

**Trinity Lutheran School  
2010-2011**

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**FACULTY**

KINDERGARTEN	Mrs. Laura Filter (ext. 202) -----	787-9029
GRADE 1 . . . . .	Ms. Melissa Wren (ext. 201) -----	
GRADE 2 . . . . .	Mrs. Sue Rodgers (ext. 205) -----	483-6461
GRADE 3 . . . . .	Mr. Brett Moll (ext. 103)-----	341-0745
GRADE 4 . . . . .	Mrs. Betty Kochman (ext. 105)-----	546-9179
GRADE 5 . . . . .	Mrs. Laura Fliege (ext. 301) -----	753-2308
GRADE 6 . . . . .	Mrs. Pam Sausaman (ext. 303) -----	787-4773
GRADE 7 and . . Grade 5-8 Science	Mr. Brian Biggs (ext. 316) -----	546-5227
GRADE 8. . . . .	Mr. Russell Benning (ext. 300) -----	793-8765
JR. HIGH ENGLISH	Mrs. Kimberly Garvue (ext. 305) -----	698-2949
PRINCIPAL. . . . .	Mr. Lewis Rodgers (ext. 401) -----	483-6461
PASTORS. . . . .	Rev. Thomas Radtke (ext.414)-----	698-7569
	Rev. Aaron Schnelle -----	670-1088
EXTENDED CARE	Mrs. Cyndi Griffin (Ext. 110)-----	971-5984

Hot Lunch (ext. 108)          Parish Center Kitchen (ext. 418)

Trinity Lutheran School--787-2323 --- Fax Number-- 787-1145

Trinity Lutheran Church-----522-8151

Trinity Learning Center ----- 546-4055

**Trinity Website:** [www.trinity-lutheran.com](http://www.trinity-lutheran.com)

**School Office E-mail:** [school@trinity-lutheran.com](mailto:school@trinity-lutheran.com)

**Mr. Rodgers' E-mail:** [trodgers@trinity-lutheran.com](mailto:trodgers@trinity-lutheran.com)

**BOARD OF CHRISTIAN DAY SCHOOL**

	Bill Bade, CHAIRMAN (698-9208)	
Jo Ann Isham (787-8660)	John Rodenburg (787-5321)	Barry Lowy (525-4906)
Becki Esselmann (787-8258)	Susan Gwillim (793-9202)	Michelle Cox (241-2752)

District 186 Special Instruction: 525-3060  
Lutheran Child and Family Services: 544-4631

## Trinity Lutheran School 2010-2011

### PHILOSOPHY OF MINISTRY OF TRINITY LUTHERAN CHURCH AND SCHOOL

On February 29<sup>th</sup>, 2004 the Voters Assembly adopted a Strategic Ministry Plan as our best understanding of God's calling (work) and plan for our congregation. This is a remarkable document, resulting from gathering as the Body of Christ and prayerfully asking God to reveal His purpose (mission), boundaries (values), direction (vision), and destination (goals) for our congregation, along with our best response to this calling, His plan. We will continue in the Strategic Ministry Plan process during the next few years.

#### *His Mission for Us* Sharing Christ, Meeting Needs!

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

#### *His Vision for Us*

- Our Community** will be drawn to Christ as we share His love through our service and involvement among them, and will see Trinity as a light of Hope.
- Our Guests** will feel loved, accepted and welcomed, and see us as an “Oasis of Worship” as we walk with them and they are transformed by Him.
- Our Members** will be a connected, involved and nourished family of believers equipped to boldly step out to share the Gospel.

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

#### *His Goal for Us*

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

#### *His Strategies for Us*

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

# Trinity Lutheran School 2010-2011

## LUTHERAN CHRISTIAN EDUCATION

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

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

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

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

## OWNERSHIP AND SUPPORT

Trinity School is owned by Trinity Lutheran Church. Trinity Lutheran Church has a long history of operating our Christian Day School as a mission to our families and the community. Policies governing the school are established by the congregation's voting assembly and are administered by the Board of Christian Day School. With the exception of the pupil registration fee and the tuition fee assessed non-Trinity members, the Congregation assumes the majority of the cost of providing and maintaining Trinity School. The cost of educating one child at Trinity is over \$5,000.00.

Parents who are members of Trinity are expected to give to their Lord, voluntarily, and on a REGULAR BASIS, an amount that will appreciably assist with or exceed the congregation's cost in carrying out its desired goals in Christian education. Member Tuition is \$1,400.00 for the first child and Community tuition is \$3,600.00 for the first child, not including Registration Fees.

**Trinity families and Community families are required to remit tuition payments on the first of each month, August through May (10-month plan) or June through May (12-month plan).**

## TRINITY LUTHERAN SCHOOL COMMITMENT FORM EXPLANATION

Upon enrolling any child in Trinity Lutheran School, parents/guardians agree to accept the following responsibilities:

1. Because the religious training any child receives in the Christian Day School must be supported by a Christian parental example at home, words and deeds that profess the Christian faith result in the highest level of school support from parents.
2. Parents are expected to under gird the child's Christian training at home with daily family devotions and a fervent prayer life.

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- a. A family devotion has two basic elements: The Word of God and prayer. A suggested format is the following:
    - (1) Invocation or opening prayer
    - (2) Scripture reading or Bible story
    - (3) Reading from devotional booklet or children's devotional
    - (4) Hymn (read or sung)
    - (5) Closing prayer/special prayers/Lord's prayer
  - b. Making time for family devotion must command top priority. Many families find after the evening meal most convenient.
  - c. Family devotions dramatically improve family relationships and living.
3. Parents should also pray throughout the day for all the family's needs of body and soul, but especially for the child's salvation!
  4. Parents/guardians are expected to personally lead their child in faithful and regular attendance at worship services. Regular and faithful attendance means weekly worship by the entire family. We recognize that the attitude toward worship is more important than mere attendance. Therefore, we believe that the family which earnestly seeks to grow in faith and in the knowledge of God's Word, will find that very few things prevent weekly attendance at worship services.
  5. The approximate cost of educating one child at Trinity is over \$5,000.00. Parents who are members of Trinity are expected to give to their Lord, voluntarily, and on a **REGULAR BASIS**, an amount which will appreciably assist with or exceed the congregation's cost in carrying out its desired goals in Christian education.

### CHURCH ATTENDANCE

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

1. If a Trinity church member parent fails to attend church at least 66% in a given quarter, the family will be placed in a "mission status category." These families will then be billed 50% of the non-member tuition fee for the school quarter following the quarter in which they were below the 66% minimum.
2. The "mission status category" will also be used for families who enroll their children in Trinity Lutheran School and indicate that they will be enrolling in the Adult Instruction Class. This "mission status category" for non-member families will be in effect for one school year only.
3. Attendance will be monitored through attendance cards filled out at any of the divine worship services held under the auspices of Trinity Evangelical Lutheran Church. Families who occasionally attend other churches during holidays, confirmations, baptisms, etc. will be expected to verify their attendance if attendance falls below 66% at Trinity.

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4. Should a school member family wish to appeal the decision of the sub-committee, the Board of Christian Day School will decide the appeal.
5. All members with chronic church attendance problems will be referred to the Board of Elders for Biblical visitation and encouragement. If no improvement is seen, church discipline will follow.
6. Tuition families with chronic church attendance problems will be referred to the Board of Christian Day School.

### **BOARD OF CHRISTIAN DAY SCHOOL**

The Board of Christian Day School meets on the last Monday of each month. Meeting dates are listed on the School Calendar. At the beginning of each meeting, time is set-aside for parents to come in and talk. Please contact the chairman of the Board in advance so that he can prepare the agenda appropriately.

### **STUDENT & PARENTAL CONCERNS AND APPEALS**

If a student or a parent believes that they have been treated unfairly or have a concern in some area, they should first contact the individual teacher involved. If satisfaction cannot be achieved, the student or parent may contact the principal.

If, after meeting with the principal, the matter is not resolved or the parent or student would like to appeal the decision of the principal, the matter may be taken to the Board of Christian Day School. The Board of Christian Day School chairman should be contacted to schedule the appropriate meeting time.

### **PAYMENT POLICY**

Tuition Payment Options: Parents of students enrolled at Trinity Lutheran School may pay their tuition commitments in one of four methods:

1. Prepayment of tuition for the entire year.
2. Prepayment of tuition prior to the start of each semester. The tuition amount is equally spread between the 2 semesters and the payments are due August 1<sup>st</sup> and January 1<sup>st</sup>.
3. Payment of tuition on a monthly basis, over ten months (August through May), by
  - Automated, electronic withdraw (ACH), set for the 5<sup>th</sup>, 16<sup>th</sup>, or 20<sup>th</sup> of each month.
  - Cash, check, or credit card/debit card payment due by the 20<sup>th</sup> of each month.
4. Payment of tuition on a monthly basis, over twelve months (June through May), by
  - Automated, electronic withdraw (ACH), set for the 5<sup>th</sup>, 16<sup>th</sup>, or 20<sup>th</sup> of each month.
  - Cash, check, or credit card/debit card payment due by the 20<sup>th</sup> of each month.

Late Payment Penalties: Late payment penalties will be charged as follows:

- A \$10 late payment penalty will be assessed on any unpaid tuition amount on the last business day of a month.

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- A \$25 late payment penalty will be assessed on any unpaid tuition amount on the last business day of the second consecutive past due month. This is in addition to the first month's \$10 late payment penalty.
- Grace Period: One waiver of the first \$10 penalty will be granted per school year.

Non-Payment Status: Any accounts more than 60 days past due will be considered as non-payment status. All such accounts shall be required to enter into automatic withdrawal payments for the remainder of the school year. All past due amounts, including late payment penalties, shall be added to and prorated for the remaining months due.

If payment has not been received in full or automatic withdrawal payment initiated, the Board of Christian Day School and the parents/guardians shall conduct a timely face to face meeting, to agree upon a solution.

If no satisfactory solution is reached, the Board of Christian Day School will take action that may include student removal, and pursuit of unpaid tuition through legal action, a collection agency, etc.

A \$20.00 fee may be charged to any account for checks that are returned from the bank.

### **TUITION/REGISTRATION FEE REFUNDS**

Based on receipt of written notice of withdrawal, **prepaid tuition** will be refunded on a prorated basis. **Registration Fees** are non-refundable after 30 days of each semester.

### **PARENT-TEACHER LEAGUE**

Our parent group is affiliated with the Parent-Teacher League of the Lutheran Church-Missouri Synod. All parents of pupils attending Trinity School are automatically members of the Parent-Teacher League. See the school calendar for specific dates. **An annual fee of \$7.50 per family is paid during registration in August.** The Parent-Teacher League will sponsor a fall and spring fund-raiser.

P.T.L. aids Trinity School in fund raising projects to help supply various needs for which there are no other sources of revenue. The league provides educational programs for parents, offers frequent opportunities of fellowship with faculty and parents, and has full responsibility for the HOT LUNCH program at Trinity School.

### **ADMISSION POLICY**

Trinity School is maintained primarily for the Christian education and training of the children of Trinity Church members. Children of other Lutheran families are given next priority. Then, as space permits, other families of the community, searching for a Christ-centered education, are accepted.

Trinity 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, or national and ethnic origin in administration of its educational

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policies, admissions policies, scholarship or loan programs, and athletic and other school administered programs.

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

### **REGISTRATION**

An annual registration fee is assessed. This fee does not include the cost of required religion books. See the July mailing for the list of fees. The Board of Christian Day School sets all fees.

### **SCHOOL RECORDS**

Information regarding school records, parent and student access, as well as parent and student rights to alter, expunge, or restrict usage, is provided in the form of an interpretation and implementation of the Buckley Amendment as it applies to Trinity School. A summary of the Buckley Amendment is available to each parent in the school office.

### **SCHOOL OFFICE**

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

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

### **TIGER TALK (Also online!!)**

A weekly newsletter per family is sent home each Tuesday to keep parents informed of school matters. Articles for Tiger Talk must be submitted by **noon on Monday**. If you do not receive your copy, additional copies may be obtained from the office. You may also register to view the Tiger Talk online. Go to [www.trinity-lutheran.com](http://www.trinity-lutheran.com), click on "School" on the green menu bar at the top. Click on "Tiger Talk" on the left hand menu. Click on the link to register and follow the instructions. Be sure to keep your user name and password in a safe place as you will need it to access Tiger Talk each time.

### **STATE LAW FOR IMMUNIZING SCHOOL CHILDREN**

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

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

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### HEALTH and DENTAL EXAMINATION REQUIREMENTS

In keeping with Illinois State Law, Trinity School requires a health examination from each pupil at the time of their first enrollment into school. A second health record is to be submitted by each child entering grade six.

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

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

**Students should be fever-free before returning to school.**

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

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

### VISION and HEARING EXAMINATION REQUIREMENTS

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

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

### MEDICAL PROBLEM INFORMATION

Medical conditions of a chronic nature are to be reported to our school office. Examples are: epilepsy, diabetes, asthma, heart conditions, hyperactivity, etc. You can help us care for your child by keeping our

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principal and school secretary informed. If a student is suspected of having a contagious disease, parents or guardians will be notified to pick the student up immediately.

### MEDICINE IN SCHOOL

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

All drugs, including inhalers, that are to be taken in school must be dispensed in the school office. Written instructions must accompany the medication. Any prescription drugs must be sent to the school in a properly labeled pharmaceutical container. The principal is to be informed of any prolonged or continuing medication. **ANY PRESCRIPTION MEDICINE THAT IS NOT PICKED-UP BY THE PARENTS AT THE END OF THE SCHOOL YEAR WILL BE PROPERLY DISPOSED.**

### HEAD LICE

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

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

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

### ASBESTOS MANAGEMENT PLAN

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

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### ABSENCE AND ILLNESS OF PUPILS

**Parents must telephone the school office (787-2323) prior to 8:30 a.m. to excuse any child who is to be absent from school.** Parents of students that are unaccounted for by this time will be notified. A written excuse to your child's teacher, upon his return to class, is required for any and all absences. **Students on antibiotics, prescribed for strep throat and other contagious illnesses, are to be medicated at least twenty-four hours (or as directed by your doctor) before returning to school. Students should be fever-free before returning to school.**

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

Planned absences must be arranged with the teacher and the principal one-week in advance, in writing. Assigned class work is to be submitted on the day of return to class. (See page 23.)

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

Perfect attendance will be defined as students being present every day in school.

### TARDY

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

### LATE ARRIVAL/EARLY PICK-UP

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

### HOME VISITS

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

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### **EARLY ARRIVALS AT SCHOOL**

No arrivals will be permitted before 7:15 a.m. Students that arrive before 7:45 a.m. are expected to go to the Morning Care program.

Children who arrive between 7:15 a.m. and 7:45 a.m. are to report to the Extended Care room for the Morning Care program. A fee is charged for this service. A child who is a chronic behavior problem will lose the early arrival privileges. The Extended Care Program will notify parents of such children requiring them to make other arrangements for the early morning care of their child. A study hall atmosphere will be maintained (soft voices, assigned seats, etc.). All early arrivals must enter the school's west stairwell door and go immediately to the Extended Care Room. Students are not permitted to go into any other part of the school building during Morning Care hours.

### **EXTENDED CARE PROGRAM**

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

Extended Care service will be offered to families with students enrolled in Trinity School. The Board of Christian Day School establishes rates yearly.

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

Children who cannot be picked up immediately after the scheduled conclusion of a school activity must wait for parents in the Extended Care program. Children who are walking or taking the bus must leave the school grounds.

### **POLICY ON DISCIPLINING PUPILS**

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

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

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

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## RULES OF CONDUCT

### **A. General Regulations**

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

### **B. Arrival at School**

1. The arrival of children before 7:15 a.m. is prohibited. When children arrive between 7:15 a.m. and 7:45 a.m., they must go immediately to the Morning Care program.
2. Students should be dropped off at designated spots only.
3. Pupils are not permitted to play or loiter outdoors before school opening in the morning.
4. At 7:45 a.m. the classrooms are open to the children. These fifteen minutes before school are preparation and study time.
5. Pupils are encouraged to practice habits of politeness and cleanliness upon arrival: cheery greeting; removal of caps; cleaning of snow and dirt from shoes before proceeding to use the stairways, etc.
6. Pupils will appear in the classrooms with clean hands, clean faces, and clean clothes. The desks also must be kept in clean and orderly condition.
7. Any child arriving in the classroom after the 8:00 a.m. bell will be recorded as tardy. Students arriving late will need a pass issued by the office to be admitted into his/her classroom.

### **C. Halls, Stairways, and Washrooms**

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

### **D. Classroom**

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

1. Keep your desks neat and clean. Do not use stickers and/or tape on chairs, desks, and outside of lockers.
2. Loud and disturbing noises and "show off" behavior are out of place.
3. Throwing objects, running, and shoving are dangerous to others and are prohibited.
4. Books and other objects are not to be placed in the aisles.
5. No gum is permitted during the school day.
6. No food or candy is allowed without teacher permission.

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7. No toys or other games are permitted in school unless the student has obtained the teacher's permission in advance.
8. Magazines, CDs, tapes, iPods and other electronic devices (including cellular phones) are not to be brought to school or school sponsored events unless the student has obtained permission in advance.
9. You are expected to clean up after yourself.
10. Students must have permission from their teacher to play the piano or other musical instruments in the classroom.
11. Students should write on the whiteboards/chalkboards only when given permission by the teacher.

### **REST ROOMS**

Students are to make use of rest rooms primarily during the recess periods. They are to be used only for the purpose for which they are designed. They are not play areas or meeting places.

### **PLAYGROUND RULES**

#### **A. General Rules Governing Playground Behavior**

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

#### **B. Special Rules Regarding Playground Equipment**

1. Slides
  - a. Students are not to go up the slide.
  - b. Students are to descend the slide feet first.
  - c. One person on the slide at a time.
2. Swings
  - a. Students are to swing (seated) back and forth, single.
  - b. No twisting, linking of hands or feet with neighboring swings or jumping off swings.
  - c. When others are waiting for a turn on a swing, the swinger should practice Christian consideration.
3. Horizontal ladder
  - a. Students should not stand on the top of the ladder.
  - b. Students - Grade 1 and below are not permitted to be on top of horizontal ladder.
  - c. Students should use the ladder in a one-way direction.

#### **C. Items brought to school**

1. Items, which are brought to school by a student, are the responsibility of that student. The school is not liable for any damage or theft to these items.
2. Weapons or illegal substances are forbidden at school.
3. Irresponsible or destructive use of items at school will result in:

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- a. 1st offense - the items will be returned at end of the day.
- b. 2nd offense - returned at end of the week.
- c. 3rd offense - held until end of the year.

### **D. Balls**

- 1. Do not throw balls against the building.
- 2. Basketballs and volleyballs are not to be kicked.
- 3. Baseballs are not to be used on the playground without permission.
- 4. Balls are not to be used on rubber chip areas without teacher's permission.

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

### **STUDENT GUIDELINES FOR CHRISTIAN COMMUNICATION**

- A. Remember that the language you use in talking to others is a constant reflection on not only you, but also your family.
- B. Express disapproval when you hear speech which is not God-pleasing.
- C. When you talk to an adult or another student remember to:
  - 1. be respectful
  - 2. be helpful
  - 3. say "please" and "thank you" and say "excuse me" when you interrupt a conversation.
  - 4. accept correction from authorities without talking back.
- D. Greet guests and offer to help them find the room or person they are looking for.
- E. Show respect and appreciation to adults who help to make Trinity Lutheran School run smoothly.

### **DISCIPLINE PLAN**

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

**RULES:** As a child of God you are expected to....

- 1. respectfully follow all school rules.
- 2. respect all other students, faculty and staff members.

**REWARDS:** Positive Christian behavior and attitude are expected. Reward Procedures will be discussed with the class at the beginning of the school year.

**CONSEQUENCES:** In Grades K-4, consequences will be explained by each teacher during their home visit and/or Open House.

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## DEMERIT SYSTEM

### **Grades 5-8**

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

### **(1 point assigned)**

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

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

### **(2 points assigned)**

Un-Christian language or behavior	Abetting a school violation
Flagrant disrespect to teacher	Major classroom disruption
Possession of lighter or matches	Gum chewing (repeating)
Threatening or abusing other students	Possession of pager
Cheating	Gang paraphernalia

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Repeated misuse of equipment                      2nd Minor Computer/ Internet misuse  
Leaving school building/grounds during the day without authorization              Text Messaging  
(Teacher can assign additional demerit points for other violations.)

**(4 points assigned)**

Skipping detention    Major Computer/Internet misuse  
Forgery of notes    Theft/vandalism (under \$20) - first offense  
Cheating (2<sup>nd</sup> offense)  
(Teacher can assign additional demerit points for other violations.)

**(8 points assigned)**

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

**(14 points assigned)**

Theft or vandalism - 2nd offense or over \$20    Possession of inappropriate printed, video, and  
Possession of tobacco - first offense    audio material (include sexually explicit,  
Possession of weapon and/or look like weapon    violent material, etc.)  
(Teacher can assign additional demerit points for other violations.)

**(21 points assigned)**

Possession of drug/alcohol - first offense    Possession of tobacco - 2nd offense  
False fire alarm    Flagrant fighting or 2nd offense fighting  
Verbal threat to teacher    Possession of fireworks/explosives - first offense  
Unauthorized possession of a school key  
(Teacher can assign additional demerit points for other violations.)

**(28 points assigned)**

Possession of tobacco - 3rd offense    Flagrant fighting - 2nd offense  
Possession of a firearm    Theft/vandalism - 3rd offense  
Teacher battery    Possession of drug/alcohol - 2nd offense  
Bomb threat    Selling drugs/or intent to sell drugs  
(Teacher can assign additional demerit points for other violations.)

Community Service Times - will be posted and announced in Tiger Talk. Each 45-minute period of useful work will receive credit for 1 demerit point.

**Points**

- 4      Parent notice
- 8      Mandatory Community Service with Parent(s) after school or evening for 2 hours. In addition, the student will be ineligible for extra-curricular activities for 1 week. (Meeting with Principal)
- 14     One (1) day out-of-school suspension. In addition the student will be ineligible for extra-curricular activities for 3 weeks. (meeting with Pastor and Principal)
- 21     Five (5) day suspension (five day out-of-school suspension) (Meeting with Pastor, School Board Chairman, and Principal)
- 28     Expulsion

Other Point Assignments

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- 1) Name on Board = Warning
- 2) Name and check = 1 Demerit with loss of one recess period
- 3) Each demerit (1-4) assigned will result in the loss of one recess period.

### BULLYING

#### **Bullying - A Definition**

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

Bullying can take many forms:

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

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

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

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

### SEXUAL HARASSMENT

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

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### **SEX OFFENDER REGISTRATION ACT**

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

### **STUDENT ABUSE / NEGLECT REPORTING**

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

### **COUNSELING SERVICE**

Trinity Lutheran School has contracted with Lutheran Child and Family Services of Illinois, 431 S. Grand Ave., W., Springfield, to provide a Licensed Counselor on a part-time basis. This supportive counseling service is available for students who are experiencing emotional, social and/or behavioral difficulties which interfere with their progress in school. Parents are asked to contact the classroom teacher or Principal with any concerns or questions they may have. The contract arrangement for each school year covers the cost for this service in the school.

### **SPECIAL EDUCATIONAL PROGRAM**

Trinity Lutheran School has contracted with Lutheran Special Educational Ministries. We have an on-site instructional teacher for an assigned number of hours per week during the school year. The teacher's main work responsibility is to consult with principal, teachers, and parents in order to facilitate the educational plans of our students.

### **LEAVING THE SCHOOL GROUNDS**

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

### **DEPARTURES**

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

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(depending on the time of pickup). Permission must be given to have anyone other than the parents or guardians pick up students.

### **DISMISSAL FROM SCHOOL**

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

### **PARKING LOT**

Parents (grades 1-8) are expected to pick up their children at the West exit of the school. When dropping off or picking up students, parents should enter the parking lot and then exit using the driveway that goes out onto Governor Street. Please note that the driveway on the west side of the school is labeled as a ONE WAY drive. Parents visiting the school during the day should park on the south side of the building. **Please do not drive through cones. The cones are placed on the parking lot for the protection of your children.** Cones are removed at 2:45pm.

### **DAMAGES**

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

### **PLANNED ABSENCES**

If you feel your student needs to be absent for any reason, discuss the matter with the principal BEFORE making family plans. We discourage parents from taking students out of classroom study for this purpose. Your child's academic life is of the utmost importance. If a student leaves for a planned vacation without getting assignments, the missed assignments will be considered as incomplete assignments. (See page 11)

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## WEATHER CLOSING

1. It will be the policy of the school to excuse children when the parents make a judgment call relative to the attendance or tardiness because of bad weather. ***If you elect to remain home because of the weather, please inform us by calling the school office at 787-2323.***
2. Listen to radio station WTAX (1240AM) or Channel 20 (TV) starting at 6:00 a.m. for information regarding school closing.
3. Trinity will **NOT** automatically follow District 186's school closing.
4. An alert will be sent via the Alerts Made Easy notification system if there is a weather closing.

## ALERTS MADE EASY (Notification System)

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

## DAILY SCHEDULE

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

## HOT LUNCH

Trinity operates a well-balanced hot lunch program. Students may purchase daily, weekly, or monthly tickets. These tickets should be purchased from the hot lunch manager between 7:45 a.m. and 8:15 a.m. Menus will be printed in Tiger Talk and available online each month. Checks are to be made out to **Trinity Hot Lunch**. Any family account exceeding \$20.00 at the end of the school year will receive a refund check from Hot Lunch. Any family account with less than \$20.00 will be donated to a worthy cause determined by the P.T.L.

## ACADEMIC SUBJECTS

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

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

RELIGION	ENGLISH	MATH	SPELLING	SOCIAL STUDIES
MUSIC	HANDWRITING	READING	SCIENCE	VOCABULARY

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

### **SPECIAL INSTRUCTION**

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

Trinity's diagnostic evaluation procedures include the following steps:

1. Classroom teacher will talk with parents by phone or in person.
2. Classroom teacher talks with principal about results of initial conference and setting up further conferences.
3. A staffing with parent, principal, and classroom teacher will be held to determine if diagnostic evaluation is to be done. At this time, permission would be given as needed for:
  - A. diagnostic evaluation; and/or
  - B. second opinion support diagnostic evaluation; and/or
  - C. referral for more in-depth evaluation to professionals outside of school. (parents would select this evaluator).
4. Evaluation would be completed.
5. Diagnostic results would be shared with parents, classroom teacher and principal by diagnostician.
6. Follow-up staffing would take place as necessary.

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

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

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

### **HOMEWORK**

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

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

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

### INCOMPLETE ASSIGNMENT (Grades 4-8)

Students (Grades 4-8) who choose not to complete assigned work on time will receive an incomplete assignment form or “pink slip”. A “pink slip” will be sent for each incomplete assignment. Work not turned in by the beginning of the period will be given a ten percent deduction. Work may also be given a ten percent deduction for each additional day until the work is complete. During the quarter (about every two weeks), the teachers will notify students of any missing assignments. Students with incompletes on any major assignments (term papers, science fair projects, book reports, etc.) will be ineligible until that major assignment is completed.

- Lunch detention will be assigned for failure to bring back a signed “pink slip” and completed work by the next school day.
- After school detention may be assigned for a student with multiple missing daily assignments or a single major assignment.
- A student will remain ineligible until all incomplete work has been successfully completed and evaluated.
- Teachers may elect to have students work on missing homework during lunch periods/recess.

### GRADING AND TESTING

In subject areas where letter grades are given (Grades 4-8), the following grading scale is used:

100-98 = A+	79-78 = C+	
97-93 = A	77-73 = C	
92-90 = A-	72-70 = C-	
89-88 = B+	69-68 = D+	
87-83 = B	67-63 = D	
82-80 = B-	62-60 = D-	
I = Incomplete	M = Medical	P/F = Pass/Fail

Standardized Achievement Tests and School Ability Tests are administered to all students each spring with results sent home with the final quarter’s report cards.

### CHORAL MUSIC PROGRAM

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

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

### THE TRINITY CHOIR

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

### INSTRUMENTAL MUSIC PROGRAM

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

### PHYSICAL EDUCATION

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

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

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

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

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- |  |  |
|--|--|
| ▪ Maroon or black gym shorts (label with name) |  |
|--|--|

**PHYSICAL FITNESS TEST**

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

**GYMNASIUM RULES**

- A. No student or child is allowed in the gym without teacher or adult supervision. If there is no adult there, you should not be there.
- B. Only clean gym shoes with non-marking soles may be worn in gym.
- C. Students are not to climb on or under the bleachers. No one should be on the bleachers when the bleachers are closed.
- D. Climbing or playing on the stage is not permitted.
- E. No students are allowed in the equipment room without teacher permission.
- F. After using equipment, please return it to the equipment room.
- G. No gym equipment is to be taken out of the gym without permission of the school office.
- H. Teachers are responsible for keeping the room orderly.
- I. Kicking of balls in the gym is not permitted except under teacher supervision in gym class.
- J. Hard balls and hitting balls with bats are not allowed in the gym.
- K. No tackling of students, or throwing balls at others, walls or at baskets is permitted.
- L. Students may enter or leave the gym only with teacher permission.
- M. Mats should be used only for gymnastics, lying flat on floor and not as geometric structures.  
Shoes should be removed when using mats.
- N. Most importantly, when you are in the gym, the rules your teachers give you are the rules that must be followed.
- O. No horse play in locker rooms.
- P. Only water and popcorn are permitted in the gym during sporting events.

**ATHLETIC COMMITTEE**

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

**ATHLETIC/EXTRA CURRICULAR PROGRAMS**

Interscholastic athletic programs/extracurricular activities generally begin at the fifth grade level. Interscholastic sports/extracurricular activities provide involvement with a variety of Lutheran schools within the Central Illinois District.

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<b>BOYS</b>	<b>GIRLS</b>
▪ Cross Country*	▪ Cross Country*
▪ Volleyball *	▪ Volleyball
▪ Basketball	▪ Basketball
▪ Track	▪ Track
▪ Scholastic Bowl	▪ Poms*
▪ Flag Football*	▪ Cheerleading*
	▪ Scholastic Bowl

\* These sports will be offered if there is an acceptable number of students interested, and if a qualified coach can be arranged.

The school administration and Board of Christian Day School places the following requirements upon those aspiring to be participants in the extracurricular events: Namely, that each individual demonstrate serious effort toward academic achievement in all subject areas; secondly, that each participant would demonstrate emotional control and Christian sportsmanship even though making the best effort to compete; and, finally, that each player attend all practices as scheduled unless excused by parents in writing.

**ATHLETIC/EXTRACURRICULAR ELIGIBILITY REQUIREMENTS**

**A. Grade Requirements**

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

**B. Conduct Requirements**

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

**C. Church Attendance Requirement**

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

**D. Procedure**

1. At the end of each quarter and at mid-term, students will be given grade cards, which are to be checked and signed by the respective teachers. Any incomplete work will also be noted, and that subject area cannot be evaluated until the work is made up. **A student with incomplete work is ineligible for extracurricular activities.** Ineligibility begins the next school day after the student is informed of their incomplete assignments. When the student successfully makes up the incomplete work or raises the grades, (s)/he will then be eligible to participate.
2. These report cards/mid-terms are to be signed by the parents and returned the next school day to the teachers.
3. Any student receiving one "F" or two "Ds" in a marking period will be placed on probation for the next two (2) weeks. If the grades improve at the end of the two (2) weeks, the student will be

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removed from probation. After two (2) weeks of no improvement, the student will be ineligible for extracurricular activities until the next grading period.

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

### **OUTDOOR EDUCATION**

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

### **DRIVER REQUIREMENTS**

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

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

### **SCIENCE FAIR (5-8)**

Each year students in grades 6-8 are required to complete and display a science project. The project is to be an experiment based upon the inquiry method of investigation. Each project must be approved by the student's science teacher and supported by the parent. The fair is held in the 2<sup>nd</sup> or 3<sup>rd</sup> quarter of the school year and constitutes a major portion of the 2<sup>nd</sup> (7/8<sup>th</sup>) or 3<sup>rd</sup> (5/6<sup>th</sup>) quarter grade in science. Fifth grade students are given experience with the scientific method of investigation through an in-school project supervised by the teacher. If the fifth grader chooses, they may prepare a display of their project.

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### SAFETY PATROL

Trinity School has students that provide us with Safety Patrol Crossing Guards. The Safety Patrol students assist children in entering and exiting their cars safely. Over the years, Trinity's Patrol has earned an enviable reputation. Students in grades 7 and 8 are eligible for participation.

### STUDENT RECOGNITION PROGRAM (Grades 5-8)

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

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

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

<b>½ pt.</b>	
<ul style="list-style-type: none"> <li>▪ Bible Bowl, Math Bowl, Spelling Bee</li> <li>▪ Marigolds</li> <li>▪ Lutheran Honor Band, IMEA Elem. Chorus, Lutheran High School music contest, and IESA music contest</li> <li>▪ State Science Fair</li> <li>▪ Yearbook Committee</li> </ul>	
<b>1 pt.</b>	
<ul style="list-style-type: none"> <li>▪ Student Life (per quarter of activity)</li> <li>▪ Cross Country</li> <li>▪ Drama Activities</li> <li>▪ Special Service Projects</li> <li>▪ IMEA Jr. High Band/Choir</li> <li>▪ Regional Science Fair</li> <li>▪ Flag Football</li> </ul>	
<b>2 pts</b>	
<ul style="list-style-type: none"> <li>▪ Classroom Housekeeping (1/2 per quarter)</li> <li>▪ Cheerleading (2-3 points)</li> <li>▪ Instrumental Assistance</li> </ul>	
<b>3 pts</b>	
<ul style="list-style-type: none"> <li>▪ Beginner Band (only 5-8)</li> <li>▪ Track</li> <li>▪ Pom Pom</li> <li>▪ Volleyball</li> </ul>	
<b>4 pts</b>	
<ul style="list-style-type: none"> <li>▪ Basketball</li> <li>▪ WGod Manager</li> <li>▪ Chapel Set-up (1 per quarter)</li> <li>▪ Student Government (1 per quarter)</li> </ul>	
<b>6 pts</b>	
<ul style="list-style-type: none"> <li>▪ Trinity Band (3 per semester)</li> </ul>	
<b>8 pts</b>	
<ul style="list-style-type: none"> <li>▪ Trinity Choir (2 per quarter)</li> <li>▪ Patrol (2 per quarter)</li> </ul>	

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

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

### **GRADUATION**

Graduation for eighth graders is a highlight of their school life. The seventh grade room mothers organize and prepare a reception for the graduate and their family and friends after graduation. Seventh grade parents assist with this reception. The seventh grade students assist at the reception by serving, set up, and clean up duties. Schools funds have been designated to defray the cost of the refreshments and decorations.

### **CHAPEL SERVICES**

Weekly chapel services are conducted in the Parish Center on most Wednesdays from 8:15a.m.-8:45 a.m., for students in grades K-8. Approximately twice monthly, chapel is split between grades Kindergarten - 2 (Extended Care Room) for a primary chapel and grades 3-8 for regular chapel.

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

Parents and guests are encouraged to attend the chapel services.

### **SCHOOL PICTURES AND YEARBOOK**

A photographer is available in the fall and the spring to take pictures of the students. Several packet choices are available for purchase. School yearbooks are ordered during the school year, with delivery in September.

### **FIELD TRIPS**

Class field trips are occasionally part of a class curriculum. Students must present a Permission Slip signed by a parent/guardian in order to participate in the field trip. Verbal permission is not sufficient.

The Trinity School bus is used for field trips and a minimal charge is assessed to cover costs. If the bus is not available, the teacher may organize a group of parents to drive instead. (Driving requirements are listed on page 28 of this handbook.)

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**Only students in the class are allowed to attend the field trips. Parents assisting with class field trips are not permitted to bring additional children on any field trips. Classes need the full attention and help of the assisting parents.**

### **8TH GRADE CLASS TRIP**

The 8<sup>th</sup> grade class teacher and principal plan the annual 8<sup>th</sup> grade class trip to Chicago. Parents assume the cost of this activity and are billed in the spring. It is expected that students will attend the class trip. **The office must be notified by the end of January if a student is not attending the class trip. The 8<sup>th</sup> grade teacher MUST be informed, in writing by the end of January, of any parent wishing to attend the class trip.** All fundraising money raised by the class will be applied to the class trip.

### **LOST AND FOUND**

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

### **FIRE/CIVIL DEFENSE AND SEVERE STORM SHELTER DIRECTIONS**

Trinity Lutheran School has an Emergency Management Plan in place to cover a wide range of school emergencies. Parents are invited to review this emergency plan during normal office hours. Students are informed as to when the first fire/civil defense drill will occur. Each class will be instructed as to procedures used in exiting. A diagram is posted in an obvious place in the classroom and colored red. When leaving the classroom, all doors are to be closed. Students are to walk quietly to their designated place and wait for the teacher to take roll call.

### **SCHOOL PHONE USE**

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

### **CELLULAR PHONES**

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

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## LIBRARY POLICY

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

Library books are now bar-coded and can be electronically checked out. There is also a drop box that is locked for returning library books. Primary grades (K-2) generally keep books for a week (or the teacher's discretion). Students in Grades 5-8 may check out books for a month.

## STUDENT DRESS CODE POLICY

*Revised Spring 2010*

*Effective Fall 2010*

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

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

### ***In general:***

- ◇ Clothes should be modest.
- ◇ Clothes should not reveal underwear or other undergarments.
- ◇ Clothes should be in good repair and clean.
- ◇ Distress pants (those sold with holes already in them) are not permissible. Clothing with chains is not permissible.
- ◇ Clothes **must** be worn in the style for which they were designed (buttoned, tucked in); pants **must** be worn at the waist.
- ◇ The fit of the clothing and shoes should be appropriate to the child. This means clothing and shoes are not too small or worn several sizes too large. Room for growth is acceptable. (Baggy-look is not acceptable, including extra long pants even if rolled up.)
- ◇ Sweat suits or wind suits of any type are not permitted for students grades 4-8.
- ◇ Sweat suits and wind suits are permitted in K through 3 (non tear away).

### **Shirts:**

- ◇ All shirts (including sweaters and sweatshirts) have to be tucked in if the bottom hem extends past the student's fingertips. These shirts also should cover the student's midsection (including when hands are raised above their head).
- ◇ No T-shirts or sweatshirts may be worn for chapel. T-shirts designed to be an undershirt are not permitted. T-shirts that are worn must be of a heavier weight material.

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- ◇ No tank tops.
- ◇ Athletic jerseys may be worn if tucked in and over appropriate shirts.
- ◇ No shirts may be worn with offensive, double-meaning, anti-authority, or mean-spirited emblems or sayings, including but not limited to sayings or emblems which refer to alcohol, tobacco, illegal substances, sexual connotations, music groups or individual musicians, and symbols of death (skulls).
- ◇ Sleeveless shirts are permissible; sleeveless shirts are defined as shirts with a long shoulder seam (minimum 2"). Sleeveless shirts also have armholes that do not extend much beyond the diameter of the arm itself. (Tank tops have narrow shoulder seams and wider armholes and scoop necklines.)
- ◇ Sweatshirts are allowed with the aforementioned guidelines. (Sweatshirts can not be worn inside out.)

### **Shirts and Shorts:**

- ◇ Dress shorts may be worn at any time, including chapel. Students that wear dress shorts will not be excused from daily school activities (including recess) because of the weather. Please monitor weather conditions.
- ◇ Shorts and Shirts should be modest (*length to be not more than 3-4 inches above the top of the knee*).
- ◇ Shorts and pants may not have writing across the rear.
- ◇ No shorts made out of nylon, mesh, lycra, or acetate are permitted. This would include any shorts that are form-fitting (biking shorts).
- ◇ Loose fitting leggings or stirrup pants are permitted with modest tunics or rugbys that cover the seat.
- ◇ Frayed hems are not permissible. Revealing insets or cut-outs in clothing are not permitted.

### **Chapel Attire:**

- ◇ BLUE DENIM IS NOT PERMITTED ON CHAPEL DAYS.
- ◇ Boys will wear slacks or dress shorts for chapel days. It is recommended that girls wear skirts or dresses. However, dress slacks or dress shorts are permitted.
- ◇ If students elect to wear shorts for chapel, the shorts must be dress shorts.
- ◇ Dressier shirts and nice sweaters are recommended. Collared shirts are encouraged.
- ◇ No T-shirts are permitted on Chapel Days.
- ◇ Hooded sweatshirts may not be worn during Chapel.

### **Miscellaneous:**

- ◇ Girls may only wear pierced jewelry in the ear. (No other body piercing is permitted)
- ◇ Hairstyles and haircuts (including un-natural hair coloring or treatments) should not attract abnormal attention to a student's overall appearance.
- ◇ Students are to avoid excesses in make-up and jewelry.
- ◇ **Students are not permitted to have tattoos, including temporary tattoos.**
- ◇ Students are encouraged to wear shoes (tennis shoes, flat bottom) that will permit the students to play safely.
- ◇ For safety, no backless shoes may be worn at any time, including excessive platform or high heel shoes. Laces must be worn in shoes which are designed for laces. Shoelaces must be tied.
- ◇ Outerwear jackets are not permitted in the classroom. Blazers, suit jackets, vests, cardigans, **non-bulky sweatshirts** and other "suit jacket-like" apparel designed for indoor wear may be worn.
- ◇ Attire should not be injurious to school property or other people. Parents are required to purchase shoes with non-marking soles.
- ◇ No caps, hats, or bandanas, or other head coverings may be worn inside the school.
- ◇ No roller blades or roller blade shoes may be worn at school.

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***Enforcement:***

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

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

ENFORCEMENT POLICY is included in the Demerit System.

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## EXTENDED CARE

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

### **CREDO:**

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

### **ADMINISTRATION:**

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

### **AVAILABILITY:**

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

### **SCOPE OF EXTENDED CARE:**

1. Morning 7:15 a.m. thru 7:45 a.m. Kindergarten thru Grade 8.
2. Afternoon 3:00 p.m. thru 5:30 p.m. Kindergarten thru Grade 8.  
Families will purchase tickets before school for the number of days the program is needed.
3. On special Early Dismissal days from 11:30 a.m. - 5:30 p.m. (additional fee applies)
4. No service is provided on non-school days or the first and last day of school.
5. Parents may not deliver children prior to 7:15 a.m. in the morning. They must pick up children no later than 5:30 p.m. in the evening. Late pick-ups will result in a \$5.00 late fee per child for every 15 minutes the parent is late. The late fee is payable immediately to the staff member staying with your child IN CASH.
6. Children must sign-in for Morning Care and Afternoon Care.
7. Parents must sign their children out before removing them from the premises.
8. Children not enrolled in the program are not permitted in the extended care area without permission from the extended care supervisor.

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9. Children enrolled in the program must remain in the extended care designated areas unless authorized to leave by extended care supervisor.
10. Children may not bring their own toys unless authorized by the extended care supervisor.
11. Trinity Lutheran School's liability insurance will be provided for the extended care service.
12. Parents shall designate in writing, on the enrollment form, others who are authorized to pick up their child from extended care. Individuals other than parents will have to show photo identification before any child is released from Extended Care.
13. The students in the Extended Care Program will follow school playground rules.

### **FACILITIES:**

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

### **SERVICES:**

1. Services provided in morning session:
  - A. Adult supervision
  - B. Study Hall atmosphere and conduct
  
2. Services provided in afternoon session:
  - A. Adult supervision
  - B. Study/reading area
  - C. Occasional viewing of athletic contests in the gymnasium
  - D. Group project corner
  - E. Game area with scheduled and supervised activities
  - F. Refreshments: milk/beverage & snacks provided in afternoon. Students may not bring their own snacks! Special snack area to be designated.
  - G. If enrolled students have special dietary needs, arrangements shall be made with the Extended Care Staff.
  - H. Special interest groups
  - I. Outdoor play

### **EXTENDED CARE PERSONNEL:**

1. The following Extended Care positions are hereby established:
  - A. Manager
  - B. Bookkeeper
  - C. Morning Supervisor
  - D. Afternoon Supervisor
  - E. Child Care Provider
  - F. Student Child Care Provider
  
2. General conditions of employment
  - A. All Extended Care personnel will be Christians, (preferably members of Trinity), active in living and demonstrating their Christian faith.
  - B. All employees are to be approved by the Board of Christian Day School.
  - C. Direct supervision of employees will be by the Principal.

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- D. Staff size estimate is one staff person for the morning session, and one staff person for each 10 children in the afternoon session.
- E. Remuneration will be set by the Board of Christian Day School.
- F. There will be no charge for children of Extended Care employees.

### **PAYMENTS FOR SERVICE:**

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

**Advance tickets:**            **0-9 tickets**  
                                      **10+ tickets (\$1.00 less per day)**  
                                      **Short Stay is until 3:30pm**

**AFTER THE DATE OF SERVICE is \$1.00 extra per day.**

**Any tickets that are paid for with a check that is returned will be recharged the "AFTER THE DATE OF SERVICE" rate.**

The tickets will be kept by the Extended Care staff to prevent loss or misplacement by students. When your child has three tickets left, the sign up sheet will be marked so that you will know to send money for a new ticket the next morning. If your child comes to Extended Care without payment the following day, you will receive a reminder notice to buy a new ticket. The second time and thereafter your child comes to Extended Care without payment, you will be called at work to come and pick them up. Your child will then be asked to sit and read or do homework and wait quietly for you to arrive. Your child will not be allowed to participate in activities which have not been paid for.

### **DISCIPLINE PROCEDURE:**

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

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

Examples of behavior that could cause use of procedure:

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

Some examples of overt actions include:

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

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

**DISCIPLINE STEPS:**

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

**MORNING CARE FEES:**

An annual or per semester fee per child will be charged for all students arriving between 7:15 and 7:45am.