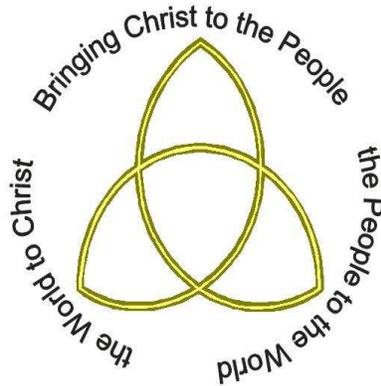


Parent/Student Handbook

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

2014-2015



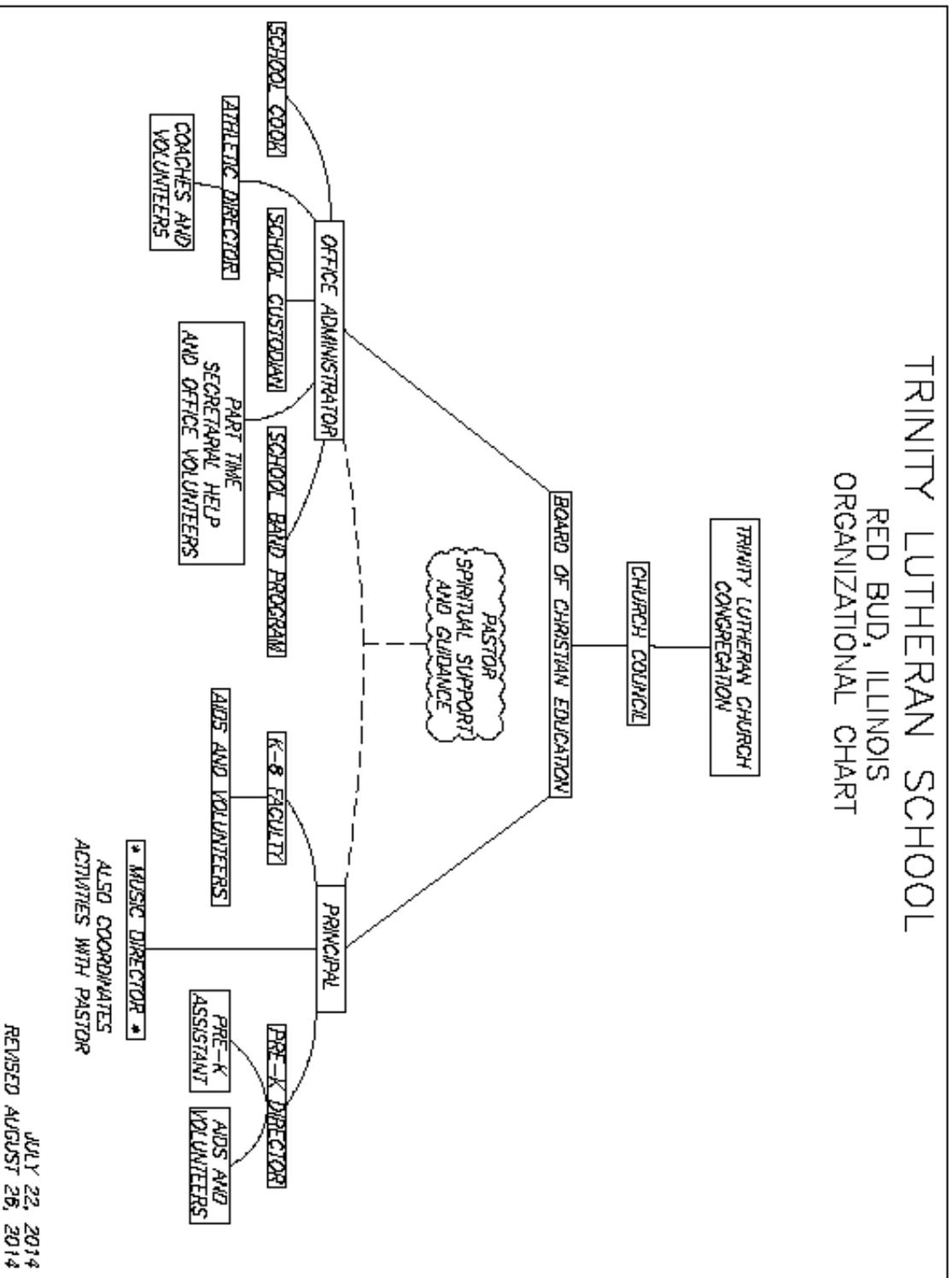
Let the little children come to me, and do not hinder them,
for the kingdom of heaven belongs to such as these.

Matthew 19:34

Mark 10:14

Luke 18:16

TRINITY LUTHERAN SCHOOL RED BUD, ILLINOIS ORGANIZATIONAL CHART



JULY 22, 2014
REVISED AUGUST 26, 2014

Table of Contents

4.01.00	Purpose and Programs
4.01.01	Mission Statement
4.01.02	Philosophy
4.01.03	Objectives
4.01.04	Control and Governance
4.01.05	Programs: Curricular
4.01.06	Programs: Extra Curricular
4.01.07	Special Education
4.02.00	Attendance Issues
4.02.01	Admission and Enrollment
4.02.02	Non-Discrimination
4.02.03	School Hours
4.02.04	Dismissal
4.02.05	Early Arrivals
4.02.06	Early Dismissals
4.02.07	School Closings
4.02.08	Absences
4.02.09	Illness
4.02.10	Tuition
4.02.11	Immunizations and Medical Exams
4.02.12	Church Attendance
4.02.13	Dress Code
4.03.00	Academic Issues
4.03.01	Homework and Communication
4.03.02	Library Guidelines
4.03.03	Honor Roll
4.03.04	Grading Scale
4.03.05	Progress Reports
4.03.06	Achievement Testing
4.03.07	Textbooks
4.03.08	Field Trips
4.03.09	Personal Electronic Devices (PED)
4.04.00	Disciplinary Expectations and Procedures
4.04.01	School Behavior
4.04.02	Weapons
4.04.03	Homework
4.04.04	Tardiness
4.04.05	School Buses
4.04.06	Bicycles
4.04.07	Walking
4.04.08	Corporal Punishment
4.04.09	Detention
4.04.10	Discipline Policy

4.05.00 Miscellaneous Issues

- 4.05.01 Telephone
- 4.05.02 Lunch
- 4.05.03 Lockers and Desks
- 4.05.04 Lost and Found
- 4.05.05 Administering Medication to Students

4.06.00 Parent/Teacher Issues

- 4.06.01 Guidance
- 4.06.02 Parent/Teacher Conferences
- 4.06.03 Parent-Teacher League

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

(Reviewed February 22, 2009)

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 seven 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.

4.01.05 Programs: Curricular

(2013 manual)

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. Unless the 3 R's are taught in the light of the fourth R, education achieves no moral goal, but rather makes men defiant of God and self righteous. 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. Kindergarten is self-contained, but grades 1 and 2 are combined, as well as grades 3 and 4, 5 and 6, and 7 and 8.

Kindergarten through grade 4 is mostly self-contained in subject areas; however, there may be exchanges for music and art.

Grades 5 through 8 are relatively departmentalized, particularly in mathematics, language arts, and reading.

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, DARE program
- Language Arts: Reading, phonics, literature, grammar, composition, public speaking, spelling, and handwriting
- Mathematics: General mathematics, Pre-Algebra, Algebra
- Music: Theory, appreciation, choral, band
Choirs at Trinity: (all choirs sing or play at church services and programs)
 - K-4 - Choral
 - 5-8 - Choral
 - K-2 – Bells
 - 3-4 – Recorders
 - 5-6 – Chimes
 - 7-8 – HandbellsJoined in Jesus – Students in 5th-8th grades audition for this singing group. Practices are held on Wednesdays from 3:30-4:00. 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 to be integrated into their classroom activities.

4.01.06 Programs: Extra Curricular

(Revised July 22, 2014)

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

- Spelling Bees: Monroe-Randolph County
- Science Fair: Local, regional, and state competition
- Christ Our Savior's Lutheran High School Scholar Bowl
- Art Contest: Monroe-Randolph County
- Literary Contest: Monroe-Randolph Literary Contest
- Spring School Play: Offered at the church picnic each May
- Music: School choirs, Christmas program, Joined in Jesus (A singing group that sings in area church services) for the upper grades and Jesus' Little Angels for the younger grades.
- Young Author's Conference: Monroe-Randolph County Contest
- Athletics: Member of the Okaw Valley Conference. Boys may participate in volleyball, basketball, and track and field. Girls may participate in softball, basketball, volleyball, 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) The child must maintain a 5.00 (C) grade point average. If at any time a student's grade point average (G.P.A.) should fall below a "C", that student will be prohibited from participating in any practice or athletic contest for at least one week. As soon as a student's G.P.A. returns to an acceptable "C" average thereafter, the student will be allowed to participate in school athletics. The student's G.P.A. will be monitored on a week by week basis. If at any time the G.P.A. falls below the "C" average again, the student will be dismissed from all school athletics for at least a one-week period. If a student should fall below a "C" G.P.A. for a third time, the student will be prohibited from any athletic practice or contest for the duration of that sport. Additionally, if a student receives an "F" in any particular subject area in any midterm or quarter report,

- the student will immediately be suspended from all school athletic activities for at least one week. The student may be reinstated when the grade has been improved to above the "F" level, and the G.P.A. remains above 5.0.
- 3) In the event that the student is suspended from school, the student shall not participated in any extra-curricular activities.

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 unsportmanlike 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 18:15
- ◆ 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 November 24, 2009)

Children in need of special academic help may qualify for Title I services, paid by federal, state, or local entities, and administered through Red Bud Public Schools. The children would receive special skill-level 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 first grade must be six years old by September 1. Exceptions may be made upon recommendation of the child's kindergarten teacher, Trinity's first grade teacher 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.

Preference in admission is given to the children of families of Missouri Synod Lutheran Congregations.

4.02.03 School Hours:

(Revised June 24, 2008)

Normal school hours are from 8:00 a.m. to 3:15 p.m. Students are to be seated and prepared for the day by 8:00. Dismissal time may be adjusted according to bus times.

4.02.04 Dismissal:

(Revised April 22, 2014)

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 after 3:30 must go to After School Care.

4.02.05 Early Arrivals:

(Revised July 8, 2011)

Students are not to arrive at school before 6:00 a.m. They should not loiter outside the building or in the restrooms or halls upon arrival, but go directly to the Morning Care room. At 7:10, students will be moved to the gymnasium and will remain seated there until they are excused at 7:40.

4.02.06 Early Dismissals:

(Revised July 22, 2011)

Trinity Lutheran will sometimes dismiss school for a half day (teacher institutes, longer vacations, etc.) If school is dismissed for these early dismissals, dismissal time will be 11:45 a.m. Lunch will not be served on those days, nor will there be After School Care. Bus service home will also be provided. For longer vacations such as Christmas, school might be dismissed at 12:00 noon without a school lunch or bus service.

4.02.07 School Closings:

(2013 manual)

If, for any reason, and especially during inclement weather it becomes necessary to call off school, it will be announced on the following radio stations: KMOX (1120), WIBV (1260), WHCO (1230), KSGM (9890), and television station KMOV Channel 4, and KSDK Channel 5 after 6:00 a.m. Parents are requested not to call the school or bus garage to see if school is closed, but are advised to listen to the stations mentioned above.

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.

4.02.08 Absences:

(2013 Manual)

Regular attendance is important to maintaining high quality in a student's work. 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. 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 be fever free for 24 hours before returning to school.**

The students will be given one extra day for each day of excused absence in order to make up missed work. 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.

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 the student is absent without a valid reason, the Randolph County Truancy Officer will be contacted.

4.02.09 Illness:

(Revised July 8, 2011)

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. Please call to announce the student's absence by 8:30 AM.

4.02.10 Tuition:

(Revised January 2015)

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.

The Board of Education also has the authority to reduce tuition for any family that has been found to have a financial burden and had multiple students attending Trinity. 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.

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.factsmgmt.com.

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

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. If tuition was paid by a congregation, the refund will be paid to the congregation.

4.02.11 Immunizations and Medical Examinations: *(Revised July 8, 2011)*

A medical examination for all Illinois students must be on file for grades kindergarten, six, and nine before the start of the school year. All students must provide proof of immunizations required by the State of Illinois. Students who do not provide such proof will be excluded from school. These medical requirements are mandatory to be enrolled in schools in Illinois.

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: *(2013 Manual)*

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 one through eight 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 to students

4.02.13 Dress Code:

(Revised April 22, 2008)

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).
- C. Skirts and Dresses: Skirts and dresses should follow other guidelines of modesty and be of a length no more than four inches above the kneecap while standing.
- D. Shorts and Pants: If shorts are worn, they should be of modest length, and be of a length no more than four inches above the kneecap while standing. Spandex or similar shorts are not acceptable. Low-rise pants are not acceptable. There should be no printing on the seat.
- E. Shoes: Shoes are required at all times. Shoes are to have closed toes and 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 while 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.

4.03.00 Academic Issues

4.03.01 Homework and Communication

(Adopted April 22, 2014)

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. Daily, teachers will send e-mails to parents to update daily homework assignments by 4:00 PM. Each teacher will send out the homework assignment for the class subject(s) that they are personally responsible for. If no homework was assigned that day, an e-mail will still be sent stating such. If parents do not have access to e-mail, a hard copy of the homework assignments will be made available for pick up by the parent in the school office, by the end of the school day. If parents are not receiving these emails, they should contact the teacher. Parents are encouraged to email or telephone teachers whenever they have a question or concern regarding homework.

4.03.02 Library Guidelines:

(2013 Manual)

Books may be checked out from the library for a period of one week. Books may be renewed for an additional week. One or two books may be checked out per week.

Anyone checking out a book will be responsible for maintaining its good condition. Anyone marking, abusing, or losing a book will be responsible for its replacement cost.

Library class will be held once a week for grades K-6.

Using the library will be considered a privilege. Responsible and respectable behavior will be expected from all children in the library. Any misconduct will dismiss a child back to their classroom where the teacher will assign a detention.

Should a student be absent, his or her book/books will be automatically renewed for one week and no fine is due.

If a student forgets his or her book/books on library day, a fine of \$0.25 per book will be charged. This fine is due the following Thursday. Should the student fail to pay his fine, an additional \$0.25 per book will be charged for each additional week until the book(s) are returned. If the book has not been returned within one month, the child will become responsible for paying for the replacement cost of the book. The child will not be allowed to go to the library until this is done. If fines are due at the end of the year, report cards will not be handed out until all library fines are paid.

4.03.03 Honor Roll

(Revised July 29, 2004)

At the close of each quarter, an academic honor roll for students in Grades 3-8 will be published in the monthly church newsletter and the North County News.

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

To be listed on the high honor roll, the student must achieve a grade point average of 9.5 or higher. To be listed on the honor roll, the student must acquire a grade point average of 8.00 to 9.49. **A student must not have an F on the report card to be eligible for the Honor Roll.**

Certificates will be awarded at the end of the year to students who receive honor roll recognition all four quarters.

4.03.04 Grading Scale:

(Revised June 29, 2004)

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

A+	100
A	96-99
A-	93-95
B+	91-92
B	87-90
B-	85-86
C+	84-83
C	77-82
C-	75-76
D+	72-74
D	67-71
D-	65-66
F	64 and below

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

The following is the grading system used for Kindergarten.

- A – Almost always does well
- B – Beginning to acquire the skill
- C – Needs improvement with this task

4.03.05 Progress Reports: *(Revised July 22, 2008)*

Report cards will be sent home four times a year. Grades one through eight have envelopes that are to be signed by parents and returned to the teacher. In Kindergarten the report cards are signed.

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

4.03.06 Achievement Tests: *(2013 Manual)*

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

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 22, 2009)

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.

Buses utilized for athletic events are paid for entirely by fees collected from players and parents.

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. The student will have one week in which to gather the necessary information and turn it in to the teacher.

It is possible that overnight field trips may be scheduled. In such cases, there will be proper supervision and chaperones. The faculty will approve overnight field trips and the school board will be notified as to when the field trip will be taken.

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.

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 K-2 students. 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.

4.03.09 Acceptable Use of Personal Electronic Devices (PED)

(Revised April 22, 2014)

Kindles, iPads, Nooks, iPods, smart phones, 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.
9. Students must have parent consent to bring and/or use a Personal Electronic Device Acceptable Use Agreement form on file at school.

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 November 24, 2009)

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. All students shall be seated and ready for the next class five minutes after the recess ends
Tardiness will incur the loss of the next recess period.
5. 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.
6. No one is to leave the playground or gym during recess unless given permission by the teacher.
Loss of the next recess
7. 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. Such minor offenses include, but are not limited to the offenses listed above.
2. More serious offenses such as, but not limited to, fighting, defiance, etc. means parents will be notified and a detention will be served.
3. For those activities which could cause physical harm, such as, but not limited to, drugs, firearms, tobacco, 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.
4. 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 February 2015

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.

When a teacher finds a child repeating a negative behavior, they know that the principal wants that child in the seventh and eighth grade classroom. At that point, the principal sits the child on a chair away from everyone and everything that they could touch. After finishing teaching, the principal talks with the child to find out whether they can explain what they did wrong. This is also a time when the principal sometimes hears new information. Sometimes other children are called into this process. There is conversation about correct behavior and then the principal takes the child back to the classroom, where the child apologizes for the wrong behavior and asks for forgiveness. At that point, the teacher tells the child they are forgiven and lovingly invites them back into the classroom. The teacher is later informed of any unusual or additional conversation with the child.

If the negative behavior does not stop and the child returns to the seventh and eighth grade room again, the same routine is repeated, but this time the parent is called. The conversation with the parent is to talk about what the child needs to learn and how we want to work together with the parent to help this child learn what is needed.

Each successive time the child is seen, the parent is called. While parents are not always happy to hear about misbehavior, there is no doubt that they understand there has been an on-going issue. A certain number of times cannot be dictated because life has so many different options. However, when the principal continues

to see the same behavior, the principal will at some point warn the parent that if it happens again, we will move into the “Safe Place” policy.

At this point there is no debate about why this is taking place. The parent will have been notified about behavior on various occasions previous to this. The goal is always to lovingly move the child toward appropriate behavior.

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 Homework:

(Revised July 22, 2008)

This policy applies to Grades 5 – 8

Expectations:

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

Incomplete homework consequences:

1 st Incomplete	Remain in next available recess and finish homework
2 nd Incomplete	Remain in next available recess and finish homework with a 10% grade reduction
3 rd Incomplete	Remain in next available recess and finish homework with a 20% grade reduction
Subsequent Incomplete	Remain in next available recess and finish homework with a 30% grade reduction

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.

4.04.04 Tardiness: This policy applies to ALL grades. (2013 manual)

Expectations:

All students are to be in their seat ready to begin school at 8:00 a.m.

Consequences:

1. Any student not in their seat at 8:00 a.m. will be marked tardy.
2. Any student not arriving by 10:15 a.m. will be marked absent for at least ½ day.
3. When a student has been tardy four times that quarter, the teacher will phone the parents to notify them that four tardies have occurred. The teacher will also explain that if six tardies occur, a letter will be sent to them and also placed into the file of the student. On the seventh and all additional tardies, the student will serve a detention the next school day for each day the student arrives late.
4. Tardy number five is recorded.
5. When the sixth tardy in any given quarter occurs, a letter is sent to the parents and a copy is placed into the file of the student.
6. When the seventh or any additional tardies occur during any one quarter, the student will serve a detention the next school day for each tardy.

If a student needs to leave school during regular hours, the parent should send a note to school with the student. If the student leaves before 1:30, they will be marked as a half-day absence.

4.04.05 School Bus Riders and Car Riders (Revised 4-22-14)

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. Teachers will document with whom the children rode, 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 should not be distracted. 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, he will give the name of the child to the principal along with a description of the offense. The principal will then issue a detention to that student.
2. The second time the child is reported, if the behavior has not been corrected, the child will be given a detention and prohibited from riding the afternoon bus for three days.
3. If a third offense occurs, then the child will be given a detention and prohibited from riding the afternoon bus for one week.
4. If there is a fourth offense, the child will be given a detention and it will be brought to the attention of the school board.

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.

4.04.06 Bicycles:*(2013 manual)*

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

4.04.07 Walking:*(2013 manual)*

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

4.04.08 Corporal Punishment:*(2013 manual)*

In 1994, corporal punishment was discontinued by state regulation. Therefore, Trinity also will follow this policy and refrain from the use of corporal punishment.

4.04.09 Detention:*(2013 manual)*

All detentions will be served from 3:15 to 4:15 p.m. 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:

(2013 manual)

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.

A pay phone is available for student use during non-class times and with permission from a teacher. It is a good idea to keep \$.35 at school for such times.

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.

Please note: If it is necessary to notify a student about a change in plans (such as that the student will not be riding the bus), please call before 3:00 p.m.

4.05.02 Lunch:

(Updated July 26, 2010)

Trinity provides a well-balanced lunch. The price for lunch is \$2.00 for grades K-8. Adults pay \$2.00 per day. Lunch money will be collected in the kitchen before school each Friday or any day that happens to be the last day of school for the week. Lunches are paid for by the week or month only, and parents are encouraged to make lunch payments by check. When a check is used, please note how many lunches are being purchased for each student. This is especially important for families who purchase lunches for more than one student with one check. Questions concerning lunch fees should be addressed to the school cook.

Because we operate a small lunch program, it is essential that the lunch count stay consistent throughout the week. If a child wishes to bring a sack lunch for any meal, a sack lunch is required of that child for the entire week.

Because Trinity serves a nutritious, balanced hot lunch, children will be required to taste each food item served. A student must take 2 bites of an item and no more. No student will be forced to eat an item of food beyond the two bites. If for any reason a child is allergic to certain food items, a letter stating to that affect must be on file in the school office.

A program of free and reduced price lunches is sponsored by the federal and state lunch programs for those parents who find the cost of school lunches to be a financial burden. Information concerning those programs is available from the school office throughout the year.

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:

(2013 manual)

A box will be kept in the principal's office for items that have been located on the school grounds or within the school not in a student's desk or locker. Please check with the school secretary to see if a lost item was turned in or located.

4.05.05 Administering Medication to Students:

(2013 manual)

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 healthcare 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

1. 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.
2. 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
3. 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.

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 Guidance:

(2013 manual)

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. Rumor and gossip seldom if ever help improve a 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 a faculty member.
3. If the problem still is not resolved, the school board should be notified.

4.06.02 Parent/Teacher Conferences

(Revised July 22, 2014)

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.

Parents of students may request a home visit from the teacher 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:

(2013 manual)

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. In its program, it attempts to bring the home in closer relationship with the educational agencies of the church so that parents and teachers may cooperate intelligently in gaining the best conditions for the training and education of the children in both the parish and home. The P.T.L. promotes the athletic program of the school and helps when needed in the lunch program of the school. There is no membership fee. Parents and others interested in Christian education are encouraged to become informed and active in the work of the P.T.L.

Personal Electronic Device Acceptable Use Policy Agreement

(Adopted April 22, 2014)

Parent/Guardian Agreement

I authorize my child to bring a Personal Electronic Device (PED) to school for in accordance with Trinity's Acceptable Use of Personal Electronic Device (PED) policy. I understand that Trinity Lutheran School is not responsible for any damage or loss associated with my child's PED. I also understand that violation of the policy will result in the PED taken away from the child and held until I pick the device up at School. The second violation will result in a detention for the child and will result in a loss of the privilege of using the device at school for a length of time determined by administration.

Parent/ Guardian (Please Print) _____

Parent/Guardian (Signature) _____

Date _____

Student Agreement

I agree to abide by all guidelines set forth in Trinity's Acceptable Use of Personal Electronic Device (PED) policy. I understand that violation of the policy will result in the PED taken away and held until it is picked up by my Parent/Guardian. I further understand that the second violation will result in a detention and will result in a loss of the privilege of using the device at school for a length of time determined by administration.

Student name (Please Print) _____

Student Name (Signature) _____

Date _____

Homeroom teacher's name _____