

# **Welcome to Trinity Lutheran School**

We take this time to offer a joyous welcome for the 2011-2012 school year. We hope that everyone had a pleasant summer and all are anxious to return to the challenges of obtaining the best education possible. God has richly blessed Trinity in the past, and He continues to work among us as we serve Him. We are very excited about this school year and we look forward to a year filled with joy, learning, and Christian growth.

This handbook was written as a guide for students and parents. It contains policies and information that we feel is very important. By having these guidelines and rules in writing, you will have a much better idea of what is expected of you at our school. Please take the time to read this handbook and discuss it with your child(ren). Not all questions can be addressed on these pages. Please ask when there is a question. You may rest assured that all personnel will do their very best to help you.

May God greatly bless you and your education at Trinity!

In God's Service,

The Faculty and Board of Education

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**2011 - 2012**

**HANDBOOK  
FOR  
PARENTS AND STUDENTS**

Mission Statement: *"We proclaim the God of love who shows us His mercy in Jesus so that all may have eternal life."*

# TRINITY LUTHERAN SCHOOL/HOYLETON STUDENT HANDBOOK

## Mission Statement

“We proclaim the God of love who shows us His mercy in Jesus so that all may have eternal life.”

## Philosophy

When Trinity congregation was founded in 1868, the first thing the congregation did was to establish Trinity Lutheran School.

We believe that Christian education is an important part of God’s mission to the Church. Christ commands us in Matthew 28:19-20: “Therefore go and make disciples of all nations, baptizing them in the name of the Father and of the Son and of the Holy Spirit, and teaching them to obey everything I have commanded you, And surely I am with you always to the end of the age.”

We believe that there must be a partnership between the parents, the church, and the school to bring up a child. The parents are God’s representatives to their children on earth and the family is the greatest influence on a child’s education. As it is stated in Eph. 6:4, “Fathers, do not exasperate your children: instead, bring them up in the training and instruction of the Lord.” The Church and the Lutheran School must assist the parents in bringing up the child. Parents, school, and the church must work together to develop a child to its fullest potential.

A school without Christ can only train the body and the mind. We believe that a Christian education is dedicated to provide a complete education by meeting the spiritual, intellectual, physical, emotional and social needs of the child. It is the primary purpose of Trinity to guide the thoughts and actions of it’s students in a way that their characteristics, actions, thoughts, and attitudes will reflect God’s will here on earth and prepare them for life eternal in heaven.

The spiritual development of the child must bring the child to a better understanding of God and His Word. It must have the child grow in faith in Jesus as his or her Savior. It must bring the child to recognition that the child is a sinner and that God has forgiven him or her of their sins. The spiritual development of the Child should create in the child a desire for self-discipline, to serve God and his fellow man, to carry on a rich devotional life and to continue to study His Word. Finally, it must lead the child to recognize that all earthly and spiritual blessings come from the Lord.

The intellectual development of the child must give the child a good knowledge of the skill in all basic branches of learning. The child must develop an investigative mind, learn to think independently, learn helpful study and work habits and discover leisure time interests. The child must permit God's Word to evaluate all human knowledge.

The physical development of the child's muscles and coordination must be assisted and developed by the school. The child must be assisted in developing and keeping desirable physical habits. The child must regard his or her body as a temple of the Holy Spirit. The child must learn to use his or her body for the work that God has given them to do.

The emotional development of the child must be met by giving the child love. The child must come to the realization that they are loved. The child must feel secure and accepted. The child must have a feeling of personal worth. The child must be able to practice self-control. The child must realize that they are the crown of God's creation, Christ died for him or her, and God has forgiven their sins. The child must develop a sense of what is beautiful in the world God has created around them.

The social development of the child must bring the child to lead a Godly life. The child must recognize that he or she is living in a world filled with other humans. The child must learn to recognize the rights of others. The child must respect under God the authority of the home, school, and government. The child must realize his or her responsibilities to his or her fellow man.

We believe that the Christians "are not of the world as I am not of this world" John 17:14. However Trinity has the responsibility to teach its students the cultural history of the past, to train students in the ideals of democracy, to develop in its students the ability to think clearly, and to give its students the realization that they must be open to learn new things. In order to accomplish these goals Trinity Lutheran School must work together with parents, use the resources of the school and the church community, and use the most up to date technology, teaching materials, teaching techniques among other resources.

# School Policies

## Non-discriminatory Policy

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

## Attendance

- 1) In accordance with the laws of the State of Illinois, all pupils must be punctual and regular in their attendance to school.
- 2) Students should not attend school when they are ill or have a fever. Students should be fever free for twenty-four hours before returning to school.
- 3) All absences for more than one half of a day or more will be recorded as absent for a full day. Absence for less than one half of a day will be recorded as absent for one-half day. To get credit for one half day the student must be present for classes following the school lunch period.
- 4) Students must be present by noon to participate in extracurricular activities that day.
- 5) If there will be an extended absence, which is known in advance, it should be discussed with the child's teacher and the principal before the absence.
- 6) On the day of an absence the parent or guardian should phone the school office. If a phone call is not possible, a note explaining the absence should be sent to the child's teacher.
- 7) The child's teacher should be informed in advance when a child is to be late or absent because of a doctor or dentist appointment.
- 8) The school reserves the right to decide whether the absence is excused or unexcused.
  - a) Students absent due to participation in a school extra curricular activity will be excused.
- 9) Students are required to do any work and assignments that were missed. Time will be allowed for the work to be completed. Generally the rule is one day to complete the work for each day of absence. School work and tests missed during an unexcused absence will be given zeros.

- 10) Any child with excessive absenteeism may be required to produce proof that the absences are unavoidable. The school reserves the right to decide whether or not a student's absences are excessive.
- 11) Any student that accumulates ten unexcused absences in a semester will be reported to the county truancy officer.
- 12) Any student with 20 unexcused absences for an entire school year may be retained in that grade.

### Entrance To The School

- 1) The front doors of the school will be locked at 8:15AM.
- 2) After 8:15 all students must enter through the office door on the North side of the building and be signed in by an adult.
- 3) Any student arriving after 8:15 will be considered tardy.
- 4) Tardiness due to a late bus will not be recorded as "tardy".
- 5) Students must be signed in and out of school by an adult in the office if they will be leaving between 8:15 AM and 3:00PM.

### Leaving School Grounds

- 1) When dismissed from school at the end of the day, students are required to go home or to a school scheduled activity.
- 2) Students are not to stay in the building or on the playground.
- 3) If students are on a team led by a coach, the coach must stay until the students are picked up.

### Smoke Free Facility

In accordance with State laws, Trinity Lutheran School's facilities and grounds are smoke free.

### Bicycles, Skateboards, and Roller blades

- 1) All bicycles must be placed in the bike racks provided.
- 2) All skateboards and roller blades must be stored in the space provided by the teachers.
- 3) Bicycles, skateboards, and roller blades are not to be ridden during school time, but can be ridden to and from school.
- 4) Teachers can give permission for additional use if appropriate.
- 5) Pupils who persist in disregarding these safety measures may be asked to forego the privilege of riding their bikes, skateboards, and roller blades to school.

## Inclement Weather Policy

If school is to be closed due to bad weather, a phone message will be made to all homes. Our school closings for bad weather coincide with Hoyleton Public School.

## Church Attendance

- 1) Since the religion instruction and program of the school are an integral part of congregational life, it is strongly urged that all pupils attend divine worship regularly and faithfully.
- 2) Parents need to set a good example if children are expected to follow in their Lord's footsteps.
- 3) Church attendance records are kept by each teacher.
- 4) These records also are included in the regular report cards to remind parents of their duty.

## Chapel

- 1) Children's chapel service is held every Wednesday.
- 2) Parents and friends are cordially invited to attend these services.
- 3) These services provide excellent opportunities for the development of the art of worship and also promotes growth in Christian stewardship. An offering will be taken during these chapel services. These offerings are given to missionary and charitable endeavors each quarter, as designated by the faculty.

## Tuition & Member Assessments

For the 2011-2012 school year there will be a NO TUITION policy at Trinity.

## Book Fees

- 1) Trinity Lutheran School gives out its books under a rental system.
- 2) After their use, these books remain the property of the school.
- 3) Book fees for this school year are \$62.50 a semester (\$125.00 per year) and \$25.00 is charged every year for technology needs.
- 4) A book statement is sent out at the beginning of each semester.
- 5) Pupils are expected to care for these books as though they are their own.
- 6) All textbooks will have covers on them, so as to protect that actual cover of the textbook for grades 1<sup>st</sup> – 8<sup>th</sup>.
- 7) Damage, loss, or unreasonable wear will be charged to the student on the book bill. Cost of replacing the books will be as follows; first year – 100%, second year – 90%, third year – 75%, fourth year – 60%, and fifth year – 50%.

## Lunch Program

- 1) Our school is blessed to offer well-balanced and nutritious lunches. These are served daily in our school cafeteria. Most children take advantage of these services.
- 2) Payments are made to the school office.
- 3) A lunch/milk bill will be sent home monthly. Additional half pints of milk may be bought at a price of \$0.30 per carton.
- 4) The price of a student lunch is \$2.00 per day. Reduced-cost meals are available to those who qualify. Some families may qualify for free meals.
- 5) The Board of Education may change prices during the school year.
- 6) Students may not bring candy or soda to eat or drink at lunch either with the lunch prepared at school or a lunch that is brought from home.

## Field Trips

- 1) Field trips are to be scheduled by either teachers or the principal. These trips are to be both educational and recreational in nature.
- 2) At least two week's notice will be given to parents for all scheduled field trips.
- 3) Permission slips are to be returned to the school at least one week prior to the trip.
- 4) Students without permission slips will not be allowed to attend the field trip.
- 5) Provisions will be made by the principal to provide supervision by a member of the faculty for students not attending a field trip.

## Medication

- 1) Short-term medications, including prescription and non-prescription drugs, shall be brought to school in an appropriately labeled container which should include the name of the drug, dosage, and times to be given.
- 2) The parent's written permission to administer medication will be required. If this is desired, the pupil may give such medication to the teacher or school office for safekeeping.
- 3)

## Fundraisers

Each family is required to work at a minimum of one school sponsored fundraiser (Pizza, Wurstmarkt, etc). If a family does not meet this they will be assessed a \$100 fee.

## Dress Code

- 1) Trinity Lutheran School's dress code can primarily be summed up in four words; clean, neat, reasonable, and appropriate. Children are to dress in keeping with their God-given role in life. Please use modesty and simplicity. Teachers have the right to decide if clothing is objectionable and may contact parents so that a change of clothing may be brought to school. If a parent cannot be reached, school apparel will be given to the child to wear for the remainder of the day.
- 2) Students shall not wear clothing with writing or symbols which:
  - a. Promote or advertise drugs, alcohol, or tobacco products.
  - b. Are sexually explicit, suggestive, or otherwise inappropriate.
  - c. Denigrate others.
- 3) All students must be clothed from the top of the shoulders to at least the mid-thigh length. Hats are not acceptable attire. All shorts, pants, and jeans must be worn at waist. In all cases undergarments must NOT be visible. Shorts, dresses, skirts, and skorts should be of at least mid-thigh length.
- 4) All tops shall be at least three (3) inches in width at the shoulder and gather directly under the arm. No bare midriffs or low cut arm holes. Otherwise, a sleeveless top may be worn over or under another sleeved garment.
- 5) Students wearing inappropriate shirts will be given a school t-shirt to wear at school for that day.
- 6) No rubber flip flops allowed.

## Lifestyle of Christian Students

Obedience is a very important part of Christian Education. From our troubled world we can clearly see why children today need to be obedient to parents and elders, or those who have been placed over them. Children today may rebel against these moves but deep down in their hearts they know they need discipline.

- 1) We expect each and every one of our students to represent themselves and our school in a Godly manner.
- 2) Treat others as you would like to be treated! In all cases of discipline, Matthew 18:15-17 will prevail.
- 3) Classroom dishonesty will not be allowed.
- 4) Cheating of any kind is offensive to the school and short-changes the learning process for the one who is cheating.
- 5) Plagiarism and/or cheating either by copying another's work or by using illegal notes, are considered to be serious offenses.

## Student Discipline Policy

The following policy has been adopted by the Board of Christian Education of Trinity Lutheran School.

Trinity Lutheran School is a Christ-centered school where self-discipline for each student is the goal. Discipline at Trinity Lutheran School should follow the Christian principles based on the proper balance and distinction between Law and Gospel with love being predominate.

- 1) The faculty and principal will develop and implement school and classroom rules and consequences to provide for the student's well-being and to provide an environment, which is conducive to academic excellence with a goal of self-discipline.
- 2) Teachers are in complete charge of their classrooms and are encouraged to handle discipline problems to the best of their ability applying Christian principles, and are encouraged to consult the parents and principal when problems occur.
- 3) Students are to respect their teachers as stated and indicated in the Fourth Commandment.
- 4) Students at Trinity Lutheran School are responsible for their actions while at school and while representing Trinity at any school functions.
- 5) Trinity students are to treat everyone, students and adults, with Christian love and respect.
- 6) Teachers will refer problem students to the principal due to repeated infractions of the rules or based on the seriousness of the problem.
- 7) After due consideration and consultation with the parties involved, the principal may suspend students from school for up to three days.
- 8) During suspension, schoolwork must be completed, but no academic credit will be given.
- 9) While suspended the student may not attend any school activities.
- 10) The principal may also impose other appropriate sanctions instead of a suspension, such as after school time, apologies, writing assignments, etc.
- 11) After due consideration and consultation with the involved parties, the Board of Education may expel a student.

The following misbehaviors shall result in a suspension from school for up to three days and the consideration of expulsion from Trinity Lutheran School by the Board of Education:

- 1) the possession, sale, or use of alcohol, drugs, tobacco, or related substances at school or during school events.
- 2) the possession or use of any weapons or items used with intent to harm at school or during school events.
- 3) the threat to do harm, a physical attack, sexual harassment, verbal harassment (including "crank" calls), cyber-bullying, etc.

Parents should be willing to exercise their responsibility for their child's school discipline by cooperating with the teachers in the matter. Without this the child's education will suffer.

At no time will any form of corporal punishment be used at Trinity Lutheran School.

## Bullying Discipline

Bullying is defined as negative actions deliberately initiated by one or more students. Physical or psychological intimidation occurs repeatedly over time to create an ongoing pattern of harassment and abuse. These actions may include, but are not limited to: physical, verbal, and/or indirect behaviors.

Students who are the victims of bullying or are witnesses to bullying, at anytime by anyone, are encouraged to notify any school employee who in turn reports the alleged incident to the principal. If issues are found after investigating the incident, parents of the student that was bullying will be contacted.

Grounds for disciplinary action apply whenever “bullying” is reasonably related to school or school activities, including but not limited to:

1. On school grounds before, during, or after school hours or at any other time the school is being used by a school group.
2. Off school grounds at a school sponsored activity, event, or any activity or event which bears a reasonable relationship to school.
3. Traveling to or from school or a school activity, function, event.
4. Anywhere, if the aggressive behavior may reasonably be considered to be a threat or an attempted intimidation of a student, visitor, or staff member or an interference with school purposes or educational function.

## Student/Parent Grievance Procedure

The faculty wishes to work with the children and parents during grievances. At times, there may arise an occasion where there is a difference of opinion between a staff member and a student and/or parents. Should a problem arise, the procedure for resolving these differences is as follows:

- 1) Contact the teacher at a reasonable time after school hours to discuss the issue.
- 2) If not resolved, the issue should be discussed with the principal.
- 3) If the principal is unable to resolve the issue, the next step would be to contact a Board of Education Co-Chair. At a Board of Education meeting, all parties will be invited to attend for discussion and resolution. The Board of Education’s decision will be final.

## Sexual Harassment

- 1) Trinity demands an environment that is free from sexual harassment.
- 2) Any student that verbally or physically harasses another in a sexual way will be immediately sent to the principal's office.
- 3) The principal will then determine punishment.
- 4) The parents will be called.

## Nuisances

A nuisance is something that could cause problems or be dangerous.

- 1) Items not needed in the academic process should not be brought to school since they become nuisances and such items will be confiscated.
- 2) Such items will be returned to the pupil based on the teacher's discretion.

## School Searches

Teachers and Principal may search a student's belongings (purse, wallet, book bag, etc.). The search may occur when there are reasonable grounds for suspecting that the search will produce evidence that the student had violated the rules of the school.

## Delinquent Accounts Policy

Fees for books, technology, lunches, and items purchased through the school are to be paid promptly. The first semester Book/Technology fee is due in August, and the second semester fee is due in January.

Lunch and milk accounts are to be kept up to date. If payment is not possible, the family is to contact the principal to make arrangements for payment. If money is owed to Trinity for more than thirty (30) days, the following will result:

- 1) A 10% late fee will be assessed after each thirty (30) day period for up to three (3) months.
- 2) After three (3) months students with late fees will not be allowed to participate in any extracurricular activities. Examples would include sports teams, scholar bowl team, field trips, etc. The 10% late fee will continue to be assessed. The principal will notify the board of education about the situation.
- 3) Students will not be able to attend a new school year if money is owed to Trinity unless special permission is granted by the Board of Education.

## Damages to Property

- 1) The student will be required to reimburse the school for the loss of, as well as for any willful or careless damage to school property or equipment.
- 2) Students will also be held responsible for school furniture that is deliberately or carelessly defaced, damaged, or marred.
- 3) The student will be assessed a minimum of one-fourth the replacement cost of the item.
- 4) If the student is following the school and/or the teacher's regulations and breakage or damage occurs the student will not be held responsible.
- 5) The teacher in charge of the activity of the student at the time will determine the responsibility of the damage.

## Telephone

The school telephone number is 493-7754. Parents are asked to use good judgment in making calls to children during school hours. The phone is a convenience to be used in case of an emergency. Calling during school hours disrupts classes. Recess time is a good time to contact the children for messages. Students will use the phone at school in cases of emergency only. They must have the teachers consent. Messages may be given to the school secretary and she will relay the notes/messages.

## Electronic Devices

- 1) If students must bring electronic devices to school they must be turned off and placed in the student's backpacks at all times.

## Homework

The challenging program at Trinity Lutheran School may require that some study be done at home. This is not only necessary for accomplishing our immediate goals, but also a helpful habit for future education. The amount of homework depends on the grade level and upon the ability and study habits of the child. Parents can help by providing encouragement and a quiet place for the child to study at home. Parents should also show an interest and concern in the child's work by checking and discussing it with the child. However, providing too much help, or just plain giving the answer should be avoided and in the long run harms the child's sense of security and independence.

## Daily Planners

Each child in grades 3-8 will be required to fill out daily planners.

## Grading Scale & Report Cards

The following grade scale will be used for grades 3-8:

<u>% Grade</u>	<u>Letter Grade</u>
100	A+
97-99	A
95-96	A-
91-94	B+
87-90	B
85-86	B-
81-84	C+
77-80	C
75-76	C-
71-74	D+
67-70	D
65-66	D-
Below	F

### Communication of Grades

- 1) The teacher for grades 1 & 2 will use a satisfactory/unsatisfactory grading system.
- 2) Grades are to be used as an indication of how well a student is mastering the material for his/her level. They are used as one type of guideline.
- 3) They should not be used for a system of reward or punishment. By doing this, the grade loses the purpose for which it is intended or may cause fear, tension, stress in the student.
- 4) A student who consistently receives poor grades may be showing a need of a different type of program.
- 5) Parents/Guardians and students may examine grades by using Engrade online for grades 3-8.
- 6) Teachers will issue mid-term reports for parents. The mid-term report must be signed by the parent or guardian and returned within one week.
- 7) Report cards are given four times a year to show progression in each subject area.
- 8) Parents/Guardians are asked to talk to their child(ren) about the report card, sign, and return it to the teacher each quarter.
- 9) Parents/Guardians may keep the report card at the end of the year.

### State Test for U.S and State Government

In the second semester of odd numbered years the seventh and eighth grade students will be taught a course on the U.S. and Illinois State Constitution. All students must pass a test on both the US and State of Illinois Constitution before passing the eighth grade.

## Parent-Teacher Conferences

To a large degree, a child's success in school is reflected by the cooperation between the parents and the teachers. The first and main part of a child's training was given to the parents by God himself. We, the staff at Trinity, pray that God's blessings rest upon the joint effort of school and home.

It is the goal of the school to work with the children and parents in the oneness of spirit and purpose. If school and home pull in opposite directions, the child suffers. This can lead to conflict and emotional disturbances for the child. A Christian day school does not relieve the parent of this duty. Rather, the purpose of the school is to serve as an extension of the home in the vital work of Christian training. When home and school are both Christ-centered, your child is receiving the best education he or she can receive anywhere.

Pupil progress is reported to the parents at the end of each quarter. At the end of the first and third quarters, parent-teacher conferences are held to discuss the report cards.

## Promotion & Retention

Each pupil is treated as an individual. When doubt arises whether to promote or retain a student, the following criteria are taken into careful consideration by the teacher:

- 1) Grade point average, maturity, interest, natural ability, and actual achievement as indicated by standardized achievement tests and report cards.
- 2) The teacher will discuss students in question with the principal.
- 3) The parents will be notified of the possibility of retention at the end of the third quarter Parent/Teacher Conferences. A consultation is also to be held with the student's parents to get their suggestions, opinions, and advice.
- 4) The Board of Education is informed of such cases.
- 5) Promotion to the next grade is based upon the successful completion of the minimum requirements of the grade, along with the pupil's capacity for development.

## Honor Roll Policy

Students in grades 3 – 8 may earn a place on the honor roll at the end of each quarter. These lists are then published in the church newsletter and the area newspapers.

To qualify for the High Honor Roll a student must have a 95% or higher in each subject areas. For the Honor Roll a student must have a 85% average in each subject area.

## Valedictorian and Salutatorian

Awards are given to the top students in the 8<sup>th</sup> grade class each year. These awards are determined by the students' grades during the 7<sup>th</sup> and 8<sup>th</sup> grade years using a 12-point scale. The following subjects will be used: Religion, Memory, Reading, Language, Spelling, History, Geography, Mathematics, Science, [Current Events, Music, P.E., Technology, Art, and Health].

## Extracurricular Eligibility

- 1) A complete review will be done every week concerning students' grades, starting with the third week of the quarter.
- 2) If a student falls below 75% in any of the following subject areas Religion, Memory, Reading, Language, Spelling, History, Geography, Mathematics, Science, [Current Events, Music, P.E., Technology, Art, and Health], the student will be ineligible for a one school week period (Saturday-Friday): meaning, he/she may NOT attend practices, but may attend games, but not participate.
- 3) The student will be ineligible until the grade is above 75% while maintaining 75% in all other classes.
- 4) Please note, the 75% is for each subject area, not the total of all subjects combined.
- 5) The cumulative method of combining all of the previous weeks grades, from the beginning of the quarter to present, will be used.
- 6) Any grades of a D or F on a report card will result in ineligibility for one school week.
- 7) A letter will be sent to the parents with a copy being sent to the coach by the principal.
- 8) Each athletes family is required to work concessions or scorer's table during each athletic season their child is involved. If they cannot work they must find their own replacement. If requirements are not met, the child will sit out the next game, match, or event.

## Lost & Found

Please be responsible for all belongings. Please write your name on all personal items. If something is lost, look in the lost & found box in the school office. Anything not taken from the box by the end of the school year will be given to the needy.

## Insurance

School insurance is available for all students and forms are distributed prior to the beginning of the school year. Various plans are available for coverage. These policies are non-transferable to another school.

## Guests at Board of Education Meetings

The regular sessions of the Board of Education meetings are open to guests of observing the educational as it relates to the operation of Trinity Lutheran Church and School.

Guest that wish to address the Board of Education with issues or concerns must contact a Board of Education Co-Chair, and request to be added to the agenda, no later than seven (7) days prior to the meeting.

## Student Responsibilities

Students should:

- 1) Do all for the glory of God
- 2) Be responsible for their own education
- 3) Be punctual and attend school regularly
- 4) Respect the rights of fellow students and school personnel
- 5) Attain the best possible level of academic achievement
- 6) Strive for educational independence with the help of teachers
- 7) Inform teachers of any special needs or situations that might affect their education
- 8) Fully complete all assignments on time
- 9) Keep their parents informed of their progress in each class
- 10) Treat others with dignity and respect

## Parent Responsibilities

Parents should:

- 1) Do all for the glory of God
- 2) Expect a quality Christian education for their child(ren)
- 3) Assume responsibility for their son/daughter's prompt and regular school attendance
- 4) Share with their child's teacher an active and positive interest in academic progress
- 5) Plan the time and place for homework assignments and provide necessary supervision
- 6) Cooperate with the school in fulfilling recommendations made for their child(ren) and instill a positive attitude in their child(ren) towards his or her school and education
- 7) Inform the school of any special needs or situations that might affect their child(ren)'s education
- 8) Treat others with respect
- 9) Be granted reasonable access to all school records pertaining to their child(ren)
- 10) Receive periodic official reports of their child(ren)'s academic progress and social adjustment

## Teacher Responsibilities

Teachers should:

- 1) Do all for the glory of God
- 2) Be guided by professional ethics in relationships with students and parents
- 3) Inform parents about academic progress and conduct of students
- 4) Show concern and respect for each student
- 5) Plan and conduct an effective and motivating instructional program
- 6) Establish classroom routines that contribute to instruction, a well-ordered classroom, and the development of civic responsibility
- 7) Require a reasonable standard of orderly behavior
- 8) Treat others with respect
- 9) Expect students to put forth their best effort
- 10) Expect all class assignments to be completed on time

***ONLY WHEN ALL THREE – STUDENT, PARENT, AND TEACHER – COOPERATE THEIR EFFORTS WILL A CHILD GROW TO HIS OR HER MAXIMUM POTENTIAL PHYSICALLY, SPIRITUALLY, AND ACADEMICALLY!!!!***

# NOTIFICATION OF RECEIPT

Please sign this form and return it to your child's teacher.

I hereby notify Trinity Lutheran School that I/we have read and understand the contents of the Student Handbook (2011-2012) as presented within these pages.

Parent Signature: \_\_\_\_\_

Parent Signature: \_\_\_\_\_

Student Signature: \_\_\_\_\_

Date: \_\_\_\_\_

