



**TRINITY
LUTHERAN
SCHOOL**
for Advanced Learning

Family Handbook

217-442-4311

TrinityLutheranSchool.com

824 E. Main
Danville, IL 61832

Dear TLS Families:

Welcome to Trinity Lutheran School. TLS is here to provide an excellent education for our students who live in a quickly changing world. TLS 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 TLS 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 TLS-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 TLS; 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, during the week, 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 TLS 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 TLS 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

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.

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 Principal Notes and on the calendar.

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 is expected. Please give a reason. Students are considered tardy when they are not in their classrooms by 8:20 a.m. Tardy students must obtain a tardy slip from the office before going to class. Three tardy per year will prevent a child from receiving a perfect attendance award.

Absences

An unexcused absence is an absence without valid cause. Valid causes are illness, family emergency, or a death in the family.

Unexpected Absence

The school requires students to attend daily during the entire regular school term. In case of an unexpected absence, a parent/guardian must contact the child’s teacher and/or school office and state the reason for the absence. All notifications should be made before the start of the school day. A written doctor’s excuse must be given for medical and dental appointments during the 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 4th and any additional days to be considered excused. A student has two days for every day absent to complete daily homework for absences due to a valid cause. Previously scheduled test and project due dates remain unchanged.

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 should remain absent until he/she has been symptom free for 24 hours or has been released by a physician. 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 for trips are considered unexcused.

Inclement Weather

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

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. For any long period of absence, make-up work must be arranged with the teacher.

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

Trinity Lutheran School admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, 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. Trinity Lutheran School principal 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.

Students transferring from another school must present to TLS the following items at the time of application:

- 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 TLS. After review, a meeting with the principal is required for grades 3-8. If transcript information indicates that Trinity Lutheran will not be the best match for the educational needs of the child, the student will not be accepted.

All students enrolling at TLS 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 this eight weeks, the student's progress will be reviewed every two weeks by the classroom teacher and the principal.

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 school handbook.

If any of the above areas are a concern, during any check of the eight week period, the principal 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 Lutheran School. The termination rests on the principal, with the endorsement of the TLS School Board. Serious behavior issues will also lead to immediate student dismissal.

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 in TLS for kindergarten need to be five before September 1st.

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 Lutheran School 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 Lutheran School 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 the 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 extracurricular sporting 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.

School Uniform

Kindergarten – 8th Grade

Dresses: Girls may wear dresses or skirts with a hemline no shorter than approximately an adult's hand width from the top of the knee. Dresses must have sleeves. Shorts/Tights must always be worn under dresses and skirts for grades K-5. Tights or leggings must be worn under all dresses/skirts during the months that shorts are not allowed (all grades). Any solid color or print dress may be worn. No pictures (images) or words.

Shirt Styles: Turtlenecks, Polo's, Button-up Dress Shirts, Sweaters, and Cardigans allowed. Solid color sweatshirts (full zip or crew) allowed. TLS Hoodies allowed. **Colors for Shirts:** ANY solid colored shirt or pattern allowed. No pictures (images) or words.

Styles of pants: Casual dress pants, khakis, cargo pants, capris, dress shorts, or khaki shorts allowed. Short length must fall within an adult's hand width from the top of the knee. No jeans of any color, yoga pants, or leggings (unless under skirts or dresses). **Colors for Pants:** Any solid color.

Shoes: Tennis shoes, dress shoes, loafers, docksiders, oxfords, saddle shoes, and fashion boots under 1" heel are allowed. Flat boots are best. *Tennis shoes for P.E. and recess are required* No heels over 1" (including wedges). No sandals, flip-flops, shoes with rollers, or shoes of wood or wooden construction. **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
- No gauging or large dangling earrings, only one earring per ear
- No body/facial piercings
- No visible tattoos (including temporary)
- No bandanas
- No clothing or jewelry that reflects unchristian or anti-social values
- No torn/ripped clothing
- Hats and jackets 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 principal and teachers are authorized to require dress code for a certain event and may ask a student to remove or change out of clothing that reflects an unchristian message.

Note: The teacher and/or principal have the final authority concerning dress code. We ask that parents cooperate in these decisions. Teachers normally give a verbal warning, followed by written warnings. Students in grades 5-8 that choose to disregard the dress code repeatedly (more than three) are disciplined using the school discipline plan.

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.

Tuition

All tuition payments will be made using FACTS. Payment options and rates are listed below.

Kindergarten - 8th Grade:

1st Child \$3,325.00

2nd Child \$2,495.00

3rd & each
add'l child \$1,665.00

A'La Carte Classes offered for grades 6-8. Contact the school office for a fee schedule.

Registration Fee Schedule/Student

New Students

Online Application/
Administrative fee \$25

K - 4th Grade \$125

5 - 8th Grade \$200

New A 'La Carte and Extra Curricular participant fees follow a New Student fees.

Returning Students

K - 4th Grade \$80

5 - 8th Grade \$140

Online Enrollment Waived

All Students

8th Grade Graduation \$75

Volunteer Fee \$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 service 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 Service Hours section. The graduation fee will be added to 8th grade tuition. The volunteer fee is a refundable fee.

Payments

You may choose the following options for tuition payments:

Monthly – Automatic payment on the 5th, 15th, or 20th

Bi-monthly – Automatic payment on the 5th and 20th

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

Discounts and Scholarships

Discounts and scholarships may vary and are dependent on the availability of funds.

Church Member Discount

A 25% discount is available to Trinity Lutheran Church members. Families must sign up for this discount in the church office. The church office will notify the school when a discount is applicable. Discounts for unchurched school families and cooperating church families are also available.

Pay in Full Discount

A 5% discount shall be awarded to all parents 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. The 5% discount will be awarded after the Ambassador's Program credit is awarded.

Ambassador's Program

The Ambassador Program was created to offer a discount to current families that refer new families to the school. When the new family registers online and enters your name in the "How did you hear about us?" section you will receive a \$250 discount, plus an additional \$50 for each additional new family you refer in that same school year.

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.

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 Scholarship Funds are distributed by the school office and school board treasurer.

Families who withdraw their child during the school year will automatically lose the remaining portion of their financial aid.

Non-Sufficient Funds/Late Payments

If a check or ACH debit, payable to TLS 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 hot 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.

The school may suspend the attendance 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.

TLS 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.
- TLS and personnel incur no liability for injuries occurring when administering asthma medication, an epinephrine auto-injector, or and opioid antagonist.
- A Medication Form must be filled out and signed by the parent/guardian.
- 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 names, 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.
- TLS retains the discretion to reject requests for the administration of medications or medical procedures. If the request is denied, the principal 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, TLS will contact the parent/guardian as soon as possible.

Self-Administered Medication

TLS 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 or guardians 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 principal 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 principal 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 principal will appoint a communicable disease team consisting of the principal, school nurse, and a teacher from the building where the student is in class.
- 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 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

TLS has established a "student wellness policy" to ensure that our school environment promotes and supports student health and wellness. In addition to serving a nutritious and well-balanced hot 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 TLS. 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 8th grade year, TLS students continue to receive religious instruction in the teachings of the Lutheran Church – Missouri Synod. All 8th grade students receive this religious instruction provided by our pastor and classroom teachers. Students desiring membership in the Trinity congregations may be confirmed following this instruction.

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.

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.

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.

TLS works with parents to meet individual student needs. In the event that the office recognizes, through conversations with a parent or guardian or through conversations with a staff member, a need for additional outside services for counseling or social workers, the office may share with parents or guardians 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 principal is contacted.
3. The principal 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/principal attends the student support team meeting and assists in the decision as to what type of team intervention is necessary.

Honor Roll

Trinity Lutheran School is concerned about educating the whole child. We want to provide the best education possible under the care of Christian teachers. Students at TLS have many opportunities to excel in music, athletics, and academics.

The following information outlines our requirements for Honor Roll and eligibility standards at TLS. Please encourage your child to set high standards when it comes to daily schoolwork, tests, and the building of good study skills. Certificates will be given out recognizing honor roll students.

The Honor Roll will be based on grades received in the following subjects: Religion and memory work averaged together, math, English, history, spelling, science, and reading/literature. Specific requirements follow:

1. An "F" in any subject will eliminate a student from the Honor Roll.
2. The seven subjects listed above will be averaged together to determine the grade point average 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.
3. High Honors – 3.67 and above grade point average.
4. Regular Honors – 3.66 to 3.00 grade point average.
5. Valedictorian – 3.67 or better average.
6. Salutatorian – 3.33 or better average.
7. A student's end of the year honor roll status will be determined by averaging his/her grade point averages for the four quarters.

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.

Extra-Curricular & Eligibility

Academic Activities

Trinity Lutheran School offers extracurricular activities that help students grow academically, and may include Scholastic Bowl Team, Spelling Team, and Chess Club. The Student Athletic and Extra-Curricular Handbook must be accepted by any student/family that wishes to participate in an activity.

Physical Education Class/Team Sports

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 black athletic shorts and a solid white, yellow/gold, or black t-shirt. Students are required to wear tennis shoes during PE classes. Students are not permitted to call home for forgotten clothing.

As a supplement to the regular physical education program, TLS also provides a program of extracurricular team sports. There is a \$25 athletic fee for each sport. The following may be offered after school hours for grades 3-8:

- Cross Country
- Girls & Boys Basketball
- Girls Volleyball

- Girls Cheerleading

The athletic director at TLS coordinates all sports programs and is responsible to the principal and school board. The Student Athletic and Extra-Curricular Handbook acknowledgment must be signed by students and parents who participate in these programs.

Student Eligibility for Extracurricular Activities

Students participating in a sport, scholastic bowl, or any extracurricular activity must maintain their academic grades and behavioral standards in order to continue such participation. Eligibility checks will be made every week. Students will be ineligible for a period of one week under the following situations:

Academic

1. An F in any subject.
2. Students not maintaining a C average in the seven (7) major subjects. These subjects are: memory, religion, math, reading (literature), science, social studies (history), and English.
3. A student-athlete must be academically eligible to begin practice.

Behavioral

1. Teachers may suggest that a student not be allowed to participate because of disciplinary action. This is subject to approval by the principal.
2. A coach may bench any student-athlete whose conduct does not exemplify Christian sportsmanship and fellowship (unsportsmanlike conduct before, during, or after a game or practice, constant complaining about referees, etc.). The coach will carry out the discipline given by the school.
3. A student-athlete will not call a coach by his/her first name. Student-athletes will always use Mr., Mrs., or Miss with a name or initial. "Coach" will also be acceptable.

Ineligibility

1. Student-athletes who are ineligible may not practice or participate in any games for a period of one (1) week.
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.
3. Grades will be evaluated after each week to see if sufficient progress has been made to allow further participation. If a student-athlete is still ineligible, he/she has another one (1) week to bring his/her grades to a level of eligibility. Grades will be checked at the end of that one (1) week period. If a student is still ineligible at the end of that one (1) week, he/she is given one (1) additional week. The cycle will continue until the grades reach a C level.

The principal 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 if the student is academically eligible. Coaches will support all parental decisions.

Hot Lunch

Hot Lunch Program

A nutritious and well-balanced hot lunch is served daily. Each lunch includes 1 milk and costs \$3.00. An additional milk may be purchased for \$.50. Charges incurred for lunches will be charged to the individual student's account. Payments are accepted through FACTS SIS. You are encouraged to prepay for lunches.

Parents are welcome to eat lunch with their child(ren) and should plan to eat the school hot 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 your child's teacher at the beginning of school about your intent to eat lunch so that the lunch count is accurate when it is collected by the cook.

Before/After School Care

Before/After School Care (BAC)

Before care is available for students from 7:00 a.m. - 8:00 a.m. and after 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 on 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 TLS apply to BAC time as well as to school time.

Discipline Guidelines and Procedures

Discipline Plan:

As a Christian community, the school board, teachers, staff, parents/guardians, and students must desire to work together in the most God-pleasing Christian learning environment possible. TLS'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 TLS. 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 TLS has adopted a Discipline Plan.

In order to establish clear guidelines for proper Christian behavior at TLS, 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 TLS.
- **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 TLS. 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.

Step 1 – A public apology is given. The parents/guardians 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 principal will notify the president 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/guardians 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/principal conference to be held within five days of suspension/detention, or the student is suspended until the conference takes place. The principal will notify the

president 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/guardians are called and informed to pick up child. The parents/guardians 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 principal, parents/guardians, 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.

If a student’s behavior is deemed “a serious infraction” (e.g. threatening or harassing towards other(s)) by the principal in consultation with the School Board, the discipline may advance immediately to step 4

--- Termination of student enrollment.

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 extracurricular 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 principal, upon notice given to the parent/guardian, 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 TLS if behavior demonstrates continued willful disobedience that remains unresolved.

Expulsion (Step 4) – Students at TLS will be expelled at the discretion of school board with/without the recommendation of the principal usually for a clear and serious cause. When a student is expelled, the student and parent/guardian will be informed of the reason for the expulsion. Parents/guardians may appeal the decision to expel.

Formal Review Hearing and Appeal – A parent/guardian has the right to a formal review hearing before the school board. The review hearing will be chaired by the president of the school board or an appointed designee. A review hearing must be requested in writing to the school principal. 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 principal. The discipline plan will be used to deal effectively with behavior that disrupts the educational process in the classroom.

Anti-Bullying Policy

We define “bullying” as repeated and systematic harassment whereby student(s) are being targeted by verbal and /or physical attacks. 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 will be dealt with according to age-appropriate procedures.

- 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. Therefore, bullying is not acceptable behavior at Trinity Lutheran School.

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:

A. 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).

B. Repeat Occurrences – Teachers moves student desk away from other students and/or issue a loss of recess and other activities. Teacher then informs parents and principal.

C. Visit to principal’s office – Student sent to office to confer with principal. Principal 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.

D. 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.

E. Suspension from school – the time being from one day to three days – After consultation with the parents, teacher, and input from the Lutheran School Board, the student may receive up to a three-day suspension. The student may be asked to develop a plan for positive behavior.

F. Suspension of longer duration – After a three-day suspension, and consultation between the principal, parents, teacher, and School Board, the School Board may suspend for an indefinite period of time.

G. Expulsion – When reasonable efforts to correct the inappropriate behavior have been exhausted, and after consultation with the parents, teachers, and principal, the School Board may expel the student.

H. 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

A. 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.

B. 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.

C. 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 principal.

Student Strategies

A. 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 sample document).

B. 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 accompanying document).

C. 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-yourselves” 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 sample document).

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”.

Behavior Report Form (Sample) (Filled out by staff member)

Date: _____ Time: _____

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: _____

Principal Informed (list date and time):

Date _____ Time _____

Parent/Guardian Informed? Y or N

Other Authorities Informed? Y or N

Print name of adult filling out this form: _____

Signature: _____ Date: _____

Student Behavior Report Form (Sample) (Filled out by student)

Date: _____ Time: _____

Location: _____

Others Involved: _____

Witnesses: _____

I saw: _____

I heard: _____

I did this: _____

Name of Student Reporting: _____

Harassment Policy

Trinity Lutheran School 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 Lutheran School are to be treated with respect and dignity. It is a violation of TLS’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 family 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 LUTHERAN SCHOOL.

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 Lutheran School 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 principal 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 principal'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 TLS 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 or guardians will be notified immediately. The principal 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 principal 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 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

TLS 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.

Tornados/Fire Drills

Students will participate in regular fire and tornado drills 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

Field Trips

Educational field trips are correlated with the educational program and curriculum at TLS. 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 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. Have a valid driver's license and agree to observe all traffic laws.
3. Able to produce proof of insurance each time.
4. Driver and passengers must wear seat belts.
5. No smoking in vehicle.
6. Driver must not be under the influence of any alcoholic beverage or drug which may impair judgement or driving ability.
7. All students under age 8 must use booster seats or car seats as the law requires.
8. Background and driving record check must be on file in the school office.

Bus Safety Guidelines:

Students of Trinity Lutheran School 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 students cause 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.

TLS 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, his parents, or guardian.
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 student.
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 principal.

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 Service Hours

All families are required to donate 26 hours of service to Trinity Lutheran School. The categories in which families can earn hours vary. All volunteers that work with or around the students are required to have a background check. Drivers must undergo an additional driving record check. Both checks must be completed before service work may begin.

Parents, grandparents, and guardians of students may contribute to the 26 hour requirement. Service hours run from June 1 through the last day of school in May. The following will be given a maximum total of 26 hours for each position: coaching staff, school board member, and PTL officer. 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 then each year the requirement is achieved. Annual hours required may be adjusted for families with students that enroll late. The volunteer fee is refundable if a family no longer has a student attending TLS. The amount refunded will be prorated based on the amount paid and the withdrawal date. Refund checks will typically be issued in June. Grade 8 families do not receive service hours for 8th grade class trip fundraisers.

Fundraising

Trinity Lutheran School 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. For every \$100 collected for the school, 1 family service hour will be recorded.

Classroom Visitors

Persons desiring to visit a classroom while it is in session will contact the office and the teacher at least one day prior to the day of the visit stating the purpose or reason for the visit.

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.

School Board and School Board Meetings

Trinity Lutheran School is governed by a school board. The 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. The school board meetings are open for any interested party to attend. If you wish to be placed on the agenda, arrangements must be made through the principal who will then notify the president of the school board. Visitors, who are placed on the agenda, are limited to 15 minutes when voicing their concerns. Visitors are welcome to stay for the entire meeting unless the school board goes into executive session. The president will determine at what point the school board is meeting in executive session. Executive session is closed to the public because of the sensitive nature of the matter being discussed. Ex-Officio members are included in the executive session.