



# ***Parent-Student Handbook 2018-19/2019-20 Edition***

***TRINITY LUTHERAN CHURCH AND SCHOOL***

***6850 W. 159<sup>th</sup> Street, Tinley Park, IL 60477***

***Attendance Line: 708-532-0407***

***(Please call before 9 a.m. to report an absence)***

***School Office 708-532-3529***

***School Fax: 708-532-0799***

***School Website: [school.tlcs.org](http://school.tlcs.org)***

***School Email: [school@tlcs.org](mailto:school@tlcs.org)***

***Church Office: 708-532-9395***

***Worship Times:***

***Saturday 6 p.m.***

***Sunday 8 a.m. and 9:30 a.m.***

***and 11 a.m. "Reveal" (Contemporary Service)***

***Sunday School 9:30 a.m.***

## **PURPOSE**

The purpose of this handbook is to acquaint the parents and children of Trinity Lutheran School with the policies and practices as instituted by Trinity's Christian Day School, enabling the faculty and staff to offer a quality Christian education. It is presented with a prayer that it may serve for a better understanding of our school program. Policy and procedures described in this handbook are subject to change. Notice will be given of such changes. It is important for parents to discuss the various items with their children so that all may know the policies of the school. It is suggested the Parent-Student Handbook be kept handy for ready reference.



**Trinity Lutheran Church and School is a member of  
The Lutheran Church-Missouri Synod, Northern Illinois District.**

## **MISSION STATEMENT**



*Trinity Lutheran School exists to challenge and enable young people to grow in both Christian spirit and academic wisdom, and to prepare them to be witnesses in God's kingdom.*

## **CHRISTIAN LOVE FOR OTHERS**

Within our Christian Day School, the staff, students and visitors should always strive to be a Christian influence on others. We should reflect an attitude of Christian concern for the building and strengthening of each other as members of the family of Christ.

*And the King will answer them, "Truly, I say to you, as you did it to one of the least of these my brethren, you did it to me."*

Matthew 25:40

## **NOTICE OF NONDISCRIMINATORY POLICIES AS THEY RELATE TO STUDENTS AND EMPLOYEES**

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

In accordance with the Americans with Disabilities Act of 1990, Trinity Lutheran School prohibits discrimination against qualified individuals with disabilities in all employment practices, including: job application procedures, hiring, firing, compensation, training, and other terms, conditions, and privileges of employment.

Trinity Lutheran School does not discriminate on the basis of race, color, religion, age, disability, national and ethnic origin in administration of its employment or educational policies. Preference is given in employment to those of the same denomination and doctrinal beliefs as the genre of the church and school.

## **COMPLIANCE**

To ensure compliance with non-discrimination policies, the Governance Board of Trinity Lutheran School has designated the school administrator(s) as the primary contact responsible for developing, adopting and/or assuring the dissemination of the school's nondiscrimination policies and for making the policies available to the school community.

## **TRINITY LUTHERAN SCHOOL PHILOSOPHY**

A Christian philosophy of education concerns itself with the ultimate nature of things - with the origin, extent and purpose of knowledge, with values and conduct. A Christian philosophy is based on divine revelation - God's Word - as the primary source of truth. Through the Church and Christian Day School the student is nurtured in God's love through Word and Sacrament, and in response he or she participates actively in God's mission to the Church and the world.

Lutheran elementary schools are an important ministry of the Lutheran Church - Missouri Synod. Their impact on Christian education has been evident at Trinity Lutheran Church and School, Tinley Park, Illinois for over 150 years. This unique partnership allows the members of Trinity to support this Christian Day School with one purpose in mind: as a mission to God's people and to the world.

God has commanded Christian training and has promised His blessings on this education;

- Deuteronomy 6:6 – 7: “And these words that I command you today shall be on your heart. You shall teach them diligently to your children, and shall talk of them when you sit in your house, and when you walk by the way, and when you lie down, and when you rise.”
- Proverbs 22:6, Train up a child in the way he should go; even when he is old he will not depart from it.
- And many more: Matt. 28:20, Ps. 78:6, Col. 3:26, Eph. 6:4, Is 55:11, Luke 11:28, and 2 Tim 3:15-17.

Recognizing that the purpose of the Lutheran school is to serve as a mission to God's people and the world in proclaiming the redemptive work of Jesus Christ, we believe:

1. that the Lutheran school is Christ's mission to the individual. Studying scripture on a daily basis and worshipping on a weekly basis helps the student form a personal relationship with our Savior. The students experience God's love, forgiveness and grace, which allow them to share those experiences with their peers;

2. that the Lutheran school is Christ's mission to the family. Martin Luther believed the home must be initial staging ground for the advance of the Gospel; in each home, parents are priests, and it is their sworn duty before God to set the Gospel before the entire family. The very basis for Christian education is the strong foundation in a Christian home. The Lutheran school, with its uniqueness as a family institution, is both equipped and capable of reaching all individual families within the body of Christ;

3. that the Lutheran school is Christ's mission to the church at large. Christians are to edify all people, especially those in the body of believers. Christ instructed His disciples to "teach them to observe all things." This instruction in Scripture and the Lutheran Confessions can be most effectively done in a full-time Lutheran school;

4. that the Lutheran school is Christ's mission to all communities. A Christian's entire outlook on life is one that views **ALL PEOPLE** as children of God. As Christians, we need to respond to others and their needs as Christ responded to our needs and us. The full-time Lutheran school is well equipped to convey this message to all.

**The mission of the Lutheran school is pleasing to God, and God promises that through His Holy Spirit He will accomplish that which is pleasing to Him. Rich blessings follow as the Holy Spirit lives in our hearts.**

## **ACCREDITATION AND CERTIFICATION**

The curriculum of Trinity Lutheran School meets the requirements of the State of Illinois and the guidelines for Lutheran schools. Trinity Lutheran is accredited by the Lutheran Church-Missouri Synod through National Lutheran School Accreditation (NLSA). Trinity is an Illinois State Recognized School and is a member of the Illinois Elementary School Association. Faculty members hold appropriate state licenses and credentials.

## **ACADEMIC ACHIEVEMENT**

The students attending Trinity Lutheran School do so first and foremost to experience a Christian atmosphere and to receive a Christian education, based on God's Word. As part of their curriculum, they learn about God's world and how God's people live in His world. Learning is an important aspect for the young Christian, and motivation to learn must come from both the home and the school.

As a way of recognizing outstanding academic achievement for grades 6-8, Trinity has three "Honor Rolls" in which students may be a part. The three "Honor Rolls" are: Principal's List, High Honors, and Honors.

To obtain the Principal's List in grades six, seven and eight, a student must earn all A's (or a pass for pass/fail courses) on their Student Assessment Report (SAR) in the following subjects: religion, memory, reading, English, vocabulary, social science, mathematics, science, technology, music/choir, physical education, art, and a student's elective class, while also not incurring any 3's on his/her SAR. The exception would be if any student earned a "B" in an above-level/honors course (reading or math for 7<sup>th</sup> and 8<sup>th</sup> graders), he or she would still be eligible for Principal's List. High Honors is awarded to those students obtaining a 3.5 grade point average or higher. Students earn Honors by receiving a 3.0 grade point average or better.

The following subjects in grades 6 – 8 will be weighted twice their value for the purpose of obtaining Honor Roll: math, English, science, social studies, reading and vocabulary. The remaining subjects: religion, memory, physical education, health, music/choir, technology and art carry a single value for computing Honor Roll Status.

**If a child receives a D or F in any subject, or receives a "3" for an effort grade in any subject, he or she is ineligible for any honors recognition.**

The grading scale for grades 3-8 is as follows:

100%	A+	4 Points
93 - 99%	A	4 Points
90 - 92%	A-	4 Points
87 - 89%	B+	3 Points
83 - 86%	B	3 Points
80 - 82%	B-	3 Points
77 - 79%	C+	2 Points
73 - 76%	C	2 Points
70 - 72%	C-	2 Points
67 - 69%	D+	1 Point
63 - 66%	D	1 Point
60 - 62%	D-	1 Point
0 - 59%	F	No Points

## **ACADEMIC HONESTY**

Students are expected to take pride in their achievements and must rely on their own talents and abilities to complete academic work. Any attempt to shortcut this process undermines the learning process, destroys student integrity, and weakens the trust essential to a positive student/teacher relationship. Promoting honest behavior is a responsibility shared by the school and parents, so when it is determined that a violation has occurred appropriate action and support is required.

Academic dishonesty (cheating/plagiarism) includes the following:

- Using, or attempting to use, any kind of unauthorized means of gaining an unfair advantage on quizzes, test or assignments.
- Using someone else's words, work, and/or ideas and claiming them as your own.
- Intentionally helping or attempting to help another participate in academic dishonesty.

Cheating does not exemplify Christian character development. The student who allows the cheating to take place is as guilty as the student who cheats. Because work done from cheating is not a true reflection of a student's ability, a student involved in the act of cheating in grades six through eight will receive a zero on any test, project, or paper with no possibility of receiving credit for the work. In addition, a detention will be issued.

Plagiarism is defined as presenting ideas or words of another as one's own. Plagiarism is a serious offense. Students who plagiarize will not receive any credit for their work. A letter grade of "F" or a zero will be recorded, and the incident will be considered cheating. Should the student be involved in cheating for a second time, he/she will be sent to the principal for further disciplinary action, which may include suspension. Occurrences of cheating in grades Pre-Kindergarten through five will be handled in a manner appropriate with the offense by the individual classroom teacher.

## ***ADMINISTRATION IN ABSENCE POLICY***

When there is no written Christian Day School policy in existence to provide guidance in a matter before the school administration, the principal or his or her designee, is authorized to act appropriately under the circumstances surrounding the situation. Following this action a policy may be developed and instituted, if necessary.

### ***ARRIVING AT SCHOOL FOR BEGINNING OF DAY***

ENTERING the building at the beginning of the school day: 7:45 - 8 a.m.

Please do not go to the classroom before 7:45 a.m.

After the 8 a.m. bell, students need to come to the office for a tardy pass and report to their classroom.

<b>Grade(s)</b>	<b>COMING</b>	<b>Notes</b>
<b>Extended Care (before 7:45 a.m.)</b>	Door #7	Park in the spots in the front of church (facing Menards)
<b>3PK &amp; 4PK</b>	Door #6	Park in the spots in the front of church (facing Menards) and walk your child to their classroom.
<b>Kindergarten</b>	Door #5 or	Kiss and Drop (no parking)
	Door #3 Main Door	If you would like to park and walk your child to their classroom
<b>1st &amp; 2<sup>nd</sup></b>	Door #5 or	Kiss and Drop (no parking)
	Door #3 Main Door	If you would like to park and walk your child to their classroom
<b>3<sup>rd</sup></b>	Door #5 or	Kiss and Drop (no parking)
	Door #3 Main Door	If you need to park and come in to the school.
<b>4th thru 8th</b>	Door #3 Main Door	Pull up to the door and Kiss and Drop (no parking or unloading)

After 8 a.m., anyone who needs to enter the building must use the west entrance (#3) directly adjacent to the school office.

Students in 3PK – 8<sup>th</sup> grade will not be allowed to enter the building until the 7:45 a.m. bell rings and the doors are opened. Any children arriving earlier than 7:45 a.m. are not the responsibility of the faculty or staff of Trinity Lutheran Church and School. Students arriving earlier than 7:30 a.m. must enroll for the Extended Care Program. When the bell rings at 7:45 a.m., students need to proceed into the building in an orderly manner.

## **ARRIVING AT SCHOOL-TARDY**

The need for punctuality is important for the well-being of your child. School begins promptly with classroom devotions at 8:00 a.m. Late students miss this important beginning of the day and cause a disruption in the classroom.

Book bags should be unpacked and stored in the locker or at the shelving units, homework organized, and pencils sharpened before the day begins. These activities help your child to be mentally and physically prepared for the day. Children are also able to use this informal time to talk with friends and grow socially.

**Should a child enter the building or not be in the classroom when the bell rings at 8:00 a.m., he or she, along with a parent, guardian or their representative when possible, must stop in the school office and report their attendance, by signing in and receiving a Tardy Slip before entering the classroom.**

When a child has accumulated three tardies, the parents shall be notified and asked to correct this situation. On the fifth tardy in a school year and for every subsequent tardy, the parent or guardian has an option. The parent may choose to have the student serve a detention or to pay a \$5.00 tardy fee (per student). **The fee must be paid by the last bell of the school day following the tardy. EXAMPLE: A tardy received on Monday; the fee must be paid by 2:40 p.m. Tuesday. If the next day is a half day then the fee would have to be paid by noon.** If the fee is not paid within two school days, a detention must be served. **On the tenth (10<sup>th</sup>) tardy of a school year and for every subsequent tardy, the fee increases to \$10 per tardy.** This tardy policy will be enforced in grades one (1) through eight (8). Consequences in Pre-Kindergarten and Kindergarten will vary and may include conferences with parents. Students coming to school late because of a doctor's appointment are not considered tardy if they have a note from the physician. For the purpose of "Perfect Attendance" awards, a student may only have less than 4 unexcused tardies on their attendance record for the year.

<p><b>STUDENTS MUST BE IN THEIR SEAT AND READY FOR CLASS AT THE 8 a.m. BELL OR THEY WILL BE CONSIDERED TARDY.</b></p>
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## **ATTENDANCE-SCHOOL**

All students need to attend school daily. A student who attends class even 95% of the time misses 9 days of school during the year! By planning family vacations during school vacations, scheduling medical appointments at the end of the day, and making punctual attendance a priority, your child will benefit. Both students and parents share the responsibility to develop good attendance patterns. In order to continue educating your son or daughter to their fullest potential, and to present teaching in the best atmosphere, attendance must be a priority.

Any student who is absent for more than 1½ hours in the morning or more than one hour in the afternoon, will be counted absent for a ½ day.

**Parents are required to call the school office prior to 9:00 a.m. when a student will not be at school (either for the day or in the morning). Please call 708-532-0407 and leave the following information on the school attendance voice mail: name of caller, name and grade of student, and reason for absence. This is done for your child's protection and to assist us in gathering health information. The office may call parents/guardians after 9:00 a.m. if a student is absent and the school has not been contacted.** Since the attendance line is on a voice mail system, absences may be called in any time from 3:30 p.m. the day before up until 9:00 a.m. on the day of the absence. E-mailing the absence is also possible by sending a message before 9:00 a.m. with the name and grade of the student, and reason for absence to [school@tlcs.org](mailto:school@tlcs.org).

In the best interest of a student's health, a student who is absent from school for more than half of the school day (as described above) due to illness or injury or goes home due to illness or injury is not allowed to attend or participate in any athletic completion, practice, or school-sponsored activity the same afternoon or evening.

## **ATTENDANCE-WORSHIP**

Come let us bow down in worship, let us kneel before the Lord our Maker: for He is our God and we are the people of His pasture, the flock under His care.

*Psalm 95: 6 & 7a*

Worshipping our God is at the very foundation of our Christian life. Our relationship with Him is at the very core of our belief, and worshiping on a regular basis strengthens that relationship. For this reason Trinity's Governance Board has adopted a Minimum Worship Attendance policy.

As described in the covenant signed by parents and guardians at the beginning of each school year, this policy **requires that each Trinity member family who has children attending Trinity School must worship, as a family (parents/children or parent/child), at a minimum of 50% of the worship services available to them each quarter of the school year (example: must attend worship services at least 6 weekends if there are 12 weekends in the quarter).**

Quarters will be based on the school year calendar, i.e. the beginning of school in August until the completion of the first marking period in October is one quarter. **Church attendance at worship will be based upon the attendance cards submitted at the worship service. It is important that a family member take the time to register their attendance.** In addition, each classroom teacher will take church attendance; however, the attendance cards will be the sole basis for this policy.

The Senior Leadership Team has established the following procedures should the attendance policy not be met: If after one quarter the attendance policy is not met, the family will be placed on the Community Rate tuition amount for the remainder of the school year.

The goal of this policy is twofold: 1) to help our families grow closer to Jesus Christ through worship and sacrament, and 2) to validate the importance of worshipping and praising our Risen Lord regularly.

## **BACKGROUND CHECKS**

As part of Trinity Lutheran School's commitment to the protection and security of our students, background checks are required for all volunteers, employees and staff. Forms are provided in the end of year school packets/new student packets in June. Forms are also available at registration and orientation each August for the current school year. **Field trips and class activities begin soon after the school year begins, therefore all volunteers must have their background check submitted to the school office by September 30<sup>th</sup>. Any forms submitted after September 30<sup>th</sup> will incur a \$10 processing fee to cover the cost of the background check.** All volunteers MUST have a current background check on file to participate in any school activity. Please remember that only immediate family members (i.e. mom, dad, grandma, grandpa, and adult siblings over 18 years of age) are eligible to participate. In addition, your background information is verified with federal agencies to authenticate and insure the safest possible environment for our students. This process takes, at a minimum, seven to ten business days.

## **BAND INSTRUCTION**

Students in grades four (4) through eight (8) may enroll in optional band instruction. The band classes are taught by the band teacher from Music Education Services (1041 Bonaventure Dr., Elk Grove, IL 60007; 847-805-1800; [www.thecrescendo.com](http://www.thecrescendo.com)). The classes are taught as a "pull-out" program. There is a separate registration and financial arrangement for families who use the Music Education band program.

## **BIRTHDAYS**

Students may bring treats to celebrate birthdays or other special events in their lives. For safety reasons however, the treats will only be shared within the individual classroom. Please do not send balloon bouquets or unusual birthday novelties to school for a child's birthday. Invitations or notes regarding outside birthday celebrations which do not include the whole class (or all boys or all girls) need to be sent through the mail. To

maintain positive emotional support among the children, groups going to birthday parties should not congregate on school grounds when all the children have not been invited.

## ***BULLYING***

Trinity Lutheran Church and School supports a secure environment, conducive to teaching and learning in an environment free from threat, harassment, and any type of bullying behavior. Students may not engage in any act of bullying while at school, or at any school function.

Bullying is the repeated intimidation of others by the real or threatened infliction of physical, verbal, written, electronically transmitted, or emotional abuse, or through attacks on the property of another. It may include, but not be limited to, actions such as verbal taunts, name-calling and put-downs, including ethnically based or gender based verbal put-downs and extortion of money or possessions.

Succinctly stated: A person is being bullied or victimized when he/she is exposed, repeatedly and over time, to negative actions on the part of one or more persons.

Students who are caught in the act of bullying will be subject to the following discipline process as summarized below:

- A. Warning – When an incident occurs, the teacher will take the opportunity to help students define bullying and to express the inappropriateness of bullying, referencing Jesus example of reaching out in love and kindness and practicing the blessings of the Holy Spirit: love, joy, peace, patience, kindness, goodness, gentleness, faithfulness, self control (Galatians 5:22-23). The student will issue a verbal apology.
- B. A second occurrence would require the teacher to inform the parents of their child's actions and the principal. A written apology would be needed (if age applicable).
- C. A third incident mandates a parent meeting with teacher(s) and administration and a plan for positive behavior needs to be developed by the student and parent.
- D. A fourth episode would mandate a suspension from class from 1 – 3 days and a behavioral contract between home and school.
- E. When every effort to correct the inappropriate behavior has been exhausted, and after consultation with the parents, teachers, and administration, the student may face expulsion.

Law enforcement will be notified when criminal intent is obvious. Each incident is unique. Should the incident be of such severity, steps A – C or A – D could be omitted.

### **Conflict is normal. Bullying is not normal conflict.**

#### Normal Conflict

Equal power between friends  
Occasional  
Accidental  
Demonstrates concern  
Takes responsibility  
Tries to solve problem  
Occurs anywhere

#### Bullying

Display of power, not in friendship  
Frequent  
Purposeful  
Demonstrates pleasure  
Blames others  
No effort to resolve issue  
Occurs where bully is safe

### **Teasing compared to taunting by a bully**

#### Teasing

Swaps roles with ease  
Not intended to hurt  
Maintains dignity  
Pokes fun in lighthearted clever ways  
Innocent in motive  
Only part of friendship interaction  
Discontinued when person teased  
becomes upset or objects

#### Taunting

Based on an imbalance of power  
Intent to harm  
Meant to humiliate, demean  
Comments or acts are bigoted or cruel  
Sinister in motive  
Continuous action against others  
Continues, increasing when target  
becomes distressed or objects



This policy and discipline process will also apply to cases of cyberbullying. In accordance with Illinois Law (105 ILCS 5/27-23.7) in instances where cyberbullying occurs off campus but involves Trinity students, the administration must investigate these claims and reserves the right to search personal electronic devices or social media sites if deemed necessary.

**Bullying, as outlined by this policy and procedures, will not be tolerated.**

### ***CELL PHONES, ELECTRONICS, ETC.***

The use of cellular phones is prohibited as designated by Illinois State School Code-Chapter 1, 22, 10-21.1 0. Mobile phones and/or electronic devices must be turned off and kept in the student's locker or book bag during school hours or any school sponsored activity, unless otherwise given direct permission for use by a faculty or staff member of Trinity Lutheran Church and School (mobile phones and/or electronic devices are not allowed in bathrooms or locker rooms). Therefore, parents please do not text or call your child during the day. Phones or electronic devices will be confiscated and may be returned only to the student's parent or guardian. On the second offense and any continuing offenses, a \$25.00 fine will be assessed before the device can be returned to a parent or guardian. School phones are available for student use as needed. Permission must be obtained from a faculty member to use a phone.

The use of electronic devices (mobile phones, tablets, etc.) at any extra-curricular or school sponsored activity or event may only occur under the direct supervision of a parent or guardian. This policy is intended to protect both the user of the phone and others in a desire to avoid any inappropriate use of the device within the confines of school sponsored event. The school or its employees take no responsibility if cell phones are lost, stolen or otherwise damaged.

Any item(s) confiscated by a faculty or staff member becomes the property of Trinity Lutheran School and may or may not be returned to the student or the student's family.

A person, regardless of age, may not use a wireless telephone at any time while operating a motor vehicle in the school parking lot.

### ***CHAPEL SERVICES***

Students attend an interactive, engaging weekly chapel service in the church. These services typically take place on Wednesdays at 8:05 a.m. Family members are invited to attend and worship with the students. The weekly offerings are designated for various groups, people or organizations serving the Lord. Students are encouraged to bring a weekly mission offering.

Individual classes have the opportunity to sing as a choir and lead weekly chapel services. Several children from each classroom also take turns as ushers in the service.

The chapel services are not designed to take the place of regular Sunday worship services.

Chapel is considered special at Trinity Lutheran. When it comes to dress code, neatness and modesty have always been the goal and chapel days should represent even higher standards. Students are expected to dress appropriately according to the dress code guidelines described for chapel days.

To encourage proper reverence for worship, all cell phones are to be turned off. Camera and video recorders are not allowed until after the chapel service is completed.

### ***CHANGE OF ADDRESS***

Please inform the school in writing of any changes of personal information: name, address, work phone number, home phone number, cell phone number, or email address. Emergency numbers must be kept up to date.

IT IS ESSENTIAL THAT THE FACULTY, STAFF, AND ADMINISTRATION OF TRINITY LUTHERAN CHURCH AND SCHOOL HAVE THE UNDERSTANDING AND WHOLE-HEARTED SUPPORT OF ALL PARENTS AND GUARDIANS IN THE AREA OF BEHAVIOR AND DISCIPLINE. IT IS NECESSARY THAT PARENTS POSITIVELY SUPPORT THE POLICIES AND DECISIONS OF THE SCHOOL WITH REGARD TO DISCIPLINE. THANK YOU.

## RULES OF CHRISTIAN CONDUCT

1. BEHAVIOR DURING WORSHIP - As Christians, we are aware of God's presence at all times. Being able to worship our Lord is a special privilege that we have been given. Each week we have the opportunity for worship as members of Christ's body. We need to use this opportunity to thank and praise God for the many blessings bestowed upon us. We must remember that we are guests in His house.

*Ascribe to the Lord the glory due His name; bring an offering and come before Him!*

*Worship the Lord in Holy array.*

*Psalms 96: 8 & 9*

2. HALLWAY BEHAVIOR - As a group, students are to walk in and out of their classes in an orderly manner and under the supervision of a teacher. It is extremely important that our students realize the value of proper behavior in the hallways. With over 250 students using the building, great care needs to be taken so no injuries occur. Please remember to be considerate of others, especially when classes are in session, while you are in the hallways.
3. SPEECH /OFFENSIVE LANGUAGE -The use of obscene or vulgar language or gestures will not be tolerated at Trinity Lutheran School. Any student who speaks or writes in a manner which causes other students or teachers to be offended risks the possibility of being suspended for a period of one (1) to three (3) days. In addition, any act considered being one of theft or vandalism to church or school property will be treated as a very serious incident subject to appropriate disciplinary action that may include suspension or expulsion. Notification of such an act may be reported to the appropriate authorities. Any conversation, oral or written should reflect the indwelling of the Holy Spirit in the life of the student and give evidence that the student is a child of God.

*"Do not speak evil against one another, brethren. He that speaks evil against a brother or judges his brother, speaks evil against the law and judges the law."*

*James 4:11*

4. FOOD/GUM/CANDY - Students will not be allowed to chew gum during classes, during school hours, or before and after school while participating in school-sponsored activities. Not only is its use distracting to teachers, staff and fellow students, its abuse could considerably add to the work of our custodial and cleaning staff. For similar reasons, the eating of any food or candy other than at lunch or snack time is prohibited, except at special school events (i.e. basketball games, etc.) or room parties.
5. ACTS OF DISHONESTY—No student shall be involved in lying, cheating, forgery or similar acts of dishonesty. Cheating is defined as using, submitting, or attempting to obtain data or answers by deceit or by means other than those authorized by the teacher. Cheating does not exemplify Christian character development. The student who allows the cheating to take place is as guilty as the student who cheats. Because work done from cheating is not a true reflection of a student's ability, a student involved in the act of cheating in grades six through eight will receive a zero on any test, project, or paper with no possibility of receiving credit for the work. In addition, a detention will be issued. Plagiarism is defined as presenting ideas or words of another as one's own. Plagiarism is a serious offense. Students who plagiarize will not receive any credit for their work. A letter grade of "F" or a zero will be recorded, and the incident will be considered cheating. Should the student be involved in cheating for a second time, he/she will be sent to the principal for further disciplinary action, which may include suspension. Occurrences of cheating in grades Pre-Kindergarten through five will be handled in a manner appropriate with the offense by the individual classroom teacher.

6. **FIGHTING** - Any fighting brought to the attention of the principal will result in an out-of-school suspension. The number of days may vary from one to five depending on the severity of the situation. In addition, any destruction of school or church property could result in an out-of-school suspension.
7. **LOITERING** - Students are not allowed to loiter in the restrooms or hallways. They need to keep the restrooms neat, clean, and in good condition.
8. **PARTIES** - No invitations to personal birthday or other parties are allowed to be given out during the school day or on school premises, unless every child in the class (or all boys or all girls) is invited. Students may bring treats to celebrate birthdays or other special events in their lives. For safety reasons however, the treats will only be shared within the individual classroom.

## ***CLASS PLACEMENT***

It is the policy of Trinity's Administration that requests regarding classroom or homeroom placement will not be accepted. Your cooperation in this matter is deeply appreciated.

## ***CRISIS MANAGEMENT PROCEDURE***

The school routinely conducts fire, intruder, and tornado drills during the school year under the guidance and consultation of the Tinley Park Police and Fire Departments. In case of crisis situations, the Crisis Management Plan is activated. If dismissal time occurs during a crisis situation, and local conditions indicated that children may be unable to safely travel home, dismissal is delayed until the danger passes. During such an emergency, parents are requested not to call the school since the phone lines may be needed for emergency communication.

## ***DEVOTIONS AND PLEDGES***

At the beginning of the day, the Pledge to the Christian Flag, the Pledge of Allegiance to the American Flag and Martin Luther's Morning prayer are recited. Classrooms will also have devotions and prayer daily according to their schedule.

## ***DISCIPLINE-DETENTIONS***

Our Lord Jesus died and rose from the dead for our sins. He has borne our grief and brings to us the gift of salvation. This is truly "undeserved love" on the part of our Heavenly Father. As His children, however, we often need to be disciplined. Our Lord has given parents and other adults as authority over the young. At times strict discipline needs to be established and enforced for the betterment of all involved.

Trinity Lutheran School has established an after-school "detention system" for students in Grades 1-8. Any teacher may issue a disciplinary detention for disrespect, defiance or any other behavioral problem as determined by the teacher. In addition a student may receive an academic detention. If a student receives an academic detention it will be noted on their detention slip and that student is to work on homework while serving their detention. Academic detentions must be served on the day they receive them, unless it is issued on a Tuesday, in which the detention will be served on Wednesday. If a student receives a disciplinary detention they are to sit quietly at the desk and are not allowed to complete any work. Students in grade 1 through 8 will serve a 45-minute detention from 2:45 - 3:30 p.m.

A detention must be served on the day it is issued or the very next full school day, or it will be doubled (**exception: any detentions issued on Thursdays will need to be served on one of the next two school days or it will be doubled**). Any detention(s) not served within the time period allocated, will result in the student not being allowed to attend class, until such time the detention(s) has (have) been served. Students will be given the opportunity to make the necessary arrangements in regard to after-school activities, etc. In addition, the school office will attempt to contact the parent(s) and inform them of the resulting detention. While serving a detention, the student will first complete a self-evaluation form and hand it to the individual monitoring the detention. For the remainder of the detention time, the student will sit in silence.

Detentions are a serious matter. Parents, teachers, principal and students need to be very concerned if any one

child receives an inappropriate amount of detentions. A student who receives more than three detentions in a quarter will be subject to administrative action. On the fourth detention of an individual quarter, the student could be issued a one-day out-of-school suspension. Should a fifth detention be given, a three-day out-of-school suspension could be administered.

Should another detention follow, within the same quarter, Trinity's expulsion will be considered for the student. Each student who receives a detention will be given a written copy of the detention slip to take home. The student who received the detention is the only individual allowed to serve the detention. Parents or guardians may not serve detentions for children.

## ***DISCIPLINE-SUSPENSION***

Trinity Lutheran School uses God's Word as its source. Therefore, our philosophy for handling student misbehavior is one of discipline (training) and not necessarily punishment. However, there are times when children find themselves getting too involved in improper behavior. An out-of-school suspension may result if a child's activities are such that the classroom or school atmosphere is being hampered.

If a student receives an in-school suspension, a letter will be sent home explaining this procedure and its need to be enforced. After one in-school suspension, a repetition may result in an out-of-school suspension. Only the administration will issue in-school suspensions.

The principal has the right to issue any student an out-of-school suspension for a period of one (1) to ten (10) days. Any student suspended, regardless of the number of days, will not receive homework assignments until the conclusion of each school day. Students are responsible for all work during their suspension. Work not turned in, as decided upon by the educator, will be considered a zero.

## ***DISCIPLINE-EXPULSION***

Suspension and expulsion could be consequences for behaviors such as fighting, continued disobedience, theft, cheating, an excessive amount of detentions (as outlined), abuse of the alcohol / drug policy, bringing a weapon of any sort to school, abusive written or spoken language, and other behaviors or activities which threaten the safety of the students, faculty, and staff or disrupt the teaching-learning situation.

In cases of disciplinary action, the following process may be followed:

- a) Teacher - pupil discussion and action
- b) Teacher - parent discussion and action
- c) Administration - teacher (optional) - parent discussion
- d) Administration - teacher (optional) - parent - Pastor (optional) meeting.
- e) Teacher - parent - administration - Pastor (optional) and Christian Day School Advisory Board meeting.

It is during this process that parents will have the opportunity to share their position on the situation with all the necessary parties involved. **After two suspensions in a given school year, the student will be referred to an expulsion hearing.** It is possible however, that one action of such a severe nature could be cause for expulsion.

For returning students, suspensions incurred during the final quarter of the school year will carry over into the first two quarters of the next school year. In some cases of extreme disciplinary action, a number of these steps may be bypassed due to the severity of the incident.

## ***DISMISSAL-HALF DAY (3-PK, 4-PK, AND KINDERGARTEN)***

Children will be dismissed promptly at 11:30 a.m. Your child's teacher or classroom aide will meet you at Door #6. Children get upset when everyone else has been picked up and their parent has not arrived. Please call if an emergency has come up or if you know you will be late. You will be charged \$5.00 for each 15 minutes you are late for pick up. Your cooperation is greatly appreciated.

Students given to the care of Trinity Lutheran School for a regular session school day and for all school-

sponsored activities will be released to custodial parents or legal guardians and up to 4 additional designated individuals. These individuals as well as other individuals will be noted by parents or guardians on the annual enrollment form.

## ***DISMISSAL AT END OF SCHOOL DAY (full day 3-PK to 8<sup>th</sup> Grade)***

***EXITING the building at the end of the school day: 2:40 - 2:50***

With the number of children exiting at the end of the day, and the excitement that is part of that experience, there is a possibility of injury. For this reason and for the safety of all the children, it is very important that during dismissal at the end of the school day, **all students proceed directly to their automobiles and remain there. Parents, your cooperation in this matter is a necessity for the safety of the children.** The students will cross under the supervision of the patrol guard and/or the teacher on duty. Children are not allowed to wait on the south side of the old church, in the parking lot, or anywhere on the lawns adjacent to the church or school.

<b>Grades</b>	<b>GOING</b>	<b>Notes</b>
<b>Extended Care (after 3:00 p.m.)</b>	Door #7	Park in the spots in the front of church (facing Menards)
<b>3PK &amp; 4PK</b>	Door #6	Park in the spots South of the school (facing Menards), or on the cemetery side and meet your child outside the door by their teacher.
<b>Kdngtn.</b>	Door #5	Park in the spots East of the school, on the cemetery side and meet your child outside the door by their teacher.
<b>1st &amp; 2nd</b>	Door #5	Park in the spots East of the school, on the cemetery side and meet your child outside the door by their teacher.
<b>3rd</b>	Door #5	Park in the spots East of the school, on the cemetery side and meet your child outside the door by their teacher.
<b>4th thru 8th</b>	Door #3	Park in the lot West of the school. Your child will come out to you.

Students given to the care of Trinity Lutheran School for a regular session school day and for all school-sponsored activities will be released to custodial parents or legal guardians and up to 4 additional designated individuals. These individuals as well as other individuals will be noted by parents or guardians on the annual enrollment form.

A custodial parent will only be denied access to their child when court documentation shared with the school administration specifies such. This documentation must be specific enough that the school can clearly determine which privileges have been revoked and should include beginning and ending dates.

In such cases a copy of the court order will be kept on file in the school office. The faculty will be informed, in confidence of the court order, and in knowing will share the responsibility to see that every effort is made on behalf of the school to uphold the official ruling.

If your child has permission to go home with another child, or will be picked up by a grandparent, etc., please inform the teacher with a written note.

All students not participating in a school sponsored after-school activity are to be picked up no later than 2:50 p.m. Students not picked up by 3:00 p.m. will be sent to the Extended Care Facility. A parent or guardian will then sign the student out and be responsible for any payment due.

All bicycles must be walked while on the sidewalks around school grounds when arriving at or leaving school. Students are not allowed to ride other students' bicycles. No skate boarding or roller blading will be allowed.

## ***DISMISSAL SAFETY***

No child, under any circumstances, will be released to anyone showing signs of alcohol or drug use. Trinity Lutheran Church and School reserves the right to hold the student (or students) until another member of the family has been contacted or law enforcement authorities have been notified and report to the school. This policy is in force for any activity directly related to the function of the school (i.e. athletics, clubs, extended care, etc.).

## **EARLY DISMISSAL AND EXCUSES DURING THE SCHOOL DAY**

For the safety of each child, when it becomes essential that a student be dismissed early from his/her daily schedule, the parent or guardian, or their appointed representative must visit the school office to properly release the student and notify the teacher. A staff member will call the child to the office. Trinity will not release any student to anyone other than parents or legal guardians without express written permission from that student's parent or legal guardian.

Parents wishing to have a child excused during the school day shall do the following:

- a. Send a properly signed note or email with explanation to the teacher and school office.
- b. Come to the school office to pick up the child. **Children will not be called down from class or sent to the office by the teacher until a parent is present to sign-out the child.**

During the school day and while classes are in session, students are NEVER to leave school grounds for any reason unless accompanied by a parent, guardian, or staff member. In addition, written permission from one of those individuals must be given to the school office or the child's teacher. Should a student leave the school grounds without permission, an immediate suspension will be issued.

Also, in Kindergarten through second grade, your child(ren)'s teacher(s) will have any assignments given that day ready at the end of the school day. **For students in grades 3 through 8), assignments will be listed on RenWeb/FACTS, Trinity's administrative software program, no later than 5 p.m. that school day.** Hard copies of the assignments and worksheets, etc. will be available after school in your student's homeroom. It is the parent's/student's responsibility to arrange for the collection of these assignments. Students are given one day for each day of absence to make up assignments EXCEPT for any previously assigned work/papers/projects which had due dates delineated prior to the absence. **Students who accumulate 10 days or more of absences during the school year will be contacted by the school administration.**

Students in grades one (and all-day pre-kindergarten and kindergarten) through eight are to remain in school during their allotted lunch time. Should your student not have a lunch, parents, guardians, or their representatives, may bring a lunch and place it on the shelf outside the school office.

### **Excessive Absences**

- a. **The teacher has the discretion of conferring with the parents/guardians at any time regarding absences.**
- b. **The principal will consult with the parents/guardians of any student who has accumulated ten or more absences. Written verification from a medical doctor may be required for absences in excess of 10.**
- c. **If a student reaches 20 absences during any calendar year, their academic and attendance record will be reviewed by the administration of the school. The administration will make recommendation concerning grade placement for the following year and enrollment status.**
- d. **Parents must understand that state law requires "continuous and daily" attendance. Without this the principal is obligated, by law, to report the student to the county authorities for possible legal action.**

## ***STUDENT DRESS CODE***

Purpose: Trinity Lutheran School's dress code has been established to teach grooming and hygiene, instill discipline and modesty, prevent disruption, avoid hazards, and provide for a successful learning environment.

Research indicates that a correlation exists between the way one perceives the world and himself/herself and the way one dresses. Clothing fashions and styles do, to varying degrees, affect personal behavior and how one is perceived. In the educational setting at Trinity Lutheran School, standards of appearance and modesty need to be consistent with Christian thoughts, values, and actions. For the reasons stated, the following factors apply to our school dress code.

1. School dress must be safe for school activities in and out of the classroom.
2. Our dress code is a learning experience in the sense that it helps students become more responsible and accountable.
3. It is the parent's responsibility to educate their children as to the appropriate dress for different occasions, to support the school's dress code, and to be aware of the clothing their child wears to school.
4. It is the student's responsibility to know, understand, and follow the dress code of the school.
5. It is the responsibility of the school's representatives to enforce the code. Trinity Lutheran School reserves the right to reject any article or accessory worn to school by a student if the article is deemed inappropriate or does not conform to the dress code standard. The provisions for the dress and grooming code shall be enforced equally for all students. **If the student is not in compliance with the dress code, he or she will be asked to make appropriate corrections and will receive a written notice of dress code violation to take home to their parent/guardian. Upon receiving a third dress code violation for the school year, a detention will be given to the student for every subsequent violation.** Parents may be notified when a student does not dress appropriately and could be asked to bring the appropriate clothing to school. Students may be suspended from class until properly attired. The teachers and the administration reserve the right to counsel students regarding clothing, hair, accessories, and personal hygiene.

The following are NOT permitted:

- Clothing which is too tight or revealing (ex: yoga pants/leggings without a tunic top or dress/skirt)
- Clothing which is too baggy or oversized
- Sleepwear/Pajamas of any kind
- Clothing with open backs, open midriffs, or midriffs showing when arms are raised above the head.
- Shorts, skorts, skirts, dresses which are shorter than 2 inches above the knee or which appear immodest to school personnel
- Cutoffs
- Tank tops (front and back scoop neck, low cut arm holes)
- Clothing with spaghetti straps or thin straps
- Sleeveless tops with deep cut and/or low cut arm holes
- Off the shoulder tops/blouses/jumpsuits
- Clothing with distasteful/disrespectful pictures, emblems, or slogans (alcoholic beverages, suggestive wording, advertising, or inappropriate wording), non Christian music groups
- Pants with writing across the rear
- Heelies (shoes with wheels), flip flops, or sandals without a back strap, crocs
- Shoes or boots which leave marks on the floor
- Clothing that is frayed, tattered, or torn

**In addition to the above items, on chapel days, the following guidelines are used:**

**Not Allowed**

- Jeans
- Athletic style t-shirts, sweatshirts, pants and shorts
- Clothing with words or pictures (including Trinity Wear)

Students may bring shorts to change in to after chapel.

### ***GENERAL DRESS CODE RULES FOR ALL STUDENTS***

1. All clothing must be properly sized and worn modestly. Students should to be clothed from shoulder to mid-thigh.

2. It is the student's responsibility to know, understand, and follow the dress code of the school. Each student is to dress in conformance with one's biological sex.
3. Back straps are required for all sandal type shoes. Laces must be tied to the top of the shoe. Shoes should have no higher than a 1½ inch heel. Shoes need to provide safe foot protection for all types of school activities.
4. **Jeans, shorts, or Trinity wear are not allowed to be worn during chapel worship.** Grades 1 – 8 will all use the dress code violation form, and detentions will be administered to students on their third violation for the year.
5. Jewelry may be worn as long as it does not distract from the learning environment or cause potential hazards. (No exaggerated jewelry i.e. dog collars, studded bands, etc.)
6. No jewelry that requires piercing of any part of the body, other than the ear, may be worn.
7. No studs or earrings of any kind are to be worn by the boys.
8. Hair should be neat, groomed, and appropriate for all activities. Hair may be colored, bleached or highlighted within reasonable limits with a natural color, (i.e. no purple, pink, bright red, blue, green etc.).
9. Perfumes, colognes, body sprays, and aftershaves are not permitted during the school day. Deodorants are encouraged.
10. Hats are to be worn outdoors only.

Any clothing deemed to be worn as outerwear (hats, jackets, etc.) shall not be worn inside the building during school hours or any school sponsored activity. Trench coats are not allowed.

### ***SPECIAL NOTE FOR ALL STUDENTS AND PARENTS REGARDING PERSONAL APPEARANCE***

Any apparel, jewelry, cosmetics, or hairstyle deemed unacceptable (or distracting to the teaching/learning environment) by the faculty or staff will be brought to the attention of the student and the parent. Parents may be notified when a student does not dress appropriately and could be asked to bring the necessary clothing. Students may be suspended from class until properly attired. The teachers and the administration reserve the right to counsel students regarding clothing, hair, accessories, and personal hygiene.

### ***DRESS CODE FOR PHYSICAL EDUCATION***

**GRADES 3 PRE-KINDERGARTEN (3PK) THROUGH GRADE FOUR (4)** Students in grades Pre-Kindergarten (PK) through four (4) are required to wear: classroom clothing, clean athletic shoes and socks. All shoes must be either Velcro or tie on top. Platform shoes will not be allowed. **Each student in grades 3PK through grade 3 must also have an extra set of gym shoes to remain at school for use in the gymnasium only.** Shorts may be worn under a dress, jumper or skirt. Jewelry of any kind must remain in the classroom or locker.

#### **GRADES FIVE (5) THROUGH EIGHT (8)**

Students in grades five (5) through eight (8) are required to wear: a school purchased uniform, socks and clean athletic shoes. All uniforms will be labeled with the individual student's name. Shirts and shorts are to be laundered weekly. Students are to change in the locker rooms and use the restrooms conforming to one's biological sex. Shoes must tie on top and any style of platform shoes will not be allowed. Any and all jewelry that is worn to school must be removed and remain in the student's classroom or locker.

### ***DRUG OR ALCOHOL USE***

*Do you know that your body is a temple of the Holy Spirit, who is in you, whom you have received from God? You are not your own; you are bought at a price. Therefore honor God with your body.*

*1 Corinthians 6: 19 & 20*



The above passage from 1 Corinthians makes it very clear for us as Christians. We should value our body as a sacred place where God dwells. We must also realize that by the Holy Spirit's presence and power within us we are able to fight against those sins that harm our body.

At times during their lives students are tempted to participate in activities that can be harmful to their body. The use of alcohol, tobacco, or illegal drugs are examples of such activities. Because of this Trinity Lutheran School has adopted the following policy:

Any student using or distributing tobacco, alcohol or illegal drugs on school grounds or at a school-sponsored activity in another location will receive an immediate out-of-school suspension lasting from one (1) to ten (10) days. The student, his or her parent (or guardian) and principal must discuss the situation prior to the student being allowed to participate in any future school activities. In addition, the local law enforcement authorities will be notified. This is necessary because of Illinois law and the severity of the offense. A violation of this magnitude could result in permanent expulsion.

## ***ENROLLMENT/ADMISSION***

Trinity Lutheran School is a parish-supported educational institution and the order of enrollment acceptance is as follows:

Children entering 3 year-old Pre-Kindergarten must be 3 years of age on or by September 1 of the current academic year for which they are enrolling. Children entering 4 year-old Pre-Kindergarten must be 4 years of age on or by September 1 of the current academic year for which they are enrolling. Children entering Kindergarten must be 5 years of age on or by September 1 of the current academic year for which they are enrolling. Children entering First Grade must be 6 years of age on or by September 1 of the current academic year for which they are enrolling.

In the event that potential enrollment surpasses classroom capacity, the following guidelines will apply for members of Trinity Lutheran Church and School (however, once the open enrollment date passes, enrollment will be on a first come, first serve basis):

- Children eligible for 3PK, 4PK, and Kindergarten of Trinity Lutheran Church's Congregation will be invited for enrollment prior to enrollment for current students or "open enrollment" to the public.
- Children who are re-enrolling from previous years from the day school are invited to enroll. Children are allowed to re-enroll prior to and throughout "open enrollment." Also, siblings of those currently enrolled in the school are invited to enroll at this time.
- Open Enrollment will be available for all subsequent applicants and will be admitted by date of enrollment and completion of enrollment procedures.
- All families shall submit a non-refundable deposit and application fee, at the time of enrollment. The non-refundable deposit shall be credited toward each student's Instructional Materials Fee collected at registration.
- All new students are enrolled on a 90 school days probationary period (equal to one full semester). If needed, a conference is held during this period with the teacher, principal, and parents to determine continued enrollment for individuals whose overall behavioral or academic performance is in question.
- All students attending school, regardless of age or grade level, must be toilet trained and capable of using the restroom facilities without assistance.

**PROOF OF AGE:** Pursuant to Illinois law, a student entering any grade in Trinity Lutheran School for the first time must, within thirty days, provide (1) a certified copy of his or her birth certificate, or (2) other reliable proof, as determined by the Illinois Department of State Police, of the student's identity and age, and an affidavit explaining the inability to produce a copy of the birth certificate. The certificate must be supplied to the school

office within 30 days of enrollment and becomes the property of Trinity Lutheran School, and may be returned to the parent upon graduation or a time when the student is no longer enrolled at Trinity.

On the failure of a person enrolling a student to comply with the birth certificate policy, Trinity Lutheran School must notify that person in writing that, unless that person complies with this policy within ten days, the student(s) may not be able to attend class until such time all correct documentation has been received by Trinity Lutheran School. Trinity Lutheran School must immediately report to the local law enforcement authorities any affidavit received by the school district pursuant to this policy which appears inaccurate or suspicious in form or content.

**Testing:** Students transferring to Trinity may be required to take tests in order to determine their placement. Interviews with parents and students and information from their records will be used to determine the necessity of the tests.

**Transfer Students:** Parents enrolling a child who previously attended another school will need to complete a "Request for Records" form authorizing the sending school to transfer the student's transcript to Trinity. Students/Families must be in good standing in prior school. A verification of good standing form may be requested for this purpose.

**Health Requirements for new and currently enrolled students:** Trinity Lutheran School is accredited by National Lutheran School Accreditation (NLSA) and recognized as a quality non-public school by the Illinois State Board of Education (ISBOE). For this reason, and for the protection and benefit of all the students, certain health requirements are mandatory for enrollment:

- All students entering 3 and 4 year-old Pre-Kindergarten, Kindergarten, and grade six (6), along with any students transferring to Trinity from out of state, must complete a physical examination and have a valid physical form including immunizations completed **before** they can attend class.
- The physical exam includes gender and date of birth; an evaluation of height, weight, BMI, blood pressure, skin, eyes, ears, nose, throat, mouth/dental; cardiovascular, respiratory, gastrointestinal, genito-urinary, neurological, and musculoskeletal evaluations; spinal examination; evaluation of nutritional status; lead screening; and other evaluations deemed necessary by the health care provider.
- State law requires that all children be immunized or exempted from the following immunizations: Diphtheria, Pertussis, Tetanus, Poliomyelitis, Measles, Rubella, Mumps, Haemophilus, Hepatitis B, Varicella (Chicken Pox), Pneumococcal, Meningococcal.
- Immunization records on all grade levels must be current and accurate **prior** to the student beginning the new school year. Illinois state law requires any children not in compliance with health and/or immunization laws not be allowed to attend class after October 15<sup>th</sup> of the current school year until such time the child is in compliance.
- Exceptions regarding immunizations can be found in The Illinois Public Health Code, Part 695 of Subchapter K, Chapter I, Title 77. A Child may be exempted from the immunization requirement by a physician licensed to practice medicine in all of its branches if he or she believes a child is protected against a disease according to a different schedule, the physician may state in writing the reasons for that belief and certify that he or she believes the specific immunization in questions is not necessary or indicated. Such a statement should be attached to the child's school health record and accepted as satisfying the medical exception provision of the regulation.
- Public Act 99-024, effective Aug. 3, 2015, adds to the religious exemption requirements for immunizations and health examinations. The new law states that parents or legal guardians who object, for religious reasons, to immunizations or health examinations for their child for school entry must now have a Certificate of Religious Exemption that is signed by a physician. The signed certificate verifies that the health care provider counseled the parents or guardians on the benefits of immunizations and the

- health risks of not vaccinating students. The certificate also reflects the parents' or legal guardians' understanding that their child may be excluded from school in the case of a vaccine-preventable disease outbreak or exposure.
- Vision examinations are required before October 15 for all children enrolling in Kindergarten or any student enrolling for the first time in a public, private or parochial school.
- Dental examinations are required by the state of Illinois for grades Kindergarten, second, and sixth and are due by May 15.

**Additional Information:** Prior to admission ALL forms must be completed to the satisfaction of the school office. A valid birth certificate, baptismal information, custodial agreement (if applicable), emergency telephone numbers, tuition enrollment, church membership and other information of a reasonable nature shall be required from the parents or guardian for the good of the child.

## ***EXTENDED CARE PROGRAM***

### **PURPOSE**

Trinity Lutheran School views children as a precious resource, given by God, and acknowledges its responsibility, along with the parents, their care and nurture. Therefore, Trinity Lutheran School carries its ministry of love to provide a safe, secure, and caring setting in Christian nurture for the children of those parents, due to **work-related responsibilities**, find it difficult to find adequate direct or indirect care for their child(ren) before and after school. In addition to providing for the physical care of children, the Extended Care Program will provide child-centered programs through Christian interaction for the children and their parents.

### **PLACE AND TIME OF EXTENDED CARE**

We will be using the Trinity Room located in the old church, after school for Pre-K through 8<sup>th</sup> grade. All students will use the Trinity Room for morning Extended Care. Extended Care **will be open at 7:00 a.m. and children must be picked up by 6:00 p.m. You must sign your child(ren) in and out.**

### **BEFORE SCHOOL ARRIVAL**

- Children should be brought to Door #7 (facing 159th Street) for admittance.

### **AFTER SCHOOL ARRIVAL**

- Children coming to Extended Care after school must go directly to the Trinity Room and sign in. **All children should report to the room by 2:50 p.m. Children not picked up after school by 3:00 p.m. will be sent to the Extended Care room.**
- If your child(ren) are being picked up by someone that is not on the list please notify Extended Care by email to kboor@tlcs.org. If we are not notified by email, you will receive a phone call before we will release the child. If your child is going home with another student that day, please make arrangements ahead of time and send an email to kboor@tlcs.org informing Extended Care of this situation. No phone calls will be made.
- Should students be attending an after school activity instead of Extended Care, the Extended Care Staff must be notified of these plans. **A child must be signed out by a parent or guardian to watch an after school activity. If they will be with another student's parent, Extended Care must have a note or an email from his/her parents giving permission to be with that chaperone for the event. Children not having this electronic permission will not be allowed to leave the Extended Care room until their parent picks them up. The student should display Christian conduct at all times while he/she is attending any after school activity. Any other behavior may result in the loss of these privileges.**

**Parents please be aware that the cost to get into the game is \$3.00 for adults and \$1 for students.**

Parents are asked to keep Extended Care staff informed of children's schedules.

#### **AFTER 6:00 pm LATE FEE**

There will be a late fee of \$5.00 per child for every five minute increment that a parent is late beyond 6:00 PM closing time (i.e. 6:01 – 6:10 incurs a \$5.00 fee, 6:11 – 6:20 would be an additional \$5.00 etc.). Parents it makes it very difficult for your child(ren) and for the staff that have children at home waiting for them if you are not on time to pick up your child. In the event that you cannot pick up your child(ren) call the Extended Care room at 708-532-7140 ext. 268 or 708-712-3529. Also, please inform the person picking up your child(ren) that they will be asked to show their photo identification before discharging your child.

#### **SNACK**

A small snack is provided for the children in Extended Care. They may bring an extra snack with them to eat during snack time only. If they are going to a later practice or game they may eat their extra snack later. Always make sure you have notified us of any food allergies.

#### **TUITION INFORMATION**

- There is a registration fee of \$5.00 per child, which is to be paid at registration in August.
- The tuition rate for the Extended Care program is \$4.00 an hour per child, \$11.00 an hour for families of three or more children in the program.
- **Any child not registered in August, will be charged a fee of \$5.00 the first time Extended Care is needed: this fee will be paid on that day.**
- **Children not picked up after school by 3:00 p.m. will be sent to the Extended Care room. Parents will be responsible for the registration fee of \$5.00 and the hourly fee of \$4.00 per hour.**
- **Students arriving earlier than 7:30 a.m. must enroll for the Extended Care Program. Any children arriving earlier than 7:45 a.m. and are not under the care of Extended Care are not the responsibility of the faculty or staff of Trinity Lutheran Church and School.**
- Parents are asked to bring tuition in on Friday. **A late fee of \$5.00 per week will be added to all tuition not paid by the following Wednesday.** If your child(ren) are not in Extended Care on Friday, you will receive an email by Sunday.
- If tuition has not been paid after 2 weeks parents could be asked to leave the program. All payments may be sent to the school office. **Please mark attention Extended Care outside the envelope with your name on the envelope.**
- **All parents receive a receipt for payment weekly, please keep these receipts for tax purposes, we do not provide end of the year statements.**

**Please remember Extended Care is still part of the school day and all rules in the handbook are followed.**

### ***EXTRA-CURRICULAR ACTIVITIES***

Trinity Lutheran School is able to offer many after-school activities for its student body. Extra-curricular activities are defined as those activities that are not part of the academic curriculum. Any group, club or team representing Trinity Lutheran School that does not meet during regular school hours can be considered an extra-curricular activity. Trinity's teachers and parent volunteers give of their time and talents to provide for a well-rounded experience for all our students. Often there are many participants who are the responsibility of the advisor or coach; for this reason siblings of the participants will not be allowed to remain and wait until the conclusion of the practice or activity. Only students who are directly involved with the school-sponsored activity are allowed at the practice, meeting, or rehearsal. Parents, we appreciate your cooperation in this matter.

**Representing Trinity Lutheran School is a privilege and a responsibility.** Students who participate in any form of extra-curricular activity must acknowledge these facts and earn the privilege of being involved. Any behavior deemed unacceptable or contrary to the Christian values so special in our lives as God's children, could be cause for removal from the activity. Students who are unable to participate in P.E. cannot participate in practices or games. In addition, in the best interest of a student's health, a student who is absent from school for more than half of the school day (as described in the attendance policy) due to illness or injury or goes home due to illness or injury is not allowed to attend or participate in any athletic competition, practice, or school-sponsored activity the same afternoon or evening.

Only children registered, enrolled, and in good standing as full-time students at Trinity Lutheran School will be allowed to participate in any extra-curricular or co-curricular activity or event.

GROUP SIZE: Trinity Lutheran School will allow a suitable number of participants for each activity. A faculty advisor (coach) and administrator will determine the size of the organization or group.

PARTICIPANT REMOVAL: Becoming a member of an extra-curricular activity does not guarantee permanent membership. If a person is removed from the activity, membership may be restored if the condition necessitating the removal is corrected, at the discretion of the faculty advisor, Athletic Director or administrator.

ABSENCES: If a participant intends to be absent from the extra-curricular activity, he/she must understand the policy set forth by the advisor or coach. Participants must always notify the advisor or coach if there is to be a planned absence.

The staff and administration of Trinity will do its best to present all activities in a safe environment; however, injuries may occur. Parents and students need to realize that participation in any extra-curricular activity is done so to the risk of the individual involved.

## **EXTRA CURRICULAR ELIGIBILITY**

Trinity Lutheran School believes students must put forth their best effort at all times. **It is the policy of the faculty that no student will receive a failing grade if he or she has completed all assignments to the best of his or her ability.** For this reason, a child who receives either two "Ds" or a single "F" on a Quarterly Student Assessment Report (SAR) or every-other-week Eligibility Check will be suspended from any extracurricular activity until the next every-other-week Eligibility Check (2 weeks). Students become ineligible based on the schedule distributed at the beginning of the school year. The faculty determines activities for which this policy is applicable.

## ***INTER-SCHOLASTIC SPORTS PHILOSOPHY***

Trinity Lutheran School offers a variety of sporting events throughout the school year. Each of these sports have these goals: 1) to use the gifts God has bestowed upon His children for His glory; 2) to provide varied opportunities to develop skills; 3) to provide opportunities to practice wholesome competition; and 4) to provide opportunities for social interaction.

Understanding these four goals is the basis of the philosophy at Trinity. Children should be exposed to a variety of sport opportunities. Their skill development and participation during these opportunities must be of primary importance. The children's performance should be judged by effort, rather than the outcome of the contest. Outcomes can become more important as children mature. Sports opportunities at Trinity should also enable families to get together with others for interaction. Therefore, sporting activities also play a part in family togetherness and promote desirable behavior.

The athletic program at Trinity is for children. Youngsters need to be able to participate on a regular basis. Participating on a regular basis allows the children to strive for attaining the goals listed. Each participant should learn ways to appreciate the sport or activity in which he or she is involved.

The coaches and athletic staff at Trinity will always strive to allow each child to participate and develop his or her potential to the very best of their ability. All this will be done knowing that all gifts come from our Heavenly Father, and all glory must be given to Him.

Parents must model good sportsmanship to the students and participants while attending games as spectators. Our young athletes must recognize proper behavior and language from coaches and parents as well.

**Students choosing to participate in interscholastic sports activities must have a Pre-Participation Examination Form, signed by a physician, filed in the school office, prior to participating in try-outs, preseason practices, regular season practices, all games, or any other activity associated with that sport.**

### **Concussion Management Policy**

The purpose of this policy is to safeguard students by (1) educating students, school personnel and parents/guardians about concussions, (2) requiring that a student be removed from play when a concussion is suspected and requiring a licensed health care professional to provide clearance for the student athlete to return to play or practice, and (3) implementing the concussion management requirements specified by the Illinois High School Association and Illinois Elementary School Association.

This policy applies to athletic play occurring in school sponsored sports programs provided by elementary, and middle schools regardless whether the sports program is intramural, interscholastic, recess, gym, afterschool or provided during the summer (e.g. summer sports camp). This policy applies regardless of whether the sports activity or program is offered by or through a vendor or partner.

### **Concussion Signs and Symptoms**

A concussion is a traumatic brain injury that interferes with normal brain function. A student does not have to lose consciousness to have suffered a concussion. Signs and symptoms of a concussion include the following

<b>Signs Observed by Others</b>	<b>Symptoms Reported by student</b>
Appears dazed or stunned	Headache or “pressure in head”
Appears confused	Nausea
Forgets sports plays	Balance problems or dizziness
Is unsure of game, score, opponent	Sensitivity to light or noise
Moves clumsily	Double or fuzzy vision
Answers questions slowly	Feeling sluggish or slowed down
Loses consciousness (even briefly)	Feeling foggy or groggy
Shows behavior or personality changes	Does not “feel right”
Can’t recall events prior to hit or fall	Concentration or memory problems
Can’t recall events after hit or fall	Confusion

### **Removal and Return to Play**

Any student who exhibits signs, symptoms or behaviors consistent with a concussion shall be immediately removed from the activity and shall not return to play until cleared in writing by a licensed health care professional. If a health care professional is not immediately available at the event or practice and an injured student has any of the described signs, symptoms or behaviors of a concussion, s/he shall be promptly taken to a facility for appropriate medical evaluation and care.

A student must be removed from an activity, interscholastic athletics practice or competition immediately if one of the following persons believes the player might have sustained a concussion during the activity, practice or competition:

- a teacher or coach;
- a physician;
- a game official;
- an athletic trainer;
- the student's parent or guardian or another person with legal authority to make medical decisions for the student;
- the student; or
- any other person deemed appropriate under the school's return-to-play protocol.

A student removed from an activity, interscholastic athletics practice or competition may not be permitted to practice or compete again following the force or impact believed to have caused the concussion until:

- the student has been evaluated by a treating physician (chosen by the student or the student's parent or guardian) or an athletic trainer working under the supervision of a physician;
- the student and the student's parent or guardian have acknowledged that the student has completed the requirements of the "return-to-play" and "return-to-learn" protocols necessary for the student to return to play; have provided the treating physician's signed consent form indicating that the person signing has been informed and consents to the student participating in returning to play in accordance with the "return-to-play" and "return-to-learn" protocols and understands the risks associated with the student returning to play and returning to learn and will comply with any ongoing requirements in the "return-to-play" and "return-to learn" protocols.
- A coach of an interscholastic athletics team **may not** authorize a student's return to play or return to learn.

### **Licensed Health Care Professional**

For purposes of this policy, licensed health care professional means physicians licensed to practice medicine in all its branches in Illinois and certified athletic trainers.

### **Concussion Policy/Fact Sheet**

The parent/guardian of each student and the student shall receive annually a concussion information sheet and they shall submit written verification(s) that they have read the information. A student may not participate in practice or competition prior to the school's receipt of this written verification. Each school shall also use education materials provided by the Illinois High School Association, and Illinois Elementary School Association see links below, to educate coaches, students, and parents/guardians about the nature and risk of concussions and head injuries, including continuing play after a concussion or head injury.

### **Concussion Oversight Teams (COT)**

Trinity has a Concussion Oversight Team (COT). The COT's primary function will be to develop return-to-play and return-to-learn protocols for students believed to have experienced a concussion. The protocols should be based on peer-reviewed scientific evidence consistent with guidelines from the Center for Disease Control and Prevention.

### **Coaches Training**

All interscholastic coaches and licensed officials will need to complete a training program of at least two hours on concussions. Coaches, nurses, and game officials must provide the school with proof of successful completion of the training. Training must be completed every two years. Head coaches and assistant coaches must complete the required training.

### **Emergency Action Plan**

Trinity Lutheran School has an emergency action plan for student activities to address the serious injuries and acute medical conditions in which the condition of the student may deteriorate rapidly.

[http://www.ihsa.org/documents/forms/current/Emergency\\_Action\\_Plan\\_Form.pdf](http://www.ihsa.org/documents/forms/current/Emergency_Action_Plan_Form.pdf)

### **Compliance**

Failure to abide by this Policy or Guidelines will subject employees/coaches to discipline up to and including dismissal.

## ***CONDUCT DURING SCHOOL SPONSORED ACTIVITIES***

The rules and regulations of our own school behavior are the standards of behavior for Trinity students in all school activities. At all times students should remember they are Disciples of Christ and representatives of our Christian school. Their behavior must reflect these values. In the same manner, parents and guardians must remember they too represent our Savior, their family and Trinity Lutheran School. As parents support their child(ren) by attending athletic activities, fine art events, etc., adult behavior must be a role model for the children. Nothing less is acceptable.

Unacceptable behavior on the part of the student could be cause for dismissal from the team or more serious action. Unacceptable behavior by an adult could be cause for removal from the activity/event immediately and for a period of time to be determined by the administration.

## ***FIELD TRIPS***

**Field trips are an integral and vital part of the educational program at Trinity.** Planned trips away from the school building during school hours are designed to enhance the curriculum of the school. Removing a student from this activity for any other reason except illness is detrimental to the child's education. For this reason all students are expected and required to attend **every** field trip sponsored by the school. The teacher or administration, for all class or school field trips, will send a permission slip home. Non-participation will be treated as an absence from school.

The cost of a field trip is determined with the understanding that every student will participate in the experience; consequently, all students are expected to remit the non-refundable amount for their portion of the trip at a minimum of two weeks prior to the planned event.

Included in the payment for a field trip is the cost of chaperones. Room mothers often serve as chaperones, but often additional parental help is needed. **Chaperones first and most important responsibility is the supervision of the children assigned to them;** consequently, chaperones are not allowed to bring other children with them on a field trip. This is necessary for the safety of the students. In addition, chaperones are not allowed to purchase drinks, souvenirs, food, etc., for the individual students in the group for which they are responsible. Generally the following rules for the DURATION OF THE FIELD TRIP need to be followed:

- Volunteers must be twenty-one years of age, pass a background check, and be a member of the student's immediate family (parents, adult siblings and grandparents only), to serve as a volunteer chaperone on any in-school or out-of-school field trips or activities.
- Chaperones are responsible for the safety and well-being of the children in their group.
- **Cell phones are to be used for emergencies only. Children may not use cell phones.**
- Chaperones are not to purchase items for any child during the trip.
- If a problem arises – contact the teacher. Chaperones who choose not to follow proper field-trip etiquette will not be asked to attend future field trips.
- Please do not share any identifying information if posting pictures to social media.

TRANSPORTATION- Transportation for field trips will be by bus, except when that becomes impossible or impractical. Parents may be used to transport the children; however, the personal insurance of each driver is responsible for the passengers in his/her automobile. All drivers must have a copy of their license and current insurance card on file prior to the day of the field trip, and abide by the policies listed.

OUTDOOR EDUCATION is a vital element of the curriculum at Trinity Lutheran School. Each year the fifth grade class participates in outdoor education. The amount of the student's registration fee, beyond any monies attained by fundraising, will be borne by the family of the individual participating. No child, however, will be excluded from outdoor education due to financial difficulties. The school administration will assist in finding alternate means of financing to allow all children to experience this element of the curriculum. In this case parents/guardians will need to complete a field trip scholarship application form and return it the school administration prior to the field trip. All fifth (5<sup>th</sup>) grade students are to attend outdoor education.

## ***FINANCES - TUITION AND FEES***

All tuition or any other fees must remain current. Any family in tuition arrears of 30 days or more will be contacted via letter to notify them of a two-week deadline to fulfill their financial commitment. If the delinquent balance is not paid within that period of time, the student(s) may not be allowed to attend class until the account is considered current. Continued delinquency could be cause for a student not being allowed to continue his or her education at Trinity. Special circumstances may be discussed prior to delinquency and taken into consideration by the principal.



Any family holding active membership at Trinity Lutheran Church experiencing financial hardship which requires a lower tuition payment or extended payment time due to that hardship shall submit a written request to the Tuition Assistance Committee (TAC), and complete ALL components of the online application (with the appropriate fee) for consideration. Applications for tuition assistance should be made no less than ten weeks in advance of the upcoming school year or at the time of re-enrollment. Each applicant who submits all necessary requirements of the application on or before the due date will receive a written response indicating the decision of the committee. Late applications will not be considered.

All students shall pay an Instructional Materials Fee, which shall be determined annually by the Board of Governance, regardless of the time of year when enrolling. An Instructional Materials Fee is assessed to each family to assist the school with the purchase of textbooks and other materials used in the educational process. The Instructional Materials Fee may be paid over a four month period with the first payment at registration in August and the final payment in November. Any outstanding Instructional Materials Fee balance that exist beyond its due date is subject to an additional charge of \$50.00 per month. In unusual cases, and subject to the approval of the Principal, a special payment plan, arranged in advance of the delinquency, may be acceptable to pay the balance of any Instructional Materials Fee. For students entering on or after the 2<sup>nd</sup> semester, the Instructional Materials Fee will be prorated.

All fees must be current; otherwise, RenWeb/FACTS access, Student Assessment Reports, school records, etc. will not be available to the students or family, nor will they be transferred to any other institution. For those students in eighth grade, any delinquency beginning in April could prohibit the student from attending any scheduled eighth grade activities, including, but not necessarily limited to the class trip, the awards/recognition night, and Graduation Ceremony. Families who have an unpaid balance will not be allowed to register for the upcoming school year until the past due balance is paid in full.

Unfortunately, there are times when payments (checks) are returned to Trinity Lutheran School for various reasons; insufficient funds, closed accounts, etc. When this action occurs more than twice in one school year, the individual or family will be required to submit all future payments with a money order, a cashiers check, or cash for the remainder of the school year. Any check written to Trinity that is returned will be charged an NSF fee of no less than \$50.00 (fifty) and any additional checks will incur a \$75.00 service fee.

Until September 30<sup>th</sup>, fifty percent of the Instructional Materials Fee is refundable for those students who transfer out of Trinity. After October 1<sup>st</sup>, any requests for Instructional Materials Fee or tuition refunds will be left to the discretion of the principal. The principal, who may be advised by the Christian Day School Advisory Board, will also determine tuition refunds. Any student asked to leave Trinity for any reason will not be eligible for a refund.

## ***FINE ARTS CONCERTS AND CHURCH SERVICE PARTICIPATION***

Annual concerts and special church services are held during the school year. All music/art programs are represented during the year. These events are mandatory for all participants.

## ***HOMEWORK***

Elementary and junior high students need time for independent practice of lessons taught during the day. Homework is related to the instruction received during the classroom hours and should serve to increase student's understanding, knowledge, and skill development.

Students in grades 1 - 8 can expect to have homework on a regular basis. A possible guide for homework might be as follows: take the student's grade level and add a zero plus ten. For example, a second grader should, on a regular basis, have 20 to 30 minutes of homework each evening. An eighth grader should expect 80 to 90 minutes of homework every night. The amount of time spent on homework can vary depending on grade level, individual student ability, home environment, and other influencing factors. Teachers are encouraged to coordinate assignments so that children are not given excessive assignments. Parents are strongly encouraged to assist students where appropriate.

Experience tells us that good communication between the teacher and the parent is a key to managing homework time. Please speak to your child's teacher immediately if you have concerns in this area.

**LATE WORK...**In grades 4 – 8 the student may bring a note from his/her parent/guardian indicating his/her homework is not completed for the day (this only applies to assignments that were assigned the day before the work is due). If this happens, the student may hand in his/her homework the next day and obtain full credit. If a student does not have a note from his/her parent or guardian on the day the homework is due, he/she may bring the note and homework the following day and receive a grade minus a 10% penalty. After this time no credit will be issued for any missing homework assignment(s). Extenuating circumstances and abuse of this policy may allow for teacher discretion when applying this rule.

In grades four (4) through eight (8) on the second late assignment of a quarter, a student will be issued an academic detention, during which the missing assignment(s) should be completed and turned in the following class period with a grade minus a 10% penalty. If this assignment is not completed no credit will be issued. When a student has been issued a fourth academic detention in a quarter, a meeting will occur between student, parent, and teacher/principal.

On the fifth (5<sup>th</sup>) academic detention of the quarter, the student will receive ten (10) consecutive days of detention at which time he or she will be mandated to complete assignments while serving the 10-day detention. Any additional academic detentions will result in additional week long detentions and a meeting with the parents and administration. Extenuating circumstances may allow for teacher discretion when applying this rule.

Since parents have access to RenWeb/FACTS, Trinity's on-line system for tracking student's grades and completion of assignments, for review at any time, the administration no longer feels there is a need to have parents sign and return work, tests or quizzes. Students will however still be required to return progress reports. They will be given two (2) days to return the item (example: on Tuesday, the Progress Report is handed out to the student, he or she has to return it to the teacher by Thursday's class period). No phone calls will be allowed. A detention may be issued to the student for neglecting to return a signed progress report at class time of the second day.

We strongly encourage parents to review RenWeb/FACTS often to track their child's progress throughout each quarter.

## ***HOME - SCHOOL COMMUNICATION***

Positive home-school communication is an essential part of the Christian education process. It is the intent of the ministry staff of Trinity Lutheran School to invite and encourage positive communication between parent/guardian and faculty and staff. Updates, announcements, and schedules will be distributed by electronic mail to each family. Effort is taken weekly by the school office (via mass communication messages and newsletters) and by teachers (classroom news and emails) to communicate necessary information. Please make every effort to read and note the communications sent.

Trinity Lutheran School subscribes to an automated phone alert and texting system (RenWeb/FACTS), which allows a recorded message to be distributed to all parents and staff within a very short period of time. This system utilizes the phone numbers parents and staff have provided to the school as their official contact information. **Please make sure you have provided Trinity's school office with accurate information as to where you can be reached. This is the primary means of communication in an emergency.** Trinity also utilizes RenWeb/FACTS's mass email system, which allows emails, newsletters, calendars and forms to be available to you directly in your home.

Parents are encouraged to contact a teacher, and arrange for an appointment if necessary, when they have a concern regarding their student's spiritual, academic or social welfare. The best time to do so is after school hours. **Immediately before school begins and concludes for the day is a very busy time for your Christian educators. Please be respectful of that time and the responsibility they have to their students.**

### Parent/Teacher Conferences

Scheduled conferences with parents and teachers are held at the conclusion of the first quarter of the school year; however, should you desire additional conferences please contact your child's teacher.

### E-MAIL

E-mail can be an effective means of communication between parents/guardians and the ministry staff of Trinity Lutheran School to discuss factual data. Examples of appropriate e-mails include scheduling information, health alerts, and general information to an individual or group. **E-mail is NOT an effective means to discuss items or issues of urgency or where strong feelings or emotions are involved. If you have a matter of emergency, please contact the teacher via phone.**

### Problem Solving Guidelines

Trinity Lutheran School believes in open and active communication between parents and the school. We know that good, healthy, two-way communication is the key to understanding problem situations. In order to assure communication occurs in an orderly manner; we have adopted the following guidelines:

#### A. Concerns about a classroom procedure.

1. Contact the teacher to discuss the situation.
2. If the parent/teacher conference does not resolve the concern, the parent or teacher may request a joint conference with the school principal.
3. Upon request, the principal will arrange for a conference to include the parent, teacher, and principal at the earliest possible date convenient to all.
4. If the joint conference does not resolve the concern, the parent or teacher may appeal the principal's decision to the members of the Christian Day School Advisory Board by requesting an appearance before the Advisory Board members.

#### B. Concerns about school policy

1. Contact the school office to arrange a conference with the school principal.
2. If the conference does not resolve the concern, the parent may refer the matter to the Christian Day School Advisory Board members with a written request.

## ***ILLNESS / INJURIES***

If your child is ill before the start of the school day, please keep the child at home. In a school situation, germs spread quickly to fellow students and staff. **A student is not to be attending classes if he or she had a fever or vomiting within 24 hours prior to the school session. Your child must be fever free or without the signs of a fever, devoid of the use of fever-reducing medications for at least 24 hours after an illness, before returning to school.**

Trinity Lutheran School is not responsible for injuries to children engaged in normal school or play activities. The treatment for these is the responsibility of the parents. Minor injuries, cuts and bruises, are a part of childhood, and while we provide excellent supervision and adequate safety rules, nevertheless, the creative minds and active bodies of children do, on occasion, cause minor accidents.

Students unable to participate in Physical Education class due to illness or injury are expected to bring a note of explanation from a parent or guardian. If a child is to be excused for an extended period of time, the child will need to bring a note from a physician with a start date and end date. If the note does not have an end date, the child will need a second note from the physician with their return to activity date. If no communication is received, students will be expected to participate in class.

## ***ISOLATION / EXCLUSION (ILLNESS) GUIDELINES***

Infectious diseases need three things to spread: a host, an agent, and environment. By breaking this chain, a cure can be established. If a child exhibits any of the following symptoms, Trinity Lutheran will notify the parents or their designee, and the student needs to be removed from the building as soon as possible. We ask, for your

child's safety, that all effort is made to have a child picked up in a quick and timely manner, especially in the case of a fever or other illness when medication is necessary. Furthermore, **Trinity Lutheran reserves the right to request/require proof of a "medical evaluation" regarding a potential contagious illness that could endanger fellow students or staff.**

- |  |   |
|--|---|
| 1) Fever                                     | Temperature of 100° or above  |
| 2) Diarrhea                                  | One episode in a day  |
| 3) Vomiting                                  | One episode in a day  |
| 4) Rash                                      | On face, extremities or trunk. Needs an evaluation by physician.  |
| 5) Conjunctivitis<br>(Pink Eye)              | Needs evaluation by physician. It is viral, so treatment is needed. Child should remain out of school for 24 hours. A doctor's note is needed to return to school. Symptoms are red eyes, yellow sticky mucus, itching. |
| 6) Excessive Irritability<br>or Listlessness | Teacher discretion  |

Children who have the following symptoms should remain at home and not attend school until these symptoms have been gone for at least 24 hours **without the assistance** of medication, or until a doctor sends a note that states the condition is not contagious and it is acceptable for your student to attend school. These guidelines were developed by the local health authorities requiring exclusion for contagious diseases that could be spread at school, and must be enforced for the comfort and safety of all our students.

If a student becomes ill with one of the following diseases, he or she should remain at home until such time as the child is no longer contagious to others. Communicable diseases must be reported to the local health authorities.

Viral Respiratory: Student may return when fever free; however, parents please use discretion if your child is still at a point where being in school would be harmful to him/her or others.

Skin Infections: Child may return to school with note from physician.

Impetigo: Student may return twenty-four hours after start of antibiotic.

Mumps: Child may return with permission from a physician.

Chicken Pox: Student may return when all lesions have formed crusts (approximately 6 days after onset).

Ringworm, Pinworm,  
Or Scabies Child may return after treatment is initiated (at least 24 hrs).

Head Lice: Contact the school office immediately. Child's hair must be clear of any lice and/or eggs before attendance in the classroom can be resumed. The student may be checked for nits upon returning to school.

## ***INCIDENT REPORTING***

Upon receiving a written complaint from any school personnel regarding instances of battery committed against school employees on the school campus, the administration will notify local law enforcement agencies. In addition the administration will also notify the Illinois State Police within three days of each incident through the School Incident Reporting System.

## **INDIVIDUALS WITH DISABILITIES EDUCATION IMPROVEMENT ACT (IDEA)**

Trinity Lutheran School, for the purpose of assisting educators, parents, students, and faculty, executes the requirements of the Individuals with Disabilities Education Improvement Act (IDEA) regarding Individualized Education Programs (IEPs) for children with disabilities, including preschool-aged children. The administration and faculty of Trinity Lutheran School will work very closely with the local school district (SD 146) to complete all necessary requirements to allow Trinity's students to receive the benefits of IDEA.

## ***LIBRARY***

Trinity's library collection continues to grow in number of titles and information each year. Care in the handling of library books and other material is extremely important. If a student loses or ruins library material beyond repair, the book, material or video must be replaced with the same article. The librarian will notify the school office regarding the replacement cost (i.e. hardcover books must be replaced with hardcover books of the same title). If the material ruined is no longer available, the replacement cost will be assessed to the borrower.

All books are to be checked out for one week only. If a student has not finished reading the book, he or she must still bring the book back to school on his or her designated library day for the purpose of renewing the book for another week. Students who have not returned their library book cannot check out another book. Fines for overdue books will be collected and used to purchase additional resources for the library. Students will not be able to check out additional materials until all fines are paid in full. Report cards and records will be withheld until all books are returned or paid for if lost or damaged.

## ***LOCKERS***

School lockers may be assigned randomly to students. Clothes, lunches, books, backpacks, and gym outfits (shoes) are to be kept in the locker. Anything attached to the locker must be done so in a manner that is not destructive or in any way causes damage to the locker. All items attached to the locker must not be offensive in any way. In addition, lockers are not to be slammed, jammed open, or closed in such a way that could cause damage. Students should keep their lockers clean and neat at all times. Each student is responsible for the condition of his/her locker, desk, books, and any additional school property with which they may come into contact. The lockers along with the chairs and desks used by the students are the sole property of Trinity Lutheran Church and School. School officials may search the lockers, including a person's personal belongings, pockets, property (backpacks, purses etc.) with or without the student's knowledge or consent.

We want to keep the lockers looking nice without taking away from school spirit. Short term decorative items (birthday decorations, sports notices, etc.) should be removed within two days after the event. No scotch tape on the inside or outside should be used. We recommend magnets be used to hold things on to the locker. Because of the lack of space around lockers we request that balloons not be a part of a display. The locker and its contents should be kept in good order and locker contents must not be visible when door is closed. All contents must be God-pleasing in content and nature. Students are responsible for excessive damage to their lockers and will be charged for the cost of repairs.

## ***LOST AND FOUND***

Students who find lost articles of clothing or other items should immediately give them to a teacher or a representative in the main office to be placed in the lost and found bin located in front of the school office. Identifiable items will immediately be returned to the student. Valuable personal property or sizeable amounts of money should not be brought to school. Unclaimed items are donated to a not-for-profit organization at the end of every quarter.

If students have had any personal items lost, stolen or damaged, the incident should be reported to the school office as soon as they are aware of the loss.

## ***MEMORY WORK***

Trinity Lutheran has its roots in the saving Gospel of Jesus Christ. Along with the teaching of His Word comes memorization. The memorization of scripture passages, hymns, prayers and parts of Luther's Small Catechism has many beneficial aspects. As Christians, knowing God's Word allows the Holy Spirit to strengthen our faith enabling us to be witnesses to others. As an educational tool, memorization helps to reinforce the lesson and serve as a learning skill.

## ***MEDICATION (Self-Administration)***

If a child is not feeling well, or is just recovering from an illness, parents must carefully consider many factors before allowing the child to re-enter the classroom. There are times however, when a child is well enough to attend school while still under medication. **When this happens, the medicine must be brought to the school office by a parent or guardian, and a Physician / Parental Authorization for School Medicine Self-Administration Form needs to be completed.** Medication must be in the original labeled prescription bottle (or in the original packaging in the case of over the counter medications) appropriately labeled by the pharmacist, clearly marked with the child's name, prescription number, and description of medication and dose. Acceptable medications are to be brought to the office by the parent not by students. Should the prescription or the dosage change the school must be notified immediately in writing. Additional forms are available in the office.

School personnel are not allowed to dispense any medication. Parents may choose to come in and administer the medicine personally. All medication must be kept in the school office with the exception of epi-pens and asthma inhalers. **Students who suffer from asthma must have an Asthma Action Plan and a signed form for self-medication on file in the school office.** Students are encouraged to keep their inhalers with them at all times.

## ***MESSAGES AND OTHER ITEMS FROM PARENTS***

With a student body of over 250 students, the school office becomes a very busy place. Please use discretion when placing a call to the office for the purpose of leaving a message with your son or daughter. Please arrange for homework or ride-home arrangements prior to school beginning for the day. Parents bringing items for their student(s) are asked to leave them on the shelf outside the school office. Lunches, P.E. clothes, etc. are to be labeled and left on the shelf. As time allows, the student may come to the shelf and pick-up his or her labeled item. Parents and guardians are not to be in the school hallways between 8 am and 2:40 pm, and are to remain outside while waiting for their children at the end of the day.

We realize that emergencies do arise when it is necessary for your child to receive an **important** message, and every effort will be made to get the message to the student as quickly as possible. Students are advised to communicate clearly ahead of time with parents and guardians to avoid unnecessary calls. Thank you for your cooperation.

Please recognize that dedicated teaching ministers commit to many curricular and extra-curricular activities for the benefit of the students. Their personal time is valuable. Trinity encourages you, as parents and guardians, to respect the private life of each professional by limiting phone calls that are made to a teacher's home. Calls regarding the spiritual, educational, emotional or physical welfare of any child are always welcomed and strongly encouraged. In addition, parents may choose to contact the teaching ministers via voice mail or e-mail. Messages may be left during the day or evening hours.

## ***MINIMUM COMPETENCY / ACADEMIC PROBATION***

It is the philosophy and belief of the Trinity Lutheran School Faculty that any student who works to the best of his or her ability and puts forth a good effort will never receive a failing grade. Therefore, Trinity has established minimum competency requirements for students in grades 3-8. Should a child fail to meet the necessary requirements, the administration in consultation with the staff will explore the options of retention or expulsion.

Any student who receives 2 F's, or whose cumulative grade point average is less than 60% (a 1.0 on a 4.0 scale), in any one quarter, will automatically be placed on ACADEMIC PROBATION. The subjects used in determining academic achievement for grade 6 through 8 will be the subjects used for determining ACADEMIC PROBATION. If a student is unable to remove himself or herself from ACADEMIC PROBATION within the next successive quarter or any other quarter within the school year, the administration, in consultation with the staff, will consider the aforementioned action. Should a student be placed on Academic Probation during the final quarter of a school year, he or she must remove himself or herself from Academic Probation during the first quarter of

the next school year or the administration in consultation with the staff will explore the options of retention or expulsion. Beginning a new school year on Academic Probation places the student under the same guidelines as if the Academic Probation occurred during the school year. In addition, any student preparing for graduation must have a cumulative average of 1.0 or higher to be eligible for graduation. Eighth graders must pass the U.S. Constitution, the Illinois Constitution, and also complete and receive a passing grade on the Research Paper assigned as part of the eighth grade curriculum. Students on Academic Probation or who maintain a cumulative average below 1.0 will be subject to administrative review and may not receive a diploma.

## ***NEW MEMBER CLASS***

Parents are invited to seek a better understanding of our Lutheran faith and practices by attending the new member classes conducted periodically by Trinity Lutheran Church through the year. Individuals who complete and agree with the doctrinal content of the course offered in the new member class may join Trinity Lutheran Church as a member.

## ***OUTDOOR RECESS***

For health reasons, it is extremely important that our students are given the opportunity to get out-of-doors during the day. Parents, please consider the value of "free time" outside during the school day. It is a designed part of the school curriculum for the children to be outside. During the winter months, please dress your children appropriately. If the weather is such as to pose a health hazard to the students (wind chill below zero degrees Fahrenheit), the administration will make the decision for the students to remain indoors for recess activities.

## ***OUTDOOR RULES***

- A. NO walking or running up the slide.
- B. Throwing or kicking pebbles or removing them from the playground area is not allowed.
- C. NO jumping off the swings.
- D. NO sideways or double (two people on one swing) swinging.
- E. NO twisting chains or standing on swings.
- F. Standing on playground equipment that is not built for that purpose is not allowed.
- G. STUDENTS MAY PLAY on the driveways near the cemetery; however, STUDENTS MAY NOT PLAY by classroom windows, utility boxes, or in the parking lots by the church.
- H. STUDENTS MAY NOT GO INTO THE CEMETERY (to retrieve balls, etc.), unless they have permission to do so.
- I. NO carrying other students at any time!
- J. NO TACKLING - in games or otherwise.
- K. NO FIGHTING of any kind, including "snowball fights." Any student brought to the office for fighting will receive either an in-school or an out-of-school suspension.
- L. Throwing snowballs is never permitted
- M. NO SITTING or STANDING on the stone walls located in front of the west doors to the school building.
- N. NO food or drink is to be taken outside after the noon lunch hour, unless directed to do so by a teacher or staff member.
- O. NO playing on the grass parkways south of the parking lots near 159th Street.
- P. Students are not to play beyond the bern located at the far west end of the school property or past the end of the soccer field on the south end.
- Q. Students who are unable to participate in P.E. cannot participate in outdoor recess.

Children will be permitted to remain indoors during recess and noon hour only with written permission from a parent on a daily basis; however, once a child has been excused from outdoor recess for five consecutive days, a physician's excuse is needed for him or her to remain inside after that time. Based on the specifics of the original excuse from recess, a note from the doctor may be needed for the child to return to outdoor recess.

## ***PARENTAL RESPONSIBILITIES***

The expectations of parents or guardians enrolling their children in Trinity Lutheran School need to coincide with the principles of Trinity Lutheran School. As home and school form a team, the child receives the best possible Christian education. Parent or guardian behaviors that support the educational objectives of Trinity Lutheran School include:

1. Regularity in worship and Bible class or small group attendance.
2. Praying for the school and church and its children, faculty, and staff.
3. Supporting the efforts of the entire faculty, staff and administration through encouraging trust and respect for the authority of the teacher or any Trinity staff member.
4. Involvement in Trinity's PTL.
5. Encouraging their children to take responsibility for their actions and efforts at all times.
6. Volunteering their time throughout the year in the school as well as at special events.

Children enter into an environment of love and trust when entering the doors of Trinity. It is through continual cooperation of home and school that each student will grow in wisdom of his or her Savior, and behave in a way that emulates his or her faith.

## ***PARKING***

When parking, please note the direction and flow of traffic as indicated on the map at the end of the handbook. This is done for the safety of the children. The children in grades 3-PK- 3 will use the sidewalks to arrive at the parking lot and their respective areas. The students in grades 4 - 8 will cross over the landscaped area and follow the designated striped path to reach their cars. During dismissal, between 2:40 and 2:50 p.m., cars will not be allowed to drive in front of the school on the west end of the building as a safety precaution.

If necessary, additional parking is available in the southwest lot; however, please use this as a last resort for picking up your child. On the other hand, please use this lot during the day if you need to enter the building. The parking lot directly west of the school office (door #3) needs to be free of cars between 8 a.m. and 2:30 p.m. to allow our children some play area at recess and for physical education classes. **Parents, never park in front of the school office entrance, even for a moment.** THIS IS A VERY DANGEROUS PLACE FOR AN AUTOMOBILE WITH THE HIGH VOLUME OF CHILDREN USING THAT ENTRANCE AND EXIT. IN ADDITION, PLEASE DRIVE VERY SLOWLY AND VERY CAREFULLY AND INFORM ANYONE WHO MIGHT BE PICKING UP YOUR CHILDREN OF OUR INSTRUCTIONS.

**A map of the mandatory flow of traffic is at the back of this handbook.**

## ***PERSONAL ITEMS***

Students should not bring toys, radios, electronic games, cameras, or other "gadgets" to school unless they have prior permission from their teacher (for show and tell or Extended Care, for example). Toy or real guns, squirt guns, rubber band shooters, bow and arrows, knives, lighters or any other weapon-like toys should not be brought to school. Any item that deters from the educational program will be taken and can be picked up from the teacher or school office at an appropriate time. The student will assume responsibility for any items brought to school. Students may bring a purse to school if necessary; however, all purses, fanny packs, etc. must stay in the student's locker at all times.



## ***PHONES / FAX MACHINE***

Often children need to contact their parents during the school day for various reasons. During the school day, students may use the phone in the classroom, with their teacher's permission, to contact home if it is necessary. Students may use a school phone, with permission, to call home if they are ill, have forgotten their lunch, or a school-sponsored activity has been canceled or announced. After school hours, children may use a school phone with permission of a member of the faculty or staff or their coach, director, or advisor. Parents and students are prohibited from using the school fax machine except in the case of an emergency.

## ***PLAYGROUND***

The playground is closed between 2:40 p.m. and 8:00 a.m. Only play supervised by a teacher, or Extended Care staff, is allowed. Playground play during arrival and dismissal would be a traffic hazard.

## ***PETS***

For health and safety reasons families are discouraged from bringing pets onto school property since safety and allergies may be a concern for some students and their parents. No pets are to be brought into the school unless special arrangements have been made by the parents with the teacher. Pets may not be left unattended on school property. Under no circumstances should dogs be allowed to roam free or come near students in the school, playground, field, yard, or parking lots before, during, or after school hours. The comfort dogs are a special allowance within the school program.

## ***PICTURES***

In early fall of the school year a photographer comes to the school to take individual pictures of every student. These individual pictures are used in the yearbook. A makeup/re-take day is scheduled.

Candid photographs may be used for marketing purposes in print and electronic formats unless parents request in writing on the multiple permission form that this not be done.

## ***PROMOTION AND RETENTION***

Students who have shown satisfactory progress during the school year are promoted to the next grade level. In classes where student retention or conditional promotion would be beneficial, parents are informed and have the opportunity to discuss the matter with the teacher and the principal. A meeting may be scheduled to discuss the child's educational needs with faculty members and parents to help determine the best course of action for the student. The final decision for retention is determined by the classroom teacher and principal.

In grades 3-PK through 5, all areas of child development (social and emotional growth, academic achievement level, and physical development) are taken into consideration before a decision is made regarding promotion. Every effort is made to assist the student in his/her overall educational experience. If a student shows unsatisfactory progress which strongly indicates a lack of readiness for the next grade level, the teacher, parents, and principal are asked to meet to determine the best course of action. The final decision is made by the school.

Jr. High students who receive passing grades in the seven core subject areas are promoted to the next level. Students who receive failing grades in core subject areas may not be promoted to the next level or may be required to do additional coursework. This decision is made by the school after consultations among the teacher(s), parents, and principal. Eighth graders must pass the U.S. Constitution, the Illinois Constitution, and also complete and receive a passing grade on the Research Paper assigned as part of the eighth grade curriculum.

This obligation also applies to students entering Trinity Lutheran School from other schools who have been officially placed in a particular grade by the school from which the pupil came.

## **RECORDS- STUDENT ACADEMIC AND HEALTH**

All students' permanent and temporary files are kept in the school office. These files are confidential and are not to be taken out of the building or shared with anyone other than those authorized with legitimate educational concerns. Student files must not be taken from the school building and should not be removed from the office without knowledge of the Principal or office administrator. Parents and legal guardians may view their student's file at any time; however, the file must stay in the school office during the viewing.

### **REPORT CARDS**

Report Cards are distributed four (4) times a year. Fourth quarter Report Cards will not be given to students or parents until the final day of school. All information pertaining to a student's progress will be held in the school office until such time a parent/guardian arrives at school to gather the materials. Report Cards should not be distributed prior to the time determined by the administration. Report Cards will not be issued if there are any outstanding fines or debts.

### **RESPECT FOR AUTHORITY**

Martin Luther, in his explanation of the Fourth Commandment, urges God's children to "give them honor, serve and obey them, and hold them in love and esteem." All of these words are contained in a connotation of the word "respect". **Respect for authority is inherent and a necessity in our relationships with one another at home or at school.** It is what is taught and exemplified at Trinity Lutheran School and must be practiced at home by both children and adults. Parents and children need to respect the entire church-school staff as precious gifts of God. Each member of the staff needs to be treated with the respect accorded those in authority. Parents should never discuss teachers at home or in other situations unless it is in a positive manner, and that all conversations and actions need to reflect Christian love and concern for those God has placed in authority. Trinity faculty and staff members are God's representatives, and as such it is understood that an authority commensurate with that responsibility is given.

For the teaching-learning atmosphere to be at the highest level of effectiveness and for the home – school relationship to be one that enhances the Christian education each child receives from attending Trinity Lutheran School, parents or students who continually demonstrate a disregard for the policies and procedures of the school, behave or speak in a manner that continually expresses disrespect for adults or children, will be asked to meet with representatives of the school administration.

#### **PERSONAL RELATIONSHIPS**

Ephesians 5:1-2 reads, *Therefore be imitators of God, as beloved children, and walk in love, as Christ loved us and gave Himself up for us a fragrant offering and sacrifice to God.*

As Christians, students need to demonstrate love for each other and display kindness, concern, and respect for each other and for God's representatives, the faculty and staff of our school and church.

### **RESPECT OF PROPERTY**

Students should always be thoughtful in taking care of the school building and all of its contents. No student is allowed to sit on radiators, windowsills, desks or cabinet tops. Students should also refrain from touching the top door jams. Students will be held responsible for defacing walls, books, lockers, or damaging any school property.

### **SAFETY PATROL**

All eighth grade students are expected to serve on the school safety patrol. Students and adults are to cross only at crosswalks where there is a safety patrol person and are to follow all safety patrol directions. Patrol members do not walk students to waiting cars in the parking lots.

## ***SCHOOL CLOSINGS***

School closings for any reason will be announced on major radio and television stations, through RenWeb/FACTS, an automated voice messaging method and e-mail system, and a text message will also be sent. Unscheduled closings due to equipment failure or other reasons may occur. Each child should know where to go if an emergency arises and school is dismissed early.

The winter weather in the Midwest often presents interesting situations. Often during the school year, a decision whether to hold classes for the school day or cancel classes due to weather has to be made. When the weather is inclement and school is in session for the day, it is the parent(s) or guardian(s) who must decide the best situation for the family in regards to traveling to school for the day. Any student not in attendance will receive an absence for the day.

Please be aware roads may be slippery and traffic may move at a slower pace. Be sure to allow additional time to arrive at school. There may be times where the administration may declare a “no tardy” day due to weather related conditions.

## ***SEXUAL HARASSMENT***

It is the policy of Trinity Lutheran School and Church to strictly prohibit any conduct or speech that constitutes sexual harassment by an employee (worker) or a non-employee (student, parent, vendor, visitor). This policy is based on Title VII of the 1964 Civil Rights Act and Court Decisions. Employees (workers) and non-employees (student, parent, vendor, visitor) who believe that they have been or are being sexually harassed will inform the harasser that the behavior must stop immediately and, if continued, will be reported to school/church authorities. Any employee (worker) or non-employee (student, parent, vendor, visitor) who believes that he or she has been subjected to repeated or abusive sexual harassment shall report, in confidence, the conduct to the school administrator (or pastor) who will thoroughly investigate the incident and will present the investigated incident to the Governance Board. The Board members will decide the appropriate action the situation warrants. This could include termination of employment, contract, or enrollment. It is the responsibility of each employee (worker) and non-employee (student, parent, visitor, vendor) to respect the rights of other employees and of non-employees. Individuals found to have made false or frivolous charges will also be subject to disciplinary action up to and including dismissal. Sexual Harassment, as prohibited by this policy, will not be tolerated.

## ***STUDENT COUNCIL***

This organization is open for students in Grades 6-8 to be representatives. Student government, leadership, and promoting school spirit and activities are the primary goals of this organization.

## ***TESTING PROGRAMS***

Students in grades K-8 will take an online MAP assessment benchmark three time a year; one in the fall, one in the winter and the last one in the spring. Results will be shared with parents.

It is most important during these testing days that students have adequate rest, a good breakfast, and come to school in a positive frame of mind to do their best.

Eighth grade students may be required to take high school placement tests in the appropriate districts during the school year.

## ***Title IX***

It is the policy of Trinity Lutheran School to prohibit discrimination on the basis of age, color, disability, gender, national origin, race, religion, or sex in regard to the administration of all campus programs, services and activities including interscholastic athletics, and the admission of students or other sponsored activities.

Title IX of the Education Amendments of 1972 and certain other federal and state laws prohibit discrimination on these bases in education programs and activities operated by Trinity Lutheran School.

## **VACATIONS**

Please do not schedule vacations when school is in session. Sequential development of skills cannot be accomplished simply through make-up work. Parents need to be aware that academic performance might be negatively impacted by missed instructional time. If a trip must be taken, the classroom teacher(s) and the school office must be notified in writing. When these occasions occur, any work that the teacher(s) deem necessary for credit will be assigned to the student upon return from their absence. It is the student's responsibility to request all make-up work. Students are given one day for each day of absence to make up assignments EXCEPT for any previously assigned work/papers/projects which had due dates delineated prior to the absence.

## **VIDEOS**

In an attempt to provide students with a well-rounded education, the teachers shall enlist a variety of aids to supplement the teaching of subject material. These aids shall include the use of educational videos. Educational videos shall include documentaries, historical, science, and others that support subjects being taught in the classroom. Videos should be age appropriate and be used for the purpose of supporting the teachings of the Lutheran Church-Missouri Synod.

Videos that do not support what is being taught and/or that are seen as "entertainment" videos, shall be limited in use. Entertainment videos that are appropriate are those that have received a "G" or "PG" rating. It is the responsibility of the teacher to preview the video.

## **VISITORS-PARENTS AND GUESTS**

Arrangements may be made for parents, guardians and visitors to observe the classrooms, with permission from the teacher and the administration. **ALL PARENTS AND VISITORS MUST REPORT TO THE SCHOOL OFFICE AND SIGN IN IF THEY WILL BE IN THE BUILDING.** This procedure is to provide additional security for students and staff and to allow for an optimum learning environment. **ALL VISITORS AND GUESTS WILL BE REQUIRED TO WEAR A TAG IDENTIFYING THEM AS SUCH.** In addition, while in the building, please do not open any entrance doors or admit anyone in the building. We thank you for your cooperation in this matter.

## **VOLUNTEERS**

Volunteers are utilized in a school setting to assist in the Christian education process. Volunteerism provides a means by which parents and others can participate in the entire educational setting of the students. Our school program is strengthened by such a partnership, and the students will benefit as well.

Volunteerism provides opportunities for individuals to use their God-given talents to help others. Those who benefit from volunteer help will come to understand the blessings God showers upon them through the loving, generous efforts of others.

The service provided by our volunteers complements our educational program while keeping costs at a more reasonable level. We simply could not afford to maintain our present level of school programming without volunteer help.

Volunteerism strengthens relationships as the school staff and volunteers work together. Our hope and prayer is that our volunteers and our staff members will learn to know and understand one another better.

We ask for the help of volunteers because we hope that through their service to children and to the school their support for our ministry will grow. Our hope and prayer is that our volunteers will gain a greater understanding of and a greater appreciation for the objectives of our school. All of our school programs and activities need to

be conducted in adherence to the mission of our school. It is imperative, then, that all volunteer helpers carry out their responsibilities in a manner consistent with our school mission. During school hours, we ask all volunteers to sign in at the office before entering any classrooms. We also ask all volunteers to dress appropriately and to wear a name tag.

In some instances, there are more volunteers available than there are positions to fill. We hope that the volunteer understands that we are grateful for his or her willingness to serve, and is not offended when not called upon for a particular task. As educators we must continue to seek people willing to serve as a volunteer.

General Qualifications: Volunteers need to be friendly toward children, to listen to them, and to give them attention, encouragement, and praise whenever possible. Volunteers must respect both the privacy of children and school policies. **Any volunteer responsible for the supervision of students, i.e. room parent, field trip chaperone, picnic helper, lunch monitor, etc. at any time during the school year must complete a yearly application for a background check through the school office.**

Selection of Volunteers: Volunteers are needed by many of the auxiliary groups at Trinity. The names of those serving in an administrative capacity (PTL Board, Head Room Mom, etc.) will be presented to the administration. At the final PTL meeting of the year and again at registration in August, these volunteers seek others who will assist them in their responsibilities.

Teachers shall discuss with the principal any situation that may require the use of a volunteer aide. The school principal in coordination with the classroom teacher(s) will select those individuals who will spend their time volunteering in the classroom.

Confidentiality: Classroom volunteers sometimes have access to privileged information. They have opportunity to observe individual students, or interaction among students, or between students and teachers, or to hear comments made by children. Information of this sort needs to be treated as confidential. Volunteers should not discuss a child's apparent behavior problems or academic needs with the child's parent-and certainly not with other parents. Volunteers who have concerns about what they've observed should discuss their concern with the teacher or the administrator. Contact with the home should come from the professional staff.

## ***VOLUNTEERS-LUNCH SUPERVISORS***

Trinity is fortunate to have a group of parents who very generously give of their time to supervise the children on days when Hot Lunch is available. This allows the teaching ministers the opportunity to eat lunch with each other and aides in the planning for activities related to the classroom experience.

Listed here are the basic rules to be followed during the time when Hot Lunch Supervisors are responsible for the children. Lunch supervisors shall remind the student(s) of these rules and encourage them to be on their best behavior at this time and always.

1. Students must stay in their seats until dismissed by teachers. This includes not throwing away lunch.
2. Students must raise their hands for permission to use the restrooms or get out of their seats.
3. "Inside Voices" should always be used. No yelling or screaming is permitted.
4. Teacher approved books may be read or videos shown, but no games requiring children to be out of their seats should be played.
5. A supervisor should contact the school office immediately if there is a severe problem. Any discipline concerns should be reported to the teacher as soon as possible.
6. No candy, treats, etc. are to be distributed to the students by the Hot Lunch Supervisor.

## ***VOLUNTEERS-ROOM PARENT RESPONSIBILITIES***

The task of being a Room Parent is a big responsibility. Listed below are the minimum requirements that must be met.

1. Attend Room Parent meeting (at the beginning of the year) in August/September.

2. Be present for all room parties. Always be sure to check with the teacher regarding their preferences for the parties:
  - Christmas Party Young children like to give their own gift to the teacher so we do not have a class Christmas gift. We, at Trinity, also do not encourage grab bag gifts.
  - Teacher's Birthday Party Make sure to include the Teacher Aide in a celebration. Cost for the teacher's and the teacher's aide gifts will be determined by the number of students enrolled each year.
  - Valentine's Day Party and School Picnic
3. Go on any and all class field trips with the responsibility of supervising the students assigned to you by the classroom teacher. For safety reasons, younger children are not allowed to accompany room parents on any field trips; however, if necessary, younger children may accompany the room parent to a classroom function.

In addition, chaperones and Room Parents are not allowed to purchase drinks, souvenirs, food, etc., for the individual students in the group for which they are responsible.
4. Help at the annual Walk-A-Thon as needed.
5. Make any phone calls deemed necessary by the PTL Board, the Principal, or Head Room Mother.
6. Contact class parents for refreshments if assigned an afternoon faculty meeting or help at PTL sponsored events as needed.
7. Help out at the annual Thanksgiving Feast and Grandpersons' (Special Persons') Day as necessary.
8. If, for some reason, you are unable to attend a particular function, you must notify the teacher and a replacement needs to be found; however, Room Parents are expected to be the primary helpers for the classroom.
9. Seventh grade Room Parents and seventh grade parents are responsible for the 8<sup>th</sup> Grade Celebration/Recognition night, in consultation with the administration and 8<sup>th</sup> grade teacher(s).
10. An individual may serve as Room Parent for only one class during a school year.

## ***WEAPON POSSESSION***

Any student of Trinity found to be in possession of a knife, firearm, or any instrument believed to be a weapon might immediately be suspended with the possibility of expulsion. The length of the suspension (or possible expulsion) is determined by the school administrator in consultation with child, parent, and other staff members. The appropriate law enforcement agencies may be contacted. Repeated offenses will result in the student being expelled.

## ***WELLNESS POLICY***

Trinity Lutheran School is committed to providing a learning environment that supports and promotes wellness, good nutrition, and an active lifestyle. The positive relationship between good nutrition, physical activity, and the capacity of students to develop and learn is recognized. The entire school environment shall be aligned with healthy school goals to positively influence students' beliefs and habits and promote health and wellness, good nutrition, and regular physical activity. In addition, school staff shall be encouraged to model healthy eating and physical activity as a valuable part of daily life. A copy of Trinity Lutheran's Wellness Plan is available for review in the school office. School and classrooms are respectful of student allergies.

**The faculty, staff, and administration Trinity Lutheran Church and School thank you for trusting us with your children. As your representatives at school we are endeavoring to instruct your children in the nurture and admonition of the Lord. In order for us to do this, we need the continued support of the home. Together, home and school, we can be extremely effective as we parallel our continued efforts to teach the students about our awesome God, help them to be witnesses of their faith, and rejoice in the saving Gospel of His Son, Jesus Christ.**

**May our almighty Lord continue to be with each of us during the school year and always.**