

**Parent/Student Handbook**  
**2018-19**



**TRINITY**  
LUTHERAN CHURCH & SCHOOL

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## **Introduction**

We hope this handbook will help parents/guardians obtain a better understanding of the policies and practices of our school. Trinity Lutheran School reserves the right to enact, interpret, apply, and enforce all policies, procedures, rules, and consequences contained herein. Enrollment of children at Trinity indicates the parent/guardian's acceptance of the policies and procedures of Trinity Lutheran School.

The handbook in no event is intended to constitute a contractual agreement and is not intended to be binding upon Trinity Lutheran Church and School or the Trinity Lutheran Board of Christian Day School. Please note the handbooks are subject to change without notice by the school's governing body or by Faculty/Staff annual updates. If you cannot find answers regarding who, what, when, where, or why in this handbook, you are strongly encouraged to ask for clarification.

ALL PARENTS AND 7<sup>TH</sup>/8<sup>TH</sup> GRADERS MUST SIGN a written acknowledgement affirming that they have read, are in agreement with, and are willing to abide by the established standards of Trinity Lutheran School as outlined in this handbook.

## **SECTION I – PHILOSOPHY AND ORGANIZATION OF SCHOOL**

### **1.1 Philosophy of Ministry of Trinity Lutheran Church and School**

In October of 2016, the Voters Assembly adopted a Strategic Ministry Plan as our best understanding of God's calling (work) and plan for our congregation. This is a remarkable document, resulting from gathering as the Body of Christ and prayerfully asking God to reveal His purpose (mission), boundaries (values), direction (vision), and destination (goals) for our congregation, along with our best response to this calling. We will continue in the Strategic Ministry Plan process during the next few years.

#### **1.01 His Mission for Us**

**Sharing Christ, Meeting Needs! We connect people to the Triune God.**

“Therefore, I urge you, brothers, in view of God's mercy, to offer your bodies as living sacrifices, holy and pleasing to God—this is your spiritual act of worship. Do not conform any longer to the pattern of this world but be transformed by the renewing of your mind. Then you will be able to test and approve what God's will is—his good, pleasing and perfect will.” Romans 12: 1-2

#### **1.02 His Vision for Us**

Our Community will be drawn to Christ as we share His love through our service and involvement among them and will see Trinity as a light of Hope.

Our Guests will feel loved, accepted and welcomed, and see us as an “Oasis of Worship” as we walk with them and they are transformed by Him.

Our Members will be a connected, involved and nourished family of believers equipped to boldly step out to share the Gospel.

**“Now you are the body of Christ, and each one of you is a part of it.” 1 Cor. 12:27**

#### **1.03 His Goal for Us**

**Through worship and our facilities will serve to enhance our ministry and grow our congregation with every member involved as we reach out to connect the community to Christ.**

#### **1.04 His Strategies for Us**

**Develop effective worship, faith-based and service programs to involve every member to bring Christ to our community.**

### **1.2 Strategic Plan 2016-2019**

**Mission Statement:** We connect people to the Triune God. (Matthew 28:18-20; Romans 10:14)

**Motto:** Sharing Christ, Meeting Needs!

## Core Values

- We provide doctrinally-sound teaching, preaching, and worship opportunities.
- We encourage regular attendance in our worship services, invite participation in our activities, and support whole life stewardship.
- We are fearless ambassadors for Christ in our neighborhood and in our greater community.
- We are lifelong learners – we grow in our understanding of God’s word from cradle to grave.
- We encourage, respect, and appreciate each other.

## Vision Statement

We aspire to be an *inviting, thriving* congregation of *spiritually-mature, actively involved* members who *positively impact our community*.

## Focus Areas

To achieve our stated vision, we will implement strategies that align with the five focus areas in the vision statement:

1. **Be an Inviting Congregation**
  - a. Improve and maintain all facilities
  - b. Reach out to inactive members
  - c. Reach out to unchurched family and friends
  - d. Create connections with new members
  - e. Enhance worship with increased youth presence, resources, and technology
2. **Be a Thriving Congregation**
  - a. Educate members about the importance of regular worship attendance
  - b. Educate members about the importance of tithing time, talent, and treasure
  - c. Develop and implement a strategic plan that guides our school to thrive at its full potential
  - d. Support and increase staff to build a thriving congregation
3. **Encourage Members to be Spiritually-Mature**
  - a. Increase Bible study and Sunday School attendance
  - b. Develop and implement a plan for increased retention of our youth, confirmands, and young adults
  - c. Implement quarterly Family and Home Life events
4. **Motivate Members to Become Actively Involved**
  - a. Improve communication throughout the congregation
  - b. Develop a master list of annual congregational events
  - c. Increase collaboration between church and school
  - d. Implement a small group program to increase fellowship and a sense of belonging
5. **Positively Impact the Community**
  - a. Provide “Good Neighbor” service projects for the Springfield area and our immediate neighborhoods.
  - b. Raise awareness of Trinity throughout the community with advertising and promotional campaigns.
  - c. Increase visibility of Trinity in the community through volunteer activities.
  - d. Increase visibility of Trinity beyond the local community through support of District and World Missions and other relief opportunities.

**SUMMARY:** “I am Trinity in my community.”

## 1.3 Christian Beliefs

Christian beliefs, as understood and taught in the Lutheran Church-Missouri Synod, extend to everything that is done at Trinity Lutheran Church and School. Christian instruction is not only carried out formally but is



integrated into the study of every subject. Students are immersed in a Christian atmosphere, surrounded by teachers, administrators, pastors, and staff members who strive to have their very presence be a testimony to the Christian faith and our distinctively Lutheran manner of expressing that faith.

We know that each of us sins daily, that we have a sincere need to repent of those sins, and that we need to be reconciled with God and with one another. We know that Jesus Christ died and rose again to forgive all sins. Not one of us is better than another. This said, we recognize there are sins that are more obvious than others. We believe and teach that when obvious sins are not dealt with in a Scriptural manner (repentance, forgiveness, and reconciliation) they can seriously damage the Christian community.

At Trinity Lutheran School we expect that the families of our students will not act in a way that is contrary to, or disrupts, the teachings of this school in matters of religious faith and personal conduct. Family members are not required to believe or confess the teachings and beliefs of the Lutheran Church-Missouri Synod. However, family members may not act in a way that may negatively affect the school, promote beliefs that are contrary to those of the Lutheran Church-Missouri Synod, or otherwise weaken or undermine the culture being developed at the school.

### **1.4 Clarification of Beliefs**

- A. **MARRIAGE:** We believe that God created marriage to be exclusively the union of one man and one woman and that intimate sexual activity is to occur exclusively within that union.
- B. **GENDER:** We believe that God wonderfully and immutably creates each person as male or female. These two distinct, complementary genders together reflect the image and nature of God. Rejection of one's biological sex is a rejection of the image of God within that person.
- C. **SEXUALITY:** We believe that any form of sexual immorality (including adultery, fornication, homosexual behavior, bisexual conduct, bestiality, incest, and use of pornography) is sinful and offensive to God.
- D. **FORGIVENESS:** We believe that God offers redemption and restoration to all who confess and forsake their sin, seeking His mercy and forgiveness through Jesus Christ.
- E. **LOVE & BEHAVIOR:** Hateful and harassing behavior or attitudes directed toward any individual are to be repudiated and are not in accord with Scripture nor the doctrines of Trinity Evangelical Lutheran Church dignity.
- F. **LIFE:** We believe that all human life is sacred and created by God in His image. Human life is of inestimable worth in all its dimensions, including pre-born babies, the aged, the physically or mentally challenged and every other stage or condition from conception through natural death. We are therefore called to defend, protect, and value all human life.
- G. **EMPLOYEES & VOLUNTEERS:** We believe that in order to preserve the function and integrity of Trinity Evangelical Lutheran Church as the local Body of Christ, and to provide a biblical role model to TELC members and the community, it is imperative that all persons employed by Trinity Evangelical Lutheran Church in any capacity, or who serve as volunteers, agree to and abide by these statements on Marriage, Gender, and Sexuality.

**Note:** For purposes of Trinity Evangelical Lutheran Church's faith and doctrine, our Senior Pastor is Trinity Evangelical Lutheran Church's final interpretive authority on the Bible's meaning and application.

### **1.5 Lutheran Christian Education**

Lutheran Christians place an extremely high value on full-time Christian education. A Christ-centered, Bible-based religion curriculum is combined with God-pleasing discipline to prepare students for citizenship on earth as well as in heaven. We consider Christian living here on earth as the beginning of an eternal life with Jesus.

Trinity Lutheran School strives to achieve the above standards in addition to educating young minds in the state-approved curriculum. All subjects, however, are taught from a Biblical perspective and its Christian application to life.

The school has a positive, home-like atmosphere because we believe the school is an extension of the Christian home. Extra activities, assemblies, field trips, and worship experiences are planned for Christian growth and fellowship.

Trinity Lutheran School is dedicated to serve the whole life of each child and his family, for the sake of, and in the name of Jesus Christ.

### **1.6 Four Core Values**

#### **Vision for Trinity Lutheran School & Preschool**

**Trinity Lutheran School and Preschool will use the educational ministry of Trinity Lutheran Church to promote the educational, spiritual, and emotional development for each child and their family.**

In light of the Mission Statement Trinity Lutheran School & Preschool has identified four Core Values. These Core Values will assist us in planning our curriculum and extra activities so that our students will develop into well-rounded Christian citizens. **Trinity's Four Core Values are:**

#### **Christ-Centered**

**Trinity School is Christ-Centered.** On a daily basis the faculty and staff at Trinity share the love of Christ with each of our students, their families, friends and the community. Our students learn how to show **compassion** to others and how to find **composure** in a stress-filled world through the peace found only in Jesus. *Trinity School provides doctrinally sound teaching in the classroom and encourages regular attendance in worship services, invites participation in church activities, and supports whole-life stewardship.*

#### **Excellent Academics**

**Trinity School prepares students to be successful in their future education and vocation.** Our rigorous curriculum is based on education standards of the State of Illinois. Students are challenged to meet high expectations and develop a strong work ethic. We have activities both in and out of the classroom that develop **curiosity, creativity, and clear thinking** which prepare our students for excellence in a changing world. *Trinity faculty and staff encourage our students to be lifelong learners as they grow in their understanding of God's Word and the world around them.*

#### **Family-Focused**

**Trinity School focuses on our families.** As Christ-centered educators, we understand the need for a strong support system in the life of a developing child. We provide a wide variety of events, including Bible studies, workshops, social activities, and as well as materials to use at home that strengthen each family through opportunities for **communication and collaboration**. Parents, grandparents, and guardians are all encouraged to be involved in school activities. *Trinity faculty, staff, and students and their families encourage, respect, and appreciate each other.*

#### **Serving Others**

**Trinity School encourages students to grow into active and compassionate citizens.** Lutherans place an extremely high value on a Christ-centered, Bible-based curriculum which prepares students for citizenship on earth as well as in heaven. Trinity provides opportunities for our students to develop a willingness to use all the skills they have learned to help others and to share the blessings they have received. *Trinity students are learning how to become ambassadors for Christ in their school and church, their community, their nation, and the world.*

### **1.7 The 8 Elements of Success**

Over a year ago, Trinity School began working with a consultant from Mission Enablers who guided us through a series of interviews and surveys, focusing on what parents' value in their child's educational experience and how parents would define success for their child when he/she reaches 30 years old. The

information was condensed to these four key areas which parents consider indicators of their child's future success as an adult:

- **Be strong in your faith walk.** On a daily basis the faculty and staff at Trinity share the love of Christ with our students. Through a Bible-based curriculum our students grow in compassion for others and composure within their own hearts and minds.
- **Be financially independent.** Trinity students are challenged to meet high academic expectations and to develop a strong work ethic through activities both in and out of the classroom that develop curiosity, creativity, and clear thinking. Our students are prepared to be lifelong learners in an ever-changing world.
- **Be part of a happy family structure.** We are all part of families at home, at work, at church, and in our various social activities. Trinity Church and School provides a wide variety of Bible studies, workshops, and materials that strengthen our ability to communicate and collaborate in God pleasing ways with everyone around us.
- **Contribute to the community where you live.** As citizens of earth and heaven Trinity students are learning how to become ambassadors for Christ in their school and church, their community, their nation, and the world.

Trinity School is pleased to be your partner in this journey with your family.

These results reinforce the assumption that parents want more than strong academics in their child's educational experience. Following extensive study of current research on the role of education in a rapidly changing world, we have identified 8 key capabilities that we strive to develop in our students:

- **Compassion** - showing kindness to everyone
- **Citizenship** - taking care of the world and all the blessings you have received
- **Composure** - being at peace with yourself and demonstrating patience
- **Creativity** - thinking of new ideas and knowing how to make them happen
- **Clear Thinking** - having enough knowledge and wisdom to make good decisions
- **Curiosity** - desiring to continually learn new things
- **Communication** - connecting with other people to understand their thoughts and emotions
- **Collaboration** - working with others to solve a problem, complete a task, or create something new

Trinity School has always aimed to develop these skills and traits, in addition to strong academics, because they are a vital part of a well-rounded Christian education. Because these efforts have never been organized or sequenced, we are now in the process of writing sequenced goals for each of the 8 Elements of Success. These goals will be shared with parents, coaches, classroom volunteers, and Sunday school and youth leaders so they can partner with teachers in developing these characteristics in our children.

### **1.8 Ownership and Support**

Trinity School is owned by Trinity Lutheran Church. Trinity Lutheran Church has been operating our Christian Day School since 1860 as a mission to our families and the community. Policies governing the school are established by the congregation's voting assembly and are administered by the Board of Christian Day School.

Members of Trinity Lutheran Church place a high value on Christian education and provide substantial support for EVERY STUDENT that attends Trinity School.

The members of Trinity Congregation assume the majority of cost of operating and maintaining Trinity School. The cost of educating one child at Trinity is over \$6500 per year. Tuition and Registration Fees for one child is \$2500 for Trinity members, a discount of over \$4000. Tuition and Registration Fees for one child is \$4700 for Community members, a discount of over \$1800. Families with more than one child in the school receive even more assistance.

Parents who are members of Trinity are expected to give to their Lord, voluntarily, and on a REGULAR BASIS, an amount that will appreciably assist with, or exceed, the congregation's cost in carrying out its desired goals

in Christian education. Trinity families and Community families are required to remit tuition payments in one or two payments by check, or in 10 or 12 payments by automatic withdrawal.

### **1.9 Board of Christian Day School**

The Board of Christian Day School meets on the last Monday of each month. Meeting dates are listed on the School Calendar. At the beginning of each meeting, time is set-aside for parents to come in and talk. Please contact the chairman of the Board in advance so that he/she can prepare the agenda appropriately. Supervision of the school rests with the principal who exercises educational leadership in the operation of the school and implements procedures and carries out the policies and directives of the Board of Christian Day School and congregation. is responsible for setting policy and the approval of policies.

### **1.10 Grievance Policy**

The education policy at Trinity Lutheran School is a cooperative endeavor of students, parents, staff and administration; however, on occasion, grievances, complaints, or concerns will arise between individuals. In the interest of continuous improvement toward the goal of positive relations, grievances should be expressed according to the following guidelines:

**First**, taking our guidelines from the Bible (especially Matthew 18), participants in a grievance have an obligation to communicate honestly, respectfully, and directly with each other. Rather than focusing on a singular viewpoint, every effort should be made to understand the other person's perspective. Communication between the involved parties will promote the most direct and effective solution.

**Second**, if the concern is not resolved satisfactorily, the matter should be brought to the immediate supervisor

- Athletic issues- Coach, then Athletic Director, then Principal
- Extended Care issues- Extended Care Worker, then the Extended Care Manager
- Student issues- Teacher, then Principal
- Discrimination issues-Principal or Board of Christian Day School- Written is preferred.

**Third**, if the concern is not resolved satisfactorily, the matter should be brought to the principal who can help process and mediate the situation. The principal will strive to bring resolution to the matter. If the initial grievance involves the principal, then the matter should be directed to the Board of Christian Day School Chairperson who will help process the matter.

**Lastly**, if the concern remains unresolved by the principal or the BCDS chairperson, then the grievance will be brought to the Board of Christian Day School. They will direct a decision between the parties by processing the concern with all involved persons, consulting with the Senior Pastor, or directing the matter to the Church's Board of Directors.

It is essential to maintain an atmosphere of mutual respect, trust, and open communication in this endeavor of education. An initiated discussion about grievances with other persons without full understanding of the pertinent facts promotes misunderstanding, misrepresentation, and gossip. All persons have the right to be respected and treated as human beings and forgiven as children of God. (BCDS July, 2012)

### **1.11 Accreditation**

Trinity Lutheran School is fully accredited by the National Lutheran School Association of the Lutheran Church-Missouri Synod, as well as being formally registered and recognized by the Illinois State Board of Education. We are also a member of the Illinois Coalition of Nonpublic Schools.

The school is also in compliance with the applicable sections of the Illinois School Code, with relevant case law (including Plyler v. Doe,) and with 23 Illinois Administrative Code Part 425.

## **SECTION II – ADMISSION/RE-ENROLLMENT**

### **2.1 Non-discriminatory Policy**

Trinity School admits students of any race, gender, 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, gender, color, or national and ethnic origin in administration of its educational policies, admissions policies, scholarship or loan programs, and athletic and other school administered programs. Parents with students who have disabilities should review Section 2.4.

### **2.2 Admission Policy**

Trinity School is maintained primarily for the Christian education and training of the children of Trinity Church members.

Children shall be admitted with the following priority:

1. Children of Trinity Lutheran Church members.
2. Children enrolled during the previous school year and their siblings.
3. Children of other Lutheran families.
4. Other families of the community, searching for a Christ-centered education.

### **2.3 Age Requirements**

Kindergarten students must be five years of age on or before September 1<sup>st</sup>.

### **2.4 Guidelines for Accepting Students**

We ask that families who apply respect the Mission and Vision of Trinity Lutheran Church and School. Our Mission and Vision is based on our Christian Doctrine as taught by the Lutheran Church-Missouri Synod.

All students entering Trinity School must present the school with a certified copy of the child's birth certificate. The school office will promptly make a copy of the certified copy for its records and return the original certified copy to the parent/guardian. According to the Missing Children's Act, any new student who has not brought in a certified copy of the child's birth certificate within 30 days of enrollment should be reported to police authorities.

Here is a list of factors that the board will use in the acceptance process.

As a general policy, the board may admit a prospective student if the board determines:

1. The student:
  - a. would not exceed the class size policy;
  - b. can transfer in "Good Standing" from his/her previous school;
  - c. has up-to-date medical records;
  - d. is not under a current suspension and/or expulsion;
  - e. is enrolling before or during the first semester;
  - f. does not have attendance issues and/or failing grades;
  - g. is recommended by their current school for the grade listed on the application;
  - h. has acceptable scores on the NWEA testing for their grade level.
2. Trinity is equipped to assist with the student's need for extra instructional time (resource room, IEP, or student management plan). (Trinity does not have the same resource services as the local school district and the board may elect to not accept the student if it believes the student's needs would be better served by the local school district.)
3. There is no financial concern that the student's family has a history of not being willing to cover their portion of the tuition and fees.
4. There are no other extenuating circumstances that would prevent the board from accepting the student.

## **2.5 Preapproved Admission Acceptance Policy**

The Board of Christian Day School has given the principal the power to accept students under the following guidelines.

Before accepting any student, the principal needs to review the following:

- Completed application
- Report cards (Kindergarten- form from previous preschool)
- IEP/SMP (if applicable)

Principal can accept a student if the following are true about the student:

- Being prompted to the next grade.
- Grades are average or above.
- School attendance is acceptable (less than 15 absences).
- NWEA testing scores are within one grade level. (3<sup>rd</sup> grade and up),
- The principal has interviewed the family.
- The class size is under the current class size policy.

Principal should request Board of Christian Day School approval for students if:

- Last school has recommended repeating the grade.
- Report Card grades or attendance issues are a concern.
- There are discipline concerns from last school. (Student has been suspended or expelled from last school.)
- There is an IEP/SMP that will require daily hours with our Resource Teacher.
- Acceptance will place the class over the Board of Christian Day School class size policy.
- Any other reason that the principal would like the opinion of the BCDS.

The principal should notify the BCDS (in a timely manner) of all students that have been accepted under the preapproved policy. The principal should request (either by email or board meeting) the acceptance for students that do not meet the guideline listed above.

## **2.6 Re-enrollment**

Children are accepted for enrollment at Trinity Lutheran for one school year. Re-enrollment procedures must be completed every year for placement to be maintained for the following year.

In February of each year, materials for re-enrollment are distributed. To reserve a place for the child(ren), parents must submit the re-enrollment form and non-refundable fee.

- All fees must be current for the student to re-enroll.
- Students who have been removed may not re-enroll without the permission of the Board of Christian Day School.

## **2.7 Student Records**

A student's permanent record shall contain and be limited to the following information:

1. Student's name, birth date, biological gender, and names and addresses of the student's parents/guardians
2. Academic transcript
3. Attendance record
4. Accident reports and health record
5. Record of release of permanent record
6. Standardized testing information
7. Intelligence and aptitude test scores

A student's parent/guardian may review these records within fifteen (15) days after a request has been made in writing to the principal or the school secretary. An official transcript of records will be forwarded to a requesting school within ten (10) days of the request.

**An official transcript of a student's scholastic record will not be forwarded to another school until all outstanding fines and fees have been paid, the file is completed, and is in accordance with the Missing Children Registration Law (see below). An unofficial transcript shall be sent until all outstanding fines and fees have been sent.**

At the end of five years, the records will be purged and only the permanent records will be reduced and kept on file. A parent/guardian may request copies of these records before the end of the five years for a cost not to exceed .35 per page.

## **2.(325 ILCS 55/) Missing Children Registration Law**

Upon notification by the Illinois Department of State Police of a child's disappearance, a school in which the child is currently or was previously enrolled shall flag the record of that child in such a manner that whenever a copy of or information regarding the record is requested, the school shall be alerted to the fact that the record is that of a missing child. The school shall immediately report to the local law enforcement authority any request concerning flagged records or knowledge as to the whereabouts of any missing child. Upon notification by the Department that the missing child has been recovered, the school shall remove the flag from the person's record.

**The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.**

FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

- Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.
- Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.
- Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):
  - School officials with legitimate educational interest;
  - Other schools to which a student is transferring;
  - Specified officials for audit or evaluation purposes;
  - Appropriate parties in connection with financial aid to a student;
  - Organizations conducting certain studies for or on behalf of the school;
  - Accrediting organizations;
  - To comply with a judicial order or lawfully issued subpoena;
  - Appropriate officials in cases of health and safety emergencies; and
  - State and local authorities, within a juvenile justice system, pursuant to specific State law.

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA.

**SECTION III ACADEMICS**

**3.1 Academic Subjects**

Our school teaches all the standard elementary school subjects that the public school mandates. Besides this, pupils learn the principle doctrines of the Bible, Bible stories of the Old and New Testaments, and selected verses from the Bible that they are required to memorize. All pupils must take all subjects of the curriculum.

At times, parents feel the desire to know just what the subject matter will be in various areas of the curriculum. A good idea is to spend several evenings early in the school year examining the textbooks your child is assigned. Subjects for which your child may have textbooks are:

RELIGION	ENGLISH	MATH	SPELLING	SOCIAL STUDIES
MUSIC	HANDWRITING	READING	SCIENCE	VOCABULARY

Our school practices some departmentalization since we have qualified teachers who are specialists in their respective fields. Therefore, your child may have several teachers during the course of a single day, especially in middle or upper grades. Our pastors teach the religion course in seventh and eighth grades, preparing the students for the Rite of Confirmation and for communicant membership in the congregation.

**3.2 Academic School Year**

According to Illinois state law the length of the school year must be at least 176 days of student attendance, with at least five hours of instruction daily, or a total of 880 hours of instruction per school year. 23 Ill. Adm. Code 425.30(a) (1)(A). Trinity Lutheran School complies with this law and often exceeds the number of days and hours required.

**3.3 Attendance/Absence/Illness**

**3.31 Attendance**

Regular daily attendance and punctuality are required and essential in order for the students to receive the maximum benefit of the educational opportunities the school offers. Regular attendance develops dependability and responsibility in the student and contributes to his / her academic achievement. Frequent absenteeism seriously hampers academic progress.

**3.32 Absences/Planned Absences**

**Parents must telephone the school office (787-2323) prior to 8:30 a.m. to excuse any child who is to be absent from school.** Parents of students that are unaccounted for by this time will be notified. A written excuse to your child's teacher, upon his return to class, is required for any and all absences.

Absences will be excused on the basis of the Illinois School Code only. Unexcused or questionable absences will be treated as discipline problems. Students that are absent because of illness or family emergency will receive 2 days for each school day (maximum of 5 school days) missed to complete missing or incomplete assignments.

Planned absences must be arranged with the teacher and the principal one week in advance, in writing. Assigned class work is to be submitted on the day of return to class.

**Students who are absent more than twenty-five days during a school year will not receive credit for that school year and will be retained in the same grade. Special cases may be appealed to the Board of Christian Day School.**

**3.33 First Aid/CPR/AED/Epinephrine Auto-Injectors Training and Certification**

Office staff and faculty have been trained to administer first aid, and epinephrine auto-injectors. In addition, the office staff and faculty have CPR, and AED training certification.



### **3.34 Illness**

If symptoms of illness are present please keep the student home unless accompanied by a doctor's note allowing them at school. The criteria to use is as follows:

1. Fever – Children should be fever free without the use of medicine for 24 hours. Children being treated with Tylenol or other medicine to control a fever should not be in attendance.
2. Students displaying symptoms of vomiting or diarrhea in the previous 12 hours should be kept home.
3. Students who have been diagnosed by a doctor and currently have been on antibiotics for less than 24 hours should remain home.
4. Individuals experiencing a rash or unusual skin appearance should remain home until a doctor can be consulted.
5. Students experiencing chronic coughing should remain home.
6. Sending sick individuals to school creates potential health problems for the teacher and other students.

### **3.35 Medicine in School**

No school personnel shall administer to any student, nor shall any student possess or consume any prescription or non-prescription medicine unless the **Authorization and Permission for Administration of Medication** form has been filed with the school office. This form shall be completed by the student's parents or guardian and licensed prescriber and shall be on file prior to the dispensing of any medication to a student.

Please **note** these changes BEGINNING IN the 2017-18 School Year:

- a. **If your child is in frequent need of Tylenol or Ibuprofen, please send a bottle with them. We have a limited supply on hand.**
- b. **If your child requests to have Tylenol or Ibuprofen during the school day, the office will contact you via email even if you have the Authorization and Permission form filled out. This will prevent any over dose of medication.**
- c. **We will NO longer dispense Calamine lotion or "itch cream" unless you provide the topical medication with the proper form. The same procedure will apply with cough drops.**

The **Authorization and Permission for Administration of Medication** form must be renewed annually at the beginning of each school year. Forms are available in the school office and online. All drugs, including inhalers, which are to be taken in school, must be dispensed in the school office.

If your child will need to take **prescription or non-prescription** medication at school:

1. Complete and sign an authorization form in the school office.
2. Any prescription drugs must be sent to the school in a properly labeled pharmaceutical container.
3. Send all medications, clearly marked with child's name, dosage (provide a dosage cup or dropper), and name of medication. Written instructions must accompany the medication.
4. All medication, including Tylenol, cough drops, etc., must be kept in the school office.

The principal is to be informed of any prolonged or continuing medication.

**ANY PRESCRIPTION MEDICINE THAT IS NOT PICKED-UP BY THE PARENTS AT THE END OF THE SCHOOL YEAR WILL BE DISPOSED OF PROPERLY.**

### **3.36 Tardy**

Excessive tardiness will be treated as a discipline problem. School begins at 8:00 am. Students will be considered tardy if they are not in their classroom when the 8:00 a.m. bell rings. After 10:00 a.m. the student will be marked absent. **Excessive unexcused tardiness during the school year may result in a lunch detention or after school detention.**

### **3.37 Truancy**

In accordance with the Illinois School Code, a child may not be absent from school without valid cause for 5 percent of 176 days, or 9 days. Valid cause is defined as illness, observance of a religious holiday, death in the immediate family or a family emergency. Absences beyond 9 school days for absences without valid cause will be considered unexcused. No credit for school work will be given for unexcused absences. For extenuating circumstances, parents may request lengthy long-term absences to be excused by the Board of Christian Day School.

The school cannot be held responsible for the educational progress of students who fail to maintain regular attendance habits or who are absent for long periods of time due to vacations or long-term illness. Students with prolonged or excessive absences due to illness will be required to provide medical documentation to excuse absences for illness in excess of 18 school days within a school year.

In accordance with State law, students with long-term absence will be reported by the principal to the truant officer.

## **3.4 Curriculum**

Curriculum is developed and adopted by the Board of Christian Day School upon the recommendation of the school staff and other advisors. Each year a portion of the curriculum is reviewed and improved and new textbooks adopted. Textbooks are recommended by the faculty and approved by the Board of Christian Day School. Materials from both Christian and secular publishers are used. Parents may view the curriculum in the school office during normal hours.

Every effort is made to provide a complete curriculum as defined by the State of Illinois and the Lutheran Church – Missouri Synod.

## **3.5 Daily Schedule**

8:00 a.m.	All classes begin
11:30 a.m.	Half-day Kindergarten dismissal
2:50 p.m.	Full-day Kindergarten dismissal
3:00 p.m.	Grades 1-8 afternoon school dismissal

## **3.6 Grading Scale & Evaluation**

"Each one should use whatever gift he has received to serve others, faithfully administering God's grace in its various forms." (1 Peter 4:10)

Report cards, or progress reports, measure students' academic achievement, work habits, and social development. Evaluation in each area is based on multiple factors:

1. **Academic Achievement**- Meeting the requirements of the course by completing assignments, satisfactorily passing tests, and participating in class discussion as required.
2. **Work Habits**- Paying attention in class, staying on task, completing assignments on time, presenting neat and careful work, keeping desk and materials organized, returning notes, forms, and papers from home.

- 3. **Social Development-** Following classroom procedures and schedule, working and playing cooperatively with others, and accepting and respecting authority.

We make every effort to assist students individually so that each student has an opportunity to succeed, and to be challenged academically. We encourage parents and students to communicate with teachers about academic programs.

**Grades K-3** use the following grading standards:

- E - Excels at grade level
- S - Satisfactory at grade level
- N - Needs improvement
- U - Unsatisfactory at grade level

NI - Not introduced (for K only)

**Grades 4-8** use the following grading scale in subject areas where letter grades are given:

100-98 = A+	79-78 = C+
97-93 = A	77-73 = C
92-90 = A-	72-70 = C-
89-88 = B+	69-68 = D+
87-83 = B	67-63 = D
82-80 = B-	62-60 = D-

I = Incomplete                  M = Medical                  P/F = Pass/Fail

**3.7 Graduation**

Graduation for 8th graders is a highlight of their grade school life. The 7th grade room parents, with the assistance from other 7<sup>th</sup> grade parents, organize and prepare a reception for the graduate and their family and friends after graduation. The seventh-grade students assist at the reception by serving, set up, and clean up duties. Schools funds have been designated to defray the cost of the refreshments and decorations.

**3.8 Graduation Requirements**

In order for a student to graduate from the 8<sup>th</sup> grade at Trinity Lutheran School, he or she must be in good academic standing. A student may fail no more than one (1) core class for the year or fail more than two (2) core classes for two quarters or fail more than two (2) core classes the 4<sup>th</sup> quarter. Assignments must be completed to teacher specifications within the school year before a student can graduate. This includes the last quarter of the year. Students not having fulfilled the requirements for graduation will not be allowed to participate in the graduation ceremony or receive a diploma. For the purposes of this policy, core classes shall include religion, language arts, math, history and science.

**3.9 Homework**

Trinity School recognizes basically two types of homework. One is the assignment given by a teacher to be done during the school day. The amount of this type of work brought home will depend on the child's ability, organization, and industry. Efficient, attentive students will get more finished during school hours and naturally bring home less.

The second type of work is that specifically designed to be completed outside of the classroom. Students will have a gradually increasing amount of both types of homework as they progress through the grades.

Homework problems are to be brought to the attention of the teacher as soon as possible to avoid a growing problem.

### 3.10 Incomplete Work (Grades 4-8)

Students (Grades 4-8) who choose not to complete assigned work on time will receive an incomplete assignment form. An incomplete form will be sent for each incomplete assignment. Please note:

- Work not turned in by the beginning of the period will be given a ten percent deduction.
- Work may also be given a ten percent deduction for each additional day until the work is complete.
- During the quarter (about every two weeks), the teachers will notify students of any missing assignments.
- Teachers will also post to the electronic grade book, teacherease, missing assignments.
- Students with incompletes on any major assignments (term papers, science fair projects, book reports, etc.) will be **ineligible for extracurricular activities** until that major assignment is completed.
- A student will remain ineligible until all incomplete work has been successfully completed and evaluated.
- Incomplete work may prevent a child from participating in field trips and other special activities.
- Lunch detention will be assigned for failure to bring back a signed incomplete assignment form in and completed work by the next school day.
- After school detention may be assigned for a student with multiple missing daily assignments or a single major assignment.
- Teachers may elect to have students work on missing homework during lunch periods/recess or after school.

### 3.11 Physical Education

Physical education classes are scheduled for all children at Trinity. Full participation is required by law for each child, unless excused by a statement from the family physician. Students must bring a written, medical excuse from home on days when they cannot participate in P.E. classes.

Boys and girls using individual lockers must exercise every care to avoid loss of gym clothing and equipment. The gym teacher will inspect all clothing for proper labeling. For example: John Smith would label his gym shirt "Smith". Locker checks are made periodically to ensure that all gym clothes and towels are laundered each week. Each 5th - 8th grade student is to have/purchase a Trinity shirt, which must be worn during gym class. A sweatshirt or jogging suit is an optional addition for cold weather. Gym uniforms are to be laundered on weekends to ensure that each student is properly equipped for gym class during the school week.

Students that do not participate in Physical Education classes because of medical reason will receive an "M" on their permanent student records. These students may be provided additional written work to cover the academic portion of the Physical Education Curriculum they are missing.

5-8 BOYS	5-8 GIRLS
▪ non-marking gym shoes (for gym use only)	▪ non-marking gym shoes (for gym use only)
▪ white socks (for gym use only)	▪ white socks (for gym use only)
▪ towel/soap	▪ towel/soap
▪ deodorant	▪ deodorant
▪ brush or comb	▪ brush or comb
▪ Trinity gym Shirt (label with name)	▪ Trinity gym Shirt (label with name)
▪ Gym shorts (label with name)	▪ Gym shorts (label with name)

#### 3.11.1 Physical Fitness Testing

Students in grades 5-8 will participate in a physical fitness testing program in the Fall and in the Spring. Physical Fitness patches will be awarded to those students reaching national percentile rankings. These awards will be presented at the Awards Night in May. Students are only dismissed from Physical Fitness Testing by a Doctor's written excuse.

### **3.12 Promotion Guidelines**

Students whose academic progress does not meet minimum standards at any grade level may be promoted for social and emotional reasons. However, the school may determine for a variety of reasons that a child would benefit from repeating a year at the same grade level. All areas of child development are taken into consideration including social and emotional growth, academic achievement, and physical development before a decision is made. Successful retention requires a consensus of support from parents, student, and school staff.

The following plan of action will help build consensus for the ultimate decision:

1. Teachers should inform the administration as soon as they entertain thoughts of retention, preferably by December.
2. Parents should be apprised of the possibility of retention by the end of the first semester. When in doubt, teachers should err on the side communicating the possibility of retention.
3. Teachers should keep updated and accurate anecdotal records and reports on the child's behavior and progress, as well as reports of all individual parent conferences during the succeeding weeks.
4. If consensus regarding retention is reached, the student will repeat the grade.
5. If consensus is not reached, the school administrator makes the final decision on grade placement at Trinity Lutheran School. Consideration must be given to the impact that the developmentally unprepared student is likely to have on the classroom. In some cases, parents might be required to sign a form indicating that their child should not be retained and that their action is in opposition to the school's professional recommendation. In some cases, the parents might have to find another school that will accept their child at their desired grade level.

Students are promoted to the next grade based on academic progress and developmental growth. To receive a diploma of graduation, students must successfully complete the required courses of study through the 8<sup>th</sup> grade, as determined by the faculty.

### **3.13 Special Instruction**

Trinity does receive support in special instruction for speech/language services and those who have IEPs on a limited basis through Springfield Public Schools. Trinity is equipped to assist with the student's need for extra instructional time (resource room, IEP, or student management plan). Trinity does not have the same resource services available as the local school district. The principal or teacher will notify you if your student's needs would be better served by the local school district.

If a parent should request special testing for his/her child, either upon the recommendation of the teacher or by parent request, he/she may contact Trinity School or District 186 the Springfield Public Schools (525-3060), or have testing done through a private agency.

#### **3.13.1 Diagnostic Evaluation**

Trinity's diagnostic evaluation procedures include the following steps:

1. The classroom teacher will talk with parents by phone or in person.
2. The classroom teacher talks with the principal about results of the initial conference and setting up further conferences.
3. A staffing with the parent, principal, and classroom teacher will be held to determine if the diagnostic evaluation is to be done. At this time, written permission would be given as needed for:
  - a. diagnostic evaluation; and/or
  - b. second opinion support diagnostic evaluation; and/or

- c. referral for more in-depth evaluation to professionals outside of school. (Parents would select this evaluator).
4. Evaluation would be completed.
5. The diagnostic results would be shared with the parents, classroom teacher and principal by the diagnostician.
6. A follow-up staffing would take place as necessary.

### **3.13.2 District 186**

To determine whether special education services are needed, the Springfield Public Schools will make an evaluation by a multi-disciplinary team. This evaluation shall include an interview with the child, a consultation with the parents, a social development study, a medical history and current health status, vision/hearing screenings, a review of the child's academic history and current educational functioning, an educational evaluation of learning processes and achievement, an assessment of the child's learning environment, and special evaluations which are specific to a child's problems.

Upon completion of the team's evaluation, a conference will be scheduled to communicate the findings and possible special educational program and/or service alternatives. A conference generally includes parents, teacher, administrator and those people involved in the testing process. (See section on Special Educational Program)

Questions regarding any of these procedures may be addressed to the classroom teacher or the principal.

### **3.13.3 Resource Services**

We have an on-site instructional teacher for an assigned number of hours per week during the school year. The teacher's main work responsibility is to consult with principal, teachers, and parents in order to facilitate the educational plans of our students. Parents who are interested in receiving additional information about this program should contact the school office.

### **3.13.4 Counseling Services**

Trinity Lutheran School has contracted with Lutheran Child and Family Services of Illinois (217-544-4631), 431 S. Grand Ave., W., Springfield, to provide a Licensed Counselor on a part-time basis. This supportive counseling service is available for students who are experiencing emotional, social and/or behavioral difficulties which interfere with their progress in school.

Parents are asked to contact the classroom teacher or principal with any concerns or questions they may have. The contract arrangement for each school year covers the cost for this service in the school. Forms for this service are in the school office and must be filled out each year.

## **3.14 Probation: Academic and Behavioral**

### **Athletic/Extracurricular Programs**

#### **Grade Requirements**

A satisfactory grade is to be maintained in each subject. Satisfactory grades are those which reflect a student's God-given academic ability. Effort on the part of students of limited ability is to be taken into consideration in determining their eligibility.

#### **Conduct Requirements**

Students are expected to abide by the rules of the school and the requirements that each teacher has for his/her class. A student who chronically or overtly violates standards of good conduct will jeopardize his/her eligibility.

### **Church Attendance Requirement**

Faithful and regular church attendance is expected. Students are to attend church a minimum of **sixty-six percent (66%)** of the Sundays in the school year.

### **Procedure**

1. At the end of each quarter and at mid-term, students will be given grade cards, which are to be checked and signed by the respective teachers. Any incomplete work will also be noted, and that subject area cannot be evaluated until the work is made up. **A student with incomplete work is ineligible for extracurricular activities.** Ineligibility begins the next school day after the student is informed of their incomplete assignments. When the student successfully makes up the incomplete work or raises the grades, (s)/he will then be eligible to participate.
2. These report cards/mid-terms are to be signed by the parents and returned the next school day to the teachers.
3. Any student receiving one "F" or two "Ds" in a marking period will be placed on probation for the next two (2) weeks. If the grades improve at the end of the two (2) weeks, the student will be removed from probation. After two (2) weeks of no improvement, the student will be ineligible for extracurricular activities until the next grading period.

**The athletic director/sponsor of the extracurricular event and the principal will be notified of those students who have been dropped from squads.**

### **3.15 Recognition: Academic/Honor Roll**

Each quarter of the school year, students will be recognized for academic excellence. Students in grades 4-8 achieving a grade point average of 3.5 to 4.0 on a four-point scale will receive an "A Honor Roll" certificate. Students with grade point averages of 3.00 to 3.49 will receive "B Honor Roll" certificates. Honor roll certificates are presented in chapel services.

Academic achievement is recognized by the presentation of a bronze medal, duly engraved. The Academic medal is updated each year that the student qualifies. An "A", 3.5 out of possible 4.0, grade average is required three out of four quarters. Medals are awarded in grades 4-8 and are presented on Awards Night in May.

### **3.16 Supplemental Educational Programs**

#### **3.16.1 Assemblies**

Two to four times per year touring performing artists and educational programs are scheduled to present assemblies to our student body to supplement our core curriculum, such as theatrical productions, drug prevention, and environmental awareness, and dance, musical, cultural and historical presentations.

#### **3.16.2 Music/Drama**

Trinity Lutheran School provides opportunities for students to use their talents to God's glory by participating in various Choirs, Christmas Services, and Spring Musicals.

#### **3.16.3 Choral Music Program**

Trinity School has a multiple choir system designed to answer the needs of the various age levels. These include the Kindergarten Choir, Primary Choir (Grades 1 & 2), Junior Choir (Grades 3 & 4), and the Trinity Choir (Grades 5-8). Their primary function is to provide liturgical music for worship services at school and on Sunday mornings at church. To give God the fullest measure of praise and to enhance the self-esteem of the choristers, **100% attendance at worship services is encouraged.**

Parents are requested to excuse all absences from singing **in advance with a written note.** The choir schedule is printed in the school calendar and will be sent home at home visits in August. Video cameras are permitted in designated areas with permission.

### **3.16.4 Instrumental Music Program**

Trinity School offers several experiences in ensemble instrumental music. The largest of these is the Trinity Band. This is made up of students having qualified themselves through at least one year of individual instrumental instruction with a private teacher. Private lessons are offered at the school for a fee. Band rehearsals are held three times a week during school hours. From time to time rehearsals may be scheduled outside school hours. Attendance at these rehearsals is required of all band students. Band students earn points towards their Trinity letter.

### **3.16.5 Outdoor Education- 6<sup>th</sup> Grade**

Sixth grade students take advantage of an opportunity to study and explore God's creation at Camp CILCA. Students and teachers live, learn, and grow together as God's children in His creation. Because Outdoor Education is part of the 6th grade curriculum, all sixth grade students are expected to participate in this program. Outdoor Education usually takes place during the 1<sup>st</sup> quarter. A fee will be charged to cover the cost of food and lodging at Camp CILCA.

### **3.16.6 Trinity Choir**

The Trinity Choir is a major element of the music ministry at Trinity Lutheran Church. Because of the great sacrifice of time and talent in God's service, choristers earn points toward their Trinity letter. Faithful participation, cooperation, and attendance are required of all choristers. Parents are requested to excuse all absences from singing **in advance with a written note**.

### **3.16.7 Scholastic Fairs-Science/History**

Each year students in grades 6-8 are required to complete and display a scholastic project. These projects and their required components will provide a major portion of that quarter's grade. Each project must be approved by the student's teacher and supported by the parent.

#### **History Fair**

All 8<sup>th</sup> grade students will complete an Illinois History Fair Project. A written research paper, backboard and an oral presentation will be required for the Illinois History Fair Project. Regional and State competition for both written paper and/or backboard are open to 8<sup>th</sup> grade students.

#### **Science Fair**

All 6<sup>th</sup> and 7<sup>th</sup> grade students will complete Science Fair projects. Regional and State Science Fair competition are open to students in 7<sup>th</sup> grade. A written research paper, backboard, and an oral presentation will be required for the science fair project.

## **3.17 Field Trips**

Teachers take their classes on several field trips during the year. Field trips are a part of the school's educational program. Teachers often coordinate field trips with the instruction in the classroom. All students are required to participate. If students do not exhibit responsibility by their behavior, they may be denied participation.

At times, we may charter a bus to take students on trips. The cost of the bus will be shared equally among the classes utilizing this option.

Students must present a permission slip signed by a parent/guardian in order to be allowed to accompany the class. Verbal permission is not sufficient.

In an effort to maximize the safety and health of our students:

- Parents/guardians who drive and chaperone on field trips shall not converse on cell phones nor should they smoke.
- Only students in the class are allowed to attend the field trips.



- Parents assisting with class field trips are not permitted to bring additional children on any field trips. Classes need the full attention and help of the assisting parents.

### **3.17.1 Field Trip Driver Requirements**

Each volunteer driver for the transportation of students to and from church/school events must meet the following requirements:

1. Each driver must be at least twenty-one (21) years of age and hold a valid Illinois Driver's License;
2. Each driver must be a member of Trinity Evangelical Lutheran Church, a Trinity coach, or be a parent/legal guardian of a student enrolled at Trinity Lutheran School.
3. Each driver must be insured with a reputable insurance company authorized to do business in the State of Illinois and such policy of insurance shall have minimum limits for Public Liability of \$100,000 for each person and \$300,000 for each occurrence, together with medical payment coverage of \$5,000 for each person riding in the vehicle.
4. Each driver must have a motor vehicle that meets the safety standards with respect to the Illinois Motor Vehicle Code.
5. The parent must provide a car seat for his or her child under 8 years old. Failure to provide a car seat may prevent the child from going along. However, a child weighing more than 40 pounds may be transported in the back seat of a motor vehicle while wearing only a lap belt if the back seat of the motor vehicle is not equipped with a combination lap and shoulder belt.
6. Students 12 years of age and younger may not sit in the front seat of a vehicle equipped with front seat passenger air bags.
7. The vehicle will take only as many passengers as can be restrained by a safety belt. All the passengers must use the seat belts provided.

Forms to drive on field trips need to be completed **each school year**. These forms are available in the school office.

### **3.17.2 Class Trip- 8<sup>th</sup> Grade**

The 8<sup>th</sup> grade class teacher and principal plan the annual 8<sup>th</sup> grade class trip to Chicago. Parents assume the cost of this activity and are billed in the spring. It is expected that students will attend the class trip.

- The office must be notified by the end of January if a student is not attending the class trip.
- The 8<sup>th</sup> grade teacher **MUST** be informed, in writing by the end of January, of any parent wishing to attend the class trip.
- All fundraising money raised by the class will be applied to the class trip.

## **3.18 Standardized Testing**

Northwest Evaluation Association (NWEA) computerized tests are administered to all students three times a year. Results will be shared at the fall Parent/Teacher conference and also sent home with the final report card.

The achievement tests provide a reference for evaluating student progress. The results become part of the child's permanent records. They are also used to help our faculty to pinpoint strengths and weaknesses in our program and materials and to identify areas requiring more attention for individuals or groups.

## **SECTION IV- COMMUNICATION, HOME AND SCHOOL**

### **4.1 Alerts Made Easy (Notification System)**

Please be sure to register on the Alerts Made Easy system. This system is used to notify parents of school closings, emergencies, changes to practices/games/events, etc. To register, go to [www.trinity-lutheran.com](http://www.trinity-lutheran.com), click on "School" on the top green tool bar, click on "Sign up for alerts/notifications" and follow the registration instructions.

### **4.2 Athletic Committee**

This committee is comprised of student athletes' parents as well as other members of Trinity who have a vested interest in our school. The Board of Christian Day School appoints officers to this committee. They lend organization to its affairs and delegate responsibilities to its members. Trinity is involved as host for numerous tournaments. All parents of athletic participants will be assigned a scheduled time to provide concession, ticket taking, or other help at games and tournaments.

### **4.3 Building Access**

#### **4.31 Early Arrival at School**

No arrivals will be permitted before 7:00 a.m. Students that arrive before 7:45 a.m. are expected to go to the Morning Care program.

Children who arrive between 7:00 a.m. and 7:45 a.m. are to report to the Extended Care room for the Morning Care program. A fee is charged for this service. A child who is a chronic behavior problem will lose the early arrival privileges. The Extended Care Program will notify parents of such children requiring them to make other arrangements for the early morning care of their child. A study hall atmosphere will be maintained (soft voices, assigned seats, etc.). All early arrivals must enter the school's west stairwell door and go immediately to the Extended Care Room. Students are not permitted to go into any other part of the school building during Morning Care hours.

#### **4.32 Late Arrival/Early Pick Up**

Any student who arrives late to school or leaves early needs to be signed in/out by the parent in the school office. Students arriving late will need a pass issued by the office to be admitted into his/her classroom. If possible, a note should be written to your child's teacher on the morning of a planned early dismissal so that the student can be in the office awaiting the parent's arrival.

#### **4.33 Leaving School Property**

Trinity School is a closed campus. No pupil is permitted to leave the school during the day. If he/she needs to leave the school for any reason during the school day, except because of illness or an accident occurring while at school, he/she must bring written permission from a parent or guardian. No student is permitted to patronize any business off the school grounds until after he/she is dismissed from school or after an official school activity. A detention will result for leaving school grounds.

#### **4.34 Student Pick Up**

All students are to be picked up by parents or other authorized adult no later than 15 minutes after the close of school or the completion of a scheduled school activity. Students not picked up within 15 minutes after dismissal will be cared for by the Extended Care Program. Parents will be billed accordingly. Adults, other than parents or court declared guardians, who are designated to transport students, must be identified in person to the Principal/Secretary, the teacher(s) on outside duty, or to the supervisor in Extended Care (depending on the time of pickup). Permission must be given to have anyone other than the parents or guardians pick up students.

#### **4.35 Parking Lot/Traffic**

Parents (grades 1-8) are expected to pick up their children at the West exit of the school. When dropping off or picking up students, parents should enter the parking lot and then exit using the driveway that goes out onto Governor Street. Please note that the driveway on the west side of the school is labeled as a ONE WAY drive. Parents visiting the school during the day should park on the south side of the building.

**Please do not drive through cones. The cones are placed on the parking lot for the protection of your children.** Cones are removed at 2:45pm. Please only park in designated areas.

**Please also note you will not be allowed to park alongside the south side of the building near the Parish Hall to pick up your child. Cones will be placed at the corner for parents/children to walk to their cars in the parking lot. See parking lot diagram in Appendix D.**

#### **4.4 Extended Care Program**

In our society, the majority of families' experience either both parents employed full or part-time, or are headed by a single, fully employed parent. The purpose of the Extended Care service is to provide a supervised, Christian environment in which our school children may wait during the period directly before school and remain after school until such time as parents can provide adequate parental care and supervision. Many parents need and use the Extended Care service. It is not the intent that this extended care program should replace home or school. Rather, the purpose is to complement them.

Extended Care service will be offered to families with students enrolled in Trinity School (K-8<sup>th</sup>). The Board of Christian Day School establishes rates yearly.

All parents who bring their children to school prior to 7:45 a.m. are expected to enroll their children in the Morning Care service. Likewise, children not being picked up by 3:15 p.m. (unless involved in extra-curricular activities that begin at 3:15 p.m.) are to be enrolled in the Extended Care service.

Children who cannot be picked up immediately after the scheduled conclusion of a school activity must wait for parents in the Extended Care program. Children who are walking or taking the bus must leave the school grounds by 3:15 p.m. For more details about our Extended Care Program, please see Appendix B.

#### **4.5 Home Visits/Upper Grade Meeting**

In order to promote better teacher-student relationships, and to improve communication with the family, Trinity School teachers in grades K-5 make home visits in the month of August. Parents will be contacted by the classroom teacher to schedule an appointment.

Due to the fact that Junior High students (grades 6-8) move from class to class, a special evening will be designated for you to meet the various teachers of your child and gain information about the classes. If you desire a home visit please contact your homeroom teacher. They would be happy to visit and talk with you.

#### **4.6 Lost and Found**

Students and parents may check the Lost and Found receptacle in the main school lobby for any lost articles. Unclaimed articles will be given to charity at the end of each quarter.

#### **4.7 Office Hours**

To assist in the administration of school business, the school office is open each day from 7:30 a.m. to 3:45 p.m. Parents are encouraged to make their contacts with the school during these hours. The principal's office is open each day until 4:00 p.m. It is helpful if appointments are made in advance.

Parents or visitors needing to communicate with students during the school day or picking up students for appointments are to report to the school office.

#### **4.8 Parent Teacher Conferences**

Parent-Teacher Conferences are scheduled in the fall during the week following the end of the first quarter of the school year. Prior to the conferences, notices are sent home to set up times that are the most convenient for parents on the days that they are being scheduled. Other conferences are scheduled throughout the year at the request of a parent or teacher. Minor problems and simple questions usually can be handled by a note,

a phone call or email. If parents wish to discuss something in person, they are encouraged to make an appointment to meet with the teacher.

Teachers need the mornings to prepare themselves and their students for the day's activities. Therefore, parents are requested to refrain from bringing up serious concerns, which might require thoughtful, private discussion with a teacher, at the beginning of the school day. Learning about concerns and problems that cannot be satisfactorily addressed while a teacher is responsible for a classroom of students can have an adverse effect on the entire day.

### **4.9 Parent Teacher League (PTL)**

Parent involvement is vital to the success of a school. Trinity's PTL provides an opportunity for parents to have a direct impact on bettering the school environment and lowering the cost of school fees through fundraising. All parents of Trinity School are expected to be involved in PTL activities and are asked to volunteer at least three hours of their time.

The purpose of Trinity PTL is to raise funds for various school needs; to provide fellowship opportunities; and to offer support to teachers, students and parents.

All parents of pupils attending Trinity School are automatically members of the Parent-Teacher League. Meetings are usually held on the first Monday of the month at 5:30 p.m. in the Parish Hall. Please check Tiger Talk or join our Facebook group (Trinity Lutheran School PTL) for updates. Each Trinity school family pays an annual fee, which helps with PTL activities, at registration.

### **4.10 Phone Directory**

At the beginning of the school year a school directory is published and distributed to school parents, staff, and church personnel. It includes, but may not be limited to, the student's name, siblings, parent's names, address, telephone number, and e-mail addresses. It is designed to be used internally for communication between school constituencies. It should not be used for any outside business solicitations. Parents will have an opportunity to deny the inclusion of their address, telephone number, and email address in the directory.

### **4.11 School Pictures and Yearbook**

A photographer is available in the fall and the spring to take pictures of the students. Several packet choices are available for purchase. School yearbooks are ordered during the school year, with delivery in September. There is a \$5.00 fee associated with the yearbook.

### **4.12 School Telephone**

The school phone is a business phone so personal calls by students must be limited to emergency calls. Students must obtain a permission slip from the teacher. **Only the office phone is to be used by students.** Forgotten homework, musical instruments, and lunches will **not** be considered an emergency.

### **4.13 Teacherease**

Common Goal Systems is the company we have contracted with for our online grading system. It is more commonly known as teacherease. From this web-based product, parents are able to view their child's current assignments, scores, missing work, etc. To gain access to the site please give us your email address. We will then send you an invitation to view and then you will be able to view your child's progress throughout the year. You will also be able to email your child's teacher as well if you have any concerns.

### **4.14 Tiger Talk- Newsletter**

The school newsletter, Tiger Talk, is published every Friday. Parents are strongly encouraged to regularly read Tiger Talk for current school information, and possible deadlines and due dates. **Articles for Tiger Talk must be submitted by five on Tuesday by utilizing the form on the school website. Tiger Talk will be distributed via email (Constant Contact) unless a printed copy is requested. Extra copies will also be available in the office.**

## **SECTION V- CONDUCT AND DISCIPLINE**

### **5.1 Standards of Behavior**

When parents send a child to Trinity Lutheran School, we presume they make these two basic assumptions:

- All children are expected to conform in their attitude and behavior to the Christian way of Life.
- The children enrolled in Trinity School have come to learn.

At times a student is not ready to acknowledge these basic premises. He/she could be either a chronic troublemaker at school, disturbing the efforts of teachers and pupils to teach and learn, or he/she may commit a major act indicating an unwillingness to conform to the will of God as set forth in the Ten Commandments, or refuse to do schoolwork. The following programs are used as the situation requires:

### **5.2 Rules of Conduct**

#### **5.21 General Regulations**

1. All pupils enrolled in the school are subject to its rules and regulations.
2. No pupil may be excused from instruction in religion.
3. Parents must telephone the school office (787-2323) to excuse any child who is to be absent from school. Planned absences must be arranged with the teacher and principal one week in advance, in writing.
4. Pupils are not permitted to leave the school premises during recess or school hours, or to leave school grounds before an extended school day activity.
5. All students are to practice the rules of safety at all times, especially when crossing the streets. They are to obey the directions of the school patrol.

#### **5.22 Arrival at School**

1. The arrival of children before 7:00 a.m. is prohibited. When children arrive between 7:00 a.m. and 7:45 a.m., they must go immediately to the Morning Care program.
2. Students should be dropped off at designated spots only.
3. Pupils are not permitted to play or loiter outdoors before school opens in the morning.
4. At 7:45 a.m. the classrooms are open to the children. These fifteen minutes before school are preparation and study time.
5. Pupils are encouraged to practice habits of politeness and cleanliness upon arrival: cheery greeting; removal of caps; cleaning of snow and dirt from shoes before proceeding to use the stairways, etc.
6. Pupils will appear in the classrooms with clean hands, clean faces, and clean clothes. The desks also must be kept in clean and orderly condition.
7. Any child arriving in the classroom after the 8:00 a.m. bell will be recorded as tardy. Students arriving late will need a pass issued by the office to be admitted into his/her classroom.

#### **5.23 Christian Communication**

1. Remember that the language you use in talking to others is a constant reflection on not only you, but also your family.
2. Express disapproval when you hear speech that is not God-pleasing.
3. When you talk to an adult or another student remember to:

- a. be respectful
  - b. be helpful
  - c. say "please" and "thank you"
  - d. say "excuse me" when you interrupt a conversation.
  - e. accept correction from authorities without talking back.
4. Greet guests and offer to help them find the room or person they are looking for.
  5. Show respect and appreciation to adults who help to make Trinity Lutheran School run smoothly.

### **5.24 Classroom**

Your classroom is your home here at school; therefore, you want to take care of it.

1. Keep your desks neat and clean.
2. Do not use stickers and/or tape on chairs, desks, and outside of lockers.
3. Loud and disturbing noises and "show off" behavior are out of place.
4. Throwing objects, running, and shoving are dangerous to others and are prohibited.
5. Books and other objects are not to be placed in the aisles.
6. No gum is permitted during the school day.
7. No food or candy is allowed without teacher permission.
8. No toys or other games are permitted in school unless the student has obtained the teacher's permission in advance.
9. Magazines, CDs, tapes, iPods and other electronic devices (including cellular phones) are not to be brought to school or school sponsored events unless the student has obtained permission in advance.
10. You are expected to clean up after yourself.
11. Students must have permission from their teacher to play the piano or other musical instruments in the classroom.
12. Students should write on the whiteboards/chalkboards only when given permission by the teacher.

### **5.25 Dismissal from School**

1. Pupils are required to leave the school building in a safe and orderly manner.
2. Students should proceed to designated areas of the parking lot or on Governor Street and wait for cars to arrive for departure.
3. Pupils are required to leave the school grounds within 15 minutes after dismissal. There must be no loitering or playing on the school premises after school.
4. Those pupils who remain 15 minutes after dismissal and are not involved in a school sanctioned activity must go to Extended Care until their transportation arrives.
5. Students in extracurricular activities are to report immediately to their designated area. Students may not leave school grounds before reporting to their activity.

6. No student is to stay after school unless under a teacher's /coach's supervision. These students may attend the Extended Care Program until coaches sign them out

**5.26 Gymnasium Rules**

1. No student or child is allowed in the gym without teacher or adult supervision. If there is no adult there, you should not be there.
2. Only clean gym shoes with non-marking soles may be worn in gym.
3. Students are not to climb on or under the bleachers. No one should be on the bleachers when the bleachers are closed.
4. Climbing or playing on the stage is not permitted.
5. No students are allowed in the equipment room without teacher permission.
6. After using equipment, please return it to the equipment room.
7. No gym equipment is to be taken out of the gym without permission of the school office.
8. Teachers are responsible for keeping the room orderly.
9. Kicking of balls in the gym is not permitted except under teacher supervision in gym class.
10. Hard balls and hitting balls with bats are not allowed in the gym.
11. No rough play with students, or at hanging on the mats is permitted.
12. Students may enter or leave the gym only with teacher permission.
13. Mats should be used only for gymnastics, lying flat on floor and not as geometric structures. Shoes should be removed when using mats.
14. Most importantly, when you are in the gym, the rules your teachers give you are the rules that must be followed.
15. No horse play in locker rooms.
16. Only water and popcorn are permitted in the gym during sporting events.
17. No throwing balls at others without teacher permission.

**5.27 Halls, Stairways, and Restrooms**

1. All pupils are to practice rules of safety in the hallways and on the stairways.
  - a. Use the handrails for your own safety and think of the safety of others.
  - b. Pupils are not to run or push.
  - c. Loudness, such as shouting, whistling, bouncing of balls, etc. is strictly forbidden.
  - d. Students are not to skip steps.
2. Walk orderly and quietly in single file through the hall and on the stairways.
3. Loitering in the restroom is not permitted. They are not play areas or meeting places.
4. Students are to make use of the restroom primarily during recess periods.

### **5.28 Items brought to school**

1. Items which are brought to school by a student are the responsibility of that student. The school is not liable for any damage or theft to these items.
2. Weapons or illegal substances are forbidden at school.
3. Irresponsible or destructive use of items at school will result in:
  - a. 1st offense - the items will be returned at end of the day.
  - b. 2nd offense - returned at end of the week.
  - c. 3rd offense - held until end of the year.

## **5.3 Playground Rules**

### **5.31 General Rules Governing Playground Behavior**

1. Rough playing (i.e. pushing, tackling, throwing sand, rubber chips and/or snowballs) is prohibited.
2. Upper grade students should obey all lower grade students' rules when sharing the playground with lower grade students.
3. Playground rules apply at all times including: before school, after school, Extended Care and special events.

### **5.32 Special Rules Regarding Playground Equipment**

1. Slides
  - a. Students are not to go up the slide.
  - b. Students are to descend the slide feet first.
  - c. One person on the slide at a time.
3. Swings
  - a. Students are to swing (seated) back and forth, one child per swing.
  - b. No twisting, linking of hands or feet with neighboring swings or jumping off swings.
  - c. When others are waiting for a turn on a swing, the swinger should practice Christian consideration.
4. Horizontal ladder
  - a. Students should not stand on the top of the ladder.
  - b. Students - Grade 1 and below are not permitted to be on top of horizontal ladder.
  - c. Students should use the ladder in a one-way direction.
5. Balls
  - a. Do not throw balls against the building.
  - b. Basketballs and volleyballs are not to be kicked.
  - c. Baseballs are not to be used on the playground without permission.
  - d. Balls are not to be used on rubber chip areas without teacher's permission.

No student is permitted to be on the playground areas after school without direct parental or guardian supervision. This includes students that are waiting for parents who are inside the building.

## **5.4 Ethical use Policy for Computer/Internet and Copyrighted Materials**

Internet access is available to students and teachers at Trinity Lutheran School. We are very pleased to bring this access to Trinity and believe the Internet offers vast, diverse and unique resources to both students and teachers. This service to teachers and students is to promote educational excellence at Trinity by facilitating resource sharing, innovation and communication.

The Internet is an electronic highway connecting thousands of computers all over the world and millions of individual subscribers. With access to computers and people all over the world also comes the availability of material that may not be considered to be of educational value in the context of the school setting. Trinity has



taken available precautions to restrict access to controversial materials. However, on a global network it is impossible to control all materials and an industrious user may discover controversial information. We at Trinity firmly believe that the valuable information and interaction available on this worldwide network far outweighs the possibility that users may procure material that is not consistent with the educational goals of this project. **Users accessing material not deemed appropriate for school use will be denied Internet privileges.**

These guidelines are provided here so that you are aware of the responsibilities you are about to acquire. In general, this requires efficient, ethical and legal utilization of the network resources. If a Trinity user violates any of these provisions, his or her account will be suspended and future access could possibly be denied.

1. **Acceptable Use** - The use of your account must be in support of education and research and consistent with the educational objectives of Trinity Lutheran School. Use of any other Internet connected organization's network or computing resources must comply with the rules appropriate for that network as well. Transmission of any material in violation of any US or state regulation is prohibited. This includes, but is not limited to: copyrighted material, threatening or obscene material, or material protected by trade secret. Use for commercial activities by Trinity users is not allowed. Use for product advertisement or political lobbying is also prohibited. **An acceptable user policy must be signed every year for a student to have access to Trinity's digital devices.**
2. **Privileges** - The use of the Internet is a privilege, not a right, and inappropriate use will result in the suspension of those privileges. The system administrator will deem what is inappropriate use and will refer any such use to the school administration. The school administration may close, revoke, or suspend an account at any time as necessary.
3. **Security** - Security on any computer system is a high priority, especially when the system involves many users. The following guidelines will help maintain network security:
  - a. Do not use another individual's account.
  - b. Do not allow anyone else to use your account. Protect your Logon Id and password. Remember that you are responsible for all activities on your account.
  - c. Always log off your account when you are done.
  - d. Attempts to login to an Internet server as a system administrator will result in cancellation of user privileges.
  - e. All disks (CDROMS, flash drives and other media) must be scanned for viruses before being used in any computer.
4. **Academic Credit or Work Citation**
  - a. Credit all material or information (text, images, etc) from computer (internet sites, software program, CDROMS, etc). Questions regarding crediting or citing information should be addressed to your teacher. Plagiarism is the use of copyrighted material without proper citation.
  - b. Do not download or distribute copyrighted programs, music, images or other protected material.

### **5.5 Discipline Procedures**

#### **Purpose**

Since children are sent to school to learn, an orderly classroom is necessary for all students to have an equal opportunity to learn. The following Class Discipline Plan is an effective means to aid the student in reaching the primary objective of education.

As a child of God, students are expected to conform in their attitudes and behavior to the Christian Way of Life by

1. Respectfully following all school rules.
2. Respecting all other students, faculty, and staff members and volunteers.
3. Respecting school property.

### **5.51 Discipline Plan Grade K-1**

Students who misbehave/fail to finish work in a timely fashion may receive the following:

- Loss of recess/playtime
  - To complete unfinished work
  - Quiet minutes are served as a consequence for disturbing class. Each tally mark a student receives for class disturbance results in one quiet minute.
- Other infractions
  - Failure to obey school/classroom rules may result in consequences designed by the teacher to fit the infraction. For example: running or noisy behavior in the hallway could result in quietly walking up and down the sidewalk several times during recess to practice quiet and safe behavior.
  - Parents will be notified if their child intentionally injures another student, shows disrespect toward adults, uses foul language, or has demonstrated a consistent failure to obey school/classroom rules.

In all instances, students are expected and encouraged to take responsibility for their actions, to make amends, and to lovingly give and receive forgiveness as children of God.

### **5.52 Discipline Plan Grades 2-4**

**Rules:** These rules are to aid effective learning and Christian conduct in the classroom. As a child of God, students should be willing to:

1. Follow directions
2. Stay in seat
3. Raise hand
4. Be prepared for class
5. Keep hands, feet, and objects to themselves
6. Use language appropriate for a Christian

#### **Consequences:**

- ✓ Name on board-warning
- ✓ check = 5 min./ time out
- ✓ 2 checks = 10 min./ time out
- ✓ 3 checks = all recess – note home- and if needed a visit to the office

Names and checks will be erased at the end of the day.

Continued misbehavior may lead to an additional discipline plan developed with the principal, teacher and parents.

**Rewards:** There is a system for rewarding positive behavior. This will be discussed with the class on the first day of school so that each student has input about what might be considered an appropriate reward (or set of rewards).

### **5.53 Discipline Plan Grades 5-8**

Please see the next few pages.

**5.6 Demerit System**

1. Demerit points and penalties are assigned according to the following system. The points accumulate upon each infraction with expulsion occurring with 28 points. The principal for specific offenses may assign additional penalties.
2. Parents will be notified on any accumulation of any points with Parent Referral forms. On the accumulation of the fourth point, written contact with parents may be made. On the accumulation of the seventh point, the principal will make a parental contact with possible meeting. A parental meeting will also be called on any offense of eight points or above.
3. Demerit points go on a student's discipline record kept by the school. Only an expulsion is put on a student's permanent record. Demerit points do not go on a student's permanent record.
4. Disciplinary probation will be imposed on any student who has accumulated 10 or more points during the previous school year. A student accumulating 10-14 points will start the next semester with 5 disciplinary points. A student accumulating 15-19 points will start the next semester with 8 disciplinary points.
5. Attendance rules/penalties (missing homework) are not included in the Demerit System.
6. There are more unacceptable behaviors than those listed below. The administration has the right to assign demerit points to the violator.
7. Students will serve a lunch detention for each assigned demerit.
8. The assignment of points is based on the list published in the Parent-Student Handbook each school year. The Board of Christian Day School will review and approve of any changes in the points system.

**5.7 Demerit System**

**(1 point assigned)**

- |   |  |
|---|--|
| Dress code violation                          | Gum chewing  |
| Late to class                                 | Disrespect to a teacher/staff/student                          |
| Chapel/assembly misconduct                    | Unauthorized eating of food                                    |
| Misuse of a pass                              | Minor classroom disruption (note passing/talking/walking)      |
| Bathroom/hallway misconduct                   | Inappropriate language   |
| Lunchroom misconduct                          | Misbehavior at school function (e.g. poor sportsmanship, etc.) |
| Misuse of equipment                           | Minor Computer/Internet misuse                                 |
| Lying   | Cellular phone/Camera misuse                                   |
| Blatant public display of affection           |  |
| Misuse of school phone                        |  |
| Inappropriate playground/parking lot behavior |  |
- (Teacher can assign additional demerit points for other violations.)

**(2 points assigned)**

- |  |  |
|--|--|
| Un-Christian language or behavior                                    | Gum chewing (repeating)                  |
| Flagrant disrespect to teacher                                       | Gang paraphernalia                       |
| Possession of lighter or matches                                     | Repeated misuse of equipment             |
| Threatening or abusing other students                                | 2nd Minor Computer/ Internet misuse      |
| Cheating   | Cellular phone/Camera misuse (repeating) |
| Abetting a school violation  | (includes Text Messaging)                |
| Major classroom disruption   |  |
| Leaving school building/grounds during the day without authorization |  |
- (Teacher can assign additional demerit points for other violations.)

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### **(4 points assigned)**

Skipping detention	without authorization
Forgery of notes	Major Computer/Internet misuse
Cheating (2 <sup>nd</sup> offense)	Theft/vandalism (under \$20) - first offense
Leaving school building/grounds during the day	

(Teacher can assign additional demerit points for other violations.)

### **(8 points assigned)**

Unauthorized initiating a fire	Fighting - first offense / with a One Day out of School Suspension
Plagiarism (major assignments)	

(Teacher can assign additional demerit points for other violations.)

### **(14 points assigned)**

Theft or vandalism - 2nd offense or over \$20	Possession of inappropriate printed, video, and audio material (include sexually explicit, violent material, etc.)
Possession of tobacco - first offense	
Possession of weapon and/or look like weapon	

(Teacher can assign additional demerit points for other violations.)

### **(21 points assigned)**

Possession of drug/alcohol - first offense	Possession of tobacco - 2nd offense
False fire alarm	Flagrant fighting or 2nd offense fighting
Verbal threat to teacher	Possession of fireworks/explosives - first offense
Unauthorized possession of a school key	

(Teacher can assign additional demerit points for other violations.)

### **(28 points assigned)**

Possession of tobacco - 3rd offense	Theft/vandalism - 3rd offense
Possession of a firearm	Possession of drug/alcohol - 2nd offense
Teacher battery	Selling drugs/or intent to sell drugs
Bomb threat	
Flagrant fighting - 2nd offense	

(Teachers can assign additional demerit points for other violations)

## **5.8 Non-Demerit Points**

Teachers may use the following Non-Demerit Point Assignments for dealing with minor classroom behavior

- Name on Board = Warning
- Name and check = 1 Demerit with loss of one recess period

## **5.9 Cause for Immediate Intervention**

Following are reasons for immediate and firm disciplinary action the part of the principal:

- Discovery of controlled chemical substances
- Discovery of alcohol
- Discovery of concealed weapons
- Threat of violent action
- Committing a violent act
- Suspicion of criminal activity

Procedures may include:

- Notifying juvenile authorities or other law enforcement whenever the conduct involves criminal activity, such as, illegal drugs (controlled substances), “look- alikies,” alcohol, assault to a staff member, possession of a weapon or in other circumstances as authorized by the reciprocal reporting agreement between the District and local law enforcement
- Notify parents/guardians

### **5.10 Demerit Reduction**

Students will be permitted to work off demerits by completing a scheduled 45-minute work period under the supervision of approved personnel. Each 45-minute period of useful work will receive credit for 1 demerit point. These opportunities are to be preapproved by the principal. Each 45-minute period of useful work will receive credit for 1 demerit point.

### **5.11 Detention Periods**

- A. Trinity Lutheran School regards proper conduct, manners, courtesy, and thoughtfulness as essential elements of Christian living and not as a restriction of freedom in individual expression. Each student, therefore, receives careful guidance in all areas of behavior from the entire faculty. Ultimately, however, the individual student must achieve the kind of self-discipline that will enable him to practice the Christian ethic regardless of other influences around him.
- B. Trinity Lutheran School makes use of detention periods. Students will be not required to serve a detention on the same day it is assigned, but rather during the next detention period regularly scheduled, or specifically arranged by the teacher. Each detention period will last 45 minutes.
- C. Any student assigned to a detention period who doesn't report (unless officially excused) will receive a double detention.

## **SECTION VI- DRESS CODE**

### Revised Summer 2017

"You shall be my witnesses." (Acts 1:8) This passage gives us a task to do. We fulfill this task in many ways. The way we work, play, walk, talk, and the way we dress. Trinity students and staff should dress in such a way that they are effective Christian witnesses to others. Dress also affects the way we feel and perform certain functions. The following dress code policy strives to establish acceptable dress that maximizes learning potential while attending a Christian education institution.

To accomplish the aforementioned goal, the following guidelines shall apply:

### **6.1 In general**

1. Clothes should be modest.
2. Clothes should not reveal underwear or other undergarments.
3. Clothes should be in good repair and clean. This would include avoiding frayed hems, holes and rips.
4. Clothes must be worn in the style for which they were designed (buttoned, tucked in); pants must be worn at the waist.
5. Clothes cannot have offensive, double-meaning, anti-authority, or mean-spirited emblems or sayings, including but not limited to sayings or emblems which refer to alcohol, tobacco, illegal substances, sexual connotations, music groups or individual musicians, and symbols of death (skulls) or that promote violence.
6. The fit of the clothing and shoes should be appropriate to the child. This means clothing and shoes are not too small or worn several sizes too large. Room for growth is acceptable. (Baggy-look is not acceptable, including extra-long pants even if rolled up.)
7. Clothing should not cause damage to school property or other people.
8. Students participating in field trips/off campus activities are to follow the rules for school dress. The teacher for specific field trips and/or activities may grant exemptions to these rules for school dress.

### **6.2 Upper Body**

1. Students are permitted to wear collared dress shirts, blouses, polos, t-shirts, sweaters and sweatshirts. Shirts can be long or short-sleeved, or sleeveless (has a shoulder seam of at least 2 inches).
2. All shirts have to be tucked in if the bottom hem extends past the student's fingertips.
3. Athletic jerseys may be worn if tucked-in and over an appropriate shirt.
4. Generally, shirts are acceptable if the shirt:
  - covers the student's upper body designed to prevent revealing neckline
    - covers the student's upper body
    - covers the mid-section when hands are raised above the head.
    - has a shoulder seam of at least 2", and the arm opening does not extend much beyond the diameter of the arm itself.
    - is not designed to be an undershirt, undergarment and/or a tank top.

### **6.3 Lower Body**

1. Students are permitted to wear pants that are dress-slacks, khakis, jeans, capris, shorts, skorts or jumpers.
2. Dress shorts may be worn at any time, including chapel.
3. **Athletic shorts and pants may be worn throughout the year with the exception of chapel days. (Sweat pants and yoga pants are not permitted.)**
4. All shorts must be no shorter than 3 inches above the top of the knee.
5. Students that wear shorts will not be excused from daily school activities (including recess) because of the weather. Please monitor weather conditions.
6. Leggings and tights may only be worn under appropriate items. The covering article cannot be shorter than 3 inches above the knee.
7. Sweat suits and wind suits (non- tear away) are permitted in kindergarten through fourth grade.
8. Generally, dresses, pants, skorts and shorts are acceptable if they:
  - are no shorter than 3 inches above the knee.
  - have no writing on the bottom.
  - have material that is not wind suit, sweat suit, or stretch-like material.
  - are not form-fitting.

### **6.4 Shoes**

Students are to wear shoes that permit them to play safely. All shoes should be designed and worn to permit students to be safe throughout the school day in their various activities.

Generally, shoes are acceptable if:

1. They have soles that provide traction on the floors, stairs, and playground.
2. They are designed to stay on the student's feet. Shoes should be tied or fastened as they are designed.
3. They are not backless shoes or sandals.
4. They have non-marking soles.

### **6.5 Chapel Attire**

Because of Chapel being a worship service, we ask that the students dress appropriately for worship. Dressier and/or collared shirts and/or sweaters are required for chapel days.

To accomplish the aforementioned goal, the following guidelines shall apply:

1. All students can wear dress-pants or dress shorts, slacks, and Khakis. (no blue jean shorts or pants)
2. Girls may wear dress pants or shorts, capris, skirts, skorts, dresses, or jumpers.
3. Students should not wear t-shirts on chapel days.
4. Students will be asked to remove hooded sweatshirts during chapel.
5. All above items should adhere to the appropriate length and modesty rule.

### **6.6 Miscellaneous Items**

Students should not change their appearance to draw abnormal attention to themselves.

Some examples:

1. Hairstyles and haircuts (including un-natural cuts, coloring, or treatments).
2. Excessive make-up and/or jewelry.
3. Tattoos, including temporary tattoos. (This includes body writing)
4. Girls are permitted to wear pierced jewelry in the ear. (No other body piercing is permitted.)
5. No sunglasses, caps, hats, bandanas, or other head coverings may be worn inside the school.

### **6.7 Enforcement of Dress Code Policy**

The parents, as the primary care givers, and the staff, acting as an extension of the home, are encouraged to consult with each other and the designated school official regarding the appropriateness of student apparel relative to the dress code policy. Students should feel free to ask the designated school official for advice regarding personal appearance and apparel choice.

Should any questions arise regarding acceptable dress code adherence, the designated school official will make specific suggestions relative to the dress code policy and may adjust participation in school activities accordingly. The designated school official will notify the student, parents, homeroom instructor, and administration of such action. If parents are unable to bring a change of clothing, the school will provide a set. The administration shall utilize the system of due process to resolve any discrepancies that occur relative to implementation of the dress code policy.

ENFORCEMENT POLICY is included in the Demerit System.



## SECTION VII-HEALTH

### 7.1 State Law - Immunizations

All children upon being admitted into Kindergarten or first grade of any public, private or parochial school in the Illinois school system, or upon first entrance into the Illinois school system by way of transfer from another system, shall present evidence of immunity against: Diphtheria, Tetanus, Measles, Poliomyelitis, Rubella, Pertussis, Chicken Pox and Hepatitis B.

A written permit from the doctor is required when a child returns to school after recovering from infectious hepatitis.

### 7.2 Health /Dental /Hearing/ Vision Examinations

#### 7.21 Health Examination

In keeping with Illinois State Law, Trinity School requires a health examination from each pupil at the time of their **first enrollment** into school. A **second** health record is to be submitted by each child **entering grade six**. By **October 15** every student must have on file at the school proof of immunizations against preventable communicable diseases as required by the Illinois Department of Public Health under Section 695.

**Parents are required to keep up-to-date emergency information on file in the school office.** In case of an emergency, medical help cannot be procured without parent consent. The school office must therefore be able to reach parents, guardians, or a member of the family during school hours. It is your responsibility to keep the school office informed of any changes.

#### 7.22 Dental Examination

All children in **Kindergarten, 2nd grade and 6th grade** of any public, private or parochial school must complete a Dental Examination. Each child shall present proof on the appropriate form of having been examined by a dentist before **May 15** of the school year. If a child in grades K, 2 and 6 fails to present proof by May 15 then the school may hold the child's report card until one of the following occurs:

1. The child presents proof of a completed dental examination.
2. The child presents proof that a dental examination will take place within 60 days after May 15; or
3. The parents obtain a waiver from the Department of Public Health or provide objection to the dental examination on religious grounds.

#### 7.23 Vision and Hearing Examination Requirements

Vision screening will be done, as mandated, for children in grades Kindergarten, 2<sup>nd</sup>, and 8<sup>th</sup> at the beginning of the school year. Vision screening is not a substitute for a complete eye and vision evaluation by an eye doctor. Your child is not required to undergo this vision screening **if** an optometrist or ophthalmologist has completed and signed a report form indicating that an examination has been administered within the previous 12 months and that evaluation is on file at the school. This notice is not a permission to test and is not required to be returned. Vision screening is **not** an option. If a vision examination report is not on file at the school for your child, your child in grades Kindergarten, 2<sup>nd</sup>, and 8<sup>th</sup> will be screened.

Hearing screening will be done, as mandated, for children in grades Kindergarten, 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> at the beginning of the school year. Hearing screening is **not** an option. Students in grades Kindergarten, 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> will be screened.

### **7.3 Objections to Immunization**

A Student or parent who objects to immunizations on religious grounds shall not be required to submit themselves or their child to the required immunizations, if such student or parent presents to the appropriate local school authority a signed statement of objection, detailing the grounds for the objection.

Under Section 695.3: If a religious objection is made, a written and signed statement from the parent or legal guardian detailing the objection shall be presented to the local school authority.

The religious objection statement shall be considered valid if:

The parent or legal guardian of a child entering a child care facility objects to the immunization or immunizations on the grounds that they conflict with the tenets and practices of a recognized church or religious organization of which the parent is an adherent or member;

- a. The objection by the parent or legal guardian of a child entering school (including programs below the kindergarten level) sets forth the specific religious belief that conflicts with the immunizations.
- b. The religious objection may be personal and need not be directed by the tenets of an established religious organization.
- c. Medical exemptions are also allowed. Under Section 695.30: A physician licensed to practice medicine in all its branches, an advanced practice nurse or a physician assistant states in writing that the physical condition of the child is such that the administration of one or more of the required immunizing agents is medically contraindicated.

### **7.4 Medical Problem Information**

Medical conditions of a chronic nature are to be reported to our school office. Examples are: epilepsy, diabetes, asthma, heart conditions, hyperactivity, etc. You can help us care for your child by keeping our principal and school secretary informed. If a student is suspected of having a contagious disease, parents or guardians will be notified to pick the student up immediately.

**Students on antibiotics, prescribed for strep throat and other contagious illnesses, are to be medicated at least twenty-four hours (or as directed by your doctor) before returning to school.**

**Students with a fever of 100 degrees or over should be fever-free for 24 hours before returning to school.**

### **7.5 Food Allergy Policy and Procedures**

#### **7.51 Background**

Food allergies affect approximately 3-8% of children. About 90% of all allergic reactions can be traced back to peanuts, tree nuts, milk, eggs, wheat, soy, fish and shellfish. Allergies to peanuts, tree nuts, fish and shellfish are considered lifelong. Exposure to food allergens may cause anaphylaxis (a medical emergency).

Anaphylaxis can occur immediately or up to 2 hours following allergen exposure. It is imperative that the student's Emergency Action Plan be followed whenever a life-threatening allergy event has occurred.

#### **7.52 Purpose Statement**

Trinity Lutheran School recognizes that student food allergies may be severe and potentially life-threatening. The Board of Christian Day School has adopted and implemented this policy and procedures document to minimize the risk of exposure to allergens that create a life-threatening situation. This document will also educate members of the school community on management of student allergies and to plan for the needs of students with life-threatening allergies.

Trinity Lutheran School cannot guarantee that a student will never experience an allergy-related event. However, the school is committed to student safety, and therefore has created this policy to reduce the risk that children will have a life-threatening allergy-related event.

The main focus of this policy and procedures will be peanuts and tree nuts allergies.

### 7.53 Goals and Objectives

- Strive to provide age-appropriate procedures to assist children and the school community in an effort to provide a healthy and safe school environment.
- Reduce the likelihood of life-threatening allergic reactions of students with known food allergies while at school.
- Even though the school cannot guarantee an allergen-free environment, the school will take responsible steps to ensure a safe environment for children with life-threatening allergies.
- The school staff will take reasonable precautions to create an “Allergen Free” classroom for any student with a life-threatening allergy. The school administration and staff are not experts in detecting foods or materials that contain allergic substances. Their focus will be towards obvious substances such as peanut butter sandwiches, cookies and candy that contain nuts, etc.
- Ensure the school community is aware of this food allergy policy and the potential for a student having a life-threatening allergy related event.

### 7.54 Definitions

**Allergy:** An abnormally high sensitivity to certain substances, such as pollens, foods, or microorganisms.

**Anaphylaxis:** Refers to a collection of symptoms affecting multiple systems in the body, the most dangerous of which are breathing difficulties and a drop-in blood pressure or shock, which are potentially fatal.

**Emergency Action Plan:** A plan completed by the student’s licensed physician or physician’s designed licensed extender (i.e., Nurse Practitioner or Physician’s Assistant). It outlines the care that a student could need in an emergency situation and used as a guide to respond to a student who is experiencing a potentially critical situation.

**Epinephrine (EpiPen):** Used as an injectable medication to treat severe allergic reactions to food or other allergens, such as insect stings or latex.

### 7.55 EpiPen Administration Protocol for Trinity Lutheran School

If student is known allergic, follow protocol as per physician order. If no instructions are on file and/or this is a previously undiagnosed student:

1. If signs and symptoms of anaphylaxis – instruct someone to call 911. If no one else is around administer to the student first.
2. Follow Anaphylaxis Management Tree.
3. Inject EpiPen into fatty part of outer thigh (through clothes is fine). HOLD FOR 10 SECONDS. A child weighing between 30-60 pounds will be given EpiPen Jr. A child weighing over 60 pounds will be given EpiPen.
4. Immediate evacuation to the nearest medical facility. A copy of the student’s emergency record should be sent with the EMS.
5. A repeat injection may be given in 15-20 minutes if symptoms do not improve or before medical assistance arrive by a licensed health care provider only.
6. Monitor blood pressure. Elevate legs if the blood pressure is low.
7. Cover with blankets if necessary to keep warm; don’t allow blankets to interfere with handling or observation.
8. Notify parents/guardians.

### **7.56 Auto-Injector Epinephrine and Anaphylaxis Training**

Public Act 099-0711 allows an authorized entity to identify employees or agents or other individuals who have completed training (subsection d of the Act) to provide or administer an epinephrine auto-injector. Employees, agents or other authorized individuals must complete an anaphylaxis training program before they are able to provide or administer an epinephrine auto-injector under the provisions of the Act. Training shall be valid for a period of two years and shall meet the following requirements:

- Is conducted by a nationally recognized organization experienced in training laypersons in emergency health treatment;
- Is conducted either online or in person;
- Includes, but is not limited to:
  - How to recognize signs and symptoms of an allergic reaction, including anaphylaxis;
  - Standard procedures for storage and administration of epinephrine auto-injector;
  - Steps to take to prevent exposure to allergens;
  - Emergency follow-up procedures; and
  - A test demonstrating competency of knowledge required to recognize anaphylaxis and administer an epinephrine auto-injector.

### **7.57 Family of Child with Allergy Responsibilities**

- Notify the school of the child's allergy prior to the start of school or when the allergy is identified.
- Fill out the **ILLINOIS FOOD ALLERGY EMERGENCY ACTION PLAN AND TREATMENT AUTHORIZATION** form.
- Provide written medical documents, instructions, and medications as directed by a physician.
- Provide properly labeled medications (i.e. EpiPens) and replace medications after use or upon expiration.
- Provide emergency contact information.
- Review and be knowledgeable of school policies and procedures.
- Educate their child in the management of their food allergy including:
  - safe and unsafe foods;
  - strategies for avoiding food exposures;
  - symptoms of an allergic reaction;
  - how and when to notify an adult they may be having a reaction.
- Notify supervisors of before or after school activities regarding their child's allergy and provide necessary medication.
- Inform their child's teacher and administration of allergy changes or concerns.
- Work closely with school staff to achieve the goal of helping their child become independent in identifying allergic situations.
- Provide alternative snacks for situations when staff may be unsure of a food's source or ingredients.
- While the school will not exclude an allergic student from a field trip or any other activity, a parent may choose to do so. Parents should be willing to take steps to ensure the safety and well-being of their child.
- The parent is encouraged to attend extended field trips. If they are not able to attend, they would arrange for another parent chaperone to be responsible, and then train/educate that individual.

### 7.58 Snacks/Treats

It is our goal to ensure that every student in our school is safe. Trinity Lutheran School and Preschool has adopted a policy for managing students with food allergies. Our policy is in compliance with Public Act 96-0349 and meets the guidelines created by the Illinois State Board of Education and the Illinois Department of Public Health.

Because these students cannot be in contact with foods containing this/these allergen(s), we are requesting that you not send these foods to school for snacks or treats. Even trace amounts of these allergens could result in a severe allergic reaction. Sometimes these elements may be hidden in processed foods. **For that reason we are requesting that all treats brought to school be store bought.** This would provide a listing of ingredients for the possible allergens.

### 7.6 Head Lice

Each year a number of cases of head lice are reported to the school office. To avoid a large outbreak, we are reprinting information concerning head lice from the Health Department.

1. Report any known or suspected cases of head lice to the school office (787-2323) (all information is confidential.)
2. Check all members of the family for presence of infestation or eggs. Itching is the most common symptom. Although lice can be checked anywhere on the scalp, the back of the head and behind the ears should be checked first. Eggs will be white and firmly attached to hair shaft. Generally all members of the family will require treatment due to rapid communicability.
3. Notify your family physician. Follow their recommended treatment. As the incubation of eggs is 7-10 days, public health officials require a 2<sup>nd</sup> treatment after 7 days but no later than 10 days after initial treatment.
4. Treat the environment: disinfect clothing and bedding by hot water (126°) machine washing and/or drying using the hot cycle of a dryer. Non-washables may be dry cleaned or sealed in a plastic bag for 10 days. Carpets should be thoroughly vacuumed. Combs and brushes are disinfected by placing in pan of hot water for 10 minutes or by soaking in solution of the medicated shampoo.
5. Prevention: head lice are transmitted through direct contact with an infected person's head or hair or contact with personal items. Instruct your child not to share any personal items such as combs, brushes, hats, or towels.

The student may return to class upon presentation of proof of treatment (i.e. note from physician, copy of prescription, proof of purchase of an over the counter product). These must be presented at the school office prior to entering the classroom.

### 7.7 Pink Eye

If a student is suspected of having pink eye, (one or both eyes appear red, draining, swollen, and/or itching) the parent will be notified and the student sent home. This decision will be made at the discretion of the teacher or a school representative (Principal/Secretary). It will then be the parent's responsibility to have the eyes checked by a physician. The student will be allowed to return to school if a note from the doctor states that the student is not contagious, or if they have been using an antibiotic eye drop, or oral medication for 24 hours.

## **SECTION VIII- SUPPLEMENTAL INFORMATION**

### **8.1 Cellular Phones**

Students may bring in their cell phones, but they may not use them between 7:30 a.m. and 3:30 p.m., during Extended Care, or other school activities. During these hours, the devices must be turned off and kept in the student's locker or backpack. Students may use the devices outside of school hours, but only outside of the building, unless given specific permission by a teacher, administrator or Extended Care Director. Students who do not comply with this policy will have the devices confiscated and returned only to a parent or a guardian. A form will be provided at the beginning of the year, which permits parents to authorize their students to carry cell phones to school. Students who do not have written authorization will be disciplined appropriately. Cell phones are brought to school at your own risk. Students are not permitted to use their phones to take pictures or record individuals during school hours.

### **8.2 Chapel Services/Worship Life**

- **Chapel**  
The entire student body meets weekly for a corporate worship service. Students offer personal prayers of petition and thanksgiving. We collect an offering for a special quarterly mission project to give students an opportunity to share their material blessings with those in need in our community and around the world. Members of the staff and guests take turns leading chapel services. Periodically, classrooms lead chapel.

Children have an opportunity to join in public worship, to learn proper church behavior, and to develop a sense of Christian stewardship. The offering, which is a part of worship, develops a sense of the stewardship of money. Offering envelopes are available and encouraged to be used. The regular use of these should teach children systematic Christian giving and help them understand they also have the privilege and obligation to share in the work of the church through time, talents and possessions, reinforcing the fact that God is the giver of all that we have. Information is printed in Tiger Talk to inform parents and students as to the recipients of these offerings. Trinity Lutheran School also sponsors young men of our congregation who have entered the seminary for the study of pastoral ministry. Parents and guests are welcomed to attend the chapel services.

- **Student Worship Life**  
An important part of the Christian education that we offer to a child is the opportunity to participate in a rich worship life. A child is to become aware that his or her entire life should itself be an act of worship.
- **Classroom Devotions**  
School days at Trinity Lutheran always start with a brief devotion. Students are often given the opportunity to either lead or be a major part of these opening devotions. At noon we ask God's blessing on our meal. The end of the day we offer a prayer thanking God for the blessings of the day.
- **School Advent Program**  
Each year, in preparation of our remembrance of the coming of Christ's birth, classrooms are scheduled to lead or participate in a Wednesday evening Advent service.

### **8.3 Damages to School Property**

School furniture and equipment must not be willfully defaced, marred or damaged by pupils. Violators of this rule will be charged for such damage or asked to make repairs to restore damaged articles to original condition. Children will be required to pay for textbooks willfully or carelessly damaged.

## **8.4 Electronic Device Policy**

Students have permission to bring and use electronic devices at school under the following guidelines.

These electronic devices include, but are not limited to, E-readers (i.e. Kindles/ Nooks), iPads, iPhones, etc.

- Electronic devices brought to school at your own risk. All electronic devices should be labeled so that it is easy to identify the owner.
- Devices should be fully charged before coming to school. We cannot provide "charging areas".
- Students are permitted to "download" information to their device only with teacher permission.
- Students are permitted to connect to the Internet only with teacher permission and for during the time the student is under the supervision of said teacher. Students are permitted to send or receive e-mail, text messages, or other forms of electronic communication only with teacher permission.
- Devices may be used as an E-reader with the permission of the classroom teacher.
- Electronic devices will be taken home each day and may not be stored on school property. The school does not assume any responsibility when devices are at school.
- Students are to be responsible to make sure that all devices are kept in a safe location during the day.
- Students may permit other students to use their electronic device only with teacher permission.
- Teachers will take away devices from students who choose to not follow these guidelines. Students may also receive demerits as outlined in the Demerit System.

## **8.5 Fundraising**

### **8.51 Purpose** (adopted 2016 BCDS)

This policy establishes a process and guidelines for approving all fundraising activities that occur by Trinity Lutheran School and its students, sports teams, or PTL. It is intended to allow the advantage of fund raising opportunities in a way that preserves congregational relationships, protects our tax-exempt status, and upholds our vision, mission and values.

The ability to raise funds and/or the desire for the benefits those funds would obtain, is not necessarily a compelling reason for raising those funds. Fundraisers should never overshadow the practice of stewardship. Nor should funds be raised for unnecessary items that may be luxuries when other essential needs in the school are not being met.

### **8.52 Fundraising Principles:**

In order to help the school practice good stewardship, to act respectfully toward members of the congregation, to act respectfully toward parents of the school, and to act respectfully of others who are asked to support the school and its fundraisers, as well as supporting the goals of groups which participate in fundraising, these principles are offered as a foundation for the school fundraising policy:

- "And my God will supply every need of yours according to his riches in glory in Christ Jesus." Philippians 4:19.
- "But who am I, and who are my people, that we should be able to give as generously as this? Everything comes from you, and we have given you only what comes from your hand." 1 Chronicles 29:14.
- "Each of you should give what you have decided in your heart to give, not reluctantly or under compulsion, for God loves a cheerful giver." 2 Corinthians 9:7.
- "Not that I seek the gift, but I seek the fruit that increases to your credit." Philippians 4:17.

### **8.53 Fundraising Policies:**

#### **1. General Fundraising Policies:**

- a. All fundraisers must first be approved as provided in these policies using the Fundraising Activities Form. Approval will be made on a case-to-case basis at the discretion of the approving entity. If the Principal or

Athletic Committee rejects a fundraising request, the rejected request may be appealed to the Board of Christian Day School and then to the Board of Directors.

- b. All fundraising must have a stated purpose and moneys raised shall be used for that stated purpose unless otherwise authorized by the Athletic Committee (for athletic groups) or the Principal (for all other groups). PTL and the Athletic Committee may fundraise for general purposes.
- c. Except for general fundraising by PTL and the Athletic Committee, moneys raised through fundraising shall be used by the end of the school year in which they were raised unless approved by the Athletic Committee (for athletic groups) or the Principal (for all other groups). Moneys raised during the summer months shall be considered raised in the school year immediately following the summer in which they are raised.
- d. The following types of fundraisers are prohibited except in special circumstances on a case-by-case approval: Door-to-door fundraisers; fundraisers requiring cold calling; sponsorship by company name or logo on Trinity uniforms or property permanently or for extended periods of time (exceptions for sponsorships shall be approved by the Board of Christian Day School, Board of Elders, and Board of Directors); and other types as the Board of Christian Day School may prohibit.

2. **Approval Tiers in Order of Priority:**

**First:** (a) PTL and the Athletic Committee fundraisers; and (b) Fundraisers for needs of the school or school athletics.

**Second:** (a) Class fundraising; and (b) Fundraisers for discretionary or non-needs of the school or school athletics.

3. **Class, PTL, and Athletic Committee Fundraising Approval:**

Fundraisers by classes, PTL, and the Athletic Committee shall be first approved by the Principal after completion of the Fundraising Activities Form.

4. **Athletic Group Fundraising Approval:**

Fundraisers by any athletic group shall first be presented to the Athletic Committee for preliminary approval after completion of the Fundraising Activities Form. If approved by the Athletic Committee, the Principal shall also approve the fundraiser before any fundraising may occur.

5. **Yearly Fundraising Report:**

PTL and the Athletic Committee shall provide a fundraising report to the Board of Christian Day School on or before July 31st of each year. The fundraising report shall show the following: (1) the type of fundraisers conducted and amount collected in the previous school year and how the moneys were used; and (2) the projected types of fundraising expected to be conducted, and the desired amount to be collected, for the upcoming school year.

THE FORM IS LOCATED IN APPENDIX B

### **8.6 Hot Lunch**

Trinity operates a well-balanced hot lunch program. Students may purchase daily, weekly, or monthly tickets. These tickets should be purchased from the hot lunch manager between 7:45 a.m. and 8:00 a.m. The money may also be given to the school office. Menus will be printed in Tiger Talk and available online each month. Checks are to be made out to **Trinity Hot Lunch**. Any funds left over at the end of the year will rollover to the next school year.

### **8.7 Library Policy**

Students are responsible for books that they check out of the Trinity library. Students will be limited to checking out 5 (five) books at one time. Regular notices will be sent alerting students to overdue books. Reports cards will be held if a student has not returned or paid for, all of his/her library books by the end of the year. For 8<sup>th</sup> graders, diplomas may be held until the book is paid for, returned, or replaced.

There is a drop box that is locked for returning library books. Primary grades (K-2) generally keep books for a week (or the teacher's discretion). Students in Grades 5-8 may check out books for a month.



**8.8 Party Policies**

**8.81 Classroom Parties**

Parties are usually planned to celebrate Fall, Christmas, and Valentine’s Day. Each class plans its own activities. Room parents help to organize and bring food items.

**8.82 Birthdays**

Though by no means mandatory, students have made it a tradition to bring their classmates a treat in honor of their birthdays. Parents are asked to speak with their child’s teacher as to convenient times and appropriate snacks for such events. As a rule, students are requested to bring treats that are store bought so ingredients can be easily identified for those with allergies.

**8.83 Private Parties/Invitations**

One of the main principles we strive to instill in the children at our school is learning to be kind and considerate to all people. Insensitivity about who is invited to parties and who is excluded may lead to social tension and conflict in a classroom. The learning environment at school can be profoundly impacted

Invitations to parties may not be distributed on school grounds unless every student in a grade or the classroom is invited to attend. (or all of the girls in the classroom or all of the boys)

**8.9 Recess**

Recess is an important part of the overall school environment. As a staff we have observed that fresh air and being outdoors is good for children. Therefore, we will do all that we can to have your child spend at least some time each day outside. The only times we won’t go outside are; if it’s raining, lightning, or if the wind-chill is below zero. What does this mean? Expect that we will go outdoors for recess! It means that your child needs to be dressed and prepared to play outside! Coats, hats, and mittens or gloves, are in order. Children wishing to play in the snow need boots. If they wish to roll around in the snow they need snow pants.

**8.10 Safety Patrol Opportunity**

Trinity School has students that serve as Safety Patrol Crossing Guards. The students do undergo training and have to pass a test. The Safety Patrol students assist children in entering and exiting their cars safely. Over the years, Trinity’s Patrol has earned an enviable reputation. Students in grades 7 and 8 are eligible for participation and may earn Trinity “points” for participating.

**8.11 Student Recognition Program**

This program is designed to encourage children in the use and development of their numerous and varied talents. Appropriate awards and letters will be given to those children who successfully participate in activities such as school patrol, music, athletic, and service activities.

After a student earns 12 activity points, (s)/he will receive an award card. After earning twenty-four points, (s)/he will be given a "T". After each succeeding 12 points, he will be given a "bar" to attach to his/her letter. After each quarter, the student will review his/her point totals. The cards, "T" and bars will be distributed on Awards Night.

For participation, each student will be assigned the following points:

<b>½ pt.</b>
▪ Bible Bowl, Math Bowl, Spelling Bee
▪ Lutheran Honor Band, IMEA Elem. Chorus, Lutheran High School music contest, and IESA music contest
▪ State Science Fair

## Parent/Student Handbook 2018-19



▪ Chapel Assistance
▪ State/Science/History Fair
▪ Other

1 pt.	2 pts
▪ Student Life (per quarter of activity)	▪ Classroom Housekeeping (1/2 per quarter)
▪ Special Service Projects	▪ Instrumental Assistance
▪ IMEA Jr. High Band/Choir	▪ Cheerleading (2-3 points)
▪ Regional History/Science Fair	
3 pts	4 pts
▪ Beginner Band (only 5-8)	▪ Basketball
▪ Track	▪ WGOD Manager
▪ Cheerleading (2-3 points)	
▪ Cross Country	
▪ Scholastic Bowl	
▪ Volleyball	
6 pts	8 pts
▪ Trinity Band (3 per semester)	▪ Trinity Choir (2 per quarter)
	▪ Patrol (2 per quarter)

**SECTION XI- TUITION**

**9.1 Tuition**

The cost to educate a student at Trinity Lutheran School exceeds \$6,500 per school year. Members of Trinity Lutheran Church place a high value on Christian education and provide substantial support for EVERY STUDENT that attends Trinity School.

The figures below represent the entire total of Tuition plus Fees of \$500 per student for textbooks, supplies, and technology.

<b>Trinity Church Members</b>	<b>Sister Church/Mission Families*</b>	<b>Community Members</b>
1 <sup>st</sup> child \$2,500	\$3,100	\$4,700
Additional children \$1,700	\$2,850	\$4,300

\*Mission Families are those in the process of becoming members of Trinity Lutheran Church.

Additional Costs for supplemental books, supplies, activities, etc. are due at Registration Night in August. For a complete list of Additional Costs by grade level please visit [trinity-lutheran.com](http://trinity-lutheran.com), click on *The School*, then *Admissions*, then *Additional Costs*. Each grade level is listed.

**9.2 Payment Plans**

Please review the following payment plans. Monthly payments are required to be made by automatic bank withdrawal. Please choose a plan that best fits your family budget.

- 1 payment by June 30, 2018
- 2 payments by June 30, 2018 & January 1, 2019
- 12 payments by automatic withdrawal from bank account, June 2018 – May 2019
- 10 payments by automatic withdrawal from bank account, August 2018 – May 2019

**9.3 Late Payment Policy**

- A \$10 late payment penalty will be assessed on any unpaid amount on the last business day of a month.
- A \$25 late payment penalty will be assessed on any unpaid amount on the last business of the second consecutive past due month. This is in addition to the first month’s \$10 late payment penalty.
- A \$30 non-sufficient fund fee will be assessed for payments returned non-sufficient funds or stop payment.
- Grace Period: One waiver of the first \$10 penalty will be granted per school year.

**9.4 Financial Aid**

Financial aid is available. Please visit <https://online.factsmtg.com/signin/42QW8> to apply and enter School Code 21795. The fee for this service is \$27. The deadline to apply for financial aid is May 31, 2017 for returning families. New families, please contact the Admissions Director for more information.

Empower IL is a new scholarship granting organization in the state of Illinois. Applications are on their website with the requirements needed to qualify. Funds are limited and it is based on first come first serve. The website is <https://empowerillinois.org>.

**9.5 Non-Payment Status**

Any accounts more than 60 days past due will be considered as non-payment status. All past due amounts, including late payment penalties, shall be added to and prorated for the remaining months due. If payment has not been received in full the Board of Christian Day School and the parents/guardians shall conduct a timely face to face meeting, to agree upon a solution.

If no satisfactory solution is reached, the Board of Christian Day School will take action that may include student removal and pursuit of unpaid tuition and fees through legal action, a collection agency, etc. Collection fees or legal fees in the amount of 35% of the delinquent amount incurred in the process of collecting amounts due shall be the

responsibility of the parents/guardians. Parents/Guardians are jointly and severally liable for the payment of all amounts due.

### **9.6 Tuition/Registration Fee Refunds**

Based on receipt of written notice of withdrawal, **prepaid tuition** will be refunded on a prorated basis. **Registration Fees** are non-refundable after 20 days of each semester.

### **9.7 Church Attendance Requirements**

Church attendance records for students in grades K-8 will be recorded every week in the classroom and coordinated with the attendance records kept in the main church office. Church attendance record keeping helps the church and school know when missionary work to families is appropriate.

Trinity Lutheran Church provides an opportunity to worship on Saturday evenings at 5:30 p.m. in the school Parish Hall and Sunday mornings at 8:00 a.m. and 10:30 a.m. at the church downtown. In addition, there are special services on Wednesday evenings during Advent and Lent. Various choirs within the school are expected to participate.

Trinity Lutheran School Families are expected to maintain a minimum of **66%** church attendance each quarter of the school year. Further, all Trinity Lutheran Church members upon joining Trinity Evangelical Lutheran Church have agreed to be faithful in the use of God's Word and Sacraments. These commitments are based on the Biblical understanding that it is only through the Word and Sacraments that faith is created and sustained. Fathers, mothers, and children who cut themselves off from the **MEANS OF GRACE** are cutting themselves off from the power of God.

1. If a Trinity Church member parent fails to attend church at least 66% in a given quarter, the family will be placed in a "mission status category." These families will then be billed 50% of the non-member tuition fee for the school quarter following the quarter in which they were below the 66% minimum.
2. The "mission status category" will also be used for families who enroll their children in Trinity Lutheran School and indicate that they will be enrolling in the Adult Instruction Class. This "mission status category" for community member families will be in effect for one school year only.
3. Attendance will be monitored through attendance cards filled out at any of the divine worship services held under the auspices of Trinity Evangelical Lutheran Church. Families who occasionally attend other churches during holidays, confirmations, baptisms, etc. will be expected to verify their attendance if attendance falls below 66% at Trinity.
4. Should a school member family wish to appeal the decision, the Board of Christian Day School will decide the appeal.
5. All members with chronic church attendance problems will be referred to the Board of Elders for Biblical visitation and encouragement. If no improvement is seen, church discipline will follow.
6. Community member families with chronic church attendance problems will be referred to the Board of Christian Day School.

## **SECTION X- SAFETY AND SECURITY**

### **10.1 Asbestos**

Trinity Lutheran School has an asbestos management plan that is available in the school office for review during normal business hours. Environmental Safety Consultants (Springfield, IL) are maintaining our Asbestos Management Plan.

### **10.2 Background Check Policy**

Trinity Lutheran School shall require all potential employees and volunteers to furnish written information regarding any criminal convictions, to submit to fingerprinting, and to authorize the background checks required by the State of Illinois.

Potential employees and volunteers who did not receive a clearance from the IDHS background check will be handled on an individual basis according to the offense. Persons who have been convicted of a felony or are listed on the sex offender list are not eligible for employment or to volunteer at Trinity.

### **10.3 Bullying**

#### **Bullying - Definition**

Bullying is aggressive behavior that is intentional and that involves an imbalance of power or strength. Typically, it is repeated over time. An individual who is being bullied has a hard time defending himself or herself.

Bullying can take many forms:

- Physical bullying (such as hitting or punching)
- Verbal bullying (such as teasing or name calling)
- Nonverbal bullying or emotional bullying (such as intimidation using gestures or social exclusion)
- Cyberbullying or bullying through note writing (such as sending insulting messages by e-mail or sending insulting notes to others in the classroom)

Trinity Lutheran Church and School will practice a high level of Christian respect as the standard of behavior. Teachers will actively and consistently teach and model positive behavior(s), and have zero tolerance for aggressive or harassing behavior(s).

Students demonstrating bullying behaviors will be subject to the discipline process as listed below.

- A. Address the situation with appropriate apologies given
- B. Loss of privileges: (recess, free time, etc.) or time out
- C. Visit to the principal's or director's office for a student visit
- D. Inform parents
- E. Parent/ Teacher/ Principal/ Student conference
  1. Referral: counseling as recommended
  2. Suspension: because of refusal of counseling
  3. Expulsion
- F. Proper Authorities will be notified when criminal intent is obvious or when the situation warrants such action.
- G. The Principal also has the right to remove the student from the classroom if the bullying is deemed to be of a serious nature.

### **10.4 Building Access**

For the safety of our students and staff the school doors are locked from 8:05 am till 3:00 pm. Please ring the buzzer located on the side of the building and be prepared to state your name and why you are here. We do have cameras to help identify you, but please don't be offended if we do not recognize you.

If visiting, you will be asked to wear a badge. (See the section below about our Visitor Policy.) Thank you for your cooperation in keeping all students and staff safe.

### **10.5 Firearms/Weapons/ Drugs**

Illinois prohibits the possession or carrying of any firearm, stun gun, or taser on or about the person in any public or private elementary or secondary school, on the person or in a vehicle on the property of any school. Therefore, no firearms or weapons of any kind are allowed on school property.

### **10.6 Fire/Civil Defense and Severe Storm Shelter Directions**

Trinity Lutheran School has an Emergency Management Plan in place to cover a wide range of school emergencies. Parents are invited to review this emergency plan during normal office hours.

Students are informed as to when the first fire/civil defense drill will occur. Each class will be instructed as to procedures used in exiting. A diagram is posted in an obvious place in the classroom and colored red. When leaving the classroom, all doors are to be closed. Students are to walk quietly to their designated place and wait for the teacher to take roll call. We do send out alerts when there are emergencies. Please sign up for Alerts Made Easy on our website.

### **10.7 Sexual Harassment**

Students and/or parents who feel a student is being sexually harassed are encouraged to notify the school through the Principal or, if the Principal has allegedly committed the act or acts of sexual harassment, through the Chairman of the Board of Christian Day School. Such reports shall be made in writing detailing the specifics of the charges. If the student/parent is dissatisfied with the response of the Principal, the matter may be appealed in writing to the Board of Christian Day School through its Chairman.

### **10.8 Sex Offender Registration Act**

According to the Sex Offender Registration Act, schools are required to notify parents that information about sex offenders is available on the Illinois Department of State Police Statewide Sex Offender Database. The website to reach this information is: [www.isp.state.il.us](http://www.isp.state.il.us). Click the "Sex Offender Information" box on the right side of the screen.

### **10.9 State Regulation Compliance**

Trinity Lutheran School is registered with the State of Illinois Department of Education. As such, our school is inspected regularly by local fire, police, and the health departments to receive certification for compliance with state regulations regarding health and safety.

### **10.10 Student Abuse/ Neglect Reporting**

All school personnel are mandated reporters, and therefore are required by statute of the State of Illinois to report to the Department of Children and Family Services any child's injury or condition which reasonably appears to be abuse or neglect. School authorities are required to cooperate with DCFS staff responsible for conducting investigations.

### **10.11 Visitor Policy**

Because the safety of the students (your children) and employees is a top priority, ALL visitors, including parents, must sign in at the school office and obtain a visitor badge during regular school hours. No visitors are allowed to be inside the school without a visitor's pass; this includes parents dropping off a student after class has started and/or picking up a student from his/her classroom before school has been dismissed. A visitor badge must be worn in a visible location at all times when on school grounds during school hours. Anyone without a pass will be directed to the office to obtain one. Trinity asks that everyone follows this procedure with courteous behavior.

It is very important to the children that everyone share in his/her school life; therefore, all are invited and encouraged to visit the school for special programs, serve as a volunteer, or have lunch with the children. Visitors MUST sign in at the office when they arrive and sign out when they leave. Visitors are NOT allowed to disrupt class during instruction time. If anyone wishes to visit the student's classroom during instruction time, they must call the office and/or contact the teacher to arrange a time for a classroom visit. If anyone wishes to have a conference with a member of the school

staff, please call and make arrangements with them. To keep class interruptions to a minimum, messages to students will be delivered at a convenient time. Lunches or other items will be left with office personnel who will see that it is delivered to the student.

### **10.12 Weather/Disaster School Closing**

Unfortunately, at times Trinity Lutheran School may have to close due to bad weather or disasters.

It is the policy of the school to excuse children when the parents make a judgment call relative to the attendance or tardiness because of bad weather. ***If you elect to remain home because of the weather, please inform us by calling the school office at 787-2323.***

1. Listen to radio station WTAX (1240AM) or Channel 20 (TV) starting at 6:00 a.m. for information regarding school closing.
2. Trinity will **NOT** automatically follow District 186's school closing.
3. An alert will be sent via the **Alerts Made Easy** notification system if there is a weather/disaster closing.

### **10.13 Wellness Policy**

As leaders of Lutheran schools, we believe that God created us and gives us all things, including our health. Therefore, we thank God for the gift of life and health He has given us – imperfect as it may be with problems of illness and diseases as a result of sin. But knowing what God has done for us through Jesus Christ – the forgiveness of sins life and salvation – our response is to care for the body that is on loan to us as a way of thanking and praising God. If we view our bodies as His temple, we can begin to see the importance of daily maintenance in order to keep it useable for his service. By keeping our bodies well-maintained and filled with the right kinds of fuel (foods) needed to sustain us we will be ready at a moment's notice for the demands and tasks He is calling us to do.

*(Adapted from "Fill'er Up-With Good Food," by Steve Grunewald, writer/editor of Better Health, a quarterly wellness letter published by Concordia Plan Services of the Lutheran Church-Missouri Synod and published in Shaping the Future, a publication of the Lutheran Education Association, Winter, 2005.)*

The link between nutrition and learning is well documented. Healthy eating patterns are essential for students to achieve their full potential, full physical and mental growth, and lifelong health and well-being. Healthy eating is demonstrably linked to reduced risk of the development of many chronic diseases. Schools and school communities have a responsibility to help students acquire the knowledge and skills necessary to establish and maintain lifelong healthy eating patterns. Well-planned and well-implemented wellness programs have been shown to positively influence children's health.

Schools also have a responsibility to help students establish and maintain lifelong habits of being physically active. According to the U.S. Surgeon General, regular physical activity is one of the most important things people can do to maintain and improve their physical health, mental health, and overall well-being. Regular physical activity reduces the risk of premature death in general and of heart disease, high blood pressure, colon cancer, and diabetes.

**A full version of our wellness policy can be found on our website.**

**APPENDIX A**  
**EXTENDED CARE**

**(For Kindergarten-8<sup>th</sup> grade only)**

**Extended Care Policy**

School-age before and after is an extension of Trinity Lutheran School. The program is not licensed or regulated by DCFS.

**Credo**

In our society, the majority of families' experience either both parents employed full or part-time, or are headed by a single, fully employed parent. The purpose of the Extended Care service is to provide a supervised, Christian environment in which our school children may wait during the period directly before school and remain in after school until such time as the parents can provide adequate parental care and supervision. Many parents need and use the Extended Care service. It is not the intent that this Extended Care program should replace home or school. Rather, the purpose is to complement them.

**Administration**

1. The Extended Care program will be administered by the Board of Christian Day School.
2. The daily programs and staff will be supervised by the principal.
3. Program records will be maintained by extended care and office staff.
4. The program must be self-supporting, but not for profit. The rates will be adjusted to cover all expenses.

**Availability**

1. Extended Care will be offered to families of Trinity Church and non-member families with students enrolled in Trinity School.
2. All parents bringing their children to school between 7:00 a.m.-7:45 a.m. are expected to enroll their children in the Morning Care program. If your child is not enrolled in Morning Care, he or she should remain in the car with you until 7:45. If your child enters the building before the 7:45 a.m. bell, you will be expected to pay for Morning Care services.
3. Likewise, children not picked up by 3:15 p.m. (unless involved in extracurricular activities) are expected to be enrolled in the afternoon extended care service. Brothers and/or sisters of students involved in extracurricular activities who remain at school after 3:15 p.m. are expected to be enrolled in the extended care service. Children who cannot be picked up within 15 minutes after the scheduled conclusion of a school activity must wait for parents in the extended care program. Any remaining children must leave the school grounds.

**Scope of Extended Care**

1. Morning 7:00 a.m. thru 7:45 a.m. Kindergarten thru Grade 8.
2. Afternoon 3:00 p.m. thru 5:30 p.m. Kindergarten thru Grade 8.
3. Families will be able to purchase before school for the number of days the program is needed.



4. On special Early Dismissal days from 1:30 p.m. - 5:30 p.m. **(special registration and an additional fee apply)**
5. No service is provided on non-school days, the day before Christmas break, or the first and last day of school.
6. Parents may not deliver children prior to 7:00 a.m. in the morning. They must pick up children no later than 5:30 p.m. in the evening. Late pick-ups will result in a \$1.00 per minute late fee. The late fee will be added onto your bill.
7. Children must sign-in for Morning Care and Afternoon Care.
8. Parents must sign their children out before removing them from the premises.
9. Children not enrolled in the program are not permitted in the extended care area without permission from the extended care supervisor.
10. Children enrolled in the program must remain in the extended care designated areas unless authorized to leave by extended care supervisor.
11. Children may not bring their own toys unless authorized by the extended care supervisor.
12. Trinity Lutheran School's liability insurance will be provided for the extended care service.
13. Parents shall designate in writing, on the enrollment form, others who are authorized to pick up their child from extended care. Individuals other than parents will have to show photo identification before any child is released from Extended Care.
14. The students in the Extended Care Program will follow school playground rules.

### **Facilities**

- |                          |  |
|--------------------------|--|
| 1. Extended Care Room    | 5. Rest rooms east of the cafeteria            |
| 2. Art Room              | 6. Gym - when available                        |
| 3. Cafeteria             | 7. Outside playground and playground equipment |
| 4. Extended Care Kitchen |  |

### **Services**

1. Services provided in morning session:
  - a. Adult supervision
  - b. Study Hall atmosphere and conduct
2. Services provided in afternoon session:
  - a. Adult supervision
  - b. Study/reading area
  - c. Occasional viewing of athletic contests in the gymnasium
  - d. Group project corner
  - e. Game area with scheduled and supervised activities
  - f. Refreshments: milk/beverage & snacks provided in afternoon. Students may not bring their own snacks! Special snack area to be designated.
  - g. If enrolled students have special dietary needs, arrangements shall be made with the Extended Care Staff.

- h. Special interest groups
- i. Outdoor play

### **Extended Care Personnel**

1. The following Extended Care positions are hereby established:
  - a. Manager
  - b. Bookkeeper
  - c. Morning Supervisor
  - d. Afternoon Supervisor
  - e. Child Care Provider
  - f. Student Child Care Provider
  
2. General conditions of employment
  - a. All Extended Care personnel will be Christians, (preferably members of Trinity), active in living and demonstrating their Christian faith.
  - b. All employees are to be approved by the Board of Christian Day School.
  - c. Direct supervision of employees will be by the Principal.
  - d. Staff size estimate is one staff person for the morning session, and one staff person for each 15 children in the afternoon session.
  - e. Remuneration will be set by the Board of Christian Day School.
  - f. There will be no charge for children of Extended Care employees.
  - g. Employees must undergo a background check.
  - h. Staff may receive free extended care for children while the parent is engaged in school work activities. If the parent chooses to send the child while the staff member is engaged in personal activities outside work responsibilities, the parent will pay the full extended care rate.

### **Payment for Service**

Cost of service shall be established annually on or before August 1. The students will purchase Extended Care tickets in the morning before school starts in the cafeteria.

### **Discipline Procedures**

Procedure to be taken before the use of the disciplinary form:

- a. Reminders
- b. Correction
- c. Time-out - Child sits in designated time out area for 2 minutes
- d. Isolation Time for child to reflect on behavior - 10 minutes
- e. Verbal notification to parents
- f. Discipline steps implemented (see below)
- g. Extended Care staff will meet on a quarterly basis with the principal to review write-ups during each quarter. Parents are to be notified of these meetings. The principal and Extended Care staff can remove write-ups from a child's file if they believe the child's behavior has improved and warrants said removal.

Examples of behavior that could cause use of procedure:

misuse of equipment, conflict over toys, rough or destructive play, overt actions  
running  
disrespect for adults or other children (arguing with adults)  
throwing of food  
loud and disruptive behavior

Some examples of overt actions include:

- Biting, hitting
- foul language, obscene gestures
- any actions that would cause physical harm to another child

OVERT ACTIONS AUTOMATICALLY ELIMINATE PROCEDURES STEP 1-3. STEP 4 DISCIPLINE STEPS WILL BE IMPLEMENTED.

### **Discipline Steps**

- STEP 1:     a. Verbal warning to parents regarding potential removal from program.  
              b. Written notice via disciplinary form.
- STEP 2:     a. Verbal warning to parents regarding potential removal from program.  
              b. Written notice via disciplinary form.  
              c. Parent called and asked to remove child for the rest of the day. Parent must pick up child within 15 minutes of the phone call.
- STEP 3: a. Verbal warning to parents regarding potential removal from program.  
          b. Written notice via disciplinary form.  
          c. Parent called and asked to remove child for the rest of the day. Parent must pick up child within 15 minutes of the phone call.  
          d. The child is suspended for one afternoon. The suspension will be served the afternoon following the infraction. The Board of Christian Day School and the Principal will be informed.
- STEP 4     Parent called and told to come and pick up the child. The child is removed from the program. The Board of Christian Day School and the Principal will be informed of action.

### **Morning Care Fees**

An annual (or per semester) fee per child will be charged for all students arriving between 7:00 and 7:45am. Currently the fee is \$50.00 per semester.

### **After School Fees**

- Short stay is \$4.00 per day until 4:00 p.m.
- Full stay is \$7.50 per day after 3:30 p.m. until 5:30 p.m.
- For 1:30 pm dismissals \$10.00
- \$1.00 per minute after 5:30 p.m.

**APPENDIX B**

**Fundraising Activities Form– Trinity Lutheran School**

Today’s date: \_\_\_\_\_

Name of the Group (who): \_\_\_\_\_

Person/s responsible for event: \_\_\_\_\_ Phone # \_\_\_\_\_

Purpose of Activity (why): \_\_\_\_\_  
\_\_\_\_\_

Date(s) of event (when): \_\_\_\_\_

Place of event (where): \_\_\_\_\_

Events Description (what activity will your group be doing to raise funds?):

\_\_\_\_\_  
\_\_\_\_\_

Account money is to be deposited \_\_\_\_\_

Approved \_\_\_\_\_

Not Approved \_\_\_\_\_

Comments:

\_\_\_\_\_  
\_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

**Appendix C**

**2018-2019 Handbook Agreements    Parents and 7<sup>th</sup>/8<sup>th</sup> Grade Students**

**Parents:** Please read the following statements carefully and sign below to indicate your agreement.

I hereby affirm that I have read the Parent/Student Handbook, found on the school website, and discussed its policies with my students. I certify that I consent to and will submit to all governing policies of the school, including all applicable policies in the Students Handbook.

I understand that the standards of the school do not tolerate profanity, obscenity in word or action, dishonor to the Holy Trinity and the Word of God, disrespect to the personnel of the school, or continues disobedience to the established policies of the school.

I understand that the services of the school are engaged by mutual consent, and that either the school or I reserve the right to terminate any or all services at any time. I understand that this Handbook does not contractually bind Trinity Lutheran School, Springfield, IL and is subject to change without notice by decision of Trinity Lutheran School’s governing body. Admission to the school is a privilege, not a right, and admission for one school year does not guarantee automatic admission for future school years.

Signature of Mother	Please Print Name	Date

Signature of Father	Please Print Name	Date

**Students in Grades 7-8:**

Please read the following statement carefully and sign below to indicate your agreement.

I hereby affirm that I have read the Parent/Student Handbook, found on the school website. I certify that I consent to, and will submit to all governing policies of the school, including all applicable policies in the Parent/Student Handbook.

I understand that this Handbook does not contractually bind Trinity Lutheran School, Springfield, IL and is subject to change without notice by decision of Trinity Lutheran School’s governing body.

I understand that admission to the school is a privilege, not a right, and that any behavior, either on or off campus, which is not consistent with the school’s standards could result in the loss of that privilege.

Signature of Student	Please Print Name	Date

*Please sign and return to school office by August 25<sup>th</sup>.*

**APPENDIX D**

**Traffic Pattern**

