



# Family Handbook

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[TrinityLutheranSchool.com](http://TrinityLutheranSchool.com)

824 E. Main  
Danville, IL 61832



Dear Trinity Families:

Welcome to Trinity Lutheran School. Trinity is here to provide an excellent education for our students who live in a quickly changing world. Trinity also exists to help students and families learn more about our unchanging Savior, Jesus Christ; the blessings that He won for us by His death and resurrection; and the new and everlasting life that He gives us. That's why we are excited, not only to welcome you and your children to our school, but to our Christ-centered environment where Jesus Himself is present and where He is proclaimed and praised.

It is our earnest prayer and our confident hope that through Trinity your child will be well-equipped with the foundations needed to achieve academic excellence now and in the future. More than that, it is our hope and prayer that through the Gospel our students and their families will grow strong in their faith in Jesus who has loved and served them. Finally, we hope and pray that their faith in Jesus will inspire them to use their God-given abilities and Trinity -nurtured knowledge to love and serve their neighbors within their daily callings in their communities, congregations, and families.

In order to accomplish these goals, the Word of God is not only heard in daily devotions and weekly chapels; it permeates the entire school day. During religion, the Word of God and our Lutheran teachings drawn from God's Word are taught. Science becomes an investigation of God's good creation. History recounts how God has worked throughout time in our world. Reading and language arts give our students the tools to understand, interpret, and communicate the Holy Scriptures. Physical education instructs our young people to be good stewards of the bodies God has given them. You get the idea! The Word of God even impacts relationships in the classroom--how children regard and treat one another and how teachers care for and discipline the children.

Not only do we want to welcome you to Trinity School, we also want to welcome you to Trinity congregation. Worship is an important part of the school week for our children. It is also important for our families to worship together. If you do not have a church home, we invite you to worship with our congregation each Sunday, Wednesday, and on other special days. As we worship and learn together, we will all—students and families, faculty and staff—grow in the grace and knowledge of Jesus Christ, the same yesterday, today, and forever.

The Trinity Faculty and Staff

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## **Introduction**

### **History**

Trinity Lutheran School is an integral part of Trinity Lutheran Church. Originally established in 1864, Trinity Lutheran School served its church families until 1983. At that time, Danville Lutheran School was formed and Trinity Church became one of two governing congregations over the joint mission. During the summer of 2019, the interparish agreement ended and Trinity Lutheran Church re-opened Trinity Lutheran School. The school houses grades K-8 and serves not only the families of the congregation, but also families from the surrounding community.

### **Cooperation**

1864 Trinity Lutheran School established. 1886 Immanuel Lutheran School established.  
1974-1975 Grades K-4 established at the Trinity building and grades 5-8 at the Immanuel building.  
1983 January Danville Lutheran School became a reality.  
1991-1992 Immanuel Preschool became part of Danville Lutheran School.  
1995 Accredited by the National Lutheran School Association.  
2002 Danville Lutheran School became an Association.  
2004 Danville Lutheran School renewed NLSA accreditation.  
2007 Danville Lutheran School adopted team teaching (pods) for combined classroom grades.  
2011 Danville Lutheran School renewed NLSA Accreditation.  
2017 DLS ReDesign created campus grade changes.  
2019 Trinity Lutheran Church re-opens Trinity Lutheran School for the 2019-2020 school year.

### **Mission**

Trinity Lutheran School's mission is to welcome children and their families into our Christ centered environment where God's Word is applied to all disciplines. Students are equipped with the Gospel and the foundations for academic excellence are taught with effective leadership and engaging teachers. Children are inspired to learn through personalized learning environments that instill them with the excitement of learning. Students are prepared for a lifelong service to the Lord, their neighbor, and community.

### **Mission Statement**

The mission of Trinity Lutheran School is  
to welcome children and their families into our Christ-centered environment;  
to equip them with the Gospel and foundations for academic excellence;  
to inspire them for lifelong service to the Lord and their neighbor.

### **Values**

- Culture
  - Parents are partners
  - God's Word applied to all disciplines
  - Strive to serve
- Excellence
  - Effective leadership and teachers
  - Engaging instruction
- Innovation
  - Personalized learning environments

## **Administration**

The Administration is made up of the Director of Administration and the Instructional Coordinator/Faculty Lead.

## **Chapel**

Our students join together in worship at chapel services held on Wednesday mornings at 8:30 a.m. Offerings collected at these chapel services are designated for different mission projects on a quarterly basis. Parents and families are welcome to join us in chapel. Occasionally, the times are adjusted for special events, which will be noted in the News & Notes and on the calendar.

## **Church**

Trinity Lutheran Church - 8:30 a.m. Sunday School and Bible Class; 9:30 a.m. Sunday Worship Services; 6:30 p.m. Wednesday evening services.

## **Church Attendance**

"Remember the Sabbath Day by keeping it Holy." Families are encouraged to be faithful in their church attendance to grow together in grace and knowledge of our Lord and Savior. Families that do not have a church home are invited to come and worship. Weekly church attendance records are kept in the classroom and recorded on each child's report card.

## **School Board and School Board Meetings**

Trinity is governed by the School Board of Education. Members are voted into their positions by the church congregation. The School Board meets monthly to conduct business and provide for the needs of the individual students. Meetings are open for any interested party to attend. If you wish to be placed on the agenda, arrangements must be made through the Administration who will then notify the chairman of the School Board. Visitors who are placed on the agenda have 15 minutes when addressing the Board.

**The term "Parent",** used in this Handbook, refers to custodial parent or guardian.

# **Student Attendance Policies**

## **School Hours**

Students are expected to be in their classrooms at 8:20 a.m. Classes are excused, generally from the cafeteria, at 3:15 p.m. **Early Dismissal days begin at the same time and are dismissed at 12:00 p.m.**

## **Transportation**

Parents are responsible for transporting students to and from school.

## **Leaving School**

Students are not permitted to leave school on their own. Teacher and/or office should be notified ahead of time when a student will be leaving during the day.

## **Tardy**

When a student is going to be tardy, a phone call to the school with explanation is expected. Students are considered tardy when they are not in their classrooms by 8:20 a.m. and a tardy slip must be obtained from the Before Care worker. If student arrives at 8:30 a.m. or later, parent and student must obtain a tardy slip from the school office. Three tardy per quarter will be counted as one unexcused absence and five tardy per quarter will require a meeting with the Administration. Three tardy per year will prevent a child from receiving a perfect attendance award.

## **Absences**

An excused absence is an absence with a valid cause (illness, medical appointment, family emergency, or a death in the family). An unexcused absence is an absence without valid cause.

- **Unexpected Absence**

Trinity requires students to attend daily during the entire regular school term. In case of an unexpected absence, a parent must email the child's teacher or call the school office and state the reason for the absence. All notifications should be made before 8:20 a.m. A written doctor's excuse must be given for medical and dental appointments during school hours and for non-participation in physical education classes. For absences of four or more days, a written doctor's excuse must be provided in order for the 4<sup>th</sup> and any additional days to be considered excused.

- **Illness**

Any child who has symptoms of illness should not be in attendance at school. Symptoms may include a fever of 100.0° or higher, vomiting, diarrhea, nausea, and body aches. Students must be symptom free, without the aid of a fever reducing medication, for 24 hours before he/she may return to school. Additionally, cases of body rash, eye infections, head lice, etc. will also require a child to stay home from school.

If a child presents any of these symptoms while in school, the teacher or the office may call the names listed on the emergency contact list to have the child picked up. The student must remain absent until he/she has been symptom free for 24 hours or has been released by a physician with a physician's note. If a child is being treated with an antibiotic for a bacterial infection, he/she may return to school 24 hours after the medication was given.

- **Planned Absence**

Illinois' Truancy Law requires children ages 6-17 to attend school. A child may not be absent without valid cause for 5% or more days. Parents will be in violation of this law if a child accumulates 9 unexcused absences (based on a 180 day calendar). Parents who plan to take children from school, should contact the child's teacher to request and complete a Planned Absence Form. Planned absences are unexcused.

### **Make-up Work**

When a student is absent, it is the student's responsibility to complete the work missed. Make-up memos will be written each day of absence and may be picked up at the end of the day from the classroom teacher. When the absence is excused, a student has two days for every day absent to complete daily homework. New test and project due dates will be arranged by the teacher upon the student's return, not to exceed two days for every one day absent. When the absence is unexcused, only one day for every day absent is allowed. For any long period of absence, make-up work must be arranged with the teacher.

### **Inclement Weather**

When the temperature or wind chill is below 20°F, we will not take students outside for recess. However, each child should have a hat, coat, boots, and gloves to wear when it is snowy, cold, etc. We will not take students outside when it is icy or raining. Please make sure that all articles of clothing are clearly marked with the student's name.

### **School Cancellation**

The closing of school because of weather or other severe emergency will be announced via a Parent Alert to all persons listed as "custodial" in the Family Portal. Public announcements will be made through VermilionCountyFirst.com. Our school will be identified as Trinity Lutheran School.

## **Admissions**

### **Acceptance of Applications & Probationary Admission Policy**

Trinity 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, nationality, ethnic origin, or handicap/disability in administration of its educational policies, admissions policies, scholarship and loan programs, and athletic and other school-administered programs. The School shall comply with applicable federal and state laws prohibiting discrimination per 23 Illinois Administrative Code 425.30(a) (1)(c), including applicable sections of Plyler v Doe. The Administration and/or the School Board may deny admission or continued



enrollment to individuals because of behavior, academic progress, physical or academic needs, failure to meet financial obligations, as well as those whose personal or family lifestyle is not in keeping with doctrine of the Lutheran Church Missouri Synod and Trinity Lutheran School. **See FORMS – F-1 “Applications & Admissions”.**

### **Birth Certificate**

A certified copy of a birth certificate must be on file for every student before a student may attend class. Failure to produce a satisfactory document will result in notification being given to the Illinois State Police, per Illinois State Law.

### **Kindergarten Age Requirement**

All students enrolling at Trinity for kindergarten will be five before September 1<sup>st</sup> of the enrolling year. Exceptions are handled on a case by case basis and will be evaluated by the Administration and may be aided by a faculty member. The School Board must review and issue an approval or denial.

### **Student Records & Missing Children Records Act**

The Illinois Department of State Police is responsible for notifying school districts that a student that was previously enrolled there is missing. In these situations, the school district is required to “flag” the school records for that student in such a manner that whenever a copy of or information regarding the record is requested, the school shall be alerted to the fact that the record is that of a missing person. Trinity shall comply with this mandate by flagging such records and immediately reporting to the State Police any request concerning flagged records or knowledge as to the whereabouts of any missing person. Upon notification by the State Police that the missing person has been recovered, Trinity shall remove the flag from the student's record.

### **Health Requirements**

Illinois State Law requires that students have a health examination (physical), within one year prior to entering kindergarten and the sixth grade, and, any grade if the prior school was not in the State of Illinois. The State requires that parents use the Certificate of Child Health Examination, which is available from your child’s doctor. All immunizations must be up to date and the form filled in completely including the full date, physician, and parent signatures. Kindergarten students may need to have a lead screening within one year prior to the first day of school.

If a child does not submit proof of the required health examinations and immunizations by October 15th of the school year, the State mandates that the child be excluded from school, as of October 15th, until all requirements are fulfilled.

Students in grades K, 2, and 6 must show proof of a dental exam by May 15 of the enrolling school year. Students enrolling in kindergarten and any student enrolling in an Illinois school for the first time are required to have an eye examination. Students who have not met the dental and/or eye exam State requirements by the end of the current school year will not be allowed to begin school the following school year until proof of compliance is presented to the school office.

Students participating in extra-curricular athletic activities are required to pass an annual health physical administered by a licensed physician. The physical must be on file with the school office before the student can attend or participate with the team. **See APPENDIX – A-1 “Health Requirements”.**

**School Dress Code - See APPENDIX – A-2 “Trinity Dress Code”.**

## **Tuition, Scholarships, Financial Information**

### **Registration**

Registration will be held in the spring. At this time, arrangement for the payment of fees for the following school year may begin to be made.

**Tuitions & Fees – See APPENDIX – A-3 “Tuition & Fees”.**

### **Discounts, Scholarships, and Financial Aide**

Discounts and scholarships may vary and are dependent on the availability of funds. **Families who withdraw their child during the school year may lose the remaining portion of their discount, scholarship, or financial aid.**

- **Multi-Student Discount**

A discount is given for additional children enrolled at Trinity. **See APPENDIX – A-3 “Tuition & Fees”.**

- **Church Attendance Tuition Discount**

Discounts are available for families who attend church, whether members of Trinity, another Christian congregation, or are unchurched and attend at Trinity. Families must sign up for this discount. **See FORMS – F-2 “Church Attendance Tuition Discount”.**

- **Pay in Full Discount**

A 5% discount shall be awarded to all parents of full-time students who pay their child’s tuition in full. The payment must be made no later than the Friday following the student’s first week of school.

- **Ambassador’s Program**

The Ambassador Program is a discount to current families that refer new families to the school. The new family must enter your name in the “How did you hear about us?” section of the on-line enrollment form. After the family completes the probationary period, you will receive a \$250 tuition discount. You will receive a \$50 discount for each additional new family you refer in that same school year.

- **HAACK Fund Scholarships**

The HAACK Fund is supported by members of Trinity Lutheran Church. Haack funds are awarded by Trinity Lutheran Church and are distributed by the Haack Fund Committee.

- **Helping Hands Fund**

The Helping Hands Fund is supported through direct donations to the fund and through memorials. Helping Hands Funds are distributed by the Scholarship Committee.

- **Financial Aid**

Families who wish to apply for financial aid must do so through FACTS and be responsible for payment of the non-refundable processing fee. Applications will be reviewed according to the following schedule:

- Cycle 1: June 1
- Cycle 2: July 1
- Cycle 3: August 1

Funds are limited and families are encouraged to apply early.

### **Non-Sufficient Funds/Late Payments**

If a check or ACH debit, payable to Trinity or payable through FACTS, is unable to be processed due to NSF, the student’s account will be charged a fee of \$30.00. Invoiced fees will receive a \$20/month late fee, as billed through FACTS.

Invoiced fees are any fees that are assessed and billed via invoice. These fees may include the following fees:

registration, field trip, library, athletic, etc. Prepay account items include lunch and before and aftercare fees and are not assessed late fees.

### **Collection of Unpaid Balances**

Balances, including tuition, prepay accounts, and incidentals that remain unpaid at the end of the fiscal year (July 31), or are deemed “abandoned” prior to the end of the fiscal year, may be turned over to a collection company. Payment arrangements may not be made with the school after an account is turned over.

All charges and tuition must be paid in full before a student may begin the next academic year. A new payment plan may not be finalized until the previous balances are paid in full. These terms apply to non-student participants as well.

The school may suspend the attendance and participation of any student when payment of tuition is in arrears and has not been received by the school within 30 days. The school may permanently terminate the attendance of any student when payment of tuition is in arrears and has not been received within sixty days.

Trinity will withhold all scholastic records if a student is transferring and has unpaid balances. Records will be released when the balance has been paid in full.

## **Student Health and Wellness**

### **Student Medical Rights**

We recognize that there are instances when students may need to take medication while at school for an emergency or for their well-being to remain at school. The following guidelines will be followed:

- Student medical rights include those rights protected by 105 ILCS 5/22-33.
- Trinity and personnel incur no liability for injuries occurring when administering asthma medication, an epinephrine auto-injector, or an opioid antagonist.
- A Medication Form must be filled out and signed by the parent. **See FORMS – F-10 “Medication Administration Authorization Form”.**
- OTC medication must be in the original container.
- Prescription medication must be in the original container with the pharmacy’s label listing the student and doctor’s name, medication name, and dosage.
- Medications to be administered will be kept in the school office. Medications may be kept with the teacher if it is deemed to be medically necessary.
- Trinity retains the discretion to reject requests for the administration of medications or medical procedures. If the request is denied, the Administration will notify the parent.
- A prescription is not required for USFDA topical sunscreens.

### **First Aid**

Basic first aid will be administered to your child in the event that it is deemed necessary by the staff. First aid may consist of anti-itch or antibiotic creams including, but not limited to: hydrocortisone creams and triple antibiotic ointment; antiseptic or flushing liquids including, but not limited to: optical eye wash and hydrogen peroxide.

It is imperative that a student’s allergy/medical information be kept up-to-date. Parents should notify the school office of changes immediately and submit any requested documentation. Should care beyond basic first aid be deemed required by the staff, Trinity will contact the parent as soon as possible.

### **Self-Administered Medication**

Trinity allows the self-administration and/or self-carry of asthma medication, epinephrine injectors, and diabetes medication upon receipt of the necessary documentation. In addition to the Medication Form the following items are required:

- Epinephrine requires a doctor’s statement and a care plan is requested.
- Diabetes medication requires a complete care plan.
- Parents/guardians must contact the school office for the proper forms and instructions.

**Head/Body Lice**

Parents are to notify the school immediately if they suspect their child(ren) has head/body lice. Any child with a confirmed case of head/body lice must remain out of school until the child has received treatment for the head/body lice and is determined to be “nit-free”. In order for a child to be returned to school, the child must be examined by the school nurse and/or Administration and determined to be “nit-free”. If a child is in school, and a teacher or other authority suspects that a child may have head/body lice (i.e. excessive head scratching; nit/bugs noticed on child’s head or body), the child will be sent immediately to the school nurse (or Administration if the nurse is not available) for examination. If the child is determined to have head/body lice, the parent will be contacted and asked to have the child removed from school for that day.

Once the school has been notified that there has been a confirmed case of head/body lice with one or more of its students, parents of that grade will be notified. Parents will be strongly encouraged to check their own child for head/body lice once this notification has been sent home.

**AIDS Policy**

The School Board has adopted a policy concerning students or faculty who have contracted and/or been infected by the AIDS or other HIV related virus.

The policy is for the protection and confidentiality of the exposed persons. The basics of the policy and related guidelines are listed below:

- Once a student has been diagnosed as having AIDS or related HIV virus, the school must be notified.
- The Administration will appoint a communicable disease team consisting of the Administration, a medical professional, and a teacher.
- The team will consult the health department and family physician to determine whether the affected person has any special health concerns.
- The team will determine whether the student should be permitted to attend class on a regular basis or participate in school activities. This determination will balance the seriousness of the disease, risk of transmission, and the potential dangers by regular classroom attendance to the person affected with the disease.
- Temporary removal of the student may be required if: student lacks control of bodily secretions; school environment proves dangerous to the affected person; student has open sores; or student demonstrates behavior (e.g. biting) that may be harmful to other students.
- The team will meet once a month to determine if there has been a change in the student’s status.
- Parents of affected students have ten days to appeal, in writing, any ruling of the team to the School Board. The School Board must hold a hearing and act on any appeal within ten days of receipt of written notice.
- Information of the student’s condition will be given on a need-to-know basis. At all times during the illness, the student’s civil rights will be protected.

**Student Wellness Policy**

Trinity has established a policy to ensure that our school environment promotes and supports student health and wellness. In addition to serving a nutritious and well-balanced lunch, it is our desire to help students to develop healthy eating patterns throughout life. Students participate in regularly scheduled formal and informal physical activity programs. Additionally, grades 5-8 have a mid-morning “brain break”. A healthy, active lifestyle is encouraged.

## **Academics**

### **Curriculum**

The school faculty is always striving to improve the curriculum at Trinity. The core of the curriculum is the sacred Word of God taught in religion classes and integrated throughout the curricula in all grades.

1. Religion: worship, Bible study, catechism, church history, memory work, missions.
2. Fine Arts: music, choirs, band, and visual art.
3. Language Arts: reading, phonics, spelling, writing, English, and Scholastic Reader.
4. Mathematics: basic math, algebra, geometry.
5. Physical Education: physical fitness, sports, rhythm, recreation.
6. Sciences: physical science, life science, earth science, human awareness, health education awareness.
7. Social Studies: geography, history, current events, citizenship.
8. Technology: computer education.

### **Confirmation**

During the 7<sup>th</sup> & 8<sup>th</sup> grade years, Trinity students continue to receive religious instruction in the teachings of the Lutheran Church – Missouri Synod. All 7<sup>th</sup> & 8<sup>th</sup> grade students receive this religious instruction provided by our Pastor. Students who are already baptized members of Trinity or who wish to become communicant members of Trinity congregation may be confirmed following this instruction in 8<sup>th</sup> grade.

### **Music Program**

School music is conducted within each grade level. Students participate in choir (K-8) and band (5-8). Rehearsals are scheduled during the school day. Students are not permitted to call home for forgotten instruments. Students occasionally participate in our Sunday morning worship services, Advent and Lenten services, and for special events. Students are expected to be present whenever musical performances are scheduled. In addition to the group band lessons and rehearsals that are scheduled during the school day, band students are encouraged to receive individual lessons outside of school.

### **Physical Education Class**

Physical education classes occur throughout the week in grades K-8. Students are required to participate unless a written excuse from their family physician is on file. Physical education uniforms are required for students in grades 5-8. Uniforms consist of any solid color athletic shorts and t-shirt. Students are required to wear tennis shoes during PE classes. Students are not permitted to call home for forgotten clothing.

### **Testing**

Standardized achievement tests are given in each grade K-8 to further assist in the guidance of the student. School Ability Tests are given in grades 1, 4, and 7.

### **Student Community Service Hours**

Community Service Hours are required for Grades 6-8 for graduation. **See FORMS – F-3 “Student Community Service Requirements & Guidelines”.**

### **Special Services**

Currently, a resource teacher is available on staff. Students with a 504 Plan will be serviced by regular classroom services with adaptations made wherever possible. Students needing additional help will be referred to the resource room. A teacher recommendation is needed for participation in Title 1.

Trinity works with parents to meet individual student needs. In the event that the office recognizes, through conversations with a parent or through conversations with a staff member, a need for additional outside services for counseling or social workers, the office may share with parents a list of community service providers found on the Illinois Department of Human Services (IDHS) website and/or contact information for the local branch of Lutheran Social

Services of Illinois. Families are encouraged to seek help through pastors at their home church, when applicable, or with the Pastor of our congregation when families do not have a church home.

### **Children with Suspected Disabilities**

If a teacher suspects that a child has a disability, the following steps are taken:

1. Teacher holds a conference with the parents explaining the basis of his/her observations.
2. If further intervention is needed, the Administration is contacted.
3. The Administration then contacts the special education director of District #118 or the superintendent of the child's home public school.
4. A request for a student support team meeting at the school where the child would attend in the public school system is then sent.
5. Parent/teacher/Administration attends the student support team meeting and assists in the decision as to what type of team intervention is necessary.

### **Honor Roll**

We encourage parents to set high standards when it comes to daily schoolwork, tests, and the building of good study skills. Students in grades 3-8 are eligible for Honor Roll. The following information outlines the requirements.

Grade point average is based on grades received in the following subjects: religion/memory, math, English, history, spelling, science, and reading/literature. These subjects are averaged together to determine the GPA on a sliding scale with an "A" 4.00, "A-" 3.67, "B+" 3.33, "B" 3.00, "B-" 2.67, "C+" 2.33, "C" 2.00, "C-" 1.67, "D+" 1.33, "D" 1.00, "D-" 0.67, "F" below 0.67.

1. High Honors – GPA of 3.67 or higher.
2. Regular Honors – GPA of 3.00 to 3.66.
3. Valedictorian – 3.67 or better average.
4. Salutatorian – 3.33 or better average.

"F" in ANY subject, including those not averaged for GPA, eliminates a student from quarterly Honor Roll recognition. A student's end of the year honor roll status is determined by averaging his/her GPA for the four quarters.

Graduation honors, including Valedictorian and Salutatorian, are determined by averaging a student's GPA from all four quarters of grades 7 and 8. The Valedictorian will be the student with the highest GPA above 3.67. Salutatorian will be the student with the second highest GPA. In the event that no student has achieved a 3.67 GPA, a Salutatorian award will be given to the student with the highest GPA above 3.33. Valedictorian honors will not be awarded. All students achieving an average GPA of 3.67 or higher for both seventh and eighth grade will be awarded honor cords to be worn at graduation.

### **Report Cards/Conferences**

Reporting pupil progress is done by means of report cards issued quarterly, parent conferences at the end of the first quarter, and specifically requested conferences at the end of the third quarter. Other conferences may be arranged by the teacher and parent as needed. Open communication between home and school is vital in order to prevent misunderstandings between parent and teacher. Mid-quarter grades/reports will be issued in grades K-8 each quarter.

### **Homework Policy**

Each teacher will develop his/her own plan for dealing with homework not turned in. This will be discussed thoroughly with the students at the beginning of the year. In addition for grades 5-8, a one day late homework policy will be enforced. A 20% reduction in the student's grade will be taken for the one day late papers. Assignments, which are reviewed in class with the answers given out, will not be eligible for late credit. Work turned in later than one day late will be assigned the grade of F. Homework not turned in will be given a ZERO. Students are not permitted to call home for forgotten homework.

## **Technology Policy**

Trinity utilizes an “Acceptable Use of Technology Policy” and a “Parent Chromebook Agreement”. See **FORMS – F-4 “Acceptable Use of Technology Policy” and F-5 “Parent Chromebook Agreement”**.

## **Extra-Curricular Activities & Eligibility**

### **Academic Activities**

Trinity offers extra-curricular activities that help students grow academically, and may include but not limited to:

- Bible Bowl
- Chess Club
- Scholastic Bowl
- Spelling Bee

### **Athletic Activities**

As a supplement to the regular physical education program, Trinity also provides a program of extra-curricular athletic activities after hours for grades 4-8. The following may be offered but not limited to:

- Boys & Girls Cross Country
- Boys & Girls Basketball
- Girls Volleyball
- Girls Cheerleading

**Student Eligibility for Extra-Curricular Activities – See APPENDIX – A-4 “Extra-Curricular Activities Handbook”.**

The Athletic Director coordinates all athletic programs. Academic activities are generally coordinated by a member of the faculty. All are responsible to the Administration and School Board. The Extra-Curricular Activities Handbook acknowledgment must be signed by students, parents, and coaches who participate in these programs. See **APPENDIX - A-4 “Extra-Curricular Activities Handbook”**.

## **Meal Programs**

### **Lunch Program**

A nutritious and well-balanced lunch is served daily. Each lunch includes 1 milk. An additional milk may be purchased for a nominal fee. The current rate is \$.50. Charges incurred will be charged to the individual student’s account. Payments are accepted through the Parent Portal and prepayment is encouraged. Trinity is able to offer meals at no cost and milk for a nominal fee based on participation, which is subject to change, in the National School Lunch Program.

Parents are welcome to eat lunch with their child(ren) and should plan to eat the school lunch (\$4 payable at lunchtime) or bring a cold lunch from home. Please do not bring in any type of food from a fast food restaurant for your child or yourself. Visitors must contact the office by 9:00 a.m. about your intent to eat lunch so that the lunch count is accurate when it is collected by the cook.

## **Before/After School Care (BAC)**

BAC is available for students from 7:00 a.m. - 8:00 a.m. and from dismissal until 5:30 p.m. There is a nominal cost of \$2.50 per hour. Students who remain in aftercare after 5:30 p.m. will be billed an additional fee. Charges are calculated weekly and will appear in the student’s account in the Family Portal. Aftercare begins 15 min after the scheduled dismissal. If no BAC is offered, it will be posted on the calendar. Students in BAC are expected to treat the caregivers as members of the faculty. Discipline rules of Trinity apply to BAC time in the same way they apply to school time.

## Discipline Guidelines and Procedures

### Discipline Plan

As a Christian community, the School Board, teachers, staff, parents, and students must desire to work together in the most God-pleasing Christian learning environment possible. Trinity's goal is to nurture its students in the knowledge of our Lord and Savior, Jesus Christ. Reverence for our Lord, respect for ourselves and others, and the development of responsible, caring Christians are considered to be of primary concern for Trinity. Unfortunately, there are occasions when sin enters this relationship and the action of one child interferes with the teaching/learning process. Ordinarily, a word from the teacher to the student is sufficient to correct the problem. Occasionally, the problem may continue. It is to this situation that Trinity has adopted a Discipline Plan.

In order to establish clear guidelines for proper Christian behavior at Trinity, the following **BEHAVIORAL STANDARDS** have been instituted:

- **Respect God and His Word.** Be an example to others by following the example of Jesus. Use words and language that encourages others and builds them up.
- **Respect the Teacher and Others in Authority.** Respond appropriately to directions given by your teacher or other school staff, whether in the classroom or on the playground. Obey the laws of the community while at school and while out in the community as a representative of Trinity.
- **Respect the Teaching Learning Process.** Students are expected to be in regular daily attendance and be on time to school. Do your best with the gifts that God has given you. Complete assigned work and turn in assignments when due, follow classroom rules and help classmates do the same.
- **Respect the Rights of Others.** Recognize and give value to the gifts and talents of others and refrain from actions or language that hurts others or makes them feel threatened.
- **Respect the Property of Others.** Take pride in Trinity. Keep your school litter-free. Protect personal and school property. Follow all rules regarding the use of school computers and other technology.

In that end, the following procedures have been written so that all will know the consequences for unacceptable behavior violations at any grade level.

Fighting, sassing, lying, cheating, stealing, insubordination, disrespect, profanity, or inappropriate language, possession of tobacco, and harassment will not be tolerated, as is defined in this Handbook.

### **Discipline Procedures:**

**Step 1** – A verbal apology is given. The parents will be notified in writing (to be signed and returned to school) as to the reason why their child was placed on Step 1, and the consequences. The Administration will notify the chairman of the School Board, either by phone or in writing, of the events leading to placing the student on Step 1. The student may be sent home for the rest of the day. A detention may be given.

**Step 2** – The parents will be notified in writing (to be signed and returned to school) as to the reason why their child was placed on Step 2, and the consequences. An in-school suspension, or a before/after school detention, not to exceed five school days in length, will be given. A parent/teacher/Administration conference to be held within five days of suspension/detention, or the student is suspended until the conference takes place. The Administration will notify the chairman of the School Board, either by phone or in writing, of the events leading to placing the student on Step 2. The student may be sent home for the rest of the day.

**Step 3** – The parents are called and informed to pick up child. The parents will be notified in writing (to be signed and returned to school) as to the reason why their child was placed on Step 3, and the consequences, including the possibility of termination if behavior continues. An *automatic* 10-day suspension at home is given. A scheduled conference with the Administration, parents, teacher, and the School Board will take place before the student is permitted to return to school. The School Board will be notified of any student placed on Step 3.



**Step 4 – Termination of student enrollment.**

**The Step may be escalated when the Administration deems the infraction excessive, dangerous, or involves the threat or action of inflicting grave bodily harm. Termination of any student must be approved by the School Board.**

If a student gets to Step 2 and no additional steps are received after a period of six weeks, one Step will be subtracted. If an additional six weeks passes without incident, another Step will be subtracted.

If a student is put on Disciplinary Step, that student is excluded from all extra-curricular activities for the number of weeks equal to the Step. Step 1 is one-week exclusion; Step 2 is two-week exclusion; and Step 3 is three-week exclusion. No practices will be allowed. Non-team students cannot attend any of the activities during the suspension. A service project may be required of the student.

**Detention (Step 1)** - If a student receives a detention, the student will go to the assigned room at the assigned time. Grades K-4 shall serve 30 minute detentions. Grades 5-8 shall serve 45 minute detentions. The Administration, upon notice given to the parent, will determine the detention day and time. Detentions may be served before or after school.

**In-school Suspension (Step 2)** - If a student receives an in-school suspension, the student must do all assigned homework. The student will receive 20% off the total available points for the assignments. Tests will be taken after the suspension.

**Out-of-School Suspension (Step 3)** - If a student receives an out-of-school suspension, the student must do all assigned homework. The student will receive a "0" for all homework assigned during the suspension. Tests will be taken upon return. If a student is suspended two times during the same semester, that student may be expelled from Trinity if behavior demonstrates continued willful disobedience that remains unresolved.

**Expulsion (Step 4)** – Students at Trinity will be expelled at the discretion of the School Board with/without the recommendation of the Administration usually for a clear and serious cause. When a student is expelled, the student and parent will be informed of the reason for the expulsion. Parents may appeal the decision to expel.

**Formal Review Hearing and Appeal** – A parent has the right to a formal review hearing before the School Board. The review hearing will be chaired by the chairman of the School Board or an appointed designee. A review hearing must be requested in writing to the school Administration. The request for a review hearing must be made within seven (7) days of receiving either the Notice of Suspension or Notice of Suspension Hearing and Possible Expulsion letter. Failure to make such a request for a review hearing will be considered a waiver of your parental right to a review hearing.

### **Student Conduct and Discipline Guide**

Each teacher will develop his/her own plan for dealing with the discipline matters within the classroom. Parents must contact the teacher when there is a concern regarding any behaviors in the classroom. Any matters unresolved after the student/teacher/parent meeting will then be directed to the Administration. The Discipline Plan will be used to deal effectively with behavior that disrupts the educational process in the classroom.

### **Anti-Bullying Policy**

Definition:

- "Bullying' is the repeated intimidation of others by the real or threatened infliction of physical, verbal, written, electronically transmitted, or emotional abuse, or through attacks on the property of another. It may include, but not be limited to, actions such as verbal taunts, name-calling and put-downs, including ethnically-based or gender-based verbal put downs, extortion of money or possessions, retaliation, stalking, public humiliation, and exclusion from peer groups within school."
- A second, more concise, definition: "Bullying' happens when a person is exposed repeatedly and over time to negative action on the part of one or more persons."

Such conduct is contrary to the behavior, values, and principles taught by our Savior, and are disruptive of the educational process. In *John 13:34-35*, Jesus shares these words with us - *"A new command I give you: Love one another. As I have loved you, so you must love one another. By this all men will know that you are my disciples, if you love one another."* Bullying goes against God's Word and is not acceptable behavior at Trinity. Therefore, bullying will be dealt with according to age-appropriate procedures.

It is our goal that no student shall be subjected to bullying:

- during any school-sponsored education program or activity;
- while in school, on school property, on buses or other school vehicles, or at school-sponsored or school-sanctioned events or activities; or
- through the transmission of information from a school computer, a school computer network, or other similar electronic school equipment.

Bullying incidents, including "cyberbullying", that occur outside the school but whose effects carry into the school, will not be tolerated.

Bullies are subject to disciplinary action, including suspension or expulsion. If required by Law, law enforcement officials shall be notified of bullying incidents.

#### **Procedure:**

Students who are caught in the act of bullying will be subject to a disciplinary process as outlined below. Circumstances surrounding specific incidents may warrant skipping steps in the procedure:

1. **Warning** – When a minor incident occurs, the teacher will take the opportunity to help students define bullying and to express the inappropriateness of bullying, referencing Jesus' example of reaching out in love and kindness and practicing the blessings of the Holy Spirit: love, joy, peace, patience, kindness, goodness, gentleness, faithfulness, self-control (Galatians:5:22-23).
2. **Repeat Occurrences** – Teacher moves student desk away from other students and/or issue a loss of recess and other activities. Teacher then informs parents and Administration.
3. **Visit to Administration's office** – Student sent to office to confer with Administration. Administration may contact parents, and if necessary, call a meeting of teachers and parents.  
Options for action at this stage may include:
  - Draw up a behavioral contract;
  - Refer student to counseling or therapy;
  - Assign some community service to the student; and/or
  - Consult with one of the pastors.
4. **Time-out in school office** – Student may need to spend time sitting in the school office. Student may be asked to write a report related to the topic of bullying behavior.
5. **Suspension from school** – the time being from one day to three days – After consultation with the parents, teacher, and input from the School Board, the student may receive up to a three-day suspension. The student may be asked to develop a plan for positive behavior.
6. **Suspension of longer duration** – After a three-day suspension, and consultation between the Administration, parents, teacher, and School Board, the School Board may suspend for an indefinite period of time.
7. **Expulsion** – When reasonable efforts to correct the inappropriate behavior have been exhausted, and after consultation with the parents, teachers, and Administration, the School Board may expel the student.
8. **Law enforcement** will be notified when criminal intent is obvious.

#### **School climate will work to:**

- Teach and model Christian behavior.
- Set positive tone in classroom.

- Direct and intentional instruction.
- Spend time with students.
- Involve parents, membership, and community.
- Distinguish between “Reporting” and “Tattling”.

## Classroom Strategies

### 1. BYSTANDER

- Talk about bullying.
- Emphasize strength in numbers.
- Explain expectation for action.
- Teach and practice how to take a stand.
- Empower witness to act!
- Acknowledge and reinforce caring behavior.

### 2. TARGET

- Provide safety in reporting.
- Take all reports seriously.
- Assign buddies to new students or potential targets.
- Strive for “caring majority” using devotions, meetings, discussions to teach expected behavior.
- Model each student as a child of God.
- Consider how groups are formed for competition (don’t allow for isolation of target – “Choosing sides”).
- Teach friendship skills – What makes someone a friend?
- Teach assertiveness skills – Saying, “Don’t!” or “No!” convincingly.

### 3. BULLY

- Equalize power – work one-on-one.
- Challenge distorted thinking about acceptable behavior and aggression.
- Use consistent, predictable discipline.
- Focus on behavior and expectations.
- Use problem solving approach.
- State rule violated; feelings of target; plan of action.
- Provide pro-social consequences – “Don’t bully the bully in the process”.
- Document and forward to Administration.

## Student Strategies

### 1. BYSTANDER

- Not join in aggressive behavior.
- Get adult help – Reinforce the difference between “reporting” and “tattling”.
- Mobilize peer group.
- Take individual stand.
- Befriend target.
- Model proper action.
- Fill out report. **See FORMS – F-6 “Behavior Report for Student”.**

### 2. TARGET

- Avoid bully.
- Walk away.
- Make assertive statement “No!” or “Don’t!” and walk away.
- Use humor.

- Tell - report to adult.
- Stay in safe areas.
- Share feelings with an adult you trust.
- Use “self-talk”.
- Fill out report. **See FORMS – F-6 “Behavior Report for Student”.**

### 3. BULLY

- Teach social skills
  - Friendship-101 “Model Christian love”.
  - Empathy skills “Walk a mile in \_\_\_\_ shoes”.
- Emotional self-awareness.
- Social awareness.
- Anger management.
- Assume personal responsibility.

### Teacher & Staff Member Strategies

- Examine own behavior.
- Calmly, but firmly, confront comments, jokes, gestures, blame-the-victim statements.
- Model good communication, anger management, and conflict resolution skills.
- Make behavior expectations clear; enforce the consequences.
- Supervise! Supervise! Supervise!
- Believe the target.
- Intervene when bullying occurs. Use the “Work-it-out-by-yourselfes” strategy cautiously and sparingly.
- Remember, bullying is violence, and the target is, for the moment, defenseless.
- When bullying occurs, give more attention to the target and less to the bully.
- Encourage and recognize proper behavior.
- Declare, practice, and follow through on “Zero Tolerance” for bully behavior.
- Teachers and staff members receive ongoing training in anti-bullying and assertiveness skills.
- Help students learn to express themselves in positive ways.
- Consistently enforce consequences for bullying behaviors.
- Help the student take ownership for his/her behavior(s) by helping him/her accept responsibility; by fostering growth in self-discipline; by encouraging a Christian model of repentance and forgiveness.
- Fill out a Report Form when bullying occurs. **See FORMS – F-7 “Behavior Report for Staff”.**

### Strategies for Parents

- Each parent needs to examine his/her own behavior.
- Consistently confront inappropriate comments, jokes, and gestures.
- Receive ongoing training and information regarding anti-bullying and assertiveness skills.
- Model good behavior by using good communication, anger management, and conflict resolution skills.
- Help own children learn how to express themselves in positive ways.
- Make expectations clear.
- When children are present, recognize the importance of supervision in reducing bullying behavior(s).
- Respond immediately to incidences of bullying by first visiting with the appropriate staff person. Follow up with supervisor(s) if necessary.
- Help children take ownership for his/her behavior.
- Empower children to report bullying.
- Differentiate between “reporting” and “gossiping”.

## **Harassment Policy**

Trinity is committed to an environment free of harassment, bullying, and intimidation. Any form of harassment including verbal or insinuation directed at a student's age, race, color, national origin, sex, religion, disability, marital status, or other characteristics is strictly prohibited.

All individuals and guests at Trinity are to be treated with respect and dignity. It is a violation of Trinity's standards for students to harass a person through conduct or communication that is demeaning or physically harmful.

Harassment is considered to be words and/or actions directed toward an individual or group of individuals, which intimidates, degrades and/or fails to respect another person's dignity. Harassment includes, but is not limited to references made to a person or groups based upon a person's age, sex, race, color, religion, ethnic origin, disability, or appearance. Verbal comments, sexual name calling, gestures, jokes, slurs, and spreading sexual rumors directed toward an individual or groups are also considered to be harassment. Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature.

Consequences for harassment follow the Disciplinary Guidelines as established in this Handbook, to include "harassment" as a form of behavior deserving of the disciplinary procedure.

ALL STUDENTS ARE RESPONSIBLE FOR MAINTAINING A CHRIST-LIKE ENVIRONMENT AT TRINITY.

## **Substance Abuse Policy**

The growing abuse of alcohol/drugs/tobacco in the United States and Illinois is of great concern to school officials, parents, citizens, governmental agencies and, of course, to young people. Even though elementary students may not be individually involved with abusing alcohol/drugs/tobacco, they may be exposed to it in the community or even in their homes. Prevention in the form of education is one approach to alcohol/drug/tobacco abuse in which Trinity can be involved.

The goal of our alcohol/drug/tobacco program is to motivate individuals to make responsible choices in light of scripture with respect to alcohol/drug/tobacco usage. Responsible choices may include choices that are within the Law and will not endanger the individual's spiritual, physical, or mental health. The alcohol/drug/tobacco education curriculum will include basic information, the hazards of drug abuse, self-concept activities, and decision making skills.

### **Guidelines for Determining Penalties**

1. Suspension for ten school days for attempted or unauthorized sale or distribution of alcohol, drugs, tobacco and behavior altering substances, pornographic literature or similar contraband.
2. Expulsion for use, possession, or for being under the influence of any unlawful behavior altering substance.
3. Local law enforcement notification.

### **Definitions**

1. Unauthorized sale or distribution: The act of selling, distributing, or attempting to sell or distribute any object or substance which has not been authorized for sale or distribution by the Administration to any person on school property.
2. Unlawful drugs and behavior altering substances: Possession, use, or transfer of any stimulating, depressing, or behavior altering substances without a medical prescription, including any form of hallucinogenic drug or marijuana.
3. Alcohol: Possession, use, or transfer of any alcoholic beverage.

### **Administrative Guidelines for Behavior Altering Substances**

1. The suspected student is to be interviewed and given the opportunity to surrender the contraband or allow a search of his/her person or desk area.
2. The local police department is notified.

3. The student will be detained in the Administration's office until the parents and/or police arrive. The police will determine whether they wish to file charges.
4. Any evidence will be turned over to the police to determine if the evidence is a controlled substance.
5. In all cases dealing with behavior altering substances, the student will be suspended for a ten-day period, an expulsion hearing scheduled, and the student will be turned over to the police.
6. The incident is reported to the Illinois State Police through the School Incident Reporting System (SIRS).

### **Substance Testing Policy**

The Administration reserves the right to require a student to undergo testing for the use of alcohol and/or drugs when a reasonable suspicion of use exists. A "reasonable suspicion" of alcohol and/or drug use may be based upon the observation of the student's behavior, information received regarding alleged alcohol and/or drug, or other information giving rise to suspicion of the policy. A student's failure to cooperate in testing required by this policy may result in disciplinary action up to and including expulsion from the school. Violation of the substance policy may result in any of the following steps:

1. Student must participate (at the expense of the family) in alcohol/drug assessment by a certified alcohol/drug professional or by an alcohol/drug treatment facility and agree to follow the recommendations for treatment.
2. Student suspended at home from school for a 10-day period.
3. Student is required to participate in counseling as recommended, or the student will face expulsion.
4. Families will be required to provide documented results of #1 and #3 above.

### **Possession of a Weapon**

It is the policy of Trinity that no person may possess, go armed with, use, or store a "dangerous weapon" on any school property, on any school bus, or at any school related activity. Further, no person may knowingly, or with reckless disregard for the safety of another, discharge or attempt to discharge a firearm on any school property, on any school bus, or at any school related activity.

For purposes of this policy, "dangerous weapon" means any firearm, including, but not limited to and all types of handguns, rifles, shotguns, air guns and any other gun whatsoever that is powered by any sort of a black powder/explosive charge; knives, razors, karate sticks; any electric weapon; metallic knuckles or knuckles of any substance that could be put to the same use with the same or similar effect as metallic knuckles; nunchaku or any similar weapon consisting of two sticks of wood, plastic or metal connected at one end by a length of rope, chain, wire, leather or other material; a cestus or similar material weighted with metal or some other substance and worn on the hand; a shuriken or any similar pointed star-like object intended to injure a person when thrown; or a manrikigusari (combat chain) or similar length of chain having weighted ends.

Any student caught possessing a "dangerous weapon" will be suspended up to 10 days with possible expulsion. In the event of possession of a firearm, parents will be notified immediately. The Administration will also immediately notify the local law enforcement agency of the incident. The School Board will meet within the suspension period to determine whether the student will be expelled. The Administration also notifies the Illinois State Police of the incident through the School Incident Reporting System (SIRS).

### **Destruction and Damage to Church/School Property**

The following may be used to aid the student in correcting the behavior:

- Clean and repair damaged area.
- Replacement of damaged area.
- Labor of love by student after school hours.

### **Nuisance Items**

Digital music and gaming devices, fidget spinners and the like, toys, and other items that may be considered a nuisance, are not to be brought to school. Such items will be confiscated and available for pick up by a parent the following day.

Personal cell phones must be kept in the teacher designated container or student book bag and turned off during the school day. Cell phones that are not turned off, and/or are being used without the teacher's permission will be confiscated and will be available to a parent to pick up the next school day.

## **Student Safety**

### **Crisis Management**

Trinity has a Crisis Management Plan to assist in any emergency. If students need to be removed from the campus site, the students may walk or utilize a city/school bus to transport these students to the designated location. Parents will follow emergency instructions issued at that time.

### **Fire/Severe Weather Drills**

Students will participate in regular fire and severe weather drills as required by law.

### **Law Enforcement Drills**

Students will participate in an annual law enforcement drill as required by law.

### **Asbestos**

In compliance with federal regulations, both buildings were inspected for the presence of asbestos during the summer 1988. Both buildings were shown to contain asbestos. Floor tiles and boiler insulation are asbestos containing materials. The buildings are in compliance with federal regulations regarding asbestos. Official inspections are conducted every 3 years.

## **Field Trips**

Educational field trips are correlated with the educational program and curriculum at Trinity. Parents must sign a permission slip before the student is transported on a trip. The "Child Passenger Protection Act of 2004" requires that all children up to their eighth (8<sup>th</sup>) birthday must be secured in an appropriate child restraint system. The school will adapt its requirements to comply with updates to the Illinois State Law, as needed.

The following criteria have been set by the School Board for drivers for field trips:

1. Must be over 21 years of age.
2. Provide a valid driver's license each time and agree to observe all traffic laws.
3. Able to produce proof of insurance each time.
4. Driver and passengers (students) must adhere to Illinois law regarding vehicle restraints.
5. No smoking in vehicle. This includes electronic substitutes.
6. Driver must not be under the influence of any alcoholic beverage or drug which may impair judgement or driving ability.
7. Background and driving record check must be on file in the school office. **See FORMS – F-8 "Family Volunteer Requirements & Guidelines" & F-9 "Volunteer Screening Form".**

### **Bus Safety Guidelines:**

Students of Trinity who ride the bus for special events are expected to obey and respect the bus driver and relate in a positive Christian manner to the rest of the students on the bus. If any student causes undue concern for the bus driver, for whatever reason there might be, the driver has been instructed by the bus company and our school to warn the student of possible consequences.

Trinity bus rules state:

1. Bus riders shall conform to the same standards of conduct and cleanliness that are expected of them at school.
2. Riders are expected to obey the bus driver promptly. Refusal to obey the bus driver shall be sufficient reason for being denied transportation services at the time of the incident and in the future.
3. Damage done to the seats or other bus equipment by the rider must be paid by the rider/parents.

4. Riders shall remain seated while the bus is in motion.
5. Riders shall not extend head or limbs out of a window at any time, nor throw anything out of the windows.
6. Horseplay will not be permitted around or in the bus.
7. Profane or indecent language will not be tolerated from any rider.
8. The driver has the authority to assign riders to designated seats.
9. Animals or pets are not permitted on the bus.
10. Eating or drinking will not be permitted on the bus.
11. There must be absolute quiet when approaching a railroad crossing stop.
12. The emergency door shall not be used except in cases of emergency or safety drills.

## **Family Involvement**

### **School Communications**

FACTS SIS, our Student Information System, provides up-to-date information on the lunch menu, calendar, directory, announcements, a running date list, grades, attendance, homework listings, live access to all billing and payment processing, and integration with our webpage and FACTS tuition management system. School communications are also shared via student handouts that go home and through weekly Email notes from the Administration.

### **Emergency Information**

Parents must keep emergency information updated in the Parent Portal. It is important for us to have accurate contact information in case of illness or emergencies. The list of people approved to pick up and transport your child is also required to be kept up to date. Any changes of address, phone number for work or home, emergency contacts, or other important information changes need to be made as soon as possible.

### **Family Volunteer Hours**

Families are required to donate 26 volunteer hours to Trinity. **See FORMS – F-8 “Family Volunteer Requirements & Guidelines” and F-9 “Volunteer Screening Form”.**

### **Fundraising**

Trinity will conduct fundraisers throughout the school year to help offset operating expenses, as well as other special project fundraisers, when needed. Some fundraisers may occur annually. Families are encouraged to participate and to support the school in its efforts to raise funds.

### **Classroom Visitors**

Persons desiring to visit a classroom while it is in session, must request permission at least one day prior to the day of the visit. The request must state the purpose, the time, and the duration of the visit. Visits must be approved by the Administration.

### **Telephone**

Students are not permitted the use of the telephone except in cases of emergency. Forgetting one's uniform, homework, instrument, etc. is not considered an emergency. Cell phone use is not permitted in BAC or during the school day. Any communication must originate from the faculty or staff of Trinity.



# FAMILY HANDBOOK

## APPENDIX

- A-1 Health Requirements
- A-2 Dress Code
- A-3 Tuition & Fees
- A-4 Extra-Curricular Activities Handbook

# Trinity Lutheran School - Health Requirements 2022-2023

(Subject to change per State of Illinois Requirements)

## ALL NEW STUDENTS\*\*:

- Birth Certificate
- Vaccination/Booster Records – Must be up-to-date
- Physical Exam from the previous school
- Eye Exam (K-8)

\*\*Students who were previously enrolled out-of-state will need exams from Illinois. We are unable to use reports from out-of-state. Vaccinations do not need to be repeated.

## Kindergarten:

- Physical exam
  - Include a lead screening that indicates if a blood test is required
- All immunizations and boosters must be up-to-date.
- Dental Exam
- Eye Examination

## 2<sup>nd</sup> Grades:

- Dental Exam

## 6<sup>th</sup> Graders:

- Physical exam
- All immunizations must be up-to-date
- Dental Exam

Below is detailed information regarding each requirement listed above. Immunization/Booster requirements are established by the State of Illinois and available from your physician. Exams must be completed by a physician specializing in that field.

## Physical Exams:

- Must be dated after **August 15, 2021**
- Include a diabetic screening
- Must have the top portion filled out by the parent
- Must be on the State of Illinois Certificate of Health form
- All immunizations/boosters must be up-to-date
- Must be turned in to the school by **the first day of school** or your student will be excluded from school until the requirements are fulfilled
- Physician may mark form for acceptance as a sport physical

## Dental Exams:

- Must be performed by a licensed dentist, and he/she must sign the proof of school dental examination form.
- Must be dated prior to **May 15<sup>th</sup>, 2023**

## Eye Examinations:

- Must be performed by a physician licensed to practice medicine in all its branches or a licensed optometrist
- He/she shall complete the Eye examination report form as designated by the Illinois Department of Public Health and the Illinois State Board of Education
- Must be dated **October 16, 2021 - October 15, 2022**

**Sport Physicals:**

All participants in a sport related extra-curricular activity are required to pass an annual health physical prior to participating in extra-curricular sports and provide the necessary documentation to the school office.

- Sport physicals must be administered by a licensed physician.
- Must be turned in prior to participation in any athletic activity including practice
- Sport physical may not take the place of an annual physical exam (required at 6<sup>th</sup> grade); however, an annual physical is acceptable if interscholastic sports option is marked.

If you would like to know more about State of Illinois health requirements, visit: [www.ISBE.net](http://www.ISBE.net) or call the school office. Dental forms, State of Illinois Certificate of Health forms, Eye Exam forms, Sport Physical forms will be available in your physician's office and online at [www.ISBE.net](http://www.ISBE.net).

## **Trinity Dress Code**

The purpose of our dress code is to ensure student attire reflects the values that are being taught at Trinity. All attire, in and out of the classroom, will reflect modest Christian values. Attire supporting views, people, and organizations not in agreement with the Faith is not allowed.

### **Shirts:**

- Color: Any solid color (no images or words).
- Styles Allowed: turtlenecks, short and long-sleeved shirts with collar, sweaters and cardigans worn over collared shirt, quarter-zip or crew sweatshirts (no hoodies), and any Trinity Spirit Wear (including hoodies).

### **Pants/Shorts**

- Color: Any neutral solid color.
- Styles Allowed: any “uniform” style, casual dress, and cargo. Short length must fall within 3” from the top of the knee.
- NO shorts during 2<sup>nd</sup> and 3<sup>rd</sup> Quarters.
- NO jeans of any color, yoga pants, or leggings-unless under skirts or dresses.

### **Girls Dresses/Jumpers/Skirts/Skorts/Capris:**

- Colors: Any solid color.
- Styles Allowed: any “uniform” style or casual dress. Dresses must have sleeves and all must have a hemline no shorter than 3” from the top of the knee.
- NO capris or skorts during 2<sup>nd</sup> and 3<sup>rd</sup> Quarters.
- Tights or leggings must be worn under all dresses/jumpers/skirts during 2<sup>nd</sup> and 3<sup>rd</sup> Quarters (all grades).
- Grades K-4: Shorts, tights, or leggings must always be worn under dresses/skirts/jumpers.

### **Shoes:**

- Tennis shoes (recommended for all students), dress shoes, and fashion boots with length below the knee.  
\*Tennis shoes for P.E. and recess are required.\*
- NO heel over 1”, sandals, flip-flops, or open-toed shoes.

**Socks:** Socks of any color may be worn.

**Hair:** Only natural hair colors allowed. Hair should not hang over the eyes. Hair styles may not have stripes, razor cut images, patterns, or words, tails, or Mohawks.

### **General:**

- No makeup allowed until Grade 6.
- Fingernails will be a reasonable length to allow participation in regular school activities.
- No gauging or large dangling earrings, only one earring per ear.
- No body/facial piercings.
- No visible tattoos (including temporary).
- No bandanas.
- No jewelry that reflects unchristian or anti-social values.
- No torn/ripped clothing.
- Hats, jackets (including full-zip or button denim), and snow boots/shoes to be worn outside only.

**After School and Evening Events:** For after school events (without going home) students are normally required to remain in school dress. For an evening or weekend event, students may normally wear non-dress code clothing. However, the Administration and teachers are authorized to require dress code for a certain event. Even when dress code is not required, participants will adhere to the intent of the dress code at all school-sponsored, related, or hosted events.

Note: The teacher and/or Administration have the final authority concerning dress code. Teachers will give a verbal warning for the first offence and a written warning for the second offense. Students in grades K-2 will be sent home on the third offence. Discipline for students in grades 3-8 will follow elements of Steps in the Family Handbook under Discipline.

\*\* The last Friday each month is Trinity Spirit Wear & Jean Day – any color/no rips.\*\*

## **Tuition and Fees**

### **Tuition**

#### **Kindergarten - 8th Grade:**

1st Child	\$3,325.00
2nd Child	\$2,495.00
3rd & each Addt'l Child	\$1,665.00

### **Registration Fee Schedule/Student**

<b>New Students</b>		<b>Returning Students</b>	
Online Application/ Administrative Fee	\$25	Online Enrollment	Waived
K - 4th Grade	\$125	K - 4th Grade	\$80
5 - 8th Grade	\$200	5 - 8th Grade	\$140
<b>All Students</b>	8th Grade Graduation Volunteer Fee	\$75 \$100	

Registration and graduation fees are non-refundable. Volunteer fee will be added to tuition. The volunteer fee will be waived each year that the 26-hour requirement was met the year prior. The volunteer fee is charged per family - NOT per student. The annual requirements are found in the Family Volunteer section (FORMS - F-8). The graduation fee will be added to 8th grade tuition. The volunteer fee is a refundable fee.

A'La Carte Classes offered for grades 6-8.

Extra-Curricular only option available for grades 4-8.

3rd graders may be included under special circumstances.

Contact the school office for details, including a fee schedule.

### **Payments**

Tuition payments will be made using FACTS.

You may choose the following options for tuition payments:

**Monthly** – Automatic payment on the 5<sup>th</sup>, 15<sup>th</sup>, or 20<sup>th</sup>

**Bi-monthly** – Automatic payment on the 5<sup>th</sup> and 20<sup>th</sup>

**In-Full** - Pay in full and take advantage of a 5% tuition discount

Individualized payment arrangements may be approved by the Administration.



# Extra-Curricular Handbook

June 2022

217-442-4311

[TrinityLutheranSchool.com](http://TrinityLutheranSchool.com)

824 E. Main  
Danville, IL 61832

The Trinity Lutheran School Extra-Curricular Handbook has been created to serve as a guideline for the participant, the parent, and the coach for all extra-curricular activities, including but not limited to sports, cheerleading, scholastic bowl, chess, etc. The term “parent” refers to custodial parent or guardian.

### **Mission Statement**

This mission of Trinity Lutheran School is  
to WELCOME children and their families into our Christ-centered environment;  
to EQUIP them with the Gospel and foundations for academic excellence; and  
to INSPIRE them for lifelong service to the Lord and their neighbor.

### **Objectives**

- To implement a successful extra-curricular program that furthers the mission statement of Trinity;
- To encourage participants to strive for excellence and to do their best;
- To assist participants in developing their skills and talents;
- To teach participants to participate as a team that cooperates, supports, and works together;
- To provide participants an experience in which they develop leadership skills and self-confidence;
- To encourage and promote school spirit and good sportsmanship; and
- To have fun through physical activity, fellowship, and interscholastic competition.

### **Formation of Athletic Teams**

Trinity strives to provide an opportunity for all students in grades 4-8 to participate in athletic activities. The junior varsity level will include players from 4-6. The varsity level will include players from grades 7-8 and additional players from grades 5-6, as the varsity coach would determine. Students in the third grade may participate in intramural programs.

The junior varsity level is designed to encourage participation and skill development. Coaches will emphasize teamwork, sportsmanship, and equal playing time during games. Participants are expected to attend practices regularly.

The varsity level is designed to encourage participation and continue skill development, with a greater emphasis to be competitive during games. The varsity coach will promote teamwork, sportsmanship, and the offensive and defensive strategies to win games. Individual playing time is not guaranteed at this level. The amount of game time offered to each participant is based on talent, effort, attitude, and attendance at practices.

### **General Guidelines**

1. Attendance at and participation in practices is expected. The amount of playing time in games is based, in part, on attendance and participation at practice.
2. Each coach shall inform participants, parents, and the school office of specific equipment needed, practice times, schedules, etc. in writing prior to the beginning of the season.
3. Participants are responsible for providing personal equipment, such as shoes, knee pads, gloves, etc.
4. Trinity shall provide athletic uniforms for games, upon payment of the rental fee.
5. Participants are responsible for the care and cleaning of their uniforms. Uniforms are to be carried to and from each game in a gym bag. No uniforms are to be worn outside of the playing area. At the end of the season, all uniforms should be submitted to the Athletic Director. Charges will be assessed for any uniforms damaged or lost (see uniform fee information, page 4).



6. Parents shall contact the coach by telephone, email, or written note any time their child will not be present at a practice or game/meet.
7. Parents shall be prompt in picking up their child(ren) after practices/games/meets. Those who are not picked up within ten (10) minutes of the scheduled practice ending time will be taken to After Care at the parent's expense, **billed according to After Care rates**.
8. Participants should be aware of their grades on homework and tests. Teachers will encourage participants to maintain eligibility but are not required to provide on-the-spot averages.
9. Optional practices, including those during school closures, shall not count against a participant who does not attend.
10. Participants will address the coach as Mr., Mrs., or Miss with a name or initial. "Coach" will also be acceptable.

### **Activities per Week**

There is a limit of four events (practices/games/meets) per week. Practices are limited to no more than 1 ½ hours. Varsity coaches can offer an additional **optional-only** Saturday practice. Tournaments will count as one event. There will be no extra-curricular activities scheduled on Wednesdays.

### **Attendance**

Participants are expected to attend all practices. If a participant is absent from school for any reason, he/she cannot participate in that evening's practice/game/meet. If a participant is absent from school on a Friday, the parents, coach, and Athletic Director shall determine participation on Saturday or Sunday. A participant must be in school for at least a half-day on the day of practice/game/meet in order to participate. A half-day is defined as at least 150 minutes of instructional time in a regular day. For example: 8:25am – 11:55am or 12:25pm to 3:15pm.

### **Sports Physicals**

All participants in the athletic program are required to have a sports physical prior to the FIRST practice. Forms are available in the school office or online at [ihsa.org](http://ihsa.org) under the resources tab.

### **Sunday Tournament Games**

Participants must attend Saturday night or Sunday morning worship services in order to participate in tournament games scheduled on Sundays. Teams should be seated together as a group with the coach.

### **Transportation**

Parents are responsible for arranging transportation to and from practices, games/meets, and tournaments. Coaches will provide schedules and directions as needed. Coaches will supervise all participants during practice, pre-game warm-ups, and games/meets.

### **Safety and Supervision of Student-Athletes**

- Participants are not allowed to wear any jewelry, hair accessories, or watches during games or practices.
- Participants not active in the course of a game or practice drill must be attentive and involved.
- Coaches will have first aid kits available at all games and practices.
- Any participant with a bleeding injury cannot return to the game or practice until the bleeding has been stopped and the wound properly covered.
- Participants will be instructed in safe playing techniques and procedures.

### **Athletic Uniform Fees**

Uniforms are the property of Trinity. Therefore, each participant will be assessed a uniform rental fee for each sport played. The following fees apply:

#### **Rental Fee**

Basketball (boys and girls)	\$25.00
Volleyball	\$25.00
Cheerleading	\$25.00
Cross Country	\$25.00

#### **Replacement Fee**

Lost or damaged uniform	\$50.00 each piece
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### **Game/Meet Event Attire**

Participants are expected to follow the Dress Code (see Addendum A-2 of Family Handbook). Additionally, “good”, well-fitting denim pants may be worn. Coaches are expected to set the example by wearing clothes that reflect pride in Trinity.

### **Eligibility**

Those participating in any extra-curricular activity, including practice, must maintain academic and behavioral standards in order to begin/continue participation. Eligibility checks will be made each week on Friday. Reports will be forwarded to parents and Athletic Director the following school day.

### **Ineligibility**

Participants are ineligible to participate under the following situations:

#### **Academic**

1. An F in any subject.
2. Failure to maintain a C average in the seven (7) major subjects. These subjects are memory, religion, math, reading (literature), science, social studies (history), and English.

#### **Behavioral**

1. Any participant placed on a step level of the discipline program is ineligible.
2. A coach may remove from participation any participant whose conduct does not exemplify Christian sportsmanship and fellowship (unsportsmanlike conduct before, during or after a game/meet or practice, constant complaining about officials, etc.). A coach will carry out the discipline given by the school.

### **Ineligibility Period**

1. Participants who are ineligible will receive a written report stating the reason for ineligibility and the next check date.
2. The ineligible period will start on Monday afternoon (3:15 p.m.) and end one week later on Monday at the end of the school day.

The Athletic Director and the Administration will handle any exceptions to the above. Parents will have the final say as to whether their child is eligible for participation on a team even when the child is academically eligible by the standards listed above. Coaches will support all parental decisions.

### **Conflict Resolution**

Any area of concern that may arise with participants, parents, coaches, or teams should be resolved by using the method taught in Matthew 18. First, take your concern to the individual to try to resolve the matter. If the matter cannot be resolved, take your concern to the Athletic Director or supervising teacher. Finally, if the matter remains unresolved, take your concern to the Administration.

### **Communication**

Trinity will strive to keep participants, parents, and all interested parties informed of the activities throughout the year through the following methods:

- **Practices and Game Announcements:** Weekly game and practice schedules will be published on the website (trinitylutherschool.com) and on Parentsweb.
- **Schedules:** Practice and game/meet schedules will be distributed at the beginning of the season. Updates will be announced through Parentsweb. Tournament information will be distributed when available.

### **Non-Trinity Student Athletes**

Students from a home school setting or from a Christian based school (one that does not offer an equivalent athletic program) may apply to become a participant in the athletic activities offered at Trinity. In addition, students who are baptized members of Trinity Lutheran Church are also welcome to apply and join an athletic team hosted by Trinity Lutheran School. These individuals are subject to the conditions and rules of the Family Handbook and the Extra-Curricular Handbook. These conditions include a \$25 administration fee the first year (then \$10.00 each year after), rental fees as outlined above, Trinity Code of Ethics, IHSA approved Concussion Form, sports physical, birth certificate, and proof of compliance with the State of Illinois immunization schedule. Participation is based on the annual approval of the Athletic Director, the Administration, and the Trinity School Board.

Non-Trinity student athlete's families are expected to participate in volunteer activities. Guidelines for becoming a volunteer can be found in the Family Handbook FORM F-8. The fees associated with these requirements are the responsibility of the families, except in the case of a head coach volunteer that are covered by Trinity. Head coaches will be fingerprinted and undergo the same background check as the faculty and staff of Trinity. Fees for head coach will be paid by Trinity.

Coaching assistants are required to follow the same guidelines for volunteers as referenced above. The fees associated with these requirements, generally \$12, are the responsibility of the volunteer. This fee is subject to change at any time. Please contact the school office to verify.

### **Volunteer Opportunities**

In order to provide a successful extra-curricular program, parent/adult participation is necessary and expected. All volunteers must be on the approved volunteer list kept in the school office. A list of volunteer opportunities can be found in the school office.

### **Concessions & Gate Fees for Athletics**

Trinity organizes a concession stand and charges an admission fee for each home game and tournament. These funds are used to cover the cost of officials, athletic equipment, and other financial needs of the program.

## **Expectations**

**Participants** are expected to:

- Behave in a Christ-like manner both on and off the court.
- Show respect for property of Trinity as well as other schools.
- Try their best in all competitions.
- Win with humility and lose with grace.
- Gracefully accept the decisions of all officials.
- Play within the rules and with a sense of fair play.
- Be polite to opposing coaches and opponents.
- Be supportive of one another.
- Respect coaches as their parent's representatives.
- Participants on the bench during games or off to the side during practices are expected to pay attention at all times.

**Parents** and other spectators are expected to:

- Behave in a Christ-like manner.
- Cheer in a positive manner.
- Give Christian witness to the children as well as opposing teams.
- Show respect for all officials.
- Respect the property of Trinity as well as other schools.
- Treat all coaches and participants with respect.
- Be humble in victory and gracious in defeat.
- Use Christian language at all times.

**Coaches** and assistants are expected to:

- Represent Christ in all actions on and off the court, including appearance, attitude, action, and speech.
- Emphasize the development of Christian attitudes.
- Teach winning as secondary to Christian attitude and behavior.
- Address other coaches, teams, and officials in an appropriate and Christian manner.
- Demonstrate proper game behavior by their words and actions.
- Instruct participants in a kind and loving manner.
- Discipline participants who are not demonstrating Christian behavior by removing them from competition.
- Instruct participants about proper respect of property when visiting other schools.
- Arrive at least 10 minutes prior to practices and 30 minutes prior to games.
- Remain with the participants at ALL times during warm-ups, games/meets, practices, and until all participants are picked up from practice or games/meets or are taken to After School care.
- Hold a parent meeting prior to the first practice.
- Assign uniforms, enforce the proper care of the uniforms, and give instruction on return of uniforms following the last game.
- Follow proper lock-up procedures following practice and games/meets.
- Communicate with the Athletic Director, parents, teachers, school office, and Administration all changes in the schedule.
- Turn in all school keys or other school property (i.e., uniforms, balls, first aid kits, etc.) immediately following the last game.

- Follow all rules outlined in this Handbook.
- Coaches will have first aid kits available at all games and practices. As supplies are used, inform the Athletic Director so they may be kept fully stocked.
- Any participant with a bleeding injury cannot return to the game or practice until the bleeding has been stopped and the wound properly covered.
- Participants should be instructed in safe playing techniques and procedures.

### **Athletic Awards**

Participants may achieve the following awards:

- **Warrior Spirit Award** – This award honors the participant(s) at the varsity and junior varsity level who demonstrates above average dedication and commitment to the team, “over the top” effort in games and practices, Christian sportsmanship and attitude, perfect or near perfect attendance in games and practices, and a willingness to improve in all aspects of the sport. This award is typically awarded to one individual per team but may include more than one if the coach and Athletic Director jointly agree. (basketball, volleyball, cross country, chess, cheerleading)
- **Most Improved Award** – This award honors the participant(s) at the varsity and junior varsity level who demonstrates a high degree of improvement from the initial start of the season to its completion. It is selected by the coaches. (basketball, volleyball, cross country)
- **Top Free Throw Shooter** – This award honors the participant(s) at the varsity and junior varsity level who achieved the highest free throw percentage during game play of the season. The individual(s) must have accumulated a minimum of 15 free throw attempts during the course of the season to be eligible for this award. (basketball)
- **Top Server Award** – This award honors the participant(s) at the varsity and junior varsity level who achieved the highest percentage of successful serves during match play of the volleyball season. (volleyball)
- **Academic Warrior** – This award honors the participant(s) who achieve a 3.0 GPA and remained academically eligible for the entire season. Candidates for this award are validated by the Administration. (basketball, volleyball, cross country, chess, cheerleading)
- **Participation Award** – This award honors the participant(s) who completed the season from start to finish and participated in seventy-five percent of the scheduled practices and games. (basketball, volleyball, cross country, chess, cheerleading)

## **CODE OF ETHICS**

In order to participate in any extra-curricular activity, a signed “Code of Ethics” form must be on file. Also, the parent/guardian of each participant must have a signed form on file. In addition, each coach will have a signed copy on file.

As a Lutheran school, we desire to teach and encourage Christian conduct and sportsmanship among participants, coaches, and fans. To help us achieve that goal, Trinity has developed the following guidelines to help emphasize what we feel to be proper conduct:

### **The Participant ...**

- Accepts officials’ decisions in a proper manner; does not argue or make non-verbal gestures that indicate disagreement with officials, opponents, or fans.
- Treats an opponent as a guest and a friend – as he/she wishes to be treated; appreciates his/her opponent’s good play, encourages his/her opponent when he/she makes a mistake.
- Does not use profanity or obscene language at any time.
- Realizes that he/she is representing the Lord – as well as his/her school and team – reflects this awareness in his/her conduct.
- Win or lose thanks the Lord for allowing him/her to take part in the contest and keeping him/her safe.

### **The Parent ...**

- Attends the game/meet to encourage and support all participants.
- Shows respect for the judgment of the officials; does not question their calls.
- Recognizes and appreciates outstanding play by either team.
- Does not use profanity or obscene language.
- Does not verbally assault others or in any other way is generally obnoxious.
- Is a positive example in setting the tone for those around him/her so that everyone may enjoy the game/meet.
- Shows respect for those who are hosting our school; respects the rules and expectations of the host school.

### **The Coach ...**

- Treats each participant, opposing coach, parent, and administrator with respect and dignity.
- Uses the game/meet as an avenue to minister to children, parents, and fans.
- Knows he/she is an ambassador for Christ, and as such, conducts himself/herself in a proper manner when dealing with participants, parents, and fans.
- Sets a good example for parents and fans.
- Maintains self-control at all times. The desire to win must not overcome rational behavior.
- Helps participants appreciate the opponent’s good performance and encourage opponent who make mistakes.
- Expects good sportsmanship from his/her participants.
- Removes participants showing any kind of disrespect from the game.
- Does not “run up” the score or embarrass his/her opponent in any way.

**Participants are required to abide by this Code in all activities.**

# Trinity School Concussion Protocol.

## 1)Pre-Season

### a) Education

- I. The Athletic Director, coaches, and members of the oversight team will complete a CDC online concussion training course every two years. Certificates will be kept on file in the office and must be completed before the season begins.
- II. Training found at <https://www.cdc.gov/headsup/youthsports/training/index.html>. This link is also found on the school website.
- III. Athletes will be given the CDC Factsheet for Middle School Sports.
- IV. All athletes and parents will sign off on the Concussion Information Sheet before the season begins-including any practices.
- V. Educational materials from the CDC will be posted on the school website.

### b) Notifications

- I. Athletes and parents will be given written notice of the concussion protocol in the Athletic Handbook.
- II. Athletes and parents will be required to sign an IESA concussion Information Sheet prior to participation each school year.
- III. Once an athlete is deemed to have suffered a concussion, coaches will notify parents/guardian, Athletic Director, and Administration.

### c) Recognition/Diagnosis of Concussion

- I. Athlete must be removed immediately from interscholastic practice or competition if the athlete, coach, game official, Athletic Director, parent, or Administration believes the athlete has suffered a concussion.
- II. Written clearance from a physician is necessary to return to practice or competition.
- III. Once diagnosed to have suffered a concussion by a physician, the athlete will be subject to the return-to-play and return-to-learn protocol.

## 2) Return-to-Play Protocol

### a) An athlete who was deemed to have suffered a concussion will follow these steps before returning to practice or competition:

- I. Athlete must be evaluated by a physician and cleared to safely return to play. Documentation of this must be given to the coach and placed on file in the school office.
  1. Families are required to attach physician's statement to the post-concussion consent form.
- II. Athlete and parents have signed an IESA post-concussion consent form. Found on school website.

### **3) Return-to-Learn Protocol**

- a) An athlete who was deemed to have suffered a concussion will follow these steps before returning to learn:
  - I. Athlete must be evaluated by a physician and cleared to safely return to learn. Written documentation from physician must be presented to the school office on day of return and attached to signed consent form.
    - 1. Consent form is found on the school website.
  - II. Athlete and parents have signed an IESA post-concussion consent form.
  - III. Classroom teachers and a member of the oversight team will monitor cognitive ability and develop an individualized plan, if necessary (based on doctor recommendations), to introduce the athlete back into their full academic workload.

Forms mentioned in this section can be found on the school website under Resources - “TLS Concussion Protocol Resources”.

#### **Concussion Oversight Team Members: Administration**

#### **Medical Professional**

#### **Athletic Director-assuming AD is not a coach**



## After School Sports / Event Emergency Plan

**Venue:** Trinity Lutheran School Gymnasium and Cafeteria

### Emergency Personnel Chain of Command

1. Athletic Director (if present)
2. Administration (if present)
3. Trinity Faculty or Staff
4. Coach or other individual in charge of event

### Emergency Equipment On-Site

- First Aid Kit:
  - gym - under scorer's table
  - cafeteria - north end cabinets
- AED: main hallway above water fountain
- Ice, water, towels: cafeteria
- Player Medical Information: First aid kit under scorer's table
- Emergency weather shelter: basement of building (follow signs)

### Communication

Access to 911: landline in cafeteria

### Role of First on the Scene

1. Control scene/access to injured individual
  - i. Initial assessment (to determine ABCs - airway, breathing, circulation)
2. Detailed assessment (to determine extent of injury / illness)
3. Send designated personnel to summon help if needed
  - i. Call 911
4. Send designated personnel to obtain necessary supplies
5. Initiate immediate care to the sick or injured and stay with individual until medical care arrives or deemed appropriate to move

### EMS Access / Directions

Location: 824 East Main Street

Entry point: East side of main church building through double glass doors

Designate individual to meet EMS

Last Updated: \_\_\_\_\_ Last Practiced: \_\_\_\_\_

# FAMILY HANDBOOK

## FORMS

- F-1 Acceptance of Applications & Probationary Admission Policy
- F-2 Church Attendance Tuition Discount
- F-3 Student Community Service Requirements and Guidelines
- F-4 Acceptable Use of Technology Policy
- F-5 Parent Chromebook Agreement
- F-6 Behavior Report Form for Student
- F-7 Behavior Report Form for Staff Member
- F-8 Family Volunteer Requirements & Guidelines
- F-9 Volunteer Screening Form
- F-10 Medication Administration Authorization Form

## Acceptance of Applications & Probationary Admission Policy

Students transferring from another school must present to Trinity the following items:

- A copy of last year's standardized test results;
- A copy of last year's report card;
- A copy of the most recent report card - if transferring mid-year;
- A letter of "good standing" from the school the student is transferring from; and
- Records from the other school.

An application for admission will not be considered complete until ALL of the above items are **received** and **reviewed** by Trinity. After review, a meeting with the Administration is required for grades 3-8. If transcript information indicates that Trinity will not be the best match for the educational needs of the child, the student will not be accepted.

All students enrolling at Trinity for the first time are accepted on a **probationary basis**. This period ends at the end of **the first full eight (8) weeks of attendance**. During these eight weeks, the student's progress will be reviewed every two weeks by the classroom teacher and the Administration.

Every two weeks, the following areas will be reviewed:

- The student must be **passing all subjects**;
- The student must **not be a behavioral problem or routinely have unfinished or late work**;
- The student **must follow classroom/school discipline procedures**; and
- The student **must be following school rules** as stated in the Family Handbook.

If any of the above areas are a concern during any check in the eight week period, the Administration will call a meeting with the parents. If, during any two week check, the student is not passing all subjects or has routinely had late work, the student will be placed on academic probation. A student on academic probation, who is failing two or more courses at the end of the eight weeks, may not be allowed to continue at Trinity. The termination rests on the Administration, with the endorsement of the School Board. Serious behavior issues will also lead to immediate student dismissal.

Student Name: \_\_\_\_\_

Parent Signature: \_\_\_\_\_

Date: \_\_\_\_\_



## Church Attendance Tuition Discount

Child(ren)'s Name(s): \_\_\_\_\_

Grade(s): \_\_\_\_\_ School Year: \_\_\_\_\_

Parent(s)/Guardian(s) Name(s): \_\_\_\_\_

Phone: \_\_\_\_\_ Congregational Membership: \_\_\_\_\_

One of the primary purposes for maintaining Trinity Lutheran School is that through the school we assist parents/legal guardian(s) in the Christian-upbringing of their children. This is a vital ministry of Trinity congregation and supports the mission of our church. Families are expected to:

- ✓ Be regular and faithful in their attendance at their home church. Families are expected to attend at least **twice every month** throughout the year. This applies to parent/legal guardian and students.
- ✓ Encourage and reinforce the Christian education taught at Trinity and in their home church.

To encourage school families to attend church, Trinity offers the following tuition discounts:

- For Trinity & Immanuel church member students/families: a **25%** tuition discount.
- For students/families who are members of another Christian congregation: a **15%** tuition discount.
- For students/families who do not have a church home but attend worship at Trinity Lutheran Church at least twice a month: **up to \$50.00** tuition credit for each month.

I/We desire the tuition discount and will strive to satisfy the criteria established by the school to qualify for the discount.

Signature of Parent/Guardian: \_\_\_\_\_

By signing below, I am verifying that the above mentioned family is a member of their home church.

Signature of Pastor: \_\_\_\_\_  
(The signature of a pastor not required for those who do not have a church home.)

Parent/legal guardian and student attendance must be monitored weekly. Families who meet the requirements outlined above will receive a discount on their tuition account during the school year. Families that pay in full will receive the full annual amount of the discount at the time the tuition is paid.

Other than Trinity church members, families must provide Trinity with attendance documentation from their home church for credits to be issued. Documentation must include date, name of church & location, and attendees and be submitted either to the teacher (with church signature) or emailed from your church to [tls@trinityadvancedlearning.org](mailto:tls@trinityadvancedlearning.org).

# Trinity Lutheran School

## Student Community Service



**Mission Goal #3: To INSPIRE our students for lifelong service to the Lord and their neighbor**

### Service Hour Requirements

Grade 6: 15 hours

Grade 7: 15 hours

Grade 8: 20 hours

### How Does It Work?

1. You can always do more than the required amount. Service is an activity that truly benefits both sides.
2. The hours are cumulative, meaning that if you attend Trinity all three years of middle school, then before graduation you must have 50 hours of service logged. If you attended only grades 7 & 8 at Trinity, you would need 35 hours, and so on. Mid-year registrations are pro-rated. These student community hours are separate from family volunteer hours.
3. The student must volunteer at a nonprofit agency or for an individual, such as a church member. The activity should benefit an individual or the community.
4. The activity cannot be for a family member.
5. If the student received a grade or any type of compensation (money, award, extra credit) for the activity, it is not eligible for service credit.
6. Some hours will be available through teacher/school planned activities throughout the year.
7. Hour verification forms are available in the office, from the teacher, or online.
8. In order to help the students budget these hours successfully, periodic due dates for each year need to be followed:
  - a. *Hours completed during the summer – due no later than mid-term of first quarter.*
  - b. *Hours completed during each of the first three quarters – due no later than one week after the end of the third quarter.*
  - c. *Hours completed fourth quarter – due no later than two weeks before graduation ceremony.*
9. Service hours are a requirement. If a student fails to log in the appropriate # of hours, his/her diploma document is withheld during graduation. The document can be redeemed after graduation, if the student finishes logging enough hours and turns the verification form in over the summer.



## Community Service Form

### Student Information:

Name: \_\_\_\_\_

### Student/Parent Agreement

I/We understand that ALL community service hours must be completed through a 501 (c)(3) non-profit organization or a local government agency.

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Student Signature

### Organization Information

Name of Organization: \_\_\_\_\_

Address: \_\_\_\_\_

Brief Description of Activity	Date	Time In	Time Out	# of Hours

Total # of hours this sheet: \_\_\_\_\_

### Verification

I certify that these hours have been completed at our organization and that the student received no compensation for their community service hours. I am also aware that I may be contacted by the school office at any time to verify the above information.

Name of Supervisor (Print Name): \_\_\_\_\_

Title: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Contact Email: \_\_\_\_\_

Signature: \_\_\_\_\_

# **Trinity Lutheran School**

## **Acceptable Use of Technology Policy**

### **Introduction**

Trinity recognizes the various ways, both positive and negative, that students, personnel, and parents can use technology both in school and at home. Our school seeks to educate 21st Century learners through 21st Century teaching. Our objective is to fully prepare students to use the resources available in ethical, constructive, productive, and intelligent ways as Christian citizens in a global community.

As a community of faith that embraces technology, we recognize the following:

- Words transmitted using the Internet and related technologies are published materials, available for World wide access, and are public documents.
- The values of dignity and respect for every person apply to all of our interactions with each other, be they in person or by virtual means.
- Using technology to publish opinions that are obscene, work against the values of dignity and respect of each person, or bring harm to the individual, as well as to our school community, are contrary to the mission of Trinity.

Trinity discourages students, personnel, and parents from using technology in irresponsible ways, both at school and at home, and will hold all users responsible for their published words. Students, personnel, and parents who use technology in ways that are contrary to our mission will face disciplinary action, up to and including expulsion/dismissal.

### **Code of Conduct**

Trinity Students are expected to model a code of conduct reflecting the school philosophy of Trinity at all times. This includes all school events and activities, and extends beyond the physical boundaries of the school.

The school's jurisdiction with respect to conduct includes:

- At all times when the student is on school grounds;
- At all times during the school day, both off and on school grounds;
- At all officially sanctioned school-sponsored events; and
- Outside of the school day when the student's behavior reflects upon the school.

Note: The school retains the right to discipline students for their actions, regardless of when or where they occur, when those actions negatively impact the school's image, reputation, and/or the safety and well-being of the school community. This covers inappropriate behavior in cyberspace including but not limited to messages, chat room commentary, comments/pictures, postings on social networking sites, blogs, wikis, gaming chats, digital transmissions, and other technology related activity.

***The following is adapted from NCEA's From the Chalkboard to the Chatroom for Acceptable Use of Technology.***

*As a school technology user, I agree to follow the rules and code of ethics in all of my work with technology while attending Trinity Lutheran School.*

*1. I recognize that the work of all users is valuable; therefore, I will protect the privacy of others by not trying to learn their password; I will not copy, change, read, or use files from another user without prior permission from that user; I will not attempt to gain unauthorized access to system programs for computer equipment; I will not use computer systems to disturb or harass other computer users or use inappropriate language in my communications.*

*I will honor my school's procedures for the storage of information. I realize that after prior notice has been given to me, files may be deleted from the system to protect the integrity of the network or because of space limitations on the computer's hard drive.*

*2. Each student who received Internet access will be instructed in the proper use of the network. The use of the Internet must be in support of education and research consistent with the educational objectives of the school. Students using network or computing resources must comply with the appropriate rules for that network or resource. As a user of a network, I will not use bulletin boards or chat lines for personal use. In addition, I will not reveal my personal information, home address, or personal phone number or those of students, teachers, or other staff members. Transmission of any material in violation of any U.S. or state regulation is prohibited. This includes, but is not limited to: copyrighted material, threatening or obscene material, or material protected by trade secret. The use of school computers and networking resources for commercial activities is not permitted. Their use for product advertisement or political lobbying is also prohibited.*

*3. Parents must realize that their students may encounter material on a network/bulletin board that they do not consider appropriate (vulgar jokes, statements of belief that some might consider immoral, etc.) The student is responsible for not pursuing material that could be considered offensive.*

*4. The use of technology is a privilege, not a right, and inappropriate use will result in the temporary suspension of take home privileges. Vandalism or intentional modification of system settings will result in cancellation of privileges and/or school disciplinary action. The school reserves the right to seek financial restitution for any damage caused by a student or other user. The system administrators will deem what is inappropriate use, and their decision is final. The administration, faculty, and staff of the school may request that the system administrator deny, revoke, or suspend specific user privileges. Violations of the rules and code of ethics described above will be dealt with seriously. Any student suspended from school may not take a Chromebook home during the term of the suspension. Cyber-bullying, cyber-harassment, and cyber-stalking are forms of bullying that utilize electronic means including, but not limited to email, texting, inappropriate images, posting, and instant messaging. These forms of harassment are taken seriously and are prohibited.*

*5. Students, personnel and parents may not take or transmit images that violate the Responsible Use Policy. Taking pictures, videos, or recordings without a person's knowledge is a violation. The transmission, display, and sharing of inappropriate images is subject to disciplinary and legal action.*

*-Any user who violates the Acceptable Use Policy or local, state, or federal law, faces the loss of technology privileges, disciplinary action, and may face legal prosecution.*

***Before signing this form, read and review all of the information above. Signatures below indicate that the parties have***



*read the AUP document.*

*1. As the parent or legal guardian, I grant permission for my son or daughter to access networked computer services such as electronic mail and the Internet. I understand that individuals and families may be held liable for violations of all provisions contained within the policy. I also understand that the Acceptable Use of Technology Policy applies to any user of school technology.*

*2. I/We have read and agree to comply with the terms of this policy governing the use of the school's computer resources and the responsible use of all telecommunications at school, home, and work - communicating over the network in a responsible fashion while honoring all relevant laws, policies, regulations, and restrictions.*

*3. I/We understand that a violation of this policy may result in a loss of access as well as other disciplinary or legal actions.*

*4. I/We understand that my child's teacher will review this policy with the students in an age appropriate manner.*

Parent/Guardian Signature: \_\_\_\_\_

Date: \_\_\_\_\_

# **Trinity Lutheran School Parent Chromebook Agreement**

Giving our students and teachers the tools they need to succeed in a digital world is an important endeavor. To be college and career ready, our students will need to be adept at using technology for critical thinking, problem-solving, collaboration, multi-media research and sharing, and as an essential tool for interaction in a global environment. In support of these, all students will be issued a Chromebook at the beginning of the school year. To help our students successfully navigate the 1:1 learning environment and take full advantage of the investment in this technology as a tool for learning and engagement, Trinity has developed the following guidelines. It is vital that all students and their parents understand and abide by these guidelines.

## **Responsibility for the Chromebook**

Students are solely responsible for the Chromebooks issued to them and must adhere to the following:

- Students must comply with Trinity's *Acceptable Use of Technology Policy*.
- Chromebooks are intended for use at school each day. Students in 7<sup>th</sup> & 8<sup>th</sup> grades may take Chromebooks home and are responsible for bringing their fully charged Chromebook to school every day. (Note: A fully charged Chromebook should last at least 8 hours.)
- Students should treat their device with care and never leave it in an unsecured location.
- Students must promptly report any problems with their Chromebook to their homeroom teacher.
- The identification tags, which include the student's name, grade, and ID number, must not be removed or interfered with. If a student loses a Chromebook while at school, it will be returned to the student's homeroom teacher.
- Students may not attempt to remove or change the physical structure of the Chromebook, including the keys, screen cover, or plastic casing.
- Students may not attempt to install or run any operating system on the Chromebook other than the Chromebook OS operating system.
- The devices should be kept clean, and nothing (i.e. pen, pencil, etc.) should touch the screen other than approved computer screen cleaners. Careful closure of the Chromebook includes not leaving any items on the keyboard, which causes breakage.

## **Spare Equipment and Lending**

If a student's Chromebook is inoperable, the school has a limited number of devices for use while the student's Chromebook is repaired or replaced. These guidelines remain in effect for loaner computers. Students must have a fully functional Chromebook to work with at all times. If a student experiences problems with his/her Chromebook, he/she must immediately report the issue and request a spare device. If a student does not bring his/her Chromebook to school, the student may be required to borrow a device from the school based on the direction from his/her teacher.

**If a student loses a Chromebook, and it is not retrievable, the family will be required to lease another Chromebook for \$40.00 per month. If the Chromebook is lost at any point after January 1 of the following calendar year, there is a flat \$200 fee to lease a new Chromebook.**

## **Ownership of the Chromebook**

Chromebooks are the property of Trinity Lutheran School. To ensure its use as a positive learning tool in coordination with the school's curriculum, Trinity retains the right to collect and/or inspect Chromebooks at any time, including via electronic remote access and to alter, add, or delete installed software or hardware during a student's enrollment at Trinity.

## **Warranty and Insurance**

Although the Chromebooks do have a warranty, this does not cover accidental breakage, theft, or vandalism. The cost of these types of repairs falls under an additional policy, purchased by the school. Trinity does not charge a technology fee or a standard leasing fee; therefore, any instance of damage that requires service will have a cost, as listed below. This fee is the responsibility of the family and must be paid before the Chromebook will be returned to the student.

- First Occurrence \$25.00
- Second Occurrence \$50.00
- Third Occurrence \$100.00

**I accept the ownership/use and financial responsibilities as outlined above. I understand that my student will be given this same information in class and asked to agree as well.**

Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

## Behavior Report Form For Student

(Filled out by Student)

Date of Incident: \_\_\_\_\_ Time of Incident: \_\_\_\_\_

Location of Incident: \_\_\_\_\_

Others involved: \_\_\_\_\_

Witnesses: \_\_\_\_\_

I saw: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

I heard: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

I did this: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Name of Student Reporting: \_\_\_\_\_ Date: \_\_\_\_\_

Time: \_\_\_\_\_

Faculty Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Time: \_\_\_\_\_

## Behavior Report Form for Staff Member

(Filled out by Staff Member)

Date of Incident: \_\_\_\_\_ Time of Incident: \_\_\_\_\_

Location of Incident: \_\_\_\_\_

All persons involved: \_\_\_\_\_

Witnesses: \_\_\_\_\_

Severity Level: Low \_\_\_\_ Medium \_\_\_\_ High \_\_\_\_

What was seen: \_\_\_\_\_

\_\_\_\_\_

What was heard: \_\_\_\_\_

\_\_\_\_\_

Staff Person's Assessment: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Plan of Action: \_\_\_\_\_

\_\_\_\_\_

Parent/Guardian Informed? Y or N Date: \_\_\_\_\_ Time: \_\_\_\_\_

Other Authorities Informed? Y or N Date: \_\_\_\_\_ Time: \_\_\_\_\_

Print name of adult filling out this form: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Administration Signature: \_\_\_\_\_

Date \_\_\_\_\_ Time \_\_\_\_\_

## Family Volunteer Requirements & Guidelines

Trinity Lutheran School is committed to providing a safe and secure environment for all students and volunteers who participate in the school activities. We pray that the school will be a place to experience God's love through relationships with His people.

Any parent, grandparent, and/or guardian who are fulfilling their required family volunteer hours will be referred to as "volunteers".

Families are required to complete 26 volunteer hours to Trinity. The categories in which families can earn hours vary (a list can be obtained from the school office).

All volunteers that work with or around the students are required to undergo a background check through the school (**see Forms - F-9 "Volunteer Screening Form"**). Drivers must undergo an additional driving record check. Checks must be completed before volunteer work may begin. A running list of approved volunteers/drivers will be maintained by the school office.

The fees associated with these checks for 1 member of each family will be paid by the school. Additional volunteers are responsible for the fees, subject to change at any time, as follows: Volunteer - \$12  
Volunteer/Driver - \$18

Parents, grandparents, and guardians of students may contribute to the 26 hour requirement. Volunteer hours required must be fulfilled between June 1 and the last day of school in May. The following positions will receive a volunteer hour waiver for the year served: coaching staff and School Board member. A \$100 fee will be added to a family's total tuition at the beginning of their payment plan. Following completion of the 26 hours, the fee will be waived for the next year and each year the requirement is achieved. Annual hours required may be adjusted for families with students that enroll late. The volunteer fee is refundable. The amount refunded will be prorated based on the amount paid and the withdrawal date. Refund checks are typically issued in June.

Grade 8 families: Volunteering for 8<sup>th</sup> grade class trip activities and fundraisers does not count towards the Family Voluntary Hours.

### Guidelines

- Volunteers are expected to be free of any convictions of child abuse (sexual, physical, and/or emotional).
- Volunteers are expected to sign in each time they provide service at school.
- Volunteers are expected to observe the practice of "two adults per child" at all times so that no one is alone with a child or the children. (The "two adults per child" includes the teacher).
- Volunteers are expected to report immediately to the supervising teacher and/or the Administration, any observed inappropriate or abusive behavior.
- Volunteers are expected to discuss only with the supervising teacher or the Administration any situations that occur, which are observed. Other volunteers or parents are NOT to be informed of these situations. Strict confidentiality is important in order to establish an atmosphere of trust.
- Volunteers, who are not feeling well, are expected to adhere to the same illness guidelines as for students, found in the Family Handbook.
- Volunteers are expected to call the school office or the teacher when they are unable to make their volunteer times.
- The sharing of recordings or photographed activities must be pre-approved by Administration or supervising teacher.

## **Be Informed - Physical and Behavioral Indicators of Child Abuse**

The following list of physical and behavioral indicators of child abuse needs to be evaluated in the context of the child's environment. The presence of these symptoms alone is not necessarily diagnostic of abuse. These lists are examples and are not all-inclusive.

### **Physical Indicators**

- Bruises and welts on the face, lips, mouth, torso, back, buttocks, or thighs in various stages of healing.
- Bruises and welts in unusual patterns reflecting the shape of the article used (i.e., electric cord, belt buckle, or in clusters indicating repeated contact).
- Bruises on an infant, especially facial bruises.
- Cigarette burns, especially on the soles, palms, back, or buttocks.
- Burns – patterned like an electric element, iron, or utensil.
- Rope burns on arms, legs, neck, or torso.
- Bite marks.
- Loss of hair.
- Fractures of the skull, nose, ribs, or facial structure in various stages of healing; multiple or spiral fractures.
- Difficulty in walking or sitting.
- Subdural hematomas, retinal hemorrhages, internal injuries.
- Pain or itching in the genital area
- Venereal disease, especially in pre-teens.
- Pregnancy.
- Consistent hunger, poor hygiene, or inappropriate dress.
- Consistent lack of supervision; abandonment.
- Unattended physical or emotional problems or medical needs.
- Speech disorders, lags in physical development, ulcers.
- Lacerations or abrasions to the mouth, lips, gums, eyes, or external genitalia.

- Asthma, severe allergies, or failure to thrive.
- Torn, stained, or bloody underclothing.
- Bruises, bleeding, or infection in the external genitalia, vaginal, or anal areas.
- Frequent urinary or yeast infections.
- Substance abuse – alcohol or drugs.
- Unexplained (or multiple history for) bruises, burns, or fractures.
- Positive test for presence of illegal drugs in the child's body.

### **Behavior Indicators**

- Wary of adult contacts, lack of trust, uncomfortable with or threatened by physical contact or closeness.
- Behavioral extremes such as aggressiveness or withdrawal.
- Overly compliant, passive, undemanding behavior; apathy.
- Extreme aggression, rage, to hyperactivity.
- Poor self-esteem, self-devaluation, lack of confidence or self-destructive behavior.
- Afraid to go home; frightened of parents.
- Alcohol or drug abuse.
- Delinquent, runaway, or truant behavior
- Poor peer relationships; shunned by peers.
- Unusual interest in or knowledge of sexual matters, expressing affection in inappropriate ways.
- Lack of emotional control, withdrawal, chronic depression, hysteria, fantasy, or infantile behavior.
- Excessive seductiveness or promiscuity.
- Suicide attempts.
- Destructive, antisocial, or neurotic histories for a given injury.

**If you have reason to believe that you have encountered a child who is a victim of abuse, Trinity urges you to contact the Administration as soon as possible.**

- I have read and understand the Family Volunteer Requirements & Guidelines.
- I have not had a conviction of any law in any state or any record of founded child abuse or dependent adult abuse in any state.
- I do not have a communicable disease or other health concern that could pose a threat to the health or well-being of the children.
- I will observe the practice of “two adults per child” at all times so no adult is alone with a child.
- I understand that strict confidentiality is expected. That is, what I see or hear is to be shared with the supervising teacher or the Administration only.
- I understand that a \$100 volunteer fee will be added to my tuition and a credit will roll over for every year that my family meets the 26 volunteer hour requirement.
- I am aware that a copy of these Requirements and Guidelines (FORM F-8) is available online or from the school office.

By signing below, I acknowledge and confirm the statements listed above.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Student

**Anyone who intends to volunteer and will have direct contact with the students must complete this form (F-8), as well as the Volunteer Screening form (F-9).**

# Trinity Lutheran School Volunteer Screening Form

## DISCLOSURE AND AUTHORIZATION FOR CONSUMER REPORTS

### Disclosure

**Trinity Lutheran School** has contracted with Bushue Background Screening in connection with my application for employment (including contract or volunteer services), I understand consumer reports will be requested by you ("End-User"). These reports may include, as allowed by law, the following types of information, as applicable: names and dates of previous employers, work experience, education, accidents, licensure, credit (as allowed by law – where required, you will be presented with additional disclosures), etc. I further understand that such reports may contain public record information such as, but not limited to: my driving record, judgments, evictions, criminal records, etc., from federal, state, and other agencies that maintain such records. If I am hired, I understand that my employer can use this disclosure and authorization to continue to obtain such consumer reports throughout my employment, contract period or volunteer service.

### Authorization

I, \_\_\_\_\_, hereby authorize procurement of consumer report(s) and investigative consumer report(s) by End-User. If hired (or contracted), this authorization shall remain on file and shall serve as ongoing authorization for End-User to procure such reports at any time during my employment, contract, or volunteer period. I authorize without reservation, any person, business or agency contacted by the consumer reporting agency to furnish the above-mentioned information. This authorization is conditioned upon the following representations of my rights:

I understand I have the right to make a request to the consumer reporting agency: Bushue Human Resources, Inc. d/b/a Bushue Background Screening ("Agency"), 302 East Jefferson Avenue, Suite B, Effingham, IL 62401, telephone number (217) 342-3042 or toll free at (877) 342-3042, upon proper identification, to obtain copies of any reports furnished to End-User by the Agency and to request the nature and substance of all information in its files on me at the time of my request, including the sources of information, and the Agency, on End-User's behalf, will provide a complete and accurate disclosure of the nature and scope of the investigation covered by any investigative consumer report(s). The Agency will also disclose the recipients of any such reports on me which the Agency has previously furnished within the two year period for employment requests, and one year for other purposes preceding my request (California three years). I hereby consent to End-User obtaining the above information from the Agency. I understand that I can dispute, at any time, any information that is inaccurate in any type of report with the Agency. I may view the Agency's privacy policy at their website: [www.bushuebackgroundscreening.com](http://www.bushuebackgroundscreening.com).

### **Attention applicants in California, Minnesota, Oklahoma, New York, and Washington:**

*I understand that if the End-User is located in California, Minnesota or Oklahoma, that I have the right to request a copy of any report End-User receives on me at the time the report is provided to End-User. By checking the following box, I request a copy of all such reports be sent to me. Check here: ☐*

*As a California applicant, I understand that I have the right under Section 1786.22 of the California Civil Code to contact the Agency during reasonable hours (9:00 a.m. to 5:00 p.m. (CTZ) Monday through Friday) to obtain all information in Agency's file for my review. I may obtain such information as follows: 1) In person at the Agency's offices, which address is listed above. I can have someone accompany me to the Agency's offices. Agency may require this third party to present reasonable identification. I may be required at the time of such visit to sign an authorization for the Agency to disclose to or discuss Agency's information with this third party; 2) By certified mail, if I have previously provided identification in a written request that my file be sent to me or to a third party identified by me; 3) By telephone, if I have previously provided proper identification in writing to Agency; and 4) Agency has trained personnel to explain any information in my file to me and if the file contains any information that is coded, such will be explained to me.*

*I understand that if I am applying for employment in New York, that I have the right to receive a copy of Article 23-A of the New York Correction Law \_\_\_\_\_ (initial if this applies).*

*I understand that if the report is provided to an employer in the State of Washington, that I can contact the following office for more information regarding my rights under Washington state law in regard to these reports: State of Washington Attorney General, Consumer Protection Division, 800 5<sup>th</sup> Ave, Ste. 2000, Seattle, Washington 98104-3188, (206) 464-7744.*

I understand that I have rights under the Fair Credit Reporting Act, and I acknowledge receipt of the Summary of Rights  
\_\_\_\_\_  
(initials).



\*Information below is being used for background screening purposes only.

PLEASE PRINT LEGIBLY					
<b>Applicant's Legal Name</b> (full name)	<b>First:</b>	<b>Middle:</b>	<b>Last:</b>		
<b>Alias or Maiden Name</b>	<b>First:</b>	<b>Middle:</b>	<b>Last:</b>		
<b>Home Address:</b>	<b>Street Address:</b>		<b>City:</b>	<b>State:</b>	<b>Zip:</b>
APPLICANT INFORMATION					
<b>Date of Birth:</b>		<b>Social Security Number:</b>			
____ / ____ / ____		____ - ____ - ____			
<b>Phone Number:</b>		<b>Email Address:</b>			
<b>Driver's License Number:</b>		<b>State of Issuance:</b>	<b>Names as it Appears on Driver's License:</b>		
<b>Eye Color:</b>	<b>Hair Color:</b>	<b>Race:</b>	<b>Weight:</b>	<b>Height:</b>	
				____ ft. ____ in.	
VOLUNTEERING INFORMATION					
<b>School/Place:</b>		<b>Purpose:</b>			
Trinity Lutheran School		_____ <b>Volunteer Only</b> _____ <b>Volunteer and Driver</b>			
APPLICANT SIGNATURE AND DATE					
<b>Signature (if under the age of 18, parent/guardian signature is required):</b>				<b>Date:</b>	

# Medication Administration Authorization Form

This form must be submitted with the medication to be administered. See "Student Health and Wellness" in the Family Handbook for restrictions.

## To be completed by parent/guardian

### Section A:

Trinity Lutheran School faculty/staff has my permission to administer the following medication:

\_\_\_\_\_ to: \_\_\_\_\_ (Student Name)

Dosage and time(s) to be administered: \_\_\_\_\_

Special Instructions: \_\_\_\_\_

This authorization is effective from: \_\_\_\_\_ (Date) until: \_\_\_\_\_ (Date)

### Section B:

If this medication is to be given "as-needed", this section must be completed daily:

Date and Time medication was last administered: \_\_\_\_\_ (Date) \_\_\_\_\_ (Time)

Dosage: \_\_\_\_\_ Earliest time medication can be administered: \_\_\_\_\_

\*\*\*\*Self-administered medications have additional requirements.

- All medications must be accompanied by this authorization form and presented to the teacher.
- Prescription medications must be sent in their original container and include the student's name, dosage, and instructions.
- Over-the-counter medications must be sent in their original container.
- Ointments (even non-prescriptions like Vaseline) require an authorization form.

### By signing this authorization form:

A) You give permission for the student named above to receive the medication listed above while in the care of Trinity faculty/staff.

B) You acknowledge the medical, allergy, and emergency contact information in the student information system is current.

\_\_\_\_\_  
Parent/Guardian

\_\_\_\_\_  
Date

\_\_\_\_\_  
Faculty/Staff

\_\_\_\_\_  
Date