

**TRINITY LUTHERAN SCHOOL**

**BILLINGS, MONTANA**

# **STUDENT/PARENT HANDBOOK**

**Adopted May 23, 2000**

**Amended 7/22/10**

## **STATEMENT OF PURPOSE**

The purpose of Trinity School is to provide a Christian education for children of the congregation and the community in which we reside, so they may through God's Word and Spirit:

- Know God and His seeking and forgiving love in Jesus Christ and respond to that love with lives of Christian faith, worship, service, love, and hope.
- Identify themselves as children of God, members of Christ's body and grow in self-understanding and self-acceptance.
- Relate responsibility to God's creation by acquiring knowledge and understanding and developing talents and skills for responsible living and serving.
- This policy book is to be used as a guide in accomplishing the above stated purposes of TLS. This is not to be considered an absolute or all inclusive. In all cases the individual situation will be considered and dealt with in a Christ pleasing manner.

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## **Philosophy**

The Lutheran Church-Missouri Synod has always recognized the need and value of thorough religious training for its children. Trinity Lutheran School does not exist in opposition to the Billings public schools, but has been established to supply Christian education, which includes secular training from a Christian viewpoint. Trinity Lutheran School is to present a Bible-based and Christ-centered program to mold and build the life of a child.

### **A CREDO ON CHRISTIAN EDUCATION**

**We believe** that Christian education is part of God's command given by him to the church through the Great Commission.

**We believe** that a Christian teacher is entrusted to provide an education for God's people by meeting their spiritual, social and emotional needs.

**We believe** that the purpose for Christian education is to teach the Christian faith through instruction in God's Word and training to live a Christian life.

**We believe** that good education is carried on through quality programs that put Christian faith into practice in everyday living.

**We believe** that the difference in Christian education is:

Christian education views the pupil as a redeemed child of God.

Christian education is commanded by God.

Christian education has the power of the Holy Ghost to prepare the pupil for this life and the life hereafter.

**We believe** that the unique qualities of the Lutheran School life are:

It allows adequate time for Christian instruction in all branches of learning.

The importance of teachers who are Christians.

**We believe** that Christian education includes the mission to bring blood-bought souls to Christ.

**We believe** that a Christian education program built on the principles of the Bible also determines the goal of the course of study and the basis of the needs of the community.

**We believe** that the curriculum of Christian education should be adapted to the needs of an ever-changing society in the world, the nation and the community, but always holding fast to the changeless and timeless principles set forth in God's Word.

**We believe** that Christian education should provide the child with knowledge and training in the Word of God which will enable him to grow up a good citizen of this country and to understand that the Bible teaches him to submit to authority and to follow the laws of the government as long as they are not contrary to the Word of God.

**We believe** Christian education should help the child to understand and feel the joy that comes from work well done and that, he may learn to be conscientious, hard-working and honest in everything he does to the glory of God and welfare of his neighbor.

**We believe** that the family has a tremendous influence on the child's entire education and the church and school must help prepare adults for their important part in Christian education.

**We believe** that in order to attain the goals of preparing each student for his on-going service to God and country, the following curriculum areas shall be offered to each student. Namely: Religion, Reading, and Language Arts, Mathematics, Science, Health, Physical Education, Art, Music, Computer and Social Studies.

**It is our aim as a school system** to offer instruction in each of the above areas of curricula in the best way possible according to the abilities God has given to each child so that he can be a credit to his country, his community and to his God.

# **ENROLLMENT AND FEE INFORMATION**

## **Age Entrance Requirements**

- Children entering Kindergarten must be 5 years old by September 10.
- Children entering first grade must be 6 years old by September 10 as required by state law.

## **Admission**

Admission to Trinity Lutheran School shall be open to all and shall not be denied on the basis of race, color, national or ethnic origin.

All pupils transferring to Trinity Lutheran School shall provide a transcript of records and have their health file updated according to Montana Law.

All pupils are **expected to attend church and Sunday School** at the church of their choice.

Religious instruction in the regular curriculum is required of all students.

Financial obligations must be kept current. If problems arise, please advise the school office immediately. Financial records will be reviewed on a regular basis.

## **Immunization**

If your child has had any immunizations during the past year, be sure to bring these records with you on Registration Day, as it must be entered on their health records. For students registering for the first time, be sure to bring your immunization card with you on Registration Day. Montana law now stipulates that immunization records must be completed by the doctor or County Health Department (their record may be presented to the school to complete the necessary state form). If you have certified records of the student's immunizations, bring them with you Registration Day. The County Health Department also says that children 12 years of age or entering the 6<sup>th</sup> grade, must have a booster MMR immunization.

## **Re-enrollment order of priority policy**

- Children presently enrolled, whether member or non-member, shall have until April 1 to guarantee their spot for the upcoming school year. This also includes brothers and sisters of those enrolled, who may be enrolling for the first time. Re-enrollment applications must be acted upon by the Board of Education as a whole.
- Members in good standing of Trinity Lutheran Church are accepted according to date of application until April 1. After April 1 members will be accepted on a first-come basis along with additional applicants on waiting list. Following is the **Policy on Definition of Inactive Membership** adopted by the Board of Lay Ministry for Trinity Lutheran Church:
  1. In the Constitution and Bylaws of Trinity Lutheran Church, the members determined that they each have the privilege and responsibility to unite in worship (Hebrews 10:24-25) and practice fellowship with one another (Acts 2:42)
  2. Accordingly, communicant members are expected to worship and commune on a regular basis, and they are expected to take advantage of each opportunity for worship and communion as it is offered.
  3. In accordance to Bylaw Article 3, Section 1, paragraph D, any communicant member who has not communed in three months has demonstrated by his or her own absence that they are not active members and should be admonished and encouraged.
  4. Clearly, the scriptures teach and our congregation confesses that members should regularly meet together in worship and commune frequently.
  5. The Board of Lay Ministry thus defines an inactive communicant member as any communicant member that does not commune at least once every three months.
- Members of other LCMS Congregations, with Mt. Olive and St. Johns first, are accepted according to date of application until April 1.
- Non-members are accepted according to date of application after April 1.
- After maximum enrollment has been attained in any class or grade, additional applicants will be put on a waiting list and will be considered in the above order until April 1.
- After April 1 and on an individual basis, enrollments will be accepted on a first-come basis.

## Fee Structure

A non-refundable Enrollment Fee is due at the time of enrollment application. This fee is used to purchase textbooks.

Tuition is determined according to church membership. Members of Trinity Lutheran Church pay according to one rate. All others are considered non-members and tuition rates are the same for them. Mt. Olive Lutheran Church and St. John's Lutheran Church have supported their members with assistance in tuition. Please check with your congregation for the extent of that assistance.

All fees are due on Registration Day. Families are given the option of spreading the payments out on a monthly basis. A payment plan will be signed at Registration Day and it is the responsibility of the family to fulfill the plan they submit. If, after the established protocol for Delinquent Tuition accounts, a family has not acted in good faith, the student may be removed from the classroom and not allowed to attend school until this matter is taken care of. This Protocol for Addressing Delinquent Tuition Accounts will be available at Registration Day and in the school office. A family that does not follow their plan may be required to pay in full for the following school year. All situations are handled on an individual basis. If a family needs to change a plan, please call the office and we will try to assist you.

**Previous year plan contracts shall be paid in full. Families who did not follow previous contracts shall pay in full the following year.**

### Protocol for Addressing Delinquent Tuition Accounts

If an account becomes 15 days late the following steps will be taken:

1. The school secretary will send out a statement as a reminder. The person responsible for tuition payment will have 5 days to respond.
2. If there has been no response, the school secretary will give a copy of this statement to the contact person on the Board of Christian Education.
3. The contact person will make telephone or personal contact to inquire as to the reason for non-payment as agreed. The contact person will document dates of all correspondence and responses of the contact.
4. If the contact persons' efforts are ignored or if, in the school principals opinion, the delinquent party is not, in good faith attempting to remedy the situation, the principal will contact the Board of Christian Education to address the account. At this time the principal will provide copies to the Board of all correspondence and the statement that was issued. This action will take place only when the above steps have been taken and the account is more than 30 days past due.
5. A person from the Board will meet with the principal to review the situation and establish a plan of action. Historical perspectives and mission objectives should be re-examined and discussed when establishing a plan of action.
6. The Board of Christian Education will send a letter by certified mail – return receipt requested, with a final date for meeting with the Board or bringing the account to current status. It is the responsibility of the delinquent party to contact the Board and set up a meeting.
7. If no meeting is set or the meeting is completely unsatisfactory, a written course of action will be identified. A meeting will be called to determine a final action. Those in attendance must include the School Principal, the Pastor, the head of the Board of Christian Education and the contact person who made the call on the delinquent party.
8. The next course of action may be to remove the student from Trinity Lutheran School. If this is the case a letter will be sent certified mail – return receipt requested, with the last day the student will be allowed in class.
9. If this process is repeated a second time in a school year, payment of the full tuition balance will be required for re-admittance.

## Grievance Policy

1. If any parent has a concern about a classroom or school related matter, they should first take their concern in private to the person involved. According to the principles set forth in Matthew 18, every attempt should be made to resolve whatever differences there may be at this step. All concerned should refrain from gossip about or discussing the matter with others.
2. The principal may be involved as a third party only if the matter fails to be resolved at this point.
3. If the first two steps fail to reach a satisfactory conclusion, disputes of a serious nature may be referred to the Board of Christian Education by the school principal. As with any disputes among Christians, all discussions should be kept on a professional and high spiritual level. All parts of our school program, **CHURCH, SCHOOL AND HOME**, should strive for harmony and unity of purpose.
4. The final step should be arbitration, mediated by Ambassadors for Christ.

## **Transfer Policy**

A student's academic records will not be transferred until the family has met all financial obligations.

## **Student Assistance Program**

Trinity Lutheran Church offers the community a Christ-centered quality education. The pupil cost for each student each school year is approximately \$4,000. Every child enrolled at Trinity Lutheran School receives some form of financial aid from Trinity Lutheran Church. If a family still has a need for financial aid over what already is given, the Student Assistance Program might be able to help. The Student Assistance Program is funded solely through donations. The amount given is based on family need and amount available in the Student Assistance Program. Families can give donations to this program at any time. If you require the use of the Student Assistance Program, forms can be obtained in the school office. All information is kept confidential. This form must be filled out on an annual basis.

## **Accreditation**

Trinity Lutheran School is a non-public elementary school. Every effort is made to meet or exceed the standard guidelines for Montana School Accreditation and the National Lutheran Schools Association. Pupils and graduates may transfer to other schools without taking special examinations and are accepted by all public, parochial and private schools in the community. The Board of Christian Education regularly reviews the standards set by the National Lutheran Schools Association.

# **SCHOOL DAY INFORMATION**

## **Arrival Time**

The School doors open each day at 8:00 A.M. School begins at 8:15 A.M. The school day ends at 3:00 P.M. The school doors close at 3:15 P.M. unless there are after school activities.

## **Before and After School**

The students that arrive before 8:00 A.M. are to remain outside unless the temperature goes below 0 degrees or it is raining. If they are allowed in they are to wait quietly in the hall by the office until the 8:00 bell.

Students are to be picked up after school by 3:15 PM. At 3:15, if students are still at school, they will be escorted to the Daycare at 2801 Belvedere Drive, across from the school. There will be a minimum charge of \$4.00 for students that are not picked up, with an additional charge of \$4.00 per hour after the first hour.

Students staying after school for an activity are to go there directly. Students in Kindergarten through fourth grade are not allowed to stay unattended. They must have an adult supervising them. Older brothers and sisters are not acceptable supervisors.

Students staying after school for activities are not permitted to leave the school grounds. Examples are walking to the convenience store and McDonalds.

## **Tardy Policy**

The tardy policy is in place to assist the education programs at Trinity. It is extremely important that the students are on time on a regular basis. A student is considered tardy if they are not in their classroom by the 8:15 bell. A student can also be tardy during the school day. The Principal will notify the family in writing about the problem. The situation will then be monitored. If it continues, the Board of Christian Education will contact the family. If after this contact the problem continues, the parent(s) will be contacted to go before the Board. Our goal is to instill proper habits in the students. We believe the family can help make this happen.

## **School Attendance**

Students that miss school due to an illness need to contact the office by 9:00 A.M. to notify us. Parents can pick up missed assignments after 3:00 P.M. Students get 1-day grace period for each day missed due to illness to make up assignments.

Students should not miss more than 10 days in a semester. The school Principal, after 7 missed days, will notify parents. The Board of Christian Education will review students missing more than 10 days in a semester.

## **Vacation Policy**

The school year has 180 school days in it. This number follows state guidelines. Parents are requested to arrange vacations when school is not in session. If that is not possible, please follow these steps:

- Students must give at least 3 days notice in writing for homework. Most of the work can then be given.
- Other work might be given during this absence and the student is responsible for completing all of it.
- For every day absent, the student has that amount of time to turn in their work. (Not to exceed 5 days.)

## **School Secretary Hours**

The school secretary hours are from 8:00 A.M. to 4:00 P.M. These hours start August 15 and end June 15. Office hours for the summer are 9:00 A.M. to 3:00 P.M. from Monday thru Thursday.

## **Task Sheets**

The students in grades 2 through 8 will use task Sheets. Task Sheets will be available each morning for the students to tape on the top right hand side of their desk. Then as each assignment is given, the student can write them down on the Task Sheet. The Task Sheet can then be used as a checklist at the end of the school day. The assignments will be written on the chalkboard to assist the students in Grades 2 through 4. Students in Grades 5 through 8 rely solely on their Task Sheets.

## **Proper Headings**

All assignments will follow the same format and use a full sheet of paper:

- NAME
- SUBJECT
- ASSIGNMENT
- DATE

Students in Grades 3 through 8 will observe the above format. Students in Grades 3 through 6 will be given their assignment back to correct if not followed. Students in Grades 7 and 8 will have 10% deducted from their assignment if the format is not properly followed.

## **Progress Reports**

The Progress Report is set up to help the child stay on top of his/her studies and to keep parents informed and involved. It is given out weekly so that simple problems are caught before they become big problems. It is just one way for us to help our children learn and become responsible for their work.

Each week Progress Reports will be sent out to students in grades 4 through 8 who have incomplete assignments. Students will also receive a Progress Report if they go down two (2) letter grades in a subject.

The Progress Report and the missing work are to be turned in to their teacher the first day of the next week with the Progress Report signed by a parent. Credit will be given for the work if it is turned in with the Progress Report signed. There are some exceptions to this rule. If a student does not bring in the Progress Report signed, they will be required to go to the office and phone their parents. This ensures that our parents will be able to stay on top of their child's work. Students not turning in their Progress Reports will not be allowed to participate at lunch recess. The student will be required to do a clean-up project during their lunch recess. Parents are requested to follow-up at home with students who do not follow through with this program. The parent's assistance is needed and appreciated.

## **Mid Terms**

Each student in grades 3 through 8 will receive mid-term grades halfway through each quarter. This allows the family to praise and encourage their child for their hard work. It also gives ample time to correct any areas that need special attention. These are signed by Parent / Guardian and returned to their teacher in a timely manner.

## **Honor Roll Requirements**

Each quarter, students in Grades 5-8 will have the opportunity of making the Honor Roll. The intent of this program is to acknowledge the effort of students in their academics. To be on the Honor Roll, a student must earn all "A's" and "B's" with the exception of one "C". To be on the High Honor Roll, a student must earn all "A's" with the exception of one "B". We encourage every student to set high goals and then do their best.

## **Hot Lunch Program**

A hot lunch is available for our students and the staff. A monthly menu will be provided in advance so those children may make their choices for the upcoming week. Lunch will be provided at a reasonable cost. Payment for lunch may be made in advance through the school office or through the student's teacher. Free and reduced cost meals are also available through the Federal Hot Lunch Program. Forms to see if you qualify will be available Registration Day or through the school office.

## **Lunch Off-Campus**

Students will not be released for off-campus lunch during school hours, except to go with their parents or a close family member. Other students are not allowed to accompany classmates on these outings. Also, when it becomes necessary to remove a child for lunch, please be conscious of the lunch / recess times and make every effort to work within these time parameters. It is very disruptive for the rest of the class to have students coming in late after lunch. It also requires the teacher to re-teach whatever that student has missed.

## **Devotions**

The faculty begins each morning at 7:40 AM – 8:00 A.M. with devotions. Please do not call during this time.

## **Chapel**

A regular school chapel service will be held the first Wednesday of the month at 2:15 P.M. Chapel service on remaining Wednesday's will be held at 8:30 A.M., unless change is indicated on the school calendar. Parents, grandparents or any other visitors are welcome to attend.

## **School Dress**

- Students are permitted to wear shorts until September 30. Then again after May 1<sup>st</sup>. The shorts must not be too short, determined by staff. Any students who do not follow this rule will have to call home for a change of clothes.
- Tank tops are allowed in Kindergarten through Grade 2, but no spaghetti straps or strapless summer tops. Grades 3 through 8 are required to have sleeves on their shirts.
- Spandex is only allowed in Grades 4 through 8 in Physical Education classes to be worn under their gym shorts.
- Clothing with offensive sayings, graphics, etc. are not permitted. This includes clothing with advertising for alcohol and tobacco products or any other advertising items that the school feels is inappropriate.
- Inappropriate use of jewelry, body piercing, body art, will not be permitted.
- On Chapel days, we especially encourage the students to dress up for this day. Parents can play an important role by stressing this at home.
- Anything that falls short of the high standards of Christian modesty or items that disrupt the learning process of any individuals will be removed or corrected. This will be handled on an individual basis.

## **Telephone Use**

The school phone is intended for school use only. Students in Grades K-3 are allowed to call for forgotten lunches. Students in Grades 4-8 are not. Students are allowed to use the phones only in emergencies. Students are not permitted to use the phone to make after school plans, call for forgotten items, or receive calls. Students will be given 1 grace call per semester. Please try to give your students all the information they will need for the day in the morning, before dropping them off. It becomes very difficult, with over 200 students to constantly be taking messages to them or retrieving them for the phone.

## **Cell Phones/Electronic Devices/Toys**

Trinity Lutheran School does not allow the use of cell phones at any time during the school day. We also prohibit the use of electronic devices such as iPod's, CD Players, Game Boys, or other digital toys. Students caught using these devices will have them taken away and left in the office. Students may be required to have parents pick them up. This also applies to any other toys that younger students may bring that will cause a distraction or disruption in the classroom or at recess. Toys may be brought to school for sharing time only.

## Distribution of Materials

Any materials to be distributed to the students or posted at the school, such as tracts, sports programs, etc., will be cleared by the Principal.

## Parent/Teacher Meetings

Twice each year Parent/Teacher meetings will be scheduled to meet here at school. If you would like to visit with your child's teacher at any other time, they are on duty until 4:00 P.M. each day. Please avoid mornings, as most teachers are making final preparations and greeting their students at this time. Calling ahead will insure that the staff person you wish to visit with is not already committed.

## Parent/Room Visits

Parents are welcome to observe in their child's classroom, however, please contact the office to set up a time for your visit. This will allow the visit to be scheduled for a day and time that will not conflict with other class activities.

## Discipline, Steps to Follow

We recognize that from time to time, concerns come up that need attention. It is our goal to handle all situations in a God-pleasing manner.

Classroom teachers handle discipline in their classrooms. When they need assistance, the Principal is informed. Our greatest results come from parent support. Together, school and family, we can teach our children skills necessary to lead a God-pleasing life.

How to handle a concern is based on Matthew 18: 15.

1. To speak in truth and in love directly with whom you have the concern.
2. If #1 does not resolve the concern with a teacher, a conference with the parent, teacher, and Principal will be arranged. If the first step is with the Principal, a conference with the parent, Principal, and Pastor will be arranged.
3. If the concern still exists with a teacher, the teacher, parent, Pastor, Principal, and the School sub-committee will meet.
4. If someone shares a concern and is not following the guidelines, please encourage the person to use correct procedure. Our goal is to be reconciled with our brothers and sisters in Christ.

The discipline of the classroom is the responsibility of the classroom teacher. They will involve the Principal and the family if the need arises. The discipline of the school as a whole is the responsibility of the Principal. He will involve the family as it is deemed necessary. The goal is for the school and family to work together in love to discipline our children.

Examples of inappropriate behavior are: running in the hallways, throwing snowballs, tackling during recess, unfinished schoolwork, excessive talking in class, loud talking in hallways, chewing gum, not cleaning up messes, being disrespectful, damaging or defacing school property, foul language.

Consequences for inappropriate behavior may include some of the following discipline measures.

Loss of recess, cleaning gym floor & bleachers, wiping down walls, sweeping parking lot, staying after school, writing sentences, timeout areas, removal from an activity and expulsion from school. This list is not intended to be all inclusive. It is to be used as a guideline. Each situation will be handled on an individual basis.

Students whose behavior is not corrected by the listed possible consequences will go to the next level of discipline.

Step 1: In-school suspension – 1 day.

Step 2: Out of school suspension – 1 day

Step 3: Out of school suspension and must go before the Board of Christian Education for consideration of expulsion.

If the inappropriate behavior is a serious infraction, the parents will be contacted immediately for picking up their child. This would include drugs, weapons, fighting, etc.

Also, during the school year there are many forms sent home that require the signature of a Parent/Guardian. Any student who is caught forging their Parent/Guardian signature on any form will automatically be dealt with using the 3-step procedure for consequences.

## Property Damage

If, through carelessness or maliciousness, a child is responsible for damage to school property or that of another child, he will be required to make restitution.

# **PROGRAMS AND ACTIVITIES**

## **Programs and Activities Policy**

During the course of the school year, the students are involved in a variety of events that require their attendance. These events are a vital part of the curriculum that helps make our program unique. We request that parents do all they can to promote and support these events. Student life at Trinity Lutheran presents opportunities for a child to participate in the annual Spring Musical, Bell Choir, concerts, band, Music Box, sports and inter-school activities, ski days for Grades 5-8 and extended field trips. These activities are sponsored by the school and help to develop Christian leadership and attitudes.

## **Student of the Week**

The purpose of this program is to observe our children using their God given talents and abilities in a God pleasing manner. Each week those students' chosen will be recognized at the end of our chapel service. The student's name will be displayed in the hallway for one week. The program is designed to observe them being good examples, over and above their normal positive behavior and actions.

## **Baptismal Birthdays**

The students will receive a Baptismal Birthday card from the Principal. We want to celebrate this special day with each child. Parents, please check in the office to be sure that we have everyone's correct date.

## **Sports**

In addition to a well-balanced education program, students in grades 5-8 may participate in after-school athletics. There is a fee for each sport. The following sports are available to our students here at Trinity:

- Girls and Boys Basketball ( 5<sup>th</sup> – 8<sup>th</sup> )
- Girls Volleyball ( 5<sup>th</sup> – 8<sup>th</sup> )

## **Extra-Curricular Grades**

Athletic teams, Music box and Bell Choir are part of our extra-curricular activities. Therefore, it is a privilege to participate in them. Students are required to maintain a "C" average to be eligible to participate. If the "C" average is not maintained, the student will be removed from the activity to concentrate on academics. If the student has "D's", then a "C" average is not being maintained. An "F" is an automatic removal. Students in Grade 5 can return after one week if grades improve. Students in Grades 6-8 can return after 2 weeks. Any student ineligible twice during one activity will be removed from that activity.

## **Drug Policy**

In accordance with the State and Federal Regulations, Trinity Lutheran School is designated as a "Drug Free Area". The unlawful possession, use or distribution of illicit drugs, tobacco, and alcohol on school premises or as part of any school-controlled activity is strictly forbidden.

## **Gun-Free Schools Policy**

In accordance with the provisions of the Gun-Free Schools Act, 20 USC 3351, any student who brings a firearm on to school property, except as provided below, shall be expelled for a period of not less than one calendar year unless modified by the board of trustees, upon a recommendation from the district superintendent.

**Exception:** In the case of a student getting prior permission from teacher and parent for a class project or presentation student may bring an unloaded firearm on to school property.

## **Volunteer Policy**

The hours donated by our volunteers are great! The difference is immense. If you have time, please get involved and be one of those who help us grow and positively influence our children.

Examples of some of the activities our volunteers perform:

Lunch helpers, librarians, tutors, teacher aids, room parents, program workers, activity workers, Campbell Soup label counters, field trip drivers, etc.

The dramatic rise of physical and sexual abuse of children has claimed the attention of our entire society. As a Christian school, we also must address these dangers directly. The following policy reflects our commitment to provide protective care for all children, youth, and volunteers who participate in our school activities.

1. Adults who have been convicted of either child sexual abuse or physical abuse will not be allowed to volunteer service in any school-sponsored activity or program for children or youth.
2. Obviously, you will be alone with children as you drive and chaperone on our trips. Whenever possible, however, try not to get isolated with a small group of children without another adult present.
3. Adult volunteers should immediately report any behaviors that seem abusive or inappropriate to the principal or a teacher.

An abuse policy form shall be filled out and signed by all school volunteers. The forms will be available on Registration Day or can be picked up in the secretary's office. Anyone working one-on-one with students will be required to have a background check. This is especially true for coaches, substitute teachers and staff.

## **Drivers for Field Trips**

We would not be able to go on our many Field Trips without our parents, family and friends being drivers. Safety is a key issue. There must be a seat belt for each person traveling in a volunteer's vehicle. Drivers for Field Trips must be at least 21, have a valid Drivers License and current insurance on the vehicle. Drivers and other chaperones will not consume any alcoholic beverage during the time they are responsible for students. Volunteers should know that their vehicle insurance is the primary insurer in case of an accident.

I have read the Student/Parent Handbook with my son/daughter.  
He/She understands the contents of the handbook.

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Signature of Parent/Guardian

Date

I have read the Student/Parent Handbook with my parent/guardian and I  
understand the contents of the handbook.

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Signature of Student

Date

*Please sign and return this page of the handbook to the office no later than  
Friday, September 3, 2010.*