case of prolonged absence due to illness, a note from a parent is required stating the reason for the absence and an anticipated date of return. Parents should notify the teacher as soon as possible in order that studies may be continued at home. Family members are responsible for picking up and returning assignments. In the case of an absence due to a medical or dental appointment, the teacher should be notified prior to the date.

The teacher will alert the child of the necessary work to be completed. However, it is not the teacher's responsibility to daily remind the student about the work that is still to be completed. The days allowed for make-up work are equal to the number of school days missed. It is the student's responsibility to complete all assignments that were missed during his or her absence. Missed tests/quizzes will be completed on a timely basis and on a schedule set by the teacher.

If at all possible, doctor or dentist appointments should be scheduled at times when school is not in session. When it becomes necessary to schedule an appointment for the child during school hours, the teacher should be notified the day before the appointment. A note should be sent to the child's teacher requesting early dismissal. If a student must leave the building during the school day for an appointment or parent approved event, the parent or responsible adult must sign out the student(s) with the secretary, indicating the time and reason for departure and come to the child's classroom. If that student returns to school, he/she will be expected to sign in again with the school secretary before returning to the classroom.

If a student misses more than 2 hours but less than 4 hours on a given day, a half-day absence will be recorded. If a student misses more than 4 hours on a given day, a full day absence will be recorded. Excused absences include, but are not limited to, the following: personal illness, death in the family and personal injury requiring convalescence. Any absence without an explanation of a parent/guardian is considered an unexcused absence. Students having perfect attendance with three or less tardies will receive an award at the end of the school year. If a student is absent more than 20 days during the school year, his/her promotion to the next grade level will be at risk and will depend upon the decision of the teacher and principal.

### **Tardiness**

Students are expected to be on time to all classes. Tardies are considered a major interruption of instructional time. A student is tardy if he/she is not in the classroom at class starting time. Classes begin at 8:00 am. The classroom teacher records tardies for all students entering the room after 8:00 am. Late arrival or early departure will be counted as a tardy if the student misses less than 2 hours of school.

## VISITORS AND VISITATION OF CLASSROOMS

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All visitors during the hours of 8:00 am and 3:00 pm must sign in with the secretary before proceeding to their appointment or event.

Guests are welcome to visit the various classrooms. An appointment must be arranged with the teacher.

Parents are welcome to visit the school to consult with members of the faculty. Because of their full-time schedule, parents should not take the time of the teachers during school hours, lunch or recess periods. We invite appointments with the teachers at more convenient times.

## TRANSPORTATION

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Transportation to and from Trinity Lutheran School is available through both the Manistee Area Public Schools bussing program or Manistee County Dial-A-Ride. Both options require that the parent contact the organization and make arrangements for their student to ride the bus. Please note that the school year calendar for MAPS and Trinity are not identical so there will be days and half-days when Trinity is in session and the MAPS bus will not be available.

## EMERGENCY SCHOOL CLOSINGS

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In the event of inclement weather Trinity Lutheran School, Preschool through Eighth Grade, will follow the decision to close made by Manistee Area Public Schools. Parents/Guardians should refer to the local news channels, for the list of closures. School closing information can be found on TV 7&4 (Traverse City), TV 9&10 (Cadillac), or TV 29/8 (Traverse City), or local radio stations. You could also go on-line and look up area school closings.

In the event that school should be closed after 8:00 am the Trinity Lutheran Phone Tree will be activated and each family will receive a phone call with instructions.

## EMERGENCY PREPAREDNESS

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Trinity Lutheran School complies with state regulations which require schools to formulate emergency response plans to practice emergency drills, including fire, tornado, and lock down drills. Those detailed plans are available in the school office.

Should an emergency or disaster situation ever arise in our area while school is in session, we want you to be aware that Trinity Lutheran School has made preparations in conjunction with local emergency response personnel to respond effectively to such situations. Should we have an emergency or major disaster during school hours, your student(s) will be cared for at the school. Our school system has a detailed emergency plan, which has been designed to respond to any major catastrophe.

Your cooperation is necessary in any emergency, for both the safety of staff and students, and the expedient reunification with your child.

1. Do not telephone the school. Telephone lines may be needed for emergency communication.
2. Do not go to the school, or evacuation site, until notified to do so.
3. In the event of a serious emergency, students will be kept at their schools, or evacuated to an alternate site. Only a parent or guardian 18 years of age or older, who has been identified as such on the school system emergency form, will be permitted to pick up a student.
4. Turn on your local radio and television station. If students are to be kept at school or evacuated to an alternate site, the media will be notified.
5. Impress upon your children the need for them to follow directions of any school personnel in time of an emergency.

Parents need to be patient and understanding with the school and its student release process. Please instruct your student to remain with school personnel until you, or a designee, arrives. The emergency actions your school may take are dependent on the emergency situation. Please realize that we will do everything within our power to keep your student safe. Planning ahead will help alleviate concern during emergencies.

## TORNADO POLICY

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**Tornado Watch:** Upon receiving notification of a Tornado Watch for Manistee County through the alerting network of the Manistee County Office of Emergency Planning, and if time permits, schools will be closed and students dismissed and sent home by the usual methods - bussing, walking, etc.

**Tornado Warning:** Upon receiving a Tornado Warning, the Manistee County schools, through the alerting network of the Manistee County Office of Emergency Planning, will take emergency precautions in each building with staff members in charge. Students will be directed to pre-designated tornado shelter areas in each building.

## DAMAGES

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Any pupil who damages or loses any articles of school furniture, equipment, or books will either fix the item, under parental supervision and to the school's satisfaction, or be charged with the expense necessary to have the articles repaired or replaced.

## SCHOOL PROPERTY

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Student lockers and desks are school property and remain at all times under the control of the school. Periodic general inspections of lockers and desks may be conducted by school authorities for any reason, at any time without notice, without student consent and without a search warrant.

## ELECTRONIC/MECHANICAL DEVICES

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The unauthorized use of any type of electronic or mechanical device, etc., which distracts or impedes the educational process is prohibited. This includes, but is not limited to, pagers, cell phones, CB radios, walkie talkies, laser pens, boom boxes, walkmans, gameboys, portable DVD players, Ipods, MP3 players, lighters, CD players, games, and the like. With bus driver approval, students can use these electronic devices to/from school. However, these items must be turned off, stored and remain unused during the school day (from time of arrival to school until departure from the school grounds). Cameras may be used by students on special occasions and with a teacher's consent. Students assume all responsibility for breakage, theft, or loss of these or any such personal items brought to school. Students in violation of this rule will have their electronic devices confiscated and kept by the teacher or in the office until the end of the day at which time they may pick them up. If the device is used inappropriately again, it will be returned to the student at the end of the week, and a third time will mean the device will be returned at the end of the school year.

### **Cell Phones**

Any student who feels it necessary to bring a cell phone to school must check it in with his/her teacher upon his/her arrival to school. Any phone checked with staff will be kept in a secure place. The phone will be given back to the student when school is dismissed at the end of the day or at such time that the student needs to leave before the end of the day. Neither Trinity Lutheran School nor its staff will be held liable for damage to or loss of any phone brought to school by a student. If a phone is found in possession of any student during the school day, the phone will be confiscated and held at school until such time as the student's parent comes to a conference with the teacher and/or principal. If that happens, the student may forfeit his/her privilege to bring a phone to school for the remainder of the school year.

## AIDS/BLOOD BORNE PATHOGENS POLICY

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In the event that it is needed, Trinity Lutheran Church and School has a well-defined A.I.D.S./Blood Borne Pathogen Policy for teachers, staff, students and parents/volunteers. Copies of the policies are available upon request. In compliance with the manual regarding how we should be handling blood-borne pathogens and in concern for the safety of our students, teachers, and parents, the following will be taking place:

- When possible, students will be encouraged and instructed to take care of their own injuries, particularly when blood or body fluids are present. Bandages, etc., will be supplied to them.
- You may see a plastic bag with a Bio-Hazard sticker coming home with your child at some time. If a child loses a tooth at school it will come home this way as will any clothing which needs laundering due to blood or other body fluids.
- If you ever volunteer at any school activities, you are not to deal with any injuries unless you've gone through the blood-borne pathogen training. If a child is injured and blood and/or other body fluids are present, get a staff member to help the student immediately. If you have gone through the training, get the proper personal protective equipment on before you do anything with the student. Then follow the procedures as you were taught.

## HEAD LICE PROTOCOL

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In the event that a student is determined to have head lice outside of school it is the parent's/guardian's responsibility to report it to the school office.

1. Treatment information will be furnished to the parent involved if they don't already have a treatment plan.
2. Once a student has been treated he/she may return to school only after a head check has been performed. Please call the office one (1) day prior to returning to schedule the head check.
3. Upon notification, the students in the classroom of the reported student will be checked.
4. The parent(s) of any students in school that are found to have lice will be notified immediately.
5. The student will not be removed from class until the end of the day at which time the procedures outlined in steps 1 & 2 will be followed.

Trinity Lutheran School administration reserves the right to perform head checks for the student body throughout the year as deemed necessary.

## HEALTH PROGRAM

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The child's physical well-being is essential. We feel that the family physician is the authority in this field. The school cooperates cheerfully with the child's physician. A yearly examination is encouraged and is mandatory for admission in the schools of Michigan for the first time.

Michigan law requires that verification of the beginning or completion of polio immunization must be shown on the student's record before school admission. Immunization against diphtheria, measles and tetanus will be required for all first entrants to school, and pertussis immunization will be required of first entrants less than seven years of age.

Each Kindergarten child must have an immunization history form completed at the time of enrollment. Forms are available at the school office.

The school keeps health records of each child.

## HEARING AND VISION SCREENING

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The Manistee County Health Department provides technicians to administer both hearing and vision screening to students according to grade. If you don't wish to have your student screened please notify the office in writing.

## MEDICATION POLICY

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Parents are advised to give medication to their children at home and on a schedule other than during school hours as much as possible. Only oral, aerosol/inhalant medication in pre-measured dosage, and emergency medications (epipens) shall be administered by school-based personnel. Students are not permitted to have in their possession any medication (prescription or non-prescription) while under school supervision except when ordered by the physician for an urgent need (i.e. asthma inhaler), all medical forms are on file, and after consultation between the parent and designated school staff. If you wish your child to receive Tylenol provided from the office, there must be a parental permission note on record.

### Parent Responsibility

1. All medication (prescription and non-prescription) **MUST** be accompanied by a Physician Statement which includes the name of the medication, dosage and time to be given while in school, route of administration, and any special instructions. The physician may supply the form. There is also a form available in the school office.
2. The physician's statement is to be renewed each August and whenever the medication, dosage, route of administration, or time of administration is changed.
3. Parents must complete a Parent's Permission form.

4. The parent shall arrange for the safe delivery of the medication to and from school by a responsible adult. That adult will assist the school personnel with the counting of the medication to be kept at school.
5. The medication must be in a container properly labeled by a registered pharmacist or the physician. The label must agree with the physician's orders as to the medication, dosage, and route of administration.
6. Parents must supply all necessary items needed for the administration (i.e. syringes, measuring implements, etc.)
7. The school office must be informed of any contagious or infectious conditions with a proper documentation from a licensed physician.
8. The parent is also:
  - a. To provide no more than a 25 school day supply of medication to be kept at school
  - b. To comply with written and verbal communication regarding school policies
  - c. To provide unit dose packaging of the student's medication, whenever possible

#### School Responsibility

1. School personnel will oversee the administering of all medications to children during regular school hours while they are at school.
2. A medication log form will be maintained by school personnel for each medication required by the student.
3. The designated personnel will keep all medication in a secure place.
4. Unused medication unclaimed by parent/guardian will be destroyed.

In the case of self-administered medication (inhalers, cough drops, aspirin, etc.) all of the above procedures must be followed. In addition, the student will be required to self-administer the medication in full view of the school personnel responsible. Students who do carry their own medication and self-administer cannot share with any other student.

#### INJECTIONS, Additional Procedures:

1. Except in the case of emergency medication for a life threatening situation, parents will be required to come to school and administer injections to their child.
2. Students who will be responsible for administering their own injections must keep the necessary supplies in a secure place as designated by the principal.
3. The parent or student will be responsible for securing the prescribed dosage.

## CHILD ABUSE, REPORTING POTENTIAL

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In accordance with Michigan state law, the school staff is obligated, under penalty of fine or jail term, to report the reasonable suspicion of physical abuse, emotional abuse, emotional deprivation, physical neglect, inadequate supervision, sexual abuse, or exploitation. In this very serious and legally narrow area, the school will not contact the parents in advance of making a report to legal authorities. The clear intent of the law, based on the seriousness of the crimes listed above, is to mandate that a report be made when there is reasonable suspicion of abuse.

## SEXUAL HARASSMENT POLICY

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It is the policy at Trinity Lutheran Church and School to maintain a learning and working environment that is free from sexual harassment. It shall be a violation of this policy for any member of the Trinity Lutheran Church and School whether an officer of the congregation, faculty, staff, volunteer, or student, to sexually harass a faculty, staff, volunteer, student member of Trinity Lutheran Church and School, or any other person within our church and school community, through conduct or communications of a sexual nature. Any student, faculty member, staff member, other employee, or volunteer who believes that he/she has been subjected to sexual harassment as prohibited by this policy may complain directly to the school's principal, the congregation's pastor, or to any other adult teacher or employee of Trinity with whom he/she feels comfortable discussing the matter. Sexual harassment, as defined and prohibited by this policy, will not be tolerated. A complete copy of the policy is available upon request from the school office.

## PSYCHOLOGICAL SERVICES

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Learning and social problems may develop at any grade level. A psychological testing and counseling program is available to our students through the Manistee Intermediate School district. A social worker consultant is available upon request.

## CLASSROOM SUPPLIES

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Parents and students should consult each individual teacher as to the school supplies needed by that grade level. Parents are urged to see that each child is regularly supplied with such materials. Permanent markers should not be brought to school.

## CURRICULUM

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Trinity Lutheran School offers a complete secular course of study covering subjects commonly taught at Kindergarten, elementary, and junior high levels. These meet the requirements of the "State Educational Code" and the Curriculum Guide for Lutheran Schools. Our school has consistently maintained high standards in its academic programs.

Our school is staffed by qualified teachers who are trained and certified by the Lutheran Church and/or State agencies of education. Our teachers have always been known to give unselfishly of their time to students and parents who have special needs.

In keeping with the purpose of the school, the Bible forms the core upon which all instruction is based. Religious instruction in Bible stories, prayer, and a well-developed curriculum for religious instruction emphasizing every-day application of Christian principles and living is used.

Confirmation classes *taught by the Pastor* which have traditionally been a part of the school curriculum are held on Monday, Tuesday and Thursday mornings for all 5th through 8th graders who anticipate membership in our congregation. Non-member children are required to attend the class with no obligation to be confirmed and become members of the congregation.

Developmental skills and appreciation are taught in the art and music programs.

Formal physical education programs with lead-up games, calisthenics, and basic skills are taught at each grade level.

Competitive sports programs are available to boys and girls from the third through the eighth grade.

## ACHIEVEMENT TESTING

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The school administers the Iowa Assessment in the spring of each school year.

## COMPUTER LAB

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A computer literacy curriculum is taught to all students 2<sup>nd</sup> through 8<sup>th</sup> grade in the school. Each student is scheduled to receive formal instruction on a regular basis in the computer lab.

## SCHOOL ACTIVITIES

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There are certain events in which pupils of the school will be expected to participate. Such events are special worship services and the School Fair. The activities are part of the school curriculum and attendance is expected.

## SCHOOL FAIR

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In the spring Trinity presents an educational fair where students display their art, creative writing, and science investigations which have been developed throughout the year. Parents and community are invited.

## EXPRESSION SESSION

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As part of the School Fair, the students have the opportunity to share their Fine Arts talents with parents and friends. The talents shared in the past have included music, drama, poetry, and dance.

## OUTDOOR EDUCATION

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Each fall all children in grades kindergarten thru eight spend one day in the outdoors to become better acquainted with their environment. Educational activities are held to help the children appreciate and learn first-hand the great outdoors God has provided for us.

## LIBRARY

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Our school library is available to each student on a regular basis for research and personal enjoyment. Development of library skills is taught at each grade level. Each classroom also has its own library for reference and supplement. We encourage parents to help students make use of our fine public county library. All books borrowed from our school library are the property of Trinity Lutheran School and must be returned by the end of the school year or the student and parents will be responsible for the cost to replace the book.

## MUSIC PROGRAM

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Trinity Lutheran School offers regular music education as part of the school curriculum. Children are taught the fundamentals of music theory. As an extension of the music taught in the classroom, the children prepare music to sing at school chapel and various Sunday services. An instrumental band program is also available to students in grades five to eight in co-operation with the Manistee Public Schools.

## SPORTS PROGRAM

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Elementary boys and girls compete in basketball when there are enough students to form a team or the alternative, an annual basketball camp to learn the fundamentals of the game. Cross Country as a school sport is official in the fall for 6<sup>th</sup>, 7<sup>th</sup> and 8<sup>th</sup> grade boys and girls. When Trinity Lutheran School has been approved for membership into the Michigan High School Athletic Association students in grades 7<sup>th</sup> and 8<sup>th</sup> may participate in a co-op athletic program with Manistee Central Catholic School (MCC) for basketball. Other sports through MCC are possible from year to year but may depend on availability based on student interest. The students may also participate in many different sports for each season as part of the Manistee Recreation Association. Also available through Manistee County sport leagues are Pop Warner football and Little League baseball from t-ball into high school. If any problems arise during participation in the athletic program at Trinity Lutheran School, students and parents should seek peaceful resolutions with consultation in this order: coach, athletic director, Principal, Board of Christian Education. Parents are needed to help with transportation to games and are invited to attend the games. Basic and advanced skills are taught through this program with emphasis on Christian fellowship, good sportsmanship, participation, and development of skill.

## FIELD TRIPS

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Several times during the year students may take trips away from the school. Parents are required to give their written consent for such trips at the time of enrollment.

## CLASS PARTIES

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Trinity has three class parties: Fall Harvest, Christmas, and Valentine's Day. Room parents coordinate with class parents the donation of treats. Enjoyable activities are provided by each room. Volunteers helping with the party activities must sign in with the secretary upon their arrival to the school.

## HOT LUNCH PROGRAM

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Trinity Lutheran offers a hot lunch program through Manistee Catholic Central (MCC). The MCC account and payment policy of NO more than three (3) lunches charged to the student account with a zero (0) balance will be followed. After three meals the student will be required to bring a packed lunch until there are sufficient funds to pay for meals purchased. Deposits to lunch accounts will be made to the Trinity office with checks being made out to: Trinity Lutheran School.

Free and Reduced lunch programs are available through MCC Food Services online. Application instructions can be found in the registration packet or in Trinity's office.

### Current Prices:

K-5:	\$2.65
6-12:	\$2.90
Milk:	\$.50
Staff/Guest:	\$3.75

Students in grades 6 through 8 are allowed to order "doubles" for lunch. If you do not want your student to purchase a second lunch during the week, please notify the school office in writing.

Please note that for families who participate in the free/reduced lunch program, only the first lunch ordered is covered by the plan, a second meal will be charged to you at the full price for the current year.

## SCHOOL PICTURES

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School pictures are taken early in the school year. Parents may choose from several combinations and prices. A room composite of all children with their teacher is included when you purchase a package.

## BICYCLES

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Bicycles may be ridden to school by children of all grades. Parents should be sure that children have adequate control of their bicycle at all times before allowing them to ride it to school. Bicycles must be parked in the bicycle rack and not be ridden during the school day. Individual locks are advised.

## LOST AND FOUND

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Items that have been left unclaimed in the building or on the grounds of Trinity Lutheran are collected and put on the coat rack closest to the office door in the gym.

## TELEPHONE

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Teachers and students will be called to the phone only in cases of emergency. Students will be allowed to use the phone only when necessary and with the permission of school staff. Parents are requested to make every effort to refrain from calling the school to leave personal messages for their child. This will relieve the burden placed on school personnel.

## PARENT-TEACHER CONFERENCES

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After the first grading period all parents are expected to attend parent-teacher conferences. The conferences will be scheduled for each family in advance. Optional parent-teacher conferences will be scheduled in late winter or early spring. Either the teacher or parent may request a conference at any time when the need arises. Good communication between the school and home is vital to the student's success.

## REPORT CARDS

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Report cards are issued four times during the school year. They give an indication as to the academic and behavioral progress of each student. If the teacher needs to bring the parent's attention to a particular learning problem or low achievement, special reports may be issued between reporting periods.

All report cards are to be reviewed, discussed with the child, signed, and returned to the school within a few days.

All financial obligations to the school must be taken care of before final report cards will be issued. Such obligations include tuition, registration, hot lunch payments, book fines, return of text or library books, return of athletic uniforms, payment for damages, etc.

## BOARD OF CHRISTIAN EDUCATION MEETINGS

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The Board of Christian Education is an elected Board of Trinity Lutheran Church and School which holds regular monthly meetings. If you would like to address a specific topic or issue or offer information to the Board of Christian Education, you need to contact the Principal, Chairman of the Board of Christian Education or Pastor prior to the meeting to be included in the printed agenda. The meeting dates and times will be listed in the church bulletin or you may contact the school office for that information. See page 31 for a list of current Board of Christian Education members.

## PARENT-TEACHER LEAGUE (P.T.L.)

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The objective of the P.T.L. is to help the church, school, and home work together in the Christian nurturing and training of the children whom God has placed in our care. All parents who have children enrolled in Trinity Lutheran School are automatically members of this group. The P.T.L. has regular meetings.

All parents are urged to actively participate in this group. Your child will directly benefit from your active support and attendance at meetings.

## WORSHIP SERVICES

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In addition to the daily formal study of religion, the children participate in daily classroom devotions. A special chapel service for all the children is conducted on Wednesdays. Through these services, we are able to instill a deeper love for the house of God. Offerings for missions and charities are received at each service. Numbered envelopes are given to each student. Parents and friends are cordially invited to attend.

Trinity Lutheran Church of Manistee conducts worship services every Sunday:

Worship Service - 8:00 A.M. and 10:30 A.M. (June – August)

Sunday School and Bible Classes - 9:15 A.M. (June - August).

Worship Service - 10:00 A.M. (September – May)

Sunday School and Bible Classes - 8:45 A.M. (September – May).

The pastor also conducts adult information classes each year for those who wish to learn more about the Lutheran Church and its teachings. Contact the office for details.

# TRINITY LUTHERAN PRESCHOOL

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## FEES

Registration Fee:	\$65.00 if paid before May 31 <sup>st</sup> \$75.00 if paid after May 31 <sup>st</sup>
Tuition Fee:	\$ 85.00 per month for the 3 year old class \$105.00 per month for the 4 year old class

## PURPOSE AND GOALS

Trinity Lutheran Preschool is a Christ-centered learning program, designed to enhance the natural abilities and talents of its students. Growth and development will be encouraged in such areas as art, music, dramatic play, personal hygiene and social awareness and adjustment.

At preschool children have a chance to explore the world around them through hands-on experiences. A variety of materials and activities are provided for this purpose: active group games to exercise and define large muscles; puzzles and small toys to develop small motor skills; blocks and housekeeping areas to provide occasions for replaying life situations; handicrafts, science, art and music to offer a basis of aesthetic and cultural experiences and much more to further broaden the base of each child's personal awareness of the world around him.

It is our belief that an early education experience, combined with Christianity, will provide a child with added richness. Not only are the child's emotional, psychological, social and physical needs recognized, but also spiritual needs as well.

It is our goal to:

- Nourish little children in the love of God's Son, Jesus Christ.
- Help children to feel secure while away from home.
- Assist children in learning how to interact with their peers.
- Utilize the rapid learning years of three, four, and five year olds to assist them in reaching their greatest potential.
- Broaden children's growth experiences: mental, physical, spiritual, emotional and social.
- Establish the foundation for later formal education by forming an early, close home-school relationship which can provide vital guidance in the primary grades.
- Develop in children positive attitudes toward themselves and their achievements.
- Awaken in children the realization that "to learn" is exciting and continuous. Children at these ages are full of curiosity and eager to learn.
- Guide children to a better understanding of who they are in relationship with adults.
- Develop in children an understanding of who they are in relationship to God and how to relate to others in a God pleasing manner.

## Preschool – SESSIONS

4 - 5 Year Olds	Monday, Wednesday and Friday mornings (Must turn 4 before September 1 <sup>st</sup> ) 8:00 am – 11:30 am
3 Year Olds	Tuesday and Thursday mornings (Must turn 3 before September 1 <sup>st</sup> ) 8:00 am – 11:30 am

Enrollment forms may be obtained by calling the school office, 723-8700.

## TRINITY LUTHERAN STAFF

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Pastor:	Rev. Dennis Rahn	398-2662	drahn@trinitymanistee.com
Principal:	Dave Moehring	398-9457	dmoehring@trinitymanistee.com
5th-8th:	Mark Kirchenberg	723-3373	mkirchenberg@trinitymanistee.com
2nd-4th:	Tina Fisk	398-9275	tfisk@trinitymanistee.com
Kindergarten/1st:	Mary Moehring	398-9457	mmoehring@trinitymanistee.com
K-8 Teacher Aid:	Donnajeane Showalter	723-8909	
Preschool Director/ Teacher:	Heather Hansen	794-9980	hhansen@trinitymanistee.com
School Secretary	Mary Pierson	398-3331	trinityk8@trinitymanistee.com
Custodian:	John Misico	299-7318	

## MEMBERS OF THE BOARD OF CHRISTIAN EDUCATION

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Chairperson:	Barry Lind	398-0307
Vice Chairperson:	Leah Cordes	889-6154
Recording Secretary:	Gregory Staffeld	510-2315
Members:	Caroline McCary	723-9342
	Megan Kissell	878-3738