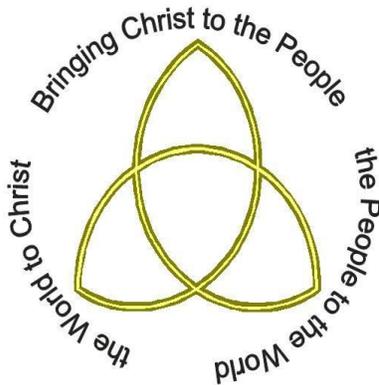


Parent/Student Handbook

Trinity Lutheran Church & School
Red Bud (Prairie), Illinois



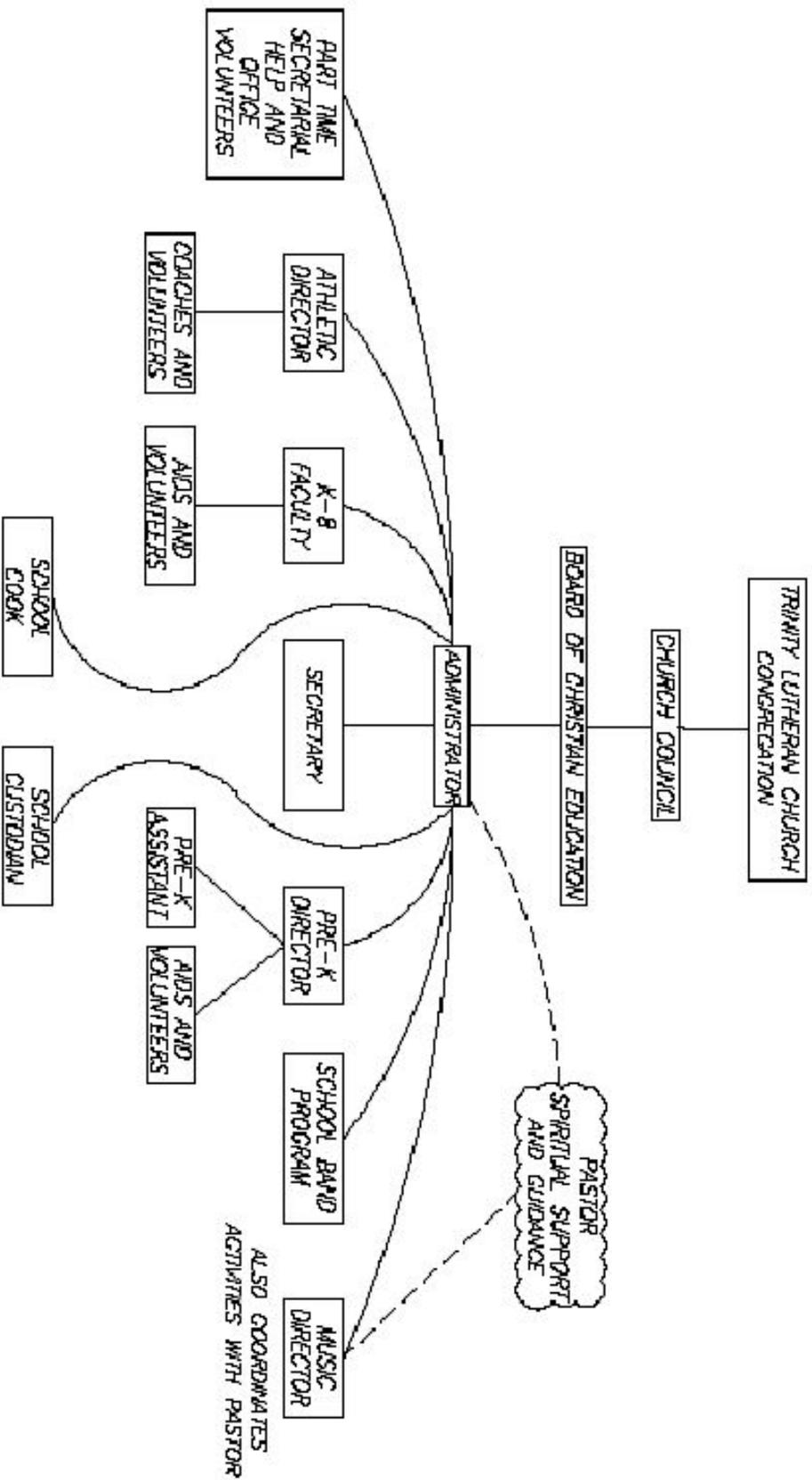
Let the little children come to me, and do not hinder them,
for the kingdom of heaven belongs to such as these.

Matthew 19:34

Mark 10:14

Luke 18:16

TRINITY LUTHERAN SCHOOL RED BUD, ILLINOIS ORGANIZATIONAL CHART



REVISED MARCH 27, 2018

ADDENDA REGISTER

The following pages and sections have been revised on the dates shown:

DATE	SECTION	TOPIC
September 2018	4.01.06	Athlete's responsibilities
March 2018	4.03.10	Chromebook Student User Agreement
March 2018	4.03.11	Social Networking
March 2018	4.01.06	Athletic Eligibility
June 2019	4.02.10	Tuition
June 2019	4.04.01d	Bullying
June 2019	4.04.01e	Sexual Harassment

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4.01.00 Purpose and Programs

4.01.01 Mission Statement

(Revised February 24, 2015)

Making disciples of Jesus Christ by serving students, families, and the community through excellence in academics.

4.01.02 Philosophy

(Reviewed January 29, 2009)

Life today could be called an “earthquake” experience. Both children and adults are searching for solid ground upon which to grow and meet life’s challenges. It is into this situation that the Christian Day School, as an arm of the church, seeks to develop an environment where children discover a Christ-centered approach to life.

Therefore, Trinity Lutheran School, through its teachers and staff, empowered by the Holy Spirit and viewing the pupil through the cross of our Lord and Savior Jesus Christ, is concerned with the pupil’s total growth: physical, social, emotional, intellectual, and spiritual.

Because sin separates God and man, the Christian educator strives daily to bring the child of God to the realization that he/she has been redeemed through the action of Jesus Christ and is thus the recipient of God’s love and forgiveness through Jesus Christ.

This action then sets up a dichotomy: a sinner separated from God, and a saint, perfect and holy. Therefore, the child of God must constantly search the Holy Scriptures, and apply the truths found therein to his daily life for as long as he/she lives.

Christian education must never lose sight of the fact that Christ is at the center of Christian activity and education. Without Christ, this balance between saint and sinner is lost.

So, without Christ, there is no saint. Without Christ there is no Christian. Without Christ, there is no need for Christian education. A Christ-centered education continuously proclaims the relevancy of the Christian faith to all times and situations.

Hence, we believe that a Christian school, in which every subject is taught from a Christian viewpoint and where the teaching reflects the spirit and love of Christ, can be successful in leading children to a vital Christian life.

We also believe that the uniqueness of our school lies in the dedication to service of the Lord that is shown by the teachers, staff, and parents of the school.

04.01.03 Objectives

(Reviewed January 29, 2009)

The objectives of Trinity Lutheran School are that each child may:

- become an equipped, active, and professing Christian
- learn to respect and get along with people with whom he/she comes in contact by learning about people who think, dress, and act differently
- develop the ability to make responsible moral decisions and to try to act according to them
- learn how to be a responsible citizen through an understanding of democratic ideas and ideals

- gain a general education by developing skills in reading, speaking, and listening, by practicing and understanding the ideas of health and safety, and by learning how to examine and use information
- develop a desire for learning now and in the future
- use time wisely
- become adequately prepared for future educational and career opportunities

Further, we strive to:

- teach children their proper relationship to God and their fellow man
- create an atmosphere where each teacher and child lives each day standing under God's judgment and the sweet forgiveness of the Gospel
- instruct the children in the precepts of the Scriptures

To these ends Trinity Lutheran School has been established as part of Trinity Lutheran Congregation of Red Bud, Illinois.

4.01.04 Control and Governance

(Revised July 2018)

Full and final authority, responsibility and control of the school rests with Trinity Lutheran Church. In regulating this authority, the voters' assembly must abide with the constitution of the Lutheran Church Missouri Synod and the constitution of Trinity Lutheran Church.

The Board of Christian Education consists of five members of the congregation. They are joined by the pastor and principal. These men and women are entrusted with all matters pertaining to the school. The principal of the school acts as agent of the Board of Christian Education in the direct administration and supervision of the school.

The school is also under the supervision of the Department of Education of the Southern Illinois District – LCMS. Periodic visits are made to the school by this agency to help and guide the staff and Board of Christian Education. The school also makes every effort to conform to the guidelines and regulations of the State of Illinois.

The school is fully accredited with the National Lutheran School Accreditation (NLSA) and the State of Illinois.

4.01.05 Programs: Curriculum

(Revised June 2017)

Our school's foundation is God's Holy Word. Therefore, children attending our school receive a very thorough course in religion because the "fear of the Lord is the beginning of wisdom." Psalm 111:10.

Religion, however, is not just a segregated subject in the day's work. Its influence permeates and gives substance to all other subjects. In fact, we hold that only in keeping with the revealed Truth, God's Word, can all so-called secular subjects be properly understood and rightly applied. All subjects receive their highest meaning and purpose only when they are taught with the aim of serving our fellow men to the glory of God the Father and our Savior, Jesus Christ. This is truly an education for time and eternity.

Trinity Lutheran School works in consultation with the Red Bud public school system as to school attendance, curriculum, health examinations, safety education, school calendar, and other matters that concern the general welfare of the community in Red Bud, Illinois.

The curriculum is set up so that it provides a thorough course of instruction as is required by the state of Illinois. All students enrolled in our school are expected to take the course in religion.

Each year the faculty reviews a part of the curriculum and makes the necessary recommendations for the adoption of a new textbook. In this way, all texts and materials are kept current.

Our school is currently set up with multi-grade classrooms. Grades 1 and 2, 3 and 4, 5 and 6, 7 and 8 are all combined classrooms. Kindergarten through grade 4 is mostly self-contained in subject areas. Grades 5 through 8 are departmentalized. Trinity provides a Christ-centered curriculum of readiness, instruction, and experience in the following areas with skills being age-ability related:

- Art: Experience and appreciation
- Health: Issues related to health and the Christian perspective, safety, drug awareness
- Language Arts: Reading, phonics, literature, grammar, composition, public speaking, spelling, and handwriting
- Mathematics: General mathematics, Pre-Algebra, Algebra
- Music: Theory, appreciation, choral, band
Joined in Jesus – Students in 5th-8th grades audition for this singing group. The choir sings at Trinity, sister churches, contests, and programs held at school
- Physical Education: Conditioning, flexibility, lifetime skills and activities, and sports
- Religion: Doctrine, Bible History (Old and New Testament), memory work, hymn study, worship, and liturgy
- Science: Earth science, life science, and physical science
- Social Studies: Citizenship, current events, geography, history, and sociology
- Computer: Students receive formal computer education in basic computer usage, writing documents, spreadsheets, and the like. These skills are integrated into their classroom activities using Chromebooks and i-pads

4.01.06 Programs: Extra Curricular

(Revised June 2017)

Trinity Lutheran provides a variety of activities for its students outside the classroom.

- Spelling Bees: school wide, Knights of Columbus and Monroe-Randolph County
- Yearly Fair/Festival: Science, State, Careers, Author/Book
- Christ Our Savior's Lutheran High School Scholar Bowl
- Art Contest: Monroe-Randolph County
- Literary Contest: Language Arts Festival, Young Authors' Conference
- Music: School choirs, Christmas program, Joined in Jesus (A singing group)

that sings in area church services) for the upper grades, school play at the church picnic each May

- Athletics: Member of the Okaw Valley Conference. Boys may participate in volleyball, baseball, cross-country, basketball, and track and field. Girls may participate in softball, cross-country, basketball, volleyball, cheerleading and track and field.

A student will be expected to reimburse the school for entry fees paid to various contests if the student does not attend the contest.

Any child having a desire to participate in any athletic program at Trinity Lutheran School must meet the following requirements.

- 1) The child must obtain a physical for the year indicating there are no medical impairments that would prohibit the child from participating in any sport. These physicals must be completed before a child participates in any practices for an athletic event.
- 2) Grades will be given to the AD/building administrator at end of quarter & mid-terms. A student will be placed into warning status if they have below a 5.0 C grade point average and/or received an F in any subject. A student in warning status will be checked weekly until they have no F grades and a grade point average of C or higher.
 - a. A student in warning status can remain in warning if the teacher believes the student is making the necessary effort to improve their academic standing. A student can remain in warning for consecutive weeks.
 - b. A student will be declared ineligible if after at least one week in warning status if the teacher determines their has not been the necessary effort to improve their deficiencies (grades are below a C and/or are receiving an F).
 - c. A student declared ineligible will be out for two weeks minimum and may return to extra-curricular activities only if they have a C average and no F grades.
 - d. A teacher is recommended to report to the AD/building administrator a student that has an F grade at any time during the quarter. The student will be placed in warning status and follow same protocol listed in steps a-d.
- 3) In the event that the student is suspended from school, the student shall not participated in any extracurricular activities.
- 4) The student shall be in attendance at least 3.5 hours (1/2 day), providing that the student does not go home sick. If a student is absent for an appointment during the afternoon, a note from the doctor shall be provided upon returning to school
- 5) The student shall pay a \$20 fee per sport that is in partnership with St. John's Catholic school.

Player's Responsibilities:

- Make a commitment to an athletic team and put your team's successes above your individual successes.
- Show effort in practice and conditioning.
- Maintain an acceptable grade average and conduct.
- Attend all practices and games whether eligible or ineligible.
- Develop a respect for authority (coaches, referees, parents) and a respect for others (teammates and opposing teams).
- Accept the official's judgment at all times.
- Show lots of spirit, but no demonstration against officials or insults at opponents.
- Profanity and unsportsmanlike actions will not be tolerated.
- Encourage other teammates (help your teammates-don't criticize).
- Shake hands with opponents after the game (win or lose).
- The use of illegal substances will not be tolerated.

Parent's Responsibilities:

- ◆ Teach your child by example by demonstrating a Christian attitude towards all. The school can only support and encourage the basics as taught in the home.
- ◆ Assist your child to establish proper priorities with respect to church, family, peers, studies, and play.
- ◆ Encourage and participate in the development of the student athlete's abilities.
- ◆ Support your student's commitment to groups and teams.
- ◆ Develop within your child foresight that enables him or her to accept responsibility for both individual and group actions.
- ◆ Make a commitment to help your child by attending sports events, driving, taking turns working the concession stand and the gate, assisting in clean-up, and encouraging the coaches. T.L.S. parents are not required to pay the admission during their working turn.
- ◆ Instill in your child good health habits towards food, sleep, and exercise, and **discourage** the use of tobacco, alcohol, and drugs.
- ◆ Enthusiastically support teams at athletic events without being overly critical of coaches and officials.
- ◆ Show exemplary attitudes that he or she wants the student athlete to be and participate in both the home and school activities to help the program be successful.
- ◆ If a parent has a concern it should first be privately discussed with the person(s) involved according to Matthew 18.
- ◆ Parents who bring other children to games should not allow them to roam free but encourage them to remain with their parents.

4.01.07 Special Education

(Revised June 2017)

Children in need of special academic help may qualify for Title I services, and speech paid by federal, state, or local entities, and administered through Red Bud Public Schools. The children would receive Title I classes by a specially trained teacher in our building. A screening process completed by this teacher will determine eligibility.

Parental consent is required before children are scheduled for these classes. The types of classes and the amount of services available may vary from year to year.

4.02.00 Attendance Issues

4.02.01 Admission and Enrollment

(Revised July 26, 2011)

Children whose parents are members of Trinity Lutheran Church shall be given first consideration for enrollment in all grades. Members of sister LCMS congregations will be given second consideration. Trinity also welcomes and admits others as space and teacher load permit. The Board of Christian Education will make all enrollment determinations.

We encourage parents of Trinity Lutheran Church and sister congregations to enroll all eligible children in Trinity Lutheran School. Any family wishing to enroll their children shall seek an appointment with the principal.

Parents with no church affiliation are urged to attend adult classes on the teachings of the Lutheran Church, that they may fully understand the principles of Christianity which their children will be taught. Such classes are presented by the pastor of Trinity congregation.

Trinity Lutheran School adheres to the age requirements set by the State of Illinois for entrance into school. Children entering kindergarten must be five years old by September 1. Exceptions may be made upon recommendation of the child's teacher, principal, and approval of the school board.

All students transferring to Trinity must meet with the principal and complete the enrollment process. The enrollment application will be presented to the Board of Christian Education for consideration. In compliance with the state laws, all pupils entering Kindergarten (or first grade if not previously examined) and sixth grade must have a physical examination and present such a record at the beginning of the school term. Kindergarten, second, and sixth grade students require dental exams, and eye exams are required for kindergarten students. Trinity works closely with the Randolph County Health Department in maintaining school health records for all the students.

4.02.02 Non-Discrimination

(Revised June 24, 2008)

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

4.02.03 School Schedule

(Revised April 2018)

The school calendar will be released at registration and will have some snow days built in. The last day of school will be set at the March Board of Christian Education meeting.

Normal school hours are from 7:45 am to 2:45 pm. Students are to be seated and prepared for the day by 7:45 am. Dismissal time may be adjusted according to bus times.

4.02.04 Dismissal

(Revised March 2018)

After school, students will be directed to their appointed points for pick up either as a bus rider or car rider. If they are involved in sports, they should report to their assigned area. Students are not to linger in, or reenter the building unless they have specific permission from a teacher.

Students remaining 10 minutes after school is dismissed must go to After School Care.

4.02.04a After Care

(June 2018)

After school care will be available for children from after school until 5:45 pm. On early dismissal days, when lunch is not served, each child must bring a sack lunch and drink.

Purpose: To provide a safe environment for your child until they can be picked up by a parent or guardian.

Payment/Fees: The charge for after school care is \$5.00 per day per child. A bill will be sent home each month. After 30 days, if no payment is received, there will be a \$5 late fee. Payments can be made by cash or check made payable to *Trinity Lutheran Church*. However, if paying by cash, change will not be available.

Location: The children in the After School Care Program will be in the Preschool room. A sign in/out sheet will be in the room. Please be sure to initial this each time you arrive to pick up your child.

Attendance: This program is only for days when school is in session, including early dismissal days. Also, if your child is too sick to be at school or is running a fever, you will need to make other arrangements for your child.

Program Outline: This will include a snack, time to work on homework, and free play time. They will have some play time outside if weather allows. Electronic games such as Game Boy or Nintendo DS are allowed. Please have your child's name on his/her game. Volume must be turned off and play time on these devices will be very limited. *A reminder: These games/devices are not allowed out of a book bags during regular school hours.*

Conduct: Students are required to behave in the same respectful manner as they do during school hours. Any repeated misconduct will be reported to the principal and handled in the same manner as during school hours.

Daily Dismissal: Before beginning the after school program you should have completed an information sheet listing all persons authorized to pick up your child on

any given day. Your child will not be released to anyone not on this list. You may pick your child up at any time prior to 5:45, but the \$5 fee still applies.

Late Pick up Fee: It is important that you pick up your child no later than 5:45, p.m. **There will be a \$1.00 late fee for every minute that a parent is later than 5:45, p.m.**

Repeated and/or intentional late pick ups may result in your child(ren)'s dismissal from the program.

4.02.05 Early Arrivals

(Revised April 2018)

Students are not to arrive at school before 6:00 a.m. Students arriving before 7:40 should go directly to the room designated for morning care. They should not loiter outside the building or in the restrooms or halls upon arrival. They will remain there until excused at 7:40. While under the supervision of the morning care volunteers, students must obey all school rules. No iPads are permitted at this time.

4.02.06 Early Dismissals

(Revised July 2018)

Trinity Lutheran will sometimes dismiss early (teacher institutes, longer vacations, etc.) If school is dismissed before 12 pm, lunch will not be served. If dismissal is after 12 pm, lunch will be served. Bus service and after care will be provided for early dismissals. Students must bring their own lunch to after care on days lunch is not served.

4.02.07 School Closings

(Revised 3/28/17)

Trinity Lutheran School follows the school closing of Red Bud School District #132 with the exception that, if there is a delay in opening, Trinity will be closed

Occasionally, it may be necessary to dismiss students early if the weather worsens during the school day. Please be sure your student has instructions about what to do if that happens. Bus runs will be on regular routes unless some roads are impassable. Please make provisions for students arriving home several hours early to get into the house.

There may be times when the school must close due to illness outbreaks. If 35% of the students are absent due to illness, school may be cancelled to prevent the spread of illness as well as to allow for cleaning and sanitation. In this situation, parents will be notified by post on social media as well as a phone call from a faculty member.

4.02.08 Illnesses & Absences

(Revised March 2018)

Students should not come to school if they are ill. If in the teacher's opinion a student is too ill to be at school, the parents will be contacted to come and pick him/her up. If a student becomes ill while at school, he/she will be allowed to call home. In cases where a child has a communicable disease or condition such as head lice, measles, mumps,

etc., the school should be notified as soon as possible.

Students should not attend school if he/she has: **NO EXCEPTIONS**

1. Fever in the past 24 hours 100 degrees or higher
2. Vomiting in the past 24 hours
3. Diarrhea in the past 24 hours
4. Strep Throat (must have been taking antibiotic for at least 24 hours before returning to school)
5. Bad Cold, with a very runny nose or bad cough, especially if it has kept the child awake at night.
6. Head Lice- live bugs or nits (lice eggs)
7. Rash
8. Pinkeye- (must be on antibiotic eye drops for 24 hours, which includes 4 doses, before returning to school)

Regular attendance is important to maintaining high quality in a student's work. When absences do occur, the school needs to be notified before the beginning of the school day. Failure to notify the school will result in an unexcused absence (see definition below). A student may have up to 9 absences excused (see definition below) by having a parent/guardian call the school prior to the absence. After 9 excused absences, the student will need a doctor's note in order for the absence to be excused. Upon returning to school, the student must bring a written excuse from either his/her parents or doctor. This will be placed into the student's file.

If a student is absent more than 10% of the attendance days during a grading period, the principal will hold a conference with the student and parents. If it is determined that the student is absent without a valid reason, the Randolph County Truancy Officer will be contacted.

Any student not arriving by 8:15 a.m. will be marked absent for at least ½ day. Any student leaving before 2:15 pm will be considered absent for ½ day.

If a student needs to leave school during regular hours, the parent should send a note to school with the student.

Unexcused absence: Student may not receive credit for assignments being missed.

Excused absence: Student will receive full credit for assignments being missed. The students will be given one extra day for each day of excused absence in order to make up the missed work. After that, it is the teacher's discretion to accept the homework. Parents are encouraged to contact their child's teacher to obtain daily work during periods of prolonged absence. On the third day of continuous absence, the teacher will attempt to contact the parent.

Planned Absence: A parent may request, in writing, a planned absence from school. The administrator has the authority to approve or deny request. All school work must be completed within one day for each day absent with a three day maximum.

4.02.09 Tardiness

(Revised June 2017)

Being late to school interrupts the school day for all children. Being excessively late to school will be considered misconduct and be subject to disciplinary action. All students need to enter the building via the office doors after 7:45 am. All students are to be in their classroom ready to begin school at 7:45 a.m. or they are tardy. This policy applies to ALL grades.

4.02.10 Tuition:

(Revised June 2019)

Trinity Lutheran School is maintained by the members of Trinity Lutheran Church. The combined costs of books, equipment, teachers' salaries, utilities, janitorial services and other costs represent a large amount of money, both on a school and per capita basis. All members of Trinity Lutheran Church lend financial support to the school. No financial support is received from public funds. Member families are requested to support the church in an equitable manner commensurate with the benefits they are receiving.

Families outside the congregation do not have the opportunity to financially support our school in the same manner. Therefore, a tuition fee of \$1785 per child (grades K-8) is assessed any non-member of Trinity Lutheran Church. This tuition fee is a way for all non-member parents to support our school and still only represents a portion of the per pupil cost of each child.

No child shall be denied a Christian education because of an inability to meet tuition requirements. The Board of Education has the right to analyze every situation where families have children enrolled at Trinity. If a family burden is realized, the Board has authority to assist the families by providing grants in aid which will be applied toward a child's tuition.

A sliding scale will be used as follows: first student 100% (full) tuition, second student 50% tuition and third student and beyond tuition free. The sliding scale also applies to students enrolled in the preschool program.

Families that are members of sister congregations of The Lutheran Church – Missouri Synod will not receive a reduction in tuition fees for multiple students from the same family.

Tuition Refund Policy - If a student who has paid tuition leaves Trinity during the school term, the tuition that was paid will be refunded on a per diem basis, after any outstanding balances are paid. If tuition was paid by a congregation, the refund will be paid to the congregation. Registration fees are nonrefundable. A student may not attend class in a new school year until all fees are paid from previous school year.

4.02.11 Immunizations and Medical Examinations:

(Revised 11/24/15)

Illinois state law requires that, in order for Trinity Lutheran School to be recognized as a school, students must follow state laws for physicals, eye and dental exams, and immunizations. Of these required immunizations and exam forms are not in the school office by October 15, the child(ren) will not be able to attend school until those requirements have been met. If a parent objects for religious reasons, there is a form available in the office that must be filled out stating the religious reasons for the objection. Then the doctor and school principal must sign the form for it to be complete.

Immunizations are available from the Bi-County Health Department and appointments may be made by calling 939-3871 or 826-5007. Please make these appointments early in the summer, so immunizations are completed before the start of school.

Illinois Dental Law requires all students entering kindergarten, second and sixth grade must have a dental exam before the start of school.

Kindergarteners are required an eye health exam by an optometrist or ophthalmologist before the start of school.

4.02.12 Church Attendance:

(Revised 2016)

Since the religious instruction and program of the school are an integral part of the congregational life, it is strongly urged that all pupils attend divine worship regularly and faithfully. Parents need to set a good example if children are expected to follow in their Lord's footsteps. Teachers in grades Kindergarten through eighth grade keep a record of every child's church and Sunday School attendance. This record goes on the regular report card to remind the parents of their family's worship record.

4.02.13 Financial Aid

(Adopted January 2015)

Financial Aid is available for students. Trinity Lutheran School will be using an outside source named FACTS Management to assess the family's need for financial aid. The family will fill out an application and submit information to FACTS over the internet. FACTS then will make a recommendation to Trinity Lutheran School on the amount of financial aid required by the family. Parents will be responsible for any and all fees related to the online application made to FACTS. Additional information is available in the School Office and through the FACTS Management website at www.factsmgt.com.

Trinity Lutheran School and The Board of Education will handle every matter in a confidential and professional manner.

4.02.14 Dress Code:

(Revised June 2017)

I Corinthians 6:19,20

Do you not 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 were bought with a price.

Therefore, honor God with your body.

Trinity's dress code is summed up in five words: modest, clean, neat, reasonable, and appropriate. The dress code applies to all school activities unless otherwise specified by the principal and faculty.

- A. General: Students must have sufficient garments for the student to be considered fully clothed. No undergarments are to be exposed. All clothing is to be loose fitting, not tight or form fitting. No skin is to be exposed at the waist. Clothing with slogans or logos which promote or advertise the use of alcohol or drugs should not be worn. Additionally, clothing with printing, pictures, or innuendoes or of an immoral nature should not be worn. Caps may be worn to school but must be removed as students enter the building. Clothing should be in good repair with no holes, tears, or frayed hems.
- B. Shirts and Tops: Halters, tube tops, clothing with holes, bare midriffs, tank tops or similar clothing, clothing with spaghetti straps, and the like, are not considered proper school attire. A modest neckline is required, and is considered to be less than two inches below the clavicle (collar bone). Shirt straps should be at least 3 finger widths.
- C. Skirts, Dresses and Shorts: Skirts, dresses and shorts should follow guidelines of modesty. They should be at least the length of the fingertips of student standing with hands down at their side.
- D. Pants: Spandex and leggings are only acceptable with a tunic type shirt that covers the posterior. Low-rise pants are not acceptable. There should be no printing on the seat.
- E. Shoes: Shoes are to have straps or full backs. Heels are to be no more than two inches in height. Athletic shoes are required for indoor recess and physical education classes.

Enforcement

First Offense: When a child violates the dress code, the teacher will warn the child for a first offense violation and explain why the dress was inappropriate. The school will notify the parent of the violation. If the offense is more serious in nature, an immediate remediation may be required by the teacher and principal. A note will be sent home, signed by the parent, and returned to school.

Second and Subsequent Offenses: If a child is cited for a second or subsequent offense of the dress code, the student will be sent to the office and will not return to the classroom until the situation has been corrected.

4.02.15 Visitors

(Adopted 3/28/17)

Visitors must sign in/out at the office.

4.03.00 Academic Issues

4.03.01 Homework and Communication

(Revised June 2017)

Homework is an important part of learning, not only of content, but also of good work habits. To that end, good communication between teacher, student, and parent is essential. Parents are encouraged to email or telephone teachers whenever they have a question or concern regarding homework.

Expectations:

1. Students will hand in completed homework on time.
2. Students will have required materials for each class period.
3. Parents are to be contacted for multiple incomplete homework assignments.

If a child is caught cheating on an assignment, a “0” will be given for the assignment. If a second or more offense occurs, a detention will be given for the offense, along with a “0” for the assignment.

In an effort for teachers to communicate and stay connected with families while at the same time having personal and family time, the following schedule will be followed: teachers will respond to phone calls, email, texts, or other forms of communication within 24 hours if the contacts are made between 7:30 AM and 3:30 PM on Friday. If the contact is between 3:30 PM Friday and 7:30 AM Monday (over the weekend), the teacher will respond by 6:00 PM on Monday. “Respond” means that they will contact the appropriate person with an answer or they will indicate when they can provide the help or answers needed.

4.03.02 Honor Roll

(Revised July 2018)

At the close of each quarter, an academic honor roll for students in Grades 5-8 will be published in the monthly church newsletter and the North County News.

To be listed on the high honor roll, the student must achieve all A's. To be listed on the honor roll, the student must achieve all A's and B's. Certificates will be awarded at the end of the year to students who receive honor roll recognition all four quarters.

Trinity Lutheran School will choose a Valedictorian and Salutatorian after the third quarter of the eighth grade year. Averages will be figured on grades received as they are on report cards from grades 6-8 following the letter grade scale listed below. The person with the highest average will be the Valedictorian and the person with the second highest grades will be the Salutatorian. The Valedictorian's speech looks toward the future while the Salutatorian's speech reflects on the past years at Trinity.

Letter grades will be assigned the following numerical values in computing grade averages: A+ = 12, A = 11, A- = 10, B+ = 9, B = 8, B- = 7, C+ = 6, C = 5, C- = 4, D+ = 3, D = 2, D- = 1, F = 0

4.03.03 Grading Scale:

(Revised June 2017)

The following is the grading system that is used for Grades 1 – 8.

A+	100
A	94-99
A-	93
B+	92
B	86-91
B-	85
C+	84
C	76-83
C-	75
D+	74
D	66-73
D-	65
F	64 and below

The above scale is used in first and second grade in the following subjects: Reading, Spelling, English, Math, Phonics. Other subjects are graded with S – Satisfactory and N – Needs Improvement.

The following is the grading system used for Kindergarten.

- A – Accomplished
- P – Progress
- B – Beginning to Understand

4.03.04 Reports:

(Revised June 2017)

Report cards will be sent home four times a year. Report Cards will be sent home in an envelope. The envelopes are to be signed by a parent and returned to the teacher.

Progress reports for grades three through eight are issued midway through each quarter. These should be signed and returned to school. These grades do not become part of the child's permanent record.

4.03.05 Achievement Tests:

(Revised March 2018)

Trinity administers standardized tests in grades kindergarten through eight each spring. Results of these tests will be shared with parents.

4.03.06 Retention/Promotion

(June 2018)

Trinity Lutheran School believes that the promotion of students from one grade to another should be based on the student's ability, achievement, and attendance. The retention of any student will be based a thorough review of the individual case with the final decision resting with the school administrator. The administrator will notify the board of any student retention and reasons for the decision.

Factors that may cause a student to be ineligible for promotion may be:

1. Lack of passing grades grades in reading, writing, language arts, mathematics, science and social studies.
2. Poor achievement testing data.
3. More than 15 days absence during the course of the year, and
4. Inappropriate social, emotional, and physical well-being and adjustment

4.03.07 Textbooks

(2013 Manual)

Textbooks are valuable. Hardcover texts must serve Trinity students for a number of years. Reasonable care will keep the need for replacement to a minimum. Students will be charged for any marked, damaged, or lost books.

4.03.08 Field Trips:

(Revised September 2017)

4.03.08a General

Both pupils and instructors need to get beyond the classroom in seeking new learning climates. Therefore, field trips will be taken throughout the year. These trips may involve going to a local spot of interest such as a library, or they may involve going beyond our community to view different environments. No matter how far the trip will be, a written permission slip signed by the child's parent or guardian will be required for each student for each trip. When buses are taken, a roll call of all students will be taken before the bus leaves and returns.

Misbehavior reported by parents is punishable by detention.

Since field trips are educational, it is expected that every child will attend. In those cases where a child is unable to attend, homework will be given which is specifically related to the field trip. That homework will be due the next day.

It is possible that overnight field trips may be scheduled. In such cases, there will be proper supervision and chaperones. The school board will approve overnight field trips. A covenant must be signed by all students prior to attending an overnight field trip.

Fundraising may be necessary for special class trips. This fundraising will be optional,

but only students who participate in the special fundraising events will be entitled to a portion of the funds raised. All income from these special fundraising activities will be the property of the grade that raised them. Individual participation will be tracked by the teacher. Under no circumstances will funds be reimbursed to students who leave Trinity Lutheran School or choose not to participate in the special activity. All fundraisers must be preapproved with the administrator and checked on the school calendar that it does not coincide with any other fundraiser.

From time to time passenger vehicles may be used to transport children from school on shorter field trips. If passenger vehicles are used, the Illinois law regarding safety seats must be followed. The Illinois law went into effect on January 1, 2012. It states that all children under eight years of age must be properly restrained in a booster or child safety seat. From ages 8-12, all are required to use a properly adjusted seat belt, using a belt adjusting booster seat if needed. All passengers are required to wear an appropriate restraint system.

The law affects most of our students in preschool through second grade. If your child is going on a school field trip in a passenger vehicle, the child will be required to bring the required booster or child safety seat. Failure to bring the appropriate child restraint system will prevent a child from attending the field trip. This precaution must be taken to insure the safest means for transporting the child, as well as protect the driver from receiving potentially heavy fines.

4.03.08b 7th/8th Grade Class Field Trip

The 7th and 8th grade classes will take a field trip to Chicago the first week of May every other year. A teacher or administrator of Trinity must attend as the chaperone/leader. This leader is in charge of all activities during the field trip. Students and parents are required to respect the leader's instructions. The leader will meet with the students and parents periodically to discuss budget, fundraising, attendees, deposit, covenant, etc.

A non-refundable deposit of \$150 per family going is required by the parent/student/leader meeting.

Fundraising

All fundraisers must be preapproved with the principal and checked on the school calendar that it does not coincide with any other fundraiser. Students may begin fundraising in 6th grade. This fundraising will be optional, but only students who participate in the special fundraising events will be entitled to a portion of the funds raised. Individual participation will be tracked by the leader. Funds will be raised for travel expenses, hotel accommodations, entrance fees, teacher and students' meals, and in case of an emergency. The funds required will be for the leader, students, and one guardian (21 years or older) per student to attend. Any additional guardians (21 years or older) may attend if they pay their own way. The students may disperse the remaining funds to the school or to the 5th & 6th graders for their class trip. No money leftover will be distributed to any individual, student, parent, or family. If leftover money has not been dispersed by 6 months after completion of the trip, it will be given to the school. Any additional expenses such as souvenirs, snacks, meals not included in tour

price, etc. are the responsibility of each person attending.

General Outline of Fundraising:

- Rummage Sale (September)
- Soap (fall)
- Adult Prom (Winter)
- Fall Bazaar (Fall)
- Soap (Spring)
- Trash Bags
- Hanging Baskets (late spring)
- Painting Night (anytime)

4.03.08c Covenant

TRINITY COVENANT

As we prepare to experience the field trip together, we covenant with one another as a family in Christ. A covenant is a promise or agreement between two or more people. This Group Covenant contains our promises and commitments to each other for how we will act, interact, and react during the field trip.

1. We agree to honor one another as members of God's family by treating

others in a Christian manner:

- Show concern for others' physical, emotional, and spiritual well being.
- Use words that "build people up."
- Have a positive attitude and be flexible when things go wrong or schedules change.
- Understand that leaders will sometimes make decisions that we don't like but we will be supportive anyway.

2. We agree to care for each other by helping in these ways:

- Offering to carry luggage, open doors, or assist with any job.
- Being on time for meetings, so we don't hold everyone up.
- Not trying to "sneak out" of commitments made in this covenant.
- Being tidy in rooms and considerate of others' sleep needs.

3. In addition, we expect our Adult Leaders to:

- Show patience with the group, and be flexible when a change of plans is needed.
- Show us a lighthearted, loving, and fun side to themselves.
- Consult youth in decision making as much as possible.
 - Show patience and try to get the "whole story" before reacting.
 - Follow this covenant fairly in dealing with problems.

4. We agree that we are called to be responsible to one another and to the families and church we represent and that we will behave in the following ways:

- With members of the opposite sex, we will show respect and follow biblical guidelines for Christian conduct, always being concerned for the other person's reputation, feelings, and well-being.
- Dress modestly. Show respect toward the opposite sex and toward yourself in the way you dress. If you cannot wear it to school, do not bring it. If you are wondering about something-do not bring it.
- Opposite genders will not be in rooms 1/2 hour before lights out and never in the mornings (roommates may be getting ready).

- When we're angry or upset we will talk to the person(s) involved (Matthew 18) or seek the help of an adult in resolving a problem.
- We will not smoke and use any tobacco or alcohol or any controlled or illicit substance.
- We will not use "put-downs" or insults (seriously or in jest - sarcasm).
- We will keep copies of our personal emergency forms with us at all times. (Leader will have a 2nd copy for everyone in their group.)
- We will use common sense and Christian care when an issue is not covered by this covenant.
- We will not use foul or inappropriate language. This also includes music, movies, etc.

5. We agree to abide by these rules and expectations:

- Full participation in all events.
- Full cooperation with any adult.
- Follow the lights out, in our own rooms, and quiet by time to be determined by leader each night.
- No illegal use of drugs or alcohol.
- Refrain from the use of cell phones during tours. It's okay to have them out to take pictures. No calls, texting, or posting when someone is speaking.
- Be aware of your surroundings. Do not be on phones or anything distracting while walking.
- To always travel in groups of 2 or more, and *always* let your Leader know where you are going.
- Under no circumstances, leave the tour or hotel without an adult leader.
- The leader has the right to search luggage and/or hotel room at any time.

6. On the bus we will abide by these rules and expectations.

- Keep the bus clean and pick up after ourselves at all times.
- Show care for those who are sleeping on the bus by not disturbing or being loud around them.
- No glass bottles.

7. When someone breaks this covenant, we will handle the problem with the following consequences:

- Youth may be asked to consult privately with the leader or other youth involved.
- Youth may be asked to spend part or all of the day under the direct supervision of the leader.
- Substance abuse (alcohol and other drugs) or other major problems (theft, fighting, property damage, etc): ZERO TOLERANCE. Police may be called

and the teen may be sent home at parent's expense.

- Cell phones: First time it is noticed, you will be asked to put it away. Next time, the leader confiscates it for the remainder of the day.
- Clothing: If 2 chaperones deem it inappropriate, you will be asked to change.
- Make every effort to let a leader know if you are going to be late. After 1 warning or if you are more than 10 minutes late, you may be assigned supervision.
- If it is discovered that a youth has gone off on their own, parents may be contacted to arrange immediate transportation home.
- Inappropriate behavior (if noticed by a leader): First time, teen will be spoken to. Second time, having to accompany a leader the rest of the day. Third time, parents are called to arrange transportation home. If a leader is contacted by the tour or hotel staff about inappropriate behavior, first offense is having to accompany leader for the day/next day. Second time, parents are contacted to arrange immediate transportation home.

8. If someone gets separated from the group:

- If possible, call the leader on their cell phone. (Phone number should be programmed into each participant's phone.)
- We will meet at the place our group agreed upon in advance. (This means groups or buddies must be sure to set up designated meeting places at each event.)
- If in doubt stay put and call the leader.

9. We will communicate the trip experience within our home congregation as we:

- Bring back photos, stories, and other mementos to share.
- Participate in sharing these experiences with the congregation.
- Show care not to leave those who did not attend out of conversations.

As a youth participant, I promise to uphold this covenant to the best of my ability and follow the direction of my leader.

Youth

Signature: _____

As a leader, I promise to uphold this covenant to the best of my ability. I will also be a good spiritual leader for these youth and represent Trinity well. I will be in contact with the parents as often as necessary so that they know I am taking good care of their children.

Adult Leader

Signature: _____

As a parent of a youth attending, I promise to make sure my child understands this covenant and upholds it to the best of their ability. I will support the leader and whatever decisions he/she makes for my child on this trip, and I promise to pray for them while they are gone.

Parent

Signature: _____

As a spiritual leader of this congregation, I promise to uplift all parents, youth, and the leader as they go through this journey. I will support them as best I can to make sure they uphold this covenant and have the best experience possible. I will promote their experiences to the congregation and lead the congregation in praying for them.

Pastor

Signature: _____

4.03.09 Acceptable Use of Personal Electronic Devices

(PED) *(Revised 4/25/17)*

Phone Policy: Students will turn in their phones when they enter the building for the school day, and pick them up after the dismissal prayer. Unless they have permission, they may not use their phone until leaving the school grounds.

Kindles, iPads, Nooks, iPods, smartphones, etc. are digital devices that can store books, periodicals, and other electronic media. Use of such electronic devices and other similar tablet-type devices can be used to maintain technological relevance. The use of such is a privilege requiring caution and responsibility on the part of the students as well as parents.

Monitoring and control of student-owned technology can be challenging; therefore, rules regarding their use are specific and clear. A student violating this policy will have the PED immediately taken from the student and held in the school office until a parent can pick it up. If the student violates the policy two times, a detention will be given to the student and will lose the privilege of using the device at school for a length of time determined by the teachers and administration.

1. The PED is to remain turned off and out of site during the school day and during after hour activities (i.e. sporting events) sponsored by the school.
2. The PED is to be used only for the reading of school appropriate materials at appropriate times as determined by the teacher(s) and then only under their direct supervision.
3. The PED is not to be used for communication and/or entertainment purposes.
4. The PED must not be a distraction for the user or other students.
5. The PED must have camera/video, cellular, and network capabilities disabled while at school.
6. Students are responsible for knowing how to properly use their device, not laying a burden on the teachers.
7. The PED are not to be shared with classmates at school.
8. Responsibility for the physical safety of the PED is solely on that of the student, whether for damage or loss.

Students not using school owned technology as directed by the teacher will be given a 0 for the assignment and not allowed to use technology for a period to be determined by the teacher.

Students must have parent consent to bring and/or use a Personal Electronic Device Acceptable Use Agreement form on file at school.

4.03.10 Chromebook Student User Agreement

(March 2019)

Before student is allowed to use a chromebook and access to Trinity's Google domain, the Chromebook Student User Agreement and Parent Permission Form must be signed by the student and parent. A copy of this form is available on the digital backpack on Trinity's website.

4.03.11 Social Networking

(March 2019)

Social media is a great tool for parents and students to promote Trinity. When posting on social media, keep in mind privacy issues for students, parents, and staff. No comments or posts should be assumed private. Social media is not how a staff member should be contacted. Under no circumstances should offensive comments be made about students, parents, staff, nor the school in general. Any text, photographs, or videos put on social media which would be disrupting and/or derogatory to Trinity, or threaten, demean, or bully students, parents, or staff is prohibited and may result in removal of the child(ren) from Trinity.

4.04.00 Disciplinary Expectations and Procedures

(Revised November 24, 2009)

Trinity Lutheran School is committed to providing a Christian learning environment to include a safe and civil atmosphere for all students and employees at all times. We do this by respecting the well being of others and setting positive examples. We refrain from bullying, the use or possessions of weapons, and the vandalism of property, and do our utmost in defending our employees, students, and guests.

We know that the devil is constantly striving to get us to do sinful things. This is truer of a Christian setting. However, as God's redeemed children we are aware that we have a responsibility to behave in a Christ-like manner.

As a school, there are several disciplinary guidelines we wish every student at Trinity, regardless of age, to follow. The following is a list of those expectations, guidelines and consequences.

4.04.01 School Behavior:

(Revised June 2017)

4.04.01a Expectations:

1. Students will exemplify Christian living through language and behavior.
2. Students will show respect for themselves and others
3. Students will show concern and respect for school property.

4.04.01b Guidelines and Consequences:

1. No foul language – verbal
First offense – lose two recess periods
Second offense – receive a detention
2. No foul language – written
Receive a detention
3. No physical abuse (hitting, pushing, kicking, throwing objects, tripping, etc.) or verbal intimidation
First offense – lose two recess periods
Second offense – receive a detention
4. If recess periods are outside, all children will be outside unless they have special permission from a parent or teacher.
Failure to comply will incur the loss of the next recess.
5. No one is to leave the playground or gym during recess unless given permission by the teacher.
Loss of the next recess
6. No arguing or talking back to an adult
First offense – lose two recess periods
Second offense – receive a detention

Consequences:

1. Teachers will establish appropriate consequences for minor offenses within their jurisdiction.
2. For those activities which could cause physical harm, such as, but not limited to, fighting, drugs, firearms, etc, the student will be immediately suspended from school until such time as the principal can meet with the school board, parents, and student. This must be accomplished within seven days of the suspension. A student will be expected to complete missed assignments.
3. Expulsion is the termination of the student enrolled in the school. Trinity Lutheran School reserves the right to expel any student for persistent or severe misconduct or failure of parent(s) or student(s) to comply with school rules and standards. The Trinity School Board has the sole authority to expel students without further approval to any other officer, board, or assembly of Trinity Lutheran Church. No tuition or other fees paid to the school shall be refunded upon expulsion.

4.04.01c Discipline Policy

(Adopted June 2017)

First of all, discipline begins by students knowing expectations. Consequences are always grounded in the Law and Gospel.

Each teacher handles the discipline in his/her classroom, and any teacher who sees misbehavior in places such as the hallway or playground will deal with it immediately. Each teacher is free to discipline in any way they see as appropriate, as long as it is consistent and fair.

4.04.01d Bullying

(Adopted June 2019)

Bullying, including cyber-bullying (see definition below), means any severe or pervasive physical or verbal act or conduct, including communications made in writing or electronically, directed toward a student or students that has or can be reasonably predicted to have the effect of one or more of the following:

1. Placing the student or students in reasonable fear of harm to the student's or students' person or property;
2. Causing a substantially detrimental effect on the student's or students' physical or mental health;
3. Substantially interfering with the student's or students' academic performance; or
4. Substantially interfering with the student's or students' ability to participate in or benefit from the services, activities, or privileges provided by a school.

Bullying is prohibited in each of the following situations:

1. During any school-sponsored education program or activity.
2. While in school, on school property, on school buses or other school vehicles, at designated school bus stops waiting for the school bus, or at school-sponsored or school-sanctioned events or activities.
3. Through the transmission of information from a school computer, a school computer network, or other similar electronic school equipment.
4. Through the transmission of information from a computer that is accessed at a non-school related location, activity, function, or program or from the use of technology or an electronic device that is not owned, leased, or used by the school district or school if the bullying causes a substantial disruption to the educational process or orderly operation of a school.

Cyber-bullying means bullying through the use of technology or any electronic communication, including without limitation any transfer of signs, signals, writing, images, sounds, data, or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic system, photo-electronic system, or photo-optical system, including without limitation electronic mail, Internet communications, instant messages, or facsimile communications. Cyber-bullying includes the creation of any electronic presence (for example, webpage, weblog, social media profile, etc.) in which the creator

assumes the identity of another person or the knowing impersonation of another person as the author of posted content or messages if the creation or impersonation creates any of the effects enumerated in the definition of bullying. Cyber-bullying also includes the distribution by electronic means of a communication or the posting of material on an electronic medium that may be accessed by one or more persons if the distribution or posting creates any of the effects enumerated in the definition of bullying. Examples of prohibited conduct include name-calling, using derogatory slurs, stalking, sexual violence, causing psychological harm, threatening or causing physical harm, threatened or actual destruction of property, or wearing or possessing items depicting or implying hatred or prejudice of one of the characteristics stated above. Students are encouraged to immediately report bullying. A report may be made orally or in writing to the principal or any staff member with whom the student is comfortable speaking. Anyone, including staff members and parents/guardians, who has information about actual or threatened bullying is encouraged to report it to the principal or any staff member. Anonymous reports are also accepted by phone call or in writing.

A reprisal or retaliation against any person who reports an act of bullying is prohibited. A student's act of reprisal or retaliation will be treated as bullying for purposes of determining any consequences or other appropriate remedial actions. A student will not be punished for reporting bullying or supplying information, even if the school's investigation concludes that no bullying occurred. However, knowingly making a false accusation or providing knowingly false information will be treated as bullying for purposes of determining any consequences or other appropriate remedial actions.

Any child found guilty of bullying will have a conference with the principal, pastor, and parent(s)/guardian(s) to discuss behavior and appropriate consequences.

4.04.01e Sexual Harassment

Sexual harassment of students is prohibited. A person engages in sexual harassment whenever he or she makes sexual advances, requests sexual favors, and/or engages in other verbal or physical conduct, including sexual violence, of a sexual or sex-based nature, imposed on the basis of sex, that:

1. Denies or limits the provision of educational aid, benefits, services, or treatment; or that makes such conduct a condition of a student's academic status; or
2. Has the purpose or effect of:
 - a. Substantially interfering with a student's educational environment
 - b. Creating an intimidating, hostile, or offensive educational environment;
 - c. Depriving a student of educational aid, benefits, services, or treatment; or
 - d. Making submission to or rejection of such conduct the basis for academic decisions affecting a student. The terms intimidating, hostile, and offensive include conduct that has the effect of humiliation, embarrassment, or discomfort. Examples of sexual harassment include touching, crude jokes or pictures, discussions of sexual experiences, teasing related to sexual

characteristics, and spreading rumors related to a person's alleged sexual activities. The term sexual violence includes a number of different acts. Examples of sexual violence include, but are not limited to, rape, sexual assault, sexual battery, sexual abuse, and sexual coercion.

Any child found guilty of sexual harassment will have a conference with the principal, pastor, and parent(s)/guardian(s) to discuss behavior and appropriate consequences.

4.04.02 Weapons

(Revised November 24, 2009)

The possession of items intended to inflict bodily harm to another person are not permitted at school functions unless it is being assigned by a teacher. Weapons may include, but are not limited to: firearms, knives, brass knuckles, chains, or other sharp or pointed objects.

The possession of any look-alike items is also not allowed on school property and could result in disciplinary action as if the items were authentic.

4.04.03 School Bus Riders and Car Riders

(Revised June 2017)

At the time of school dismissal, students will be directed to their appointed points for pick up. Car riders will be dismissed a few minutes before the bus riders. Children are to check in with that teacher as they leave. If there is a change in transportation from school to home, parents are to send a note indicating the name of the child, parent telephone information, and the name and relationship of the person who will be picking up the child. If this not possible, a phone call to the school office by 2:00 PM will be needed to share such information.

Riding the school bus is a privilege. As is the case with all privileges, it can be taken away. If there is a change in bus transportation, parents are to send a note indicating the name of the child, parent telephone information, and the name, relationship, and address of the person accepting the child from the bus. If this is not possible, a phone call to the school office by 2:00 PM will be needed to share such information.

Expectations:

1. Remain seated until the bus has come to a complete stop.
2. No drinking, or smoking at any time.
3. The student's entire body should remain inside the bus, unless the student is entering or leaving the bus.
4. Conversation should be courteous and kept at a low level.
5. Nothing should be thrown out of, or within the bus.
6. The driver's instructions should be followed promptly.

Consequences:

1. If the bus driver has a problem with a child in violation of the rules, the bus driver will give the name of the child to the principal along with a description of the offense. The principal will then contact the parent and talk with the

- student.
2. The second time the child is reported, the child will be prohibited from riding the bus for one week.
 3. If a third offense occurs, then the child will lose bus service for the remainder of the year.

These rules apply when traveling to and from school, athletic events, and field trips whether in a bus or private vehicle unless otherwise instructed.

The principal will normally support the bus driver's recommendation for disciplinary action concerning a student's behavior on the bus.

4.04.04 Bicycles

(2013 manual)

There will be no riding of bicycles to or from school. Any exceptions must be approved by the principal.

4.04.05 Walking

(2013 manual)

There will be no walking to and from school. Any exceptions must be approved by the principal.

4.04.06 Detention

(Revised July 2018)

All detentions will be served for an hour after school on the next school day after it is received. If necessary, an alternate date will be given that is agreed upon by the parent and teacher.

Students will be given a form indicating the date of the detention and the reason it was given. This form must be signed by the parent and returned the following day to the teacher who assigned the detention.

The student will go to the designated room and will be expected to work quietly at a desk without talking to anyone. A teacher will supervise the detention and dismiss the child at the appropriate time.

Any student receiving four detentions for school or bus behavior, or a combination of the two, will be requested to appear before the school board with a parent and the teacher present.

4.05.00 Miscellaneous Issues

4.05.01 Telephone

(revised 2016)

The school telephone is not available for general use by students. Permission for its use will be granted in cases of illness or other emergencies. (Forgotten assignments, lunches, athletic uniforms, and equipment will not be considered emergencies.) Any student caught using the phone without permission from his/her teacher will receive a detention.

If a parent wishes to speak with their child's teacher, please phone either before or after school. Teachers will not routinely be called to the phone during school hours.

4.05.02 Lunch

(revised March 2018)

Trinity provides lunch for \$2.75 for grades K-8 and adults who choose to eat here. Preschool lunches are included in monthly fees. Parents are encouraged to make lunch payments by check. Students may decide each day based on the menu whether they want hot or cold lunch. Questions concerning lunch fees should be addressed to the school cook.

4.05.03 Lockers and Desks

(revised November 24, 2009)

A student's school locker and desk are the property of the school and must be used for the purposes intended: a storage area for books, school supplies, and outdoor garments. They should be kept neat and clean.

Any member of the Trinity staff retains the right to search student belongings (i.e.: backpacks, lunch bags, etc.), desk, locker, and the like, at any time, especially when there is reasonable suspicion of a violation of a school policy

4.05.04 Lost and Found

(revised June 2017)

Please check with the school secretary to see if a lost item was turned in or located.

4.05.05 Administering Medication to Students

(revised March 2018)

TLS acknowledges that in certain instances it may be necessary for a student to have medication administered to him/her while in attendance at school. TLS discourages the administration of medication on school premises where other options exist. Whenever possible, it is recommended that the first dose of a newly-prescribed medication be given at home.

Administration of Medication During School Hours, Off-Campus Field Trips and School-Sponsored Events

1. The following procedure must be followed for any medication (whether prescription or over-the-counter) to be administered to a student pursuant to a health care provider's order. Such an order must be obtained from a health care provider.
 - a. The parent/legal guardian shall provide a written consent to give medications during school hours (prescription and over the counter medication)

- b. The health care provider shall provide a written dosage schedule for students receiving prescription medications during school hours
- c. All prescription and over the counter medications must be in the original container (and in the case of prescription medications, appropriately labeled by the health care provider or pharmacy)
- d. If there is a later change in the medical order (such as change in dose, frequency or type of medication), a new written consent must be given.
- e. Medications being kept at the school and no longer required (or remaining at the end of the school year) must be removed by the parent/legal guardian. Medication not removed by the parent/legal guardian in a timely manner shall be disposed of by the school.
- f. TLS disclaims any and all responsibility for the diagnosis, prescription of treatment, and administration of medication for any student.

Self-Administration of Medications

Inhalers and Epi-Pens

Students shall be authorized to possess and self-administer emergency medication from an asthma inhaler or epinephrine pen (epi-pen) if the following requirements are met.

1. The student must have the prior written approval of the student's health care provider and, if the student is a minor, the prior written approval of his/her parent/guardian
2. The student/s parent/guardian must submit written verification from the student's health care provider confirming that the student has the knowledge and the skills to safely possess and use an asthma inhaler or epi-pen in school.

Other Medications

Students are not allowed to carry medications (this includes prescription medications as well as those purchased over-the-counter) while in school

Administering of Over-the-Counter Medications

With prior parental/legal guardian written permission students may receive certain over-the-counter medications at school. All such requests must be approved by the school administrator. Over-The-Counter Medication Authorization Form must be filled out.

Personnel Authorized to Administer Medications

Medications may be administered by the administrator and/or appointed faculty member who has knowledge of the written consent and dosage schedule.

Confidentiality of Information

To the extent legally permissible, school staff may be provided with such information regarding a student's medication(s) as may be in the best interest of the student.

Delivery of Medication

1. The student's parents shall deliver any medication to be administered by school

personnel to the school in its original container. In the event that this is not practical, the parent must contact the school to make alternate arrangements.

2. No more than a 20-day (one month) supply of medication shall be kept at school, excluding inhalers and epinephrine pens. The parent is responsible for the replenishment of medication kept at school.
3. If the health care provider's order/prescription is for a medication regulated by the Federal Narcotics Act, no more than a one week supply shall be kept at school.

Storage of Medications

All medications shall be stored in a secure space in the school and locked at all times except during the actual administration of medication.

4.06.00 Parent/Teacher Issues

4.06.01 Conflict Resolution

(revised 2016)

Any problem which is affecting a child's school life should be discussed first with the child's teacher. Small problems have a way of getting bigger when ignored. In problems which are school related, the teacher is the source for improvement. The teacher cannot improve a situation or resolve a conflict if he/she is not aware of the problem.

The following steps are to be taken when problems arise with a particular teacher:

1. First, contact the teacher in relation to the problem. This includes areas such as homework, discipline, and classroom management.
2. If the problem is not resolved, the student, parent, and teacher should meet with the principal.
3. If the problem is still not resolved, the school board should be notified.

In cases where the problem is with the principal:

1. First, contact the principal in relation to the problem. This includes areas such as homework, discipline, and classroom management.
2. If the problem is not resolved, the student, parent, and principal should meet with the pastor.
3. If the problem still is not resolved, the school board should be notified.

4.06.02 Parent/Teacher Conferences

(Revised June 2017)

Parent/Teacher conferences are scheduled after the first quarter of the school year. All parents will be scheduled for a conference after the first quarter.

Teachers are available upon request from parents to schedule a home visit prior to the beginning of the school year.

Teachers and parents may schedule conferences during the school year as the need arises. If you wish to schedule a conference with your child's teacher, please phone to arrange a time and place. Prearranged conferences will allow the teacher to do any research that may be necessary and to clear his/her schedule.

4.6.03 Parent-Teacher League

(revised 2016)

Parents and guardians of all pupils enrolled in Trinity Lutheran School are members of the P.T.L. The chief objective of the P.T.L. is to promote the welfare of the children and the cause of Christian education. Parents and others interested in Christian education are encouraged to become informed and active in the work of the P.T.L.

**4.07.00 Policy Statement regarding Sex, Gender,
and Sexuality**

04.07.00 Policy Statement regarding Sex, Gender, and Sexuality (Adopted 6/28/16)

“From the beginning of creation, God made them male and female. Therefore a man shall leave his father and mother and hold fast to his wife, and the two shall become one flesh.”

(the words of Jesus from Mark 10:6-8, citing Genesis 1:27 and Genesis 2:24)

In faithfulness to our Lord Jesus Christ and His Holy Scriptures, we affirm the following:

- The distinction between male and female is given by God in creation. It is neither a mere social construct nor a matter of personal perception.
- Marriage, as instituted by God, is the union of one man and one woman. The contrary decrees of civil governments do not alter God’s institution.
- We reject the notion that one may self-select a “gender identity” or “sexuality” that is outside the bounds of God’s commandments and His created order.
- One’s thoughts, feelings, and desires are potentially sinful, and are to be evaluated carefully in the light of God’s commandments. The Christian life is one of prudent discernment and self-control, not of impulsive and unrestrained self-indulgence.
- We recognize that all people struggle with various temptations and sinful desires. In compassion, we will not turn away those who are suffering from confusion of identity or conscience, but rather, with gentleness, seek to help them learn the truth of God’s word, receive Christ’s forgiveness, and endeavor to live the holy life of faith.
- We will not tolerate willful and unrepentant rebellion against God and His word, or intentional efforts to disrupt or oppose the teaching of God’s word at this school.

The faculty and staff of Trinity Lutheran School will teach and counsel all students in accordance with these affirmations.

This policy statement is offered for the purpose of informing the parents and guardians of our students regarding our beliefs and practices. We will not deny admission to any student solely because his or her parents or guardians disagree with these affirmations or live in a manner inconsistent with them.

Trinity is a member of the Lutheran Church – Missouri Synod. More information about the theological basis for this policy and the Synod’s position on these and other matters

can be found at www.lcms.org/socialissues

CONCLUSION

Not every instance can be covered in a handbook like this one. Our general rule is to follow common sense in situations that arise. We pray that our parents trust our staff to use their best judgement in handling all situations. We also pray that our common faith in Christ will help us through any trying times.