

PURPOSE

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

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

MISSION STATEMENT



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

CHRISTIAN LOVE FOR OTHERS

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

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

Matthew 25:40

NOTICE OF NONDISCRIMINATORY POLICY AS TO STUDENTS AND EMPLOYEES

Trinity Evangelical Lutheran School admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, religion, national and ethnic origin in administration of its employment or educational policies, admission policies, athletic and school-administered programs. Preference is given in employment to those of the same denomination and doctrinal beliefs as the genre of the church and school.



TRINITY LUTHERAN SCHOOL PHILOSOPHY

A Christian philosophy of education concerns itself with the ultimate nature of things - with the origin, extent and purpose of knowledge, with values and conduct. A Christian philosophy is based on divine revelation - God's Word - as the primary source of truth.

Reading God's Word we understand that God created man and the universe by His almighty power, and He created man in His image, that is, in perfect holiness and righteousness. Man, however, followed the temptation of the devil and disobeyed God. Thus man is conceived and born in sin and is under the wrath of God and His judgment. But in His great love, God provided for man's redemption through His Son, Jesus Christ, so that there is now complete pardon for the redeemed child of God. Through faith in Christ the sinner is cleansed from the impurity of sin; he is clothed in the spotless garments of Christ's righteousness, and he enters into fellowship with God once more. So the blessed relationship that existed between God and man is restored again through the redemptive work of Christ.

The student who has been reborn into renewed oneness with God, through the waters of Holy Baptism, is and remains imperfect in this life; however, he endeavors, with God's help, to grow up in Christ in holiness and righteousness. He permits love in its fullest sense to permeate his life. Through the Church and Christian day school the student is nurtured in God's love through Word and Sacrament, and in response he participates actively in God's mission to the Church and the world.

Lutheran elementary schools are an important ministry of the Lutheran Church - Missouri Synod. Their impact on Christian education has been evident at Trinity Lutheran Church and School, Tinley Park, Illinois for over 140 years. This unique partnership allows the members of Trinity to support this Christian day school with one purpose in mind: as a mission to God's people and to the world.

God has commanded Christian training and has promised His blessings on this education (Deut. 6:7, Matt. 28:20, Ps. 78:6, Col. 3:26, Eph. 6:4, Prov. 22:6, Is 55:11, Luke 11:28, 2 Tim 3:15-17). Recognizing that the purpose of the Lutheran school is to serve as a mission to God's people and the world in proclaiming the redemptive work of Jesus Christ, we believe:

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

2. that the Lutheran school is Christ's mission to the family. The very basis for Christian education is the strong foundation in a Christian home. The Lutheran school, with its uniqueness as a family institution, is both equipped and capable of reaching all individual families within the body of Christ;

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

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

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

COMMUNICATION

Positive home-school communication is an essential part of the Christian education process. It is the intent of the ministry staff of Trinity Lutheran School to invite and encourage good communication between parent/guardian and faculty and staff. Teachers may communicate with parents via a weekly classroom newsletter. The Trinity Tribune, the school newsletter, contains announcements and information about events and other activities occurring within the school and the community. In addition, one issue of the Trinity Tribune will contain the subsequent month's activities and events calendar, and the hot lunch menu. The Trinity Tribune is distributed by electronic mail to each family, and is available in hard copy form for those who prefer that method. Parents are encouraged to contact a teacher, and arrange for an appointment if necessary, when they have a concern regarding their student's spiritual, academic or social welfare. The best time to do so is after school hours. Immediately before school begins and concludes for the day is a very busy time for your Christian educators. Please be respectful of that time and the responsibility they have to their students.

Parent/Teacher Conferences

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

E-MAIL

E-mail can be an effective means of communication between parents/guardians and the ministry staff of Trinity Lutheran School to discuss factual data. Examples of appropriate E-mails include scheduling information, health alerts, and general information to an individual or group. E-mail is **NOT** an effective means to discuss items or issues where strong feelings or emotions are involved.



Problem Solving Guidelines

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

A. Concerns about a classroom procedure.

1. Contact the teacher to discuss the situation.
2. If the parent/teacher conference does not resolve the concern, the parent or teacher may request a joint conference with the school principal.
3. Upon request, the principal will arrange for a conference to include the parent, teacher, and principal at the earliest possible date convenient to all.
4. If the joint conference does not resolve the concern, the parent or teacher may appeal the principal's decision to the members of the Christian Day School Board by requesting an appearance before the Board members.
5. The request to meet with the Board members needs to be submitted, in writing, to the Chairperson of the Christian Day School Board.
6. The decision of the Christian Day School Board will be communicated in writing to the concerned individual(s) and shall be final.

B. Concerns about school policy

1. Contact the school office to arrange a conference with the school principal.
2. If the conference does not resolve the concern, the parent may refer the matter to the Christian Day School Board with a request, in writing, to the Chairperson of the Christian Day School Board.
3. The decision of the Christian Day School Board will be communicated, in writing, to the concerned individual(s) and shall be final.

PERSONAL RELATIONSHIPS

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

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



RESPECT FOR AUTHORITY

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

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

RESPECT OF PROPERTY

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

PARENTAL RESPONSIBILITIES

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

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

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

ENROLLMENT/ADMISSION

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

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

In the event that potential enrollment surpasses classroom capacity, as established by the Board of Christian Day School, the following guidelines will apply for members of Trinity Lutheran Church and School:

- 3 & 4 Year-Old Pre-Kindergarten: Siblings of those currently enrolled in the school are automatically accepted while the remaining applicants will be selected by lottery.
- Kindergarten: Students attending Pre-Kindergarten are automatically accepted, while the remaining applicants will be selected by lottery.
- Grades 1 - 8: Students attending Kindergarten or the previous grade level are automatically accepted, while the remaining applicants will be selected by lottery.
- When enrollment on a grade level allows for those who are not members of Trinity Lutheran Church and School, siblings of those currently enrolled in the school are automatically accepted. Subsequent applicants will be admitted by date on enrollment or prospect card.
- Enrollment in Pre-Kindergarten does not guarantee placement in Kindergarten; however, enrollment in Kindergarten does guarantee placement in the remaining grades (1- 8).
- All families shall submit a non-refundable deposit, at the time of enrollment, which shall be credited toward each student's Instructional Materials Fee collected at registration.
- All new students are enrolled on a 90 school days probationary period (equal to one full semester). If needed, a conference is held during this period with the teacher, principal, and parents to determine continued enrollment for individuals whose overall behavioral or academic performance is in question.
- All students attending school, regardless of age or grade level, must be toilet trained and capable of using the restroom facilities without assistance.

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

The certificate becomes the property of Trinity Lutheran School, and may be returned to the parent upon graduation or a time when the student is no longer enrolled at Trinity.

On the failure of a person enrolling a student to comply with the birth certificate policy, Trinity Lutheran School must notify that person in writing that, unless that person complies with this policy within ten days, the student (s) may not be able to attend class until such time all correct documentation has been received by Trinity Lutheran School.

Trinity Lutheran School must immediately report to the local law enforcement authorities any affidavit received by the school district pursuant to this policy which appears inaccurate or suspicious in form or content.

CLASS PLACEMENT

It is the policy of Trinity's Christian Day School Board that requests regarding classroom or homeroom placement will not be accepted. Your cooperation in this matter is deeply appreciated. Families may request morning or afternoon for 3 or 4 year-old Pre-Kindergarten; however, no assurances can be given that the request will be honored.

HEALTH REQUIREMENTS

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

- All students entering 3 and 4 year-old Pre-Kindergarten, Kindergarten, and grade six (6), along with any students transferring to Trinity from out of state, must have a valid physical form completed **before** they can attend class.
- Students in the 3 year-old Pre-Kindergarten, the 4 year-old Pre-Kindergarten, Kindergarten, and grade 5 must show evidence of immunization for Hepatitis B.
- Students enrolled in the 3 year-old Pre-Kindergarten, the 4 year-old Pre-Kindergarten, and Kindergarten must be immunized for Chicken Pox.
- Immunization records on all grade levels must be current and accurate **prior** to the student beginning the new school year. Illinois state law requires any children not in compliance with health and/or immunization laws not be allowed to attend class after October 15th of the current school year until such time the child is in compliance.
- Vision Examinations are required for all children enrolling in kindergarten or any student enrolling for the first time in a public, private or parochial school.
- Dental examinations are required by the state of Illinois for grades Kindergarten, second (2nd), and sixth (6th).



WORSHIP ATTENDANCE

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

Psalm 95: 6 & 7a

Worshipping our God is at the very foundation of our Christian life. Our relationship with Him is at the very core of our belief, and worshipping on a regular basis strengthens that relationship. For this reason Trinity's Board of Christian Day School and Board of Elders have adopted a Minimum Worship Attendance policy. This policy requires that each Trinity member family who has children attending Trinity School must worship, as a family (parents/children or parent/child), at a minimum of 50% of the worship services available to them each quarter of the school year.

Quarters will be based on the school year calendar, i.e. the beginning of school in August until the completion of the first marking period in October is one quarter. Attendance at worship will be based upon the attendance cards submitted at the worship service. If you worship at a different church on a particular Sunday, please feel free to contact the church office and indicate such to the secretary. In addition, each classroom teacher will take church attendance; however, the attendance cards will be the sole basis for this policy.

The Board of Christian Day School and Board of Elders have established the following procedures should the attendance policy not be met:

1. For the upcoming quarter the family will be on a probationary status during which the 50% attendance must be accomplished.
2. If after consecutive quarters the attendance policy is not met, Community Rate tuition amounts will be applicable for any student who continues with his or her education at Trinity until such time appointed representatives from the Board of Christian Day School and the Board of Elders agree the Worship Attendance Policy has been fulfilled.
3. Members of Trinity's Board of Christian Day School and Church Elders recognize there may be certain circumstances, (i.e. long-term illness, care for an ailing relative, etc.) which might prohibit a family from completing their commitment. Should this be the case, please contact the school principal, and he or she will direct your concerns to the appropriate individuals.

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



SCHOOL ATTENDANCE

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

All calls reporting attendance need to be made prior to 9:00 am. Please call 532-0407 and leave the following information on the school attendance voice mail: name of caller, name and grade of student, and reason for absence.

Also, your child(ren)'s teacher(s) will have any assignments given that day ready at the end of the school day. It is the parent's/student's responsibility, through siblings or classmates, to arrange for the collection of these assignments. Students who accumulate 10 days or more of absence during the school year will be contacted by the school administration.

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

STUDENT DRESS CODE

Purpose: Trinity Lutheran School's dress code has been established to teach grooming and hygiene, instill discipline and modesty, prevent disruption, avoid hazards, and provide for a successful learning environment. Research indicates that a correlation exists between the way one perceives the world and himself/herself and the way one dresses. Clothing fashions and styles do, to varying degrees, affect personal behavior and how one is perceived. In the educational setting at Trinity Lutheran School, standards of appearance and modesty need to be consistent with Christian thoughts, values, and actions. For the reasons stated, the following factors apply to our school dress code.

1. School dress must be safe for school activities in and out of the classroom.
2. Our dress code is a learning experience in the sense that it helps students become more responsible and accountable.
3. It is the parent's responsibility to educate their children as to the appropriate dress for different occasions, to support the school's dress code, and to be aware of the clothing their student wears to school.
4. It is the student's responsibility to know, understand, and follow the dress code of the school.

5. It is the responsibility of the school's representatives to enforce the code. Trinity Lutheran School reserves the right to reject any article or accessory worn to school by a student if the article is deemed inappropriate or does not conform to the dress code standard. The provisions for the dress and grooming code shall be enforced equally for all students. If the student is not in compliance with the dress code, he or she will be asked to make appropriate corrections and will receive a notice of dress code violation. Upon receiving a third dress code violation for the school year, a detention will be given to the student for every subsequent violation. Parents may be notified when a student does not dress appropriately and could be asked to bring the appropriate clothing to school. Students may be suspended from class until properly attired. The teachers and the administration reserve the right to counsel students regarding clothing, hair, accessories, and personal hygiene.

DRESS CODE FOR BOYS: GRADES 1-8

Boys are required to wear:

Shirts ... Shirts or tops that are short or long sleeved, and are plain (devoid of pictures or printing), patterned or a solid color. Shirts must be appropriately sized; no tight fitting or oversized garments are allowed.

Sweaters ... Sweaters with long sleeves, shorts sleeves, or a sweater vest are acceptable. Sweaters are to be plain (devoid of pictures or printing), patterned or a solid color.

Pants ... Slacks, pants, or jeans will be fitted or have an elastic waist. They will be worn at the natural waistline at all times. They will not drag on the ground, have holes, be tattered/frayed, or be of an extreme large size. Belts may be required.

Shorts ... will be worn at the natural waistline and at an appropriate length. Shorts are acceptable apparel during the school year except for chapel worship. Shorts may not be tattered or frayed, or be of an extreme large size.

Shoes/Socks ... Tennis/athletic, oxford, loafer style shoes, boots, or sandals (with a back strap) are to be worn. Laces must be tied to the top of the shoe. Shoes need to provide safe foot protection for all types of school activities.

Jewelry ... The wearing of earrings by male students during school hours or any school-sponsored activity is prohibited.

Athletic Wear ... Athletic/sportswear, sweatpants, etc. will be allowed only on "special designated days" and Casual Fridays. Approved Trinity wear (except pajama pants) is acceptable at all times except during chapel worship.



DRESS CODE FOR GIRLS: GRADES 1-8

Girls are required to wear:

Shirts/Blouses ... Blouses, shirts, or tops that are short or long sleeved and are plain (devoid of pictures or printing), patterned, or a solid color. Girls will wear tops that extend below the waistline (without any midriff exposure at any time). An example of a shirt length would be if the arms are raised above the head, no part of the midriff or back should be exposed. Shirts will not be of an extreme large size or too tight fitting. Students may wear sleeveless tops (excluding tank tops). Tank tops are never to be worn.

Sweaters ... Sweaters with long sleeves, short sleeves, or a sweater vest are acceptable. Sweaters are to be plain (devoid of pictures or printing), patterned, or a solid color.

Dresses ... Dresses (short, long sleeved, or sleeveless), jumpers, and skirts are to be worn at the natural waistline and must be two inches above the knee or longer.

Pants/Slacks ... Slacks, pants, or jeans will be fitted or have an elastic waist. They will be worn at the natural waistline at all times. They will not drag on the ground, have holes, be tattered/frayed, or be of an extreme large size. Knit style leggings are acceptable.

Shorts... will be worn at the natural waistline and at an appropriate length. Shorts and skirts are acceptable apparel during the school year except during chapel worship.

Shoes/Socks ... Tennis, athletic, oxford, loafer style shoes, boots, or sandals (with a back strap) will be worn. Laces will tie on top of the shoe. One-and-a-half inch heels will be permitted. Shoes need to provide safe foot protection for all types of school activities.

Jewelry ... Girls may have pierced ears only, allowing for the wearing of earrings. No other body piercing is allowed. Girls' necklaces safe for a school environment may be worn. Cosmetics may be worn.

Athletic Wear ... Athletic/sportswear, sweatpants, etc. will be allowed only on "special designated days" and Casual Fridays. Approved Trinity wear (except pajama pants) is acceptable at all times except during chapel worship.

GENERAL RULES FOR ALL STUDENTS

1. All clothing must be properly sized and worn modestly.
2. Jeans, shorts, or Trinity wear are not allowed to be worn during chapel worship. Grades 1 - 8 will all use the dress code violation form, and detentions will be administered to students on their third violation during one quarter.
3. Jewelry may be worn as long as it does not distract from the learning environment or cause potential hazards. (No exaggerated jewelry i.e. dog collars, studded bands, etc.)
4. No jewelry that requires piercing of any part of the body, other than the ear, may be worn.

5. No studs or earrings of any kind are to be worn by the boys.
6. Hair should be neat, groomed, and appropriate for all activities.
7. Perfumes, colognes, body sprays, and aftershave are not permitted during the school day. Deodorants are encouraged.
8. Hats are to be worn outdoors only.

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

CASUAL FRIDAYS: The Friday of every school week will be considered "Casual Day." Students are expected to adhere to the dress code with the following exceptions: sweatshirts or athletic jerseys, such as hockey, baseball, soccer, football and basketball (with a shirt underneath), T-shirts or sweatshirts with athletic slogans, Disney products, etc. may be worn. Other styles of pants or slacks will be permitted. Any items considered distasteful, especially T-shirts or clothing representing alcohol, drugs or any group or products considered to be opposite of the values taught at Trinity, will continue to be unacceptable.

SPECIAL NOTE FOR ALL STUDENTS AND PARENTS REGARDING PERSONAL APPEARANCE

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

PHYSICAL EDUCATION DRESS CODE

GRADES 3 PRE-KINDERGARTEN (3PK) THROUGH THREE (3) Students in grades Pre-kindergarten (PK) through three (3) are required to wear: classroom clothing, clean athletic shoes and socks. All shoes must be Velcro or tying on top. Platform shoes will not be allowed. Each student in grades two (2) and three (3) must also have an extra set of gym shoes to remain at school for use in the gymnasium only. Shorts may be worn under a dress, jumper or skirt. Jewelry of any kind must remain in the classroom or locker.

GRADES FOUR (4) THROUGH EIGHT (8)

Students in grades four (4) through eight (8) are required to wear: a school purchased uniform, socks and clean athletic shoes. Each student is required to have an extra set of gym shoes to remain at school for use in the gymnasium only. Shirts are to be tucked into shorts and all uniforms will be labeled with the individual student's name. Shirts and shorts are to be laundered weekly. Shoes must tie on top and any style of platform shoes will not be allowed. Any and all jewelry that is worn to school must be removed and remain in the student's classroom or locker.

RULES OF CONDUCT

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

Ascribe to the Lord the glory due His name; bring an offering and come before Him! Worship the Lord in Holy array.

Psalm 96: 8 & 9

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

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

James 4:11

4. Students will not be allowed to chew gum during classes, during school hours, or before and after school while participating in school-sponsored activities. Not only is its use distracting to teachers, staff and fellow students, its abuse could considerably add to the work of our custodial and cleaning staff. For similar reasons, the eating of any food or candy other than at lunch or snack time is prohibited, except at special school events (i.e. basketball games, etc.) or room parties.
5. CHEATING - A student involved in the act of cheating in grades six through eight will receive a zero on any test, project, or paper with no possibility of receiving credit for the work. In addition, a detention will be issued. Plagiarism is defined as presenting ideas or words of another as one's own. Plagiarism is a serious offense. Students who plagiarize will not receive any credit for their work. A letter grade of "F" or a zero will be recorded, and the incident will be considered cheating. Should the student be involved in cheating for a second time, he/she will be sent to the principal for further disciplinary action, which may include suspension or action by the Board of Christian Day School. Occurrences of cheating in grades Pre-Kindergarten through five will be handled in a manner appropriate with the offense by the individual classroom teacher.

6. **FIGHTING** - Any fighting brought to the attention of the principal will result in an out-of-school suspension. The number of days may vary from one to five depending on the severity of the situation. In addition, any destruction of school or church property could result in an out-of-school suspension.
7. Students are not allowed to loiter in the restrooms. They will keep the restrooms neat, clean, and in good condition.
8. Students may bring treats to celebrate birthdays or other special events in their lives. For safety reasons however, the treats will only be shared within the individual classroom.
9. Snowball throwing will not be allowed.

CONDUCT DURING SCHOOL SPONSORED ACTIVITIES

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

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

DETENTIONS

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

Trinity Lutheran School has established an after-school "detention system" for students in Grades 1-8. Any teacher may issue a disciplinary detention for disrespect, defiance or any other behavioral problem as determined by the teacher. In addition a student may receive an academic detention. If a student receives an academic detention it will be noted on their detention slip and that student is to work on homework while serving their detention. If a student receives a disciplinary detention they are to sit quietly at the desk and are not allowed to complete any work. Students in grade 1 will serve a fifteen (15) minute detention from 2:45 - 3:00 pm.; students in grades 2-6 will serve a thirty (30) minute detention from 2:45 - 3:15 pm.; students in grades 7 & 8 will serve a 45-minute detention from 2:45 - 3:30 p.m.

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

Detentions are a serious matter. Parents, teachers, principal and students need to be very concerned if any one child receives an inappropriate amount of detentions. A student who receives more than three detentions in a quarter will be subject to administrative action. On the fourth detention of an individual quarter, the student will be issued a one-day out-of-school suspension. Should a fifth detention be given, a three-day out-of-school suspension will be administered.

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

SUSPENSION

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

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

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



EXPULSION

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

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

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

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

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

BULLYING

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

Bullying is defined "as any written or verbal expression, or physical act or gesture, or pattern thereof, which is intended to cause distress upon one or more students in the school, on school grounds, or at any school sponsored activities or sanctioned events."

CONSEQUENCES: Students who engage in any act of bullying are subject to appropriate disciplinary action, which may include detention(s), suspension, expulsion, and possibly referral to law enforcement authorities. The severity and pattern, if any, of the bullying shall be taken into consideration when disciplinary decisions are made.

Bullying, as prohibited by this policy, will not be tolerated.



SEXUAL HARASSMENT POLICY

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

EXTRA-CURRICULAR ACTIVITIES

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

Representing Trinity Lutheran School is a privilege and a responsibility. Students who participate in any form of extra-curricular activity must acknowledge these facts and earn the privilege of being involved. Any behavior deemed unacceptable or contrary to the Christian values so special in our lives as God's children, could be cause for removal from the activity. In addition, students not attending school for any amount of time, on the day of an extracurricular event or activity will not be able to participate in the event or activity. Exceptions to this policy may apply for significant events such as funerals, etc. Please contact the coach, director, or administration if this situation should occur. Only children registered, enrolled, and in good standing as full-time students at Trinity Lutheran School will be allowed to participate in any extra-curricular or co-curricular activity or event.

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

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

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

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

EXTRA CURRICULAR ELIGIBILITY

Trinity Lutheran School believes students must put forth their best effort at all times. It is the policy of the faculty that no student will receive a failing grade if he or she has completed all assignments to the best of his or her ability. For this reason, a child who receives either two "Ds" or a single "F" on a Student Assessment Report or Progress Report will be suspended from any extracurricular activity until the next assessment period (3 - 3.5 weeks). Students become ineligible at the beginning of the new quarter or the Monday following the issuance of the Progress Report. The faculty determines activities for which this policy is applicable.

INTER-SCHOLASTIC SPORTS PHILOSOPHY

Sports on the CHRISTIAN elementary level should have goals: 1) to use the gifts God has bestowed upon His children for His glory; 2) to provide varied opportunities to develop skills; 3) to provide opportunities to practice wholesome competition; and 4) to provide opportunities for social interaction.

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

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

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

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

Students choosing to participate in interscholastic sports activities must have an Athletic Permission Form, signed by a physician, filed in the school office, prior to participating in the sport. This includes try-outs or preseason practices once the school year has begun.

POSSESSION OF WEAPON

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

DRUG OR ALCOHOL USE

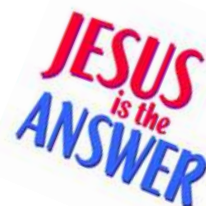
Do you know that your body is a temple of the Holy Spirit, who is in you, whom you have received from God? You are not your own; you are bought at a price. Therefore honor God with your body.

1 Corinthians 6: 19 & 20

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

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

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



PERSONAL ITEMS

Students should not bring toys, radios, electronic games, cameras, or other "gadgets" to school unless they have prior permission from their teacher (for show and tell or Extended Care, for example). Toy or real guns, squirt guns, rubber band shooters, bow and arrows, knives, lighters or any other weapon-like toys should not be brought to school. Any item that deters from the educational program will be taken and can be picked up from the teacher or school office at an appropriate time. The student will assume responsibility for any items brought to school.

Students may bring a purse to school if necessary; however, all purses, fanny packs, etc. must stay in the student's locker at all times.

ACADEMIC ACHIEVEMENT

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

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

To obtain the Principal's List, in grade six (6), a student must receive a 4.0 GPA (based on a 4 point scale) in the following subjects: Memory, Reading, English, Spelling, Social Science, Mathematics, and Science. High Honors is awarded to those students obtaining a 3.5 average or better, and students are able to achieve Honors by receiving a 3.0 average or better.

To obtain the Principal's List in grades seven (7) and eight (8), a student must receive a 4.0 GPA (based on a 4 point scale) in the following subjects: Religion, Memory, Reading, English, Spelling, Social Science, Mathematics, Science, Computers, Music/Choir, Physical Education, Art, and a student's elective class. High Honors is awarded to those students obtaining a 3.5 average or better. Students receive Honors by receiving a 3.0 average or better.

The Extra Ordinary Effort Award is given to the student who receives all "+"s in the effort column, but otherwise is ineligible for the other Honor Rolls.

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

If a child receives a D or F in any subject, or receives a "0" for an effort grade in any subject, he or she is ineligible for any honors recognition.

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

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

STUDENT ASSESSMENT REPORTS (SAR)

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

MINIMUM COMPETENCY / ACADEMIC PROBATION

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

Any student who receives 2 F's, or whose cumulative grade point average is less than 60% (a 1.0 on a 4.0 scale), in any one quarter, will automatically be placed on ACADEMIC PROBATION. The identical subjects used in determining academic achievement for grade 6 and grades 7 & 8 will be the subjects used for determining ACADEMIC PROBATION. If a student is unable to remove himself or herself from ACADEMIC PROBATION within the next successive quarter or any other quarter within the school year, the Board of Christian Day School will consider the aforementioned action. Should a student be placed on Academic Probation during the final quarter of a school year, he or she must remove himself or herself from Academic Probation during the first quarter of the next school year or the Board will explore the options of retention or expulsion. Beginning a new school year on Academic Probation places the student under the same guidelines as if the Academic Probation occurred during the school year. In addition, any student preparing for graduation must have a cumulative average of 1.0 or higher to be eligible for graduation. Eighth graders must also complete and receive a passing grade on the Research Paper assigned as part of the eighth grade curriculum. Students on Academic Probation or who maintain a cumulative average below 1.0 will be subject to administrative review and may not receive a diploma.

MANDATORY TUTORING

Any student placed on Academic Probation, Academic Ineligibility (for participation in extra or co-curricular activities), or not completing homework regularly must attend Peer Tutoring at a minimum of one time peer week. Failure to do so could jeopardize enrollment.

HOMework

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

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

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

LATE WORK ... In grades 5 - 8 the student may bring a note from his/her parent or guardian indicating his/her homework is not completed for the day. If this happens, the student may hand in his/her homework the next day and obtain full credit. If a student does not have a note from his/her parent or guardian on the day the homework is due, he/she may bring the note and homework the following day and receive a grade minus a 10% penalty. After this time no credit will be issued for any missing homework assignment(s). Extenuating circumstances may allow for teacher discretion when applying this rule. For grades 6 - 8 this policy allows for only three (3) unexcused late assignments with a 10% reduction and signature, per quarter. After this amount, the student will receive a zero for the assignment.

In addition, students may be asked to have tests, daily work, or progress reports signed by parents or guardians. If that is the situation:

- Students will be given two (2) days to return the item (example: on Monday, the test is handed back to the student, he or she has to return it to the teacher by Wednesday's class period). No phone calls will be allowed.
- A detention will be issued to the student for neglecting to return a signed test at class time of the second day.

MEMORY WORK

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

STUDENT ACADEMIC AND HEALTH RECORDS

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

FIELD TRIPS

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

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

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

- Chaperones are responsible for the safety and well-being of the children in their group.
- Cell phones are to be used for emergencies only. Children may not use cell phones.
- Chaperones are not to purchase items for any child during the trip.
- If a problem arises - contact the teacher. Chaperones who choose to not follow proper field-trip etiquette will not be asked to attend one more trip.

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

OUTDOOR EDUCATION - is a vital element of the curriculum at Trinity Lutheran School. Each year the fifth grade class participates in outdoor education. The amount of the student's registration fee, beyond any monies attained by fundraising, will be borne by the family of the individual participating. No child, however, will be excluded from outdoor education due to financial difficulties. The school administration will assist in finding alternate means of financing to allow all children to experience this element of the curriculum. All fifth (5th) grade students are to attend outdoor education.

LIBRARY

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

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

LOCKERS

School lockers may be assigned randomly to students in grades 4 - 8. Clothes, lunches, and gym outfits (shoes) are to be kept in the locker. All other necessary school materials should be kept in the classroom. Anything attached to the locker must be done so in a manner that is not destructive or in any way causes damage to the locker. All items attached to the locker must not be offensive in any way. In addition, lockers are not to be slammed, jammed open, or closed in such a way that could cause damage. Students should keep their lockers clean and neat at all times. Each student is responsible for the condition of his/her locker, desk, books, and any additional school property with which they may come into contact. The lockers along with the chairs and desks used by the students are the sole property of Trinity Lutheran Church and School.



TARDINESS

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

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

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

On the 5th tardy in a school year and for every subsequent tardy, the parent or guardian has an option. The parent may choose to have the student serve a detention or to pay a \$5.00 tardy fee (per student). The fee must be paid within two consecutive school days from the date of the tardy. If the fee is not paid within two days, a detention must be served. This tardy policy will be enforced in grades one (1) through eight (8). Consequences in Pre-Kindergarten and Kindergarten will vary and may include conferences with parents. **Students coming to school late because of a doctor's appointment are not considered tardy if they have a note form the physician.**

STUDENTS MUST BE IN THEIR SEAT AND READY FOR CLASS AT THE 8:00 BELL OR THEY WILL BE CONSIDERED TARDY.

On the 5th tardy in a school year and for every subsequent tardy, the parent or guardian has an option. The parent may choose to have the student serve a detention or to pay a \$5.00 tardy fee (per student). The fee must be paid within two school days from the date of the tardy. If the fee is not paid within two days, a detention must be served. This tardy policy will be enforced in grades one (1) through eight (8). Consequences in Pre-Kindergarten and Kindergarten will vary and may include conferences with parents. Students coming to school late because of a doctor's appointment are not considered tardy if they have a note form the physician.

ARRIVING AT SCHOOL FOR BEGINNING OF DAY

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

Students in grades one through four are to enter the school through the doors located at the northeast corner of the building. Three (3) and four (4) year-old Pre-Kindgartners and Kindergartners should enter through the southwest doors facing 159th Street. Children in grades five through eight need to enter the school through the west doors of the school building behind the flag pole.

After 8 AM, anyone who needs to enter the building must use the west entrance directly adjacent to the school office.

Students in Grades 3 PK - 8 will not be allowed to enter the building, including the vestibule at the west doors, until the 7:45 bell rings and the doors are opened. Any children arriving earlier than 7:45 are not the responsibility of the faculty or staff of Trinity Lutheran Church and School. Students arriving earlier than 7:30 must enroll for the Extended Care Program. When the bell rings at 7:45, students will proceed into the building in an orderly manner.

DISMISSAL AT END OF SCHOOL DAY

EXITING the building at the end of the school day: 2:40 - 2:48

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

Students in grades one (1) through three (3) should exit through the doors at the southeast corner of the school building and proceed directly to their cars. Parents who have students in one of these grades should park in the east lot or the south lot. Students in grades four (4) through eight (8) should exit through the west doors. Parents who have children in these grades should park in the west lot directly in front of school.

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

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

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

DISMISSAL SAFETY

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

EARLY DISMISSAL OF STUDENTS

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

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

SCHOOL CLOSINGS

School closings for any reason will be announced on major radio and television stations and through SchoolReach, an automated voice messaging system. Unscheduled closings due to equipment failure or other reasons may occur. Each child should know where to go if an emergency arises and school is dismissed early.

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

Please be aware roads may be slippery and traffic may move at a slower pace. Be sure to allow additional time to arrive at school; however, there are times where the administration may declare a "no tardy" day due to weather related conditions.

VACATIONS

Please do not schedule vacations when school is in session. Sequential development of skills cannot be accomplished simply through make-up work. Parents need to be aware that academic performance might be negatively impacted by missed instructional time. If a trip must be taken, the classroom teacher(s) and the school office must be notified. When these occasions occur, any work that the teacher(s) deem necessary for credit will be assigned to the student upon return from their absence. It is the student's responsibility to request all make-up work. A reasonable period of time, agreed upon by teacher, student, and parent will be allowed for completion of assignments.



MESSAGES AND OTHER ITEMS FROM PARENTS

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

There are times when it is necessary for your child to receive a message, and every effort will be made to get the message to the student as quickly as possible. Thank you for your cooperation.

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

USE OF SCHOOL PHONES / FAX MACHINE

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

PARENT AND GUEST VISITORS

Arrangements may be made for parents, guardians and visitors to observe the classrooms, with permission from the teacher and the administration. **ALL PARENTS AND VISITORS MUST REPORT TO THE SCHOOL OFFICE AND SIGN IN IF THEY WILL BE IN THE BUILDING.** This procedure is to provide additional security for students and staff and to allow for an optimum learning environment. **ALL VISITORS AND GUESTS WILL BE REQUIRED TO WEAR A TAG IDENTIFYING THEM AS SUCH.** We thank you for your cooperation in this matter.



CELL PHONES, ELECTRONICS, ETC.

Cell phone or electronic devices are prohibited during the school day and school sponsored activities. Phones or electronic devices will be confiscated and may be returned only to the student's parent or guardian. On the second offense and any continuing offenses, a \$25.00 fine will be assessed before the device can be returned to a parent or guardian. Mobile phones and electronic devices must be kept in the student's locker during school hours or any school sponsored activity. School phones are available for student use as needed. Permission must be obtained from a faculty member to use a phone.

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

MEDICATION (Self-Administration)

If a child is not feeling well, or is just recovering from an illness, parents must carefully consider many factors before allowing the child to re-enter the classroom. There are times however, when a child is well enough to attend school while still under medication. **When this happens, the medicine must be brought to the school office by a parent or guardian, and a Physician / Parental Authorization for School Medicine Self-Administration Form needs to be completed.** School personnel are not allowed to dispense any medication. Parents may choose to come in and administer the medicine personally. All medication must be kept in the school office with the exception of asthma inhalers. **Students who suffer from asthma must have an Asthma Action Plan and a signed form for self-medication on file in the school office.** Students are encouraged to keep their inhalers with them at all times.

VIDEOS

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

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

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

RETENTION

Trinity Lutheran School does support the retention of students should the situation arise. Retention means the action of not promoting a child to the next grade level, i.e. from Kindergarten to grade one. However, before retention takes place certain steps must be taken.

The first step in the retention process is notification by the teacher to principal within the first 18 weeks of the school year of concern regarding success in the next grade level.

Secondly, a parent-teacher conference should be scheduled at the end of the second quarter.

Thirdly, if the situation has not improved by the end of the third quarter, another conference regarding the possibility of retention will occur. This conference involves the teacher, parents and principal.

As a final step in the retention process the school officials will notify the parents that, if the child is to continue at Trinity, he/she will not be promoted to the next grade. In all cases of retention the school's position will be what is best for the student.

If, at any time, a child's parents or guardians do not agree with the decision to promote or retain a child, they may request a special hearing with the Board of Christian Day School. The Board will once again review all the facts and make the final decision. It is the principal's responsibility to carry out the official decision on any matters of promotion and retention. This obligation also applies to students entering Trinity Lutheran School from other schools who have been officially placed in a particular grade by the school from which the pupil came.

PARKING

When parking, please note the direction and flow of traffic as indicated by the arrows. This is done for the safety of the children. The children in grades PK- 3 will use the sidewalks to arrive at the parking lot and their respective areas. The students in grades 4 - 8 will cross over the landscaped area and follow the designated striped path to reach their cars. During dismissal, between 2:40 and 2:48 PM, cars will not be allowed to drive in front of the school on the west end of the building as a safety precaution.

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

A map of the mandatory flow of traffic is part of this handbook.

ADMINISTRATION IN ABSENCE POLICY

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

TRINITY LUTHERAN EXTENDED CARE PROGRAM

PURPOSE

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

LOCATION AND TIME OF EXTENDED CARE

Extended Care uses the Trinity Room and the Church Library after school for students in Pre-K through eighth (8th) grade. All students will use the Trinity Room during the morning hours. Children who have not had breakfast may bring something to eat that does not require cooking. Extended Care will open at 7:00 am, and again at 2:40 pm. All students need to be picked up by 6:00 pm. A parent or designee must sign out all children.

In the event you cannot pick up your child, call the Extended Care staff at 532-3529 ext. 268 or 708-712-3529. Also, please inform the person picking up your child(ren) that he or she will be asked to produce photo identification before the child is dismissed.

More information regarding Trinity's Extended Care Program can be found by requesting an Extended Care Handbook. Current fees and policies are listed in the manual.

ILLNESS / INJURIES

If your child is ill before the start of the school day, please keep the child at home. In a school situation, germs spread quickly to fellow students and staff. A child is not to be attending classes if he or she had a fever or vomiting within 24 hours prior to the school session. Your student should be fever free for at least 24 hours after an illness before returning to school.

Students who suffer from asthma may keep their inhalers with them in their desk or on their person if possible. Every parent should complete an Asthma Action Plan once a child has been diagnosed with asthma.

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

ISOLATION / EXCLUSION (ILLNESS) GUIDELINES

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

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

A STUDENT SENT HOME WITH A FEVER, MAY NOT RETURN TO SCHOOL OR ANY SCHOOL ACTIVITY UNTIL FEVER-FREE FOR 24 HOURS.

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

- | | |
|-------------------------------------|--|
| Viral Respiratory: | Student may return when fever free; however, parents please use discretion if your child is still at a point where being in school would be harmful to him/her or others. |
| Skin Infections: | Child may return to school with note from physician. |
| Impetigo: | Student may return twenty-four hours after start of antibiotic. |
| Mumps: | Child may return with permission from a physician. |
| Chicken Pox: | Student may return when all lesions have formed crusts (approximately 6 days after onset). |
| Ringworm,
Pinworm, or
Scabies | Child may return after treatment is initiated (at least 24 hrs). |
| Head Lice: | Contact the school office immediately. Child's hair must be clear of any lice and/or eggs before attendance in the classroom can be resumed. The student may be checked for nits upon returning to school. |

VOLUNTEERS

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

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

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

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

We ask for the help of volunteers because we hope that through their service to children and to the school their support for our ministry will grow. Our hope and prayer is that our volunteers will gain a greater understanding of and a greater appreciation for the objectives of our school. All of our school programs and activities need to be conducted in adherence to the mission of our school. It is imperative, then, that all volunteer helpers carry out their responsibilities in a manner consistent with our school mission.

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

General Qualifications: Volunteers need to be friends to children, to listen to them, and to give them attention, encouragement, and praise whenever possible. Volunteers must respect both the privacy of children and school policies.

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

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

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

LUNCH SUPERVISORS

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

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

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

OUTDOOR RECESS

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

OUTDOOR RULES

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

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



ROOM PARENT RESPONSIBILITIES

Thank you for volunteering to be a Room Mother or Dad for Trinity Lutheran School. The task of being a Room Mother or Dad is a big responsibility. Listed below are the minimum requirements that must be met.

1. Attend Room Parent meeting (at the beginning of the year) in August.
2. Be present for all room parties. Always be sure to check with the teacher regarding their preferences for the parties:
Christmas Party Young children like to give their own gift to the teacher so we do not have a class Christmas gift. We, at Trinity, also do not encourage grab bag gifts.
Teacher's Birthday Party Make sure to include the Teacher Aide in a celebration.
Cost for the teacher's and the teacher's aide gifts will be determined by the number of students enrolled each year.
Valentine's Day Party and School Picnic
3. Go on any and all class field trips with the responsibility of supervising the students assigned to you by the classroom teacher. For safety reasons, younger children are not allowed to accompany room parents on any field trips; however, if necessary, younger children may accompany the room parent to a classroom function. In addition, chaperones and Room Parents are not allowed to purchase drinks, souvenirs, food, etc., for the individual students in the group for which they are responsible.
4. Help at annual Walk-A-Thon and Earth Day celebration as needed.
5. Make any phone calls deemed necessary by the PTL Board, the Christian Day School Board, Principal, or Head Room Mother.
6. Contact class parents for refreshments if assigned a PTL meeting and be prepared to assist the night of the meeting.
7. Help out at the annual Thanksgiving Dinner and Grandpersons' (Special Persons') Day as necessary.
8. If, for some reason, you are unable to attend a particular function, you must notify the teacher in order that a replacement may be found; however, Room Parents are expected to be the primary helpers for the classroom.
9. Seventh grade Room Parents and seventh grade parents are responsible for the 8th Grade Graduation Banquet, in consultation with the administration and 8th grade teacher(s).
10. An individual may serve as Room Parent for only one class during a school year.

FINANCES - TUITION AND FEES

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

Any family holding active membership at Trinity Lutheran Church desiring a lower tuition payment or extended payment time due to hardship shall submit a written request to the Tuition Assistance Committee (TAC), and complete an application (with the appropriate fee) for consideration. The TAC consists of the Chairman of the Board of Christian Day School, the principal, a pastoral representative, a member of the Board of Elders and a congregational member of the church. Applications for tuition assistance should be made no less than ten (10) weeks in advance of the upcoming school year or at the time of re-enrollment. Each applicant will receive a written response indicating the decision of the committee.

All students shall pay an Instructional Materials Fee, which shall be determined annually by the Board of Christian Day School. An Instructional Materials Fee is assessed each family to assist the school with the purchase of textbooks and other materials used in the educational process. The Instructional Materials Fee may be paid over a four month period with the first payment at registration in August and the final payment in November. Any outstanding Instructional Materials Fee balance after November 30th is subject to an additional charge of \$50.00 per month. In unusual cases, and subject to the approval of the Board of Christian Day School, a special payment plan, arranged in advance of the delinquency, may be acceptable to pay the balance of any Instructional Materials Fee. For students entering on or after the 2nd semester, the Instructional Materials Fee will be prorated.

All fees must be current at the end of the school year; otherwise, Student Assessment Reports, school records, etc. will not be available to the students or family, nor will they be transferred to any other institution. For those students in eighth (8th) grade, any delinquency beginning in April could prohibit the student from attending any scheduled eighth (8th) grade activities, including, but not necessarily limited to the class trip, the Graduation Banquet, and Graduation Ceremony.

Families who have an unpaid balance will not be allowed to register for the upcoming school year until the balance is paid in full.

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

Until September 30th, fifty percent (50%) of the Instructional Materials Fee is refundable for those students who transfer out of Trinity. After October 1st, any requests for Instructional Materials Fee or tuition refunds will be left to the discretion of the Board of Christian Day School. The Board of Christian Day School will also determine tuition refunds. Any student asked to leave Trinity for any reason will not be eligible for a refund.

TRINITY LUTHERAN SCHOOL
TINLEY PARK, ILLINOIS
WELLNESS POLICY

BELIEF STATEMENT

The Board of Christian Day School of Trinity Lutheran School of Tinley Park, IL is committed to providing a learning environment that supports and promotes wellness, good nutrition, and an active lifestyle. It recognizes the positive relationship between good nutrition, physical activity and the capacity of students to develop and learn. The school environment shall be aligned with healthy school goals to positively influence students' beliefs and habits and promote health and wellness, good nutrition and regular physical activity. In addition, school staff shall be encouraged to model healthy eating and physical activity as a valuable part of daily life.

INTENT

The purpose of this policy is to ensure a school environment that promotes and supports student health and wellness and meets the requirements of the Child Nutrition and WIC Reauthorization Act of 2004 and the Illinois School Code. In developing this plan, Trinity Lutheran School involved parents, students, school food service providers, the Christian Day School Board, and a school administrator.

RATIONALE

A disturbing number of children are inactive and do not eat well. The result is an alarming 16 percent of children and adolescents are overweight - a three-fold increase since 1980.¹ Congress passed the Child Nutrition and WIC Reauthorization Act of 2004 on June 30, 2004.² Recognizing the role schools can play in health promotion; this law requires local education agencies participating in a program authorized by the National School Lunch Act or the Child Nutrition Act of 1966 to develop a local wellness policy. The objectives of the wellness policy are to improve the school nutrition environment, promote student health, and reduce childhood obesity. In addition, Public Act 094-0199 amends the Illinois School Code, requiring the Illinois State Board of Education to establish a state goal that all districts have a wellness policy.³

The link between nutrition and learning is well documented. Healthy eating patterns are essential for students to achieve their full academic potential, full physical and mental growth, and lifelong health and well-being. Healthy eating is demonstrably linked to reduced risk for mortality and

development of many chronic diseases. Schools and school communities have a responsibility to help students acquire the knowledge and skills necessary to establish and maintain lifelong healthy eating patterns. Well-planned and well-implemented wellness programs have been shown to positively influence children's health.

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

Research by the wellness committee indicated a need for improved wellness in the areas of nutrition and physical fitness. The records of all Trinity students during the 2005 - 2006 school year, from grades Pre-Kindergarten through eight were examined. They were assessed according to the children's height, weight, sex, and age. These results were compared to a body mass index for norms on a national level. The committee sought to determine how many of the students fell into the normal range of weight for their age, height, and sex. The study indicated that 32.3% of 2005- 2006 student body was determined to be overweight and that only 3.2% of the students were determined to be underweight (see attachment A).

GOALS FOR NUTRITION EDUCATION

- Students in preschool through grade 8 shall receive nutrition education as part of a sequential and interdisciplinary program. The program shall be designed to provide students with knowledge and skills to adopt healthy eating behaviors, and aimed at influencing students' knowledge, attitudes, and eating habits.
- To maximize classroom time and to achieve positive changes in students' eating behaviors, nutrition education may be integrated into the lesson plans of other school subjects.
- School health education curriculum standards and guidelines include both nutrition and physical education.
- Nutrition education is offered in the school as well as in the classroom, with coordination between foodservice staff, teachers, and parents. A PTL meeting should be dedicated to this need on a yearly basis.
- Special Parties are exceptions from following strict nutrition guidelines as they are treats and only take place 3-4 times per school year.

GOALS FOR PHYSICAL ACTIVITY

- Students in preschool through grade 8 shall participate in physical education that enables them to achieve and maintain a level of personal fitness.
- Physical education classes shall have a student to teacher ratio comparable to those in other curricular areas.
- Students will be given opportunities for physical activity during the school day through physical education (PE) classes, daily recess periods for the students, and the integration of physical activity into the academic curriculum.

- The school will provide opportunities for professional training and development for faculty and staff in the areas of nutrition and physical education.
- Students shall be provided opportunities for physical activity through a range of after-school programs including intramurals when possible, and interscholastic athletics.
- Because students should engage in a minimum of 60 minutes of physical activity a day, the physical education program shall engage families as partners in encouraging physical activity beyond the school day.
- The school encourages parents and guardians to support their children's participation in physical activity, to be physically active role models, and to include physical activity in family events
- Physical activity facilities and equipment on school grounds shall be safe.

GOALS FOR OTHER SCHOOL-BASED ACTIVITIES DESIGNED TO PROMOTE STUDENT WELLNESS

Parent Partnership

- The school shall support parents' efforts to provide a healthy diet and daily physical activity for their children. This support shall begin in elementary school and continue through middle school.
- Parents shall be provided information to help them incorporate healthy eating and physical activity into their student's lives.

Consistent School Activities and Environment - Healthy Eating

- For the safety and security of food, access to any area involved in storage, preparation or service of food on the school campus shall be limited to authorized personnel.
- The school will ensure an adequate time for students to enjoy eating healthy foods with friends in school.
- The school will schedule lunch time as near the middle of the school day as possible.
- School meals shall be served in clean, safe, and pleasant settings with adequate time provided for students to eat.
- The school provides enough space and serving areas to ensure all students have access to school meals with minimum wait time.
- The school makes drinking fountains available, so that students can get water at meals and throughout the day.
- To reduce competition with nutritionally balanced school meals and enhance student safety, it is recommended that, to the extent practicable, students are not permitted to leave school grounds to purchase foods or beverages.
- Trinity Lutheran School shall take efforts to promote nutritious food and beverage choices during the school day.

Guidelines for Food Providers

- Food providers shall work with suppliers to obtain foods and beverages that attempt to meet the nutrition requirements of school meals and nutrition standards for those sold individually.

Guidelines for School Personnel

- The physical education program shall be coordinated with the other components of the overall school health program. Physical education topics shall be integrated within other curricular areas.

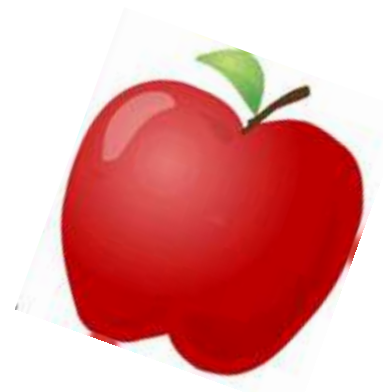
NUTRITION GUIDELINES FOR ALL FOODS AND BEVERAGES AVAILABLE ON SCHOOL CAMPUSES DURING THE SCHOOL DAY

- School meals shall attempt to be consistent with the recommendations of the Dietary Guidelines for Americans.

MEASURING IMPLEMENTATION & COMMUNITY INVOLVEMENT

Monitoring and Evaluation

- Trinity Lutheran Board of Christian Day School shall be charged with the operational responsibility for ensuring Trinity Lutheran School meets the wellness policy requirements.
- Trinity Lutheran Board of Christian Day School shall appoint a school wellness committee that includes parents, students, a school board member, and a school administrator to oversee development and implementation of the wellness policy.
- The school administration shall evaluate policy implementation and identify areas for improvement. The school administration shall report their findings to the Board of Christian Day School and develop with Board members a plan of action for improvement, as needed.
- The school sets guidelines for foods and beverages in a la carte sales in the food service program on the school campus.
- The school sets guidelines for foods and beverages sold in vending machines on the school campus.
- The school makes decisions on these guidelines based on nutrition goals, not on profit making.



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

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

Serving the Master Teacher,

Trinity Lutheran School Faculty, Staff and Administration

Trinity Lutheran Board of Christian Day School

TO GOD ALONE THE GLORY

